Open Access Publishing Workflow
for Cambridge Journals
1. Manuscript Preparation

- Find journal on Cambridge Core
- Click ‘Information’
- Review the Instructions for Contributors (IFCs)
- Format their manuscript accordingly.

*Alternative avenues:*
- If known, the author can go directly to the correct Online Peer Review System for the journal (either ScholarOne or Editorial Manager);
- OR, they can contact the Editorial Office directly;
- OR, they can contact Customer Service.
Outcome:
Author prepares manuscript for submission
2. Manuscript Submission

- Click ‘Submit your article’
- Complete the submission form in the Online Peer Review System (OPRS)

**Steps (sequential):**

1. Click ‘Submit your article’
2. Login in or create account in OPRS
3. Arrive at OPRS journal landing page
4. Click into the Author Dashboard to start the submission form
5. Work through the submission form
6. Review form and submit
7. Await email confirmation
Authors are directed to Open Access policies on the dashboard

- For **fully OA journals**, authors tick a box to consent to paying an APC, or to confirm that they are eligible for a waiver / discount (i.e. they are based in a Research4Life country, or based at an institution which is part of a read and publish agreement).
- For **hybrid journals**, details regarding APCs, waivers and discounts are presented in an information box rather than a mandatory tick box. This is to ensure that an author’s decision to publish Open Access does not form part of the editorial decision making process.
- An author **may** be able to complete the OA licence to publish form at this stage (generally available on a journal’s IFC page). This form indicates that an author wishes for their work to be published as OA. This form is excluded from any PDF form that editorial will see, and so does not have any impact on the editorial decision making process. This form can also be completed once the manuscript has been accepted.
Outcome:
Submission moves to the Editorial Office for review
3. Manuscript Review

- Manuscript goes through Editorial and Peer Review
- Authors can track progress of their manuscript through the stages of review in their OPRS.
Outcome:
Input is gathered to inform publication decision
4. Publication Decision

- Manuscript is accepted for publication
- Receive acceptance email
- Fill in OA licence to publish / copyright form.

Steps (sequential):

1. Manuscript flagged as ‘Accepted’ in OPRS
2. Receive acceptance email
3. Follow the instructions in the acceptance email for how to submit the OA licence to publish form
4. Manuscript moves into Production Checklist in OPRS
5. Production Checklist completed by an Editorial Assistant

- For most journals, the acceptance email will contain a link to the OA policies page.
- By uploading the OA licence to publish form (if not previously done so), authors are indicating that they wish to publish OA. This is the last opportunity for authors to declare that they would like to publish OA (before their manuscript goes into production).
Outcome:
Manuscript metadata exports to RightsLink for APC processing and Jarvis for Production
5a. Payment Process

- Author receives email from Rightslink

For authors eligible for waivers/discounts:
- Author enters institution affiliation
- Waiver is applied by Rightslink

**Steps (sequential):**

1. Production team submits article’s metadata to Rightslink.
2. Author receives email from Rightslink requesting APC payment.
3. Author logs in or creates account in Rightslink.
4. If applicable, author inputs institution in the ‘Affiliation Discount’ section.
5. Author confirms transaction.
6. Author receives email notification of successful processing.

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If you are publishing as part of a read and publish agreement, please note that APCs are not automatically waived. Authors have to transact. This is because we use Rightslink as the central source of the data we collect about OA articles. When an author declares which institution they are based at, the data behind the scenes works out whether or not to apply the waiver.
5a. Payment Process

Dear [Author's Name],

Congratulations on being accepted for publication in [Journal Name] for the following manuscript:

Manuscript Title: [Manuscript Title]
Manuscript DOI: [Manuscript DOI]
Manuscript ID: [Manuscript ID]
Published by: Cambridge University Press

To facilitate prompt publication, please pay your author publication charges using the RightsLink® e-commerce solution from Copyright Clearance Center (CCC).

*Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout.

To review and pay your charges, please click here.

To complete a secure transaction, you will need a RightsLink account. If you do not have one already, you will be prompted to register as you are checking out your author charges. This is a very quick process. The majority of your registration form will be pre-populated automatically with information we have already supplied to RightsLink.

If you have any questions about these charges, please contact CCC Customer Service using the information below.

Sincerely,

[Author's Name]

Cambridge University Press
5a. Payment Process

Once the author has searched for their institution in the ‘Affiliation Discount’ section and completed the discount/waiver page, they will be returned to an updated version of the charges page, where the net total will appear as zero.

At this stage they will confirm and the transaction will be complete.
Outcome:
Article is cleared to publish
5b. Production Process

- Article goes through the production process

**Steps (sequential):**

1. Copy editing
2. Type setting
3. Author proof
4. Final type setting
Outcome:
Article is published Open Access