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Open Access Publishing Workflow

Author Journey

Open Access Publishing Workflow



All articles submitted to Cambridge University Press undergo the same **rigorous peer-review** to sustain the high quality of our journals.

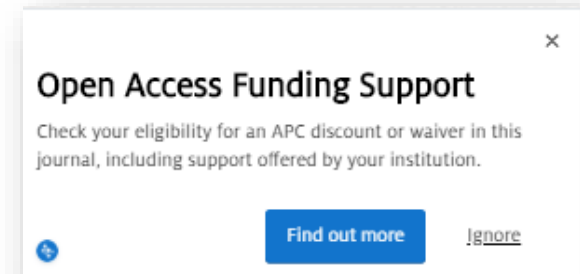
The decision to publish an article is not affected by whether it will be published Open or behind a paywall.



Journal homepages

- Information on manuscript preparation is available on the journal's homepage on **Cambridge Core**.
- Open Access information is signposted on these pages.

Pop ups appear on relevant gold OA and hybrid journal pages to invite authors to check their eligibility for an APC waiver / discount using our checker tool.





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The submission system – aka Online Peer Review System –
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Peer review

Manuscript then proceeds through editorial and peer review



- Ensures submitted article is suitable for journal
- Ensures article is sound and accurate
- Alerts to errors
- Provides constructive feedback



Possible outcomes:

- Accepted without any change
- Revise and resubmit
- Paper rejected



Acceptance

If an article is accepted, following the completion of any revisions required, authors will receive an acceptance email.

RE: <<JOURNAL NAME>> - Decision on <<MANUSCRIPT NAME>>

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We're delighted to confirm that your manuscript entitled "ARTICLE NAME" has been accepted for publication in <<JOURNAL NAME>> in its current form.

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Acceptance

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If covered by an institutional agreement, authors should select the relevant OA license form.

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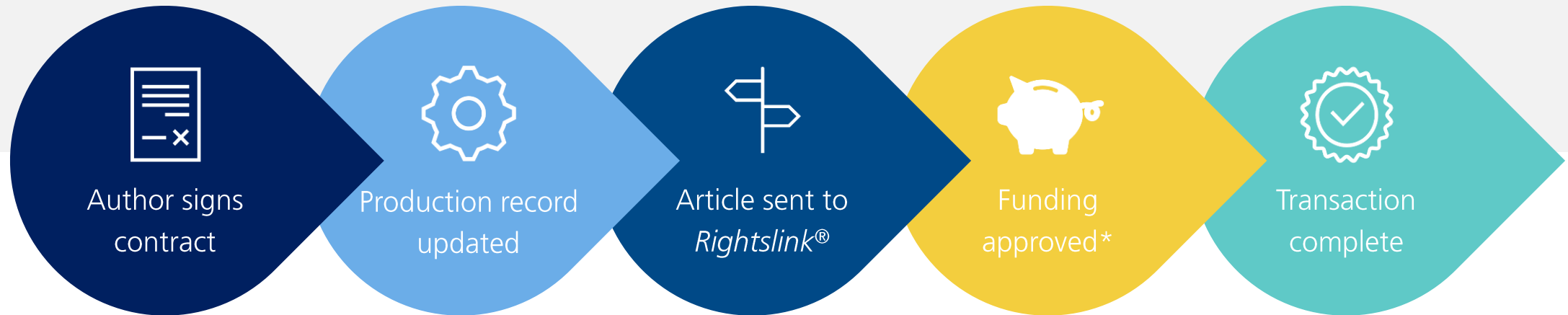
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Authors who do not select the OA option and are identified as eligible under an agreement are informed of the opportunity via a monthly outreach campaign.

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Authors are reminded that they are eligible to publish OA at no cost under their institutional agreement.

Touch Free Transactions



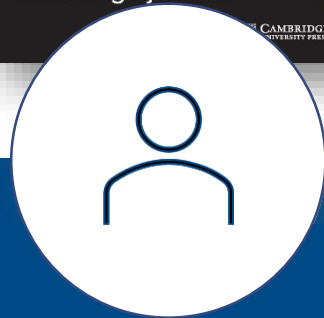
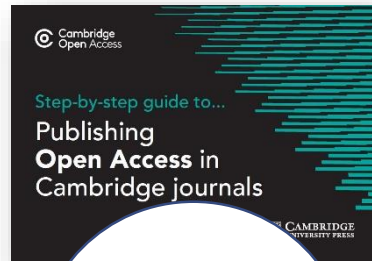
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Once an OA license is signed, our third party partner *Rightslink*® match the article with a publishing agreement and automatically discount the APC.

Author Touch Points and Messaging

Message Received	Trigger	Action Required
“Manuscript decision” (from CUP)	Sent when an article has been accepted for publication	This is the key decision point for the author to make their article open access. Author must complete their author publishing agreement and choose Open Access
“Welcome e-mail from CUP production” (from CUP)	Sent after CUP production has updated the article record with the author publishing agreement	None required if author has already completed their author publishing agreement
“Your APC funding request has been approved/denied” (from Rightslink)	If automatic approvals are on: immediately on auto approval of the funding by RightsLink. If automatic approvals are off: once the librarian has approved or denied the funding in Agreement Manager	None. Information only

Resources

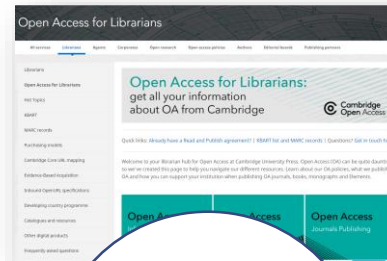
We have a range of resources to help support your agreement



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Guidance on publishing OA
cambridge.org/publishoa

Webinars
cambridge.org/oa-videos



For you

OA Information
cambridge.org/oa-lib-hub
Read & Publish promotional resources
cambridge.org/rapresources

[Rightslink Institution Resource Center](https://rightslink.com)



Training

Regular sessions to support your understanding of the author workflow and how to use Agreement Manager

Training requests can be made via
academictraining@cambridge.org

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The costs of publishing Open Access (OA) are typically met through an Article Processing Charge (APC) that is paid by the author or author's funding body or institution. This APC might be waived or discounted if:

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- You are based in a low- and middle-income country on the [Research4Life country list](#) and publishing in our fully Gold Open Access journals

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FAQs

How does Cambridge identify an author's eligibility under an agreement?

An author will enter their affiliation details into the Online Peer Review System (OPRS) when submitting their article. Details in the 'affiliation string' that are necessary to identify eligibility under R&P include **institution and email domain**. We rely on authors to enter their correct affiliation details and work on a system of trust.



Once an article is accepted for publication, the metadata is fed into our Production system, where the affiliation string is automatically **assigned a GRID**, which allows us to match the institution to a R&P agreement.

If an article has an R&P eligible GRID, we assess the article under the criteria relevant to the agreement (article type, journal package, term of agreement). This allows us to confidently identify authors who are eligible for an APC waiver or discount through an OA publishing agreement.



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