



Step-by-step guide

for authors publishing Open Access
in Cambridge Journals

[cambridge.org/open-access](https://www.cambridge.org/open-access)



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Open Access Publishing in Cambridge Journals

1 Manuscript Preparation

- 👤 Find your chosen journal on Cambridge Core
- 👤 Review the Instructions for Contributors (IFCs)
- 👤 Format your manuscript

2 Manuscript Submission

- 👤 Click 'Submit your article' on your chosen journal's homepage
- 👤 Complete the submission form in Online Peer Review System (OPRS)*

Read and Publish

Cambridge University Press has made a number of Read and Publish agreements to establish OA publishing in Cambridge Journals for publicly financed research articles.

Under the 'Read' element, affiliated institutions are granted access to the Press' journals. The 'Publish' element covers the Article Processing

3 Manuscript Review

- ⚙️ Your manuscript goes through Editorial and Peer Review

Charges (APCs) for authors from affiliated institutions who wish to publish in the Press's hybrid and fully Open Access journals, depending on the agreement.

For a list of universities / institutes in your country, please visit: cambridge.org/read-and-publish

4 Publication Decision

- ⚙️ Your manuscript is accepted for publication
- 👤 Fill in and submit the Open Access licence to publish form. This indicates that you wish to publish Open Access
- ⚙️ Your manuscript moves into production

5a Payment Process

- 👤 Receive email from Rightslink requesting APC payment*
- 👤 Login or create an account in Rightslink
- 👤 If applicable, input your institution in the 'Affiliation Discount' section
- 👤 Confirm transaction

5b Production Process

- ① Copy editing
- ② Type setting
- ③ Author proof
- ④ Final type setting

6 Article Publication

- ⚙️ Article is published as Open Access

Alternative avenues

OR, if you know the correct Online Peer Review System for your journal, go directly to Scholar One / Editorial Manager

OR contact the Editorial Office directly

OR contact Customer Services.

You may be able to complete the OA licence to publish form at this stage (available on journal's IFC page), depending on your journal.

* Editorial Manager or ScholarOne

Key to symbols: 👤 Author action ⚙️ Cambridge action

* Please note that if you are publishing as part of a Read and Publish agreement, APCs are not automatically waived.






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