

Open Access Publishing Workflow

The Author Journey



Benefits of OA publishing

Publishing OA allows anyone, anywhere to find, read, and benefit from research.

OA articles:

- are downloaded three times more than non-OA articles, on average
- receive 30-50% more citations
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Open Access Publishing Workflow

All articles submitted to Cambridge University Press undergo the same rigorous peerreview 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.







Third Party Transaction Process

We work with *Rightslink*[®]-CCC to process article processing charges (APCs).

Institutions and authors participating in Read and Publish deals benefit from *Rightslink's* tool, **OA Agreement Manager**, which has been purpose-built to facilitate smoother financial transactions for authors and administrators.

This allows us to identify authors who are eligible for an APC discount/waiver and automatically apply a discount, meaning a **'touch free' journey for the author**.

Institutions may also review and authorise APC funding requests.





Manuscript preparation

Author:

- Discovers journal
- Visits journal information page
- Reviews author instructions
- Formats manuscript





Information on manuscript preparation is available on Cambridge Core, via the journal landing page.

Wherever possible, we remind authors to check their eligibility for APC waivers and discounts.

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Detailed information for contributors is available within the journal information pages, including Open Access publishing options available in that journal.

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









Open Access Waivers and Discounts: Check your eligibility

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The links below provide more detail on each agreement, including eligible institutions and journals. If you have any questions about these agreements, please contact oaqueries@cambridge.org.

Details of Read and Publish agreements are hosted on Cambridge Core.

Europe, Middle East and Africa

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- Czech Republic
- Estonia
- France
- Germany
- Greece
- Hungary
- Hungary
- Israel
- Italy
- Latvia

Americas

United States

United Kingdom (UK)

- United Kingdom: University of Cambridge
- United Kingdom: JISC

Rest of the World

- Hong Kong
- India: e-Shodh Sindhu (eSS)
- India: Indian Institute of Management (IIM)
- Japan





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Manuscript preparation

OA agreement - CRUI, Italy

Link to participating institutions and eligible journals

Link to further guidance and information about publishing Open Access

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Manuscript submission and review

Author:

- Navigates to submission system from journal homepage
- Logs into submission system
- Submits manuscript and supplementary materials
- Checks status in online submission system





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Manuscript decision

Author:

- Receives acceptance email
- Chooses creative commons licence



Manuscript decision

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

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The acceptance email links to the journal information page, where authors can select the appropriate form.

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

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Kind regards, Editorial office







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Manuscript decision – Process changes

We are replacing our current licensing process with an **improved digital licensing solution** that will allow us to significantly improve author experience and our ability to channel authors to select the Gold OA publishing option in hybrid journals, using specific messaging relating to Read and Publish.

18 journals are currently on Ironclad. We are aiming to add remaining 100+ Cambridge journals by the summer, with proprietors journals being added throughout the year.

ASS	Modern Asian Studies	JHL	Journal of Helminthology
EDE	Environment and	IMI	Journal of the Institute of
	Development Economics		Mathematics of Jussieu
EPS	Epidemiology and	PEF	Journal of Pension Economics &
	Psychiatric Sciences		Finance
ERM	Expert Reviews in	PSM	Psychological Medicine
	Molecular Medicine		
ETS	Ergodic Theory and	PUP	Journal of Public Policy
	Dynamical Systems		
EXP	Experimental Results	ROB	Robotica
HIS	The Historical Journal	SLA	Studies in Second Language
			Acquisition
JCL	Journal of Child Language	TRO	Journal of Tropical Ecology
JGH	Journal of Global History	ZYG	Zygote







The author will still receive an acceptance email and a record will be created Cambridge's production tracking system.

This email informs the author that they will receive separate communication from our digital licensing partner in order to complete their agreement.

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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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You'll now be assigned a dedicated Content Manager, who you will hear from shortly.

Congratulations and thank you once again for your contribution to << JOURNAL NAME>>.

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Article: A History of Voting Rights in the United States

Journal: Perspectives on Politics

in

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We recommend using Google Chrome for best compatibility.

Kind regards,

Cambridge University Press





Information Request from Cambridge University Press - Demo

Please complete this information request form. We will use the information you provide to prepare a publishing agreement for review and signature.

Fields marked with an asterisk (*) are required

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Author List:

1. Alli Hytha

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Article: A History of Voting Rights in the United States

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Once signed, a digital contract is then emailed to relevant parties and the article proceeds into production.

ACTION REQUESTED

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REVIEW & SIGN

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DOCUMENT

Publishing agreement for article in "Perspectives on Politics"

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Cambridge University Press has prepared an agreement for the publication of:

Article: A History of Voting Rights in the United States in Journal: Perspectives on Politics

Please review and sign the agreement at your earliest convenience by clicking the "Review and Sign" button in this email. You will be taken, via a secure link, to our partner site (HelloSign) where you can review the agreement and sign it digitally. If you have any

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Get Starte

Transaction process

• No author interaction required





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- OR receive notifications to approve/deny funding.

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Vour author has requested ADC funding







Librarian view of all articles submitted from researchers in their institution requiring OA funding approval

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Billing Profiles

Funding Requests Reports

Below you will find a list of special billing profiles that publishers have setup with your organization.

From this page you can:

- · Select any Profile Name to view the details of that profile.
- · Assign an internal nickname to each profile. This value will appear on your invoices to ease identification.
- · Double-click on any existing nicknames to make changes.
- Enroll a profile in automatic approvals. Please note, checking the automatic approvals box will approve funding for any manuscript that is matched and submitted under that billing profile.

Results 1 - 1 of 1

F	Profile Nickname	\$	Profile Name	;	Publisher ≑	Invoicing Frequency	: S A A	Spending Amount Approved	Remaining APC Tokens	Profile Start Date	¢	Profile End Date	Profile Status	*	Automatic 4 Approvals	÷	Notifications
	CUP		CUP RAP Agreement 1		CAMBRIDGE UNIVERSITY PRESS (UK)	Daily	0	0.00 GBP	98	31-Jul-201)	31-Dec-2019	Active				ф
Re	esults 1 - 1	of	1														







A final notification will still be sent to the author to confirm the APC discount has been approved/applied and that their article will be published OA.

Your article has been accepted and will be published open access

Dear

Congratulations on being accepted for publication in for the following manuscript:

Manuscript DOI: Manuscript ID: Manuscript Title: Published by: Cambridge University Press Total Charges Covered:

Funding for your open access publication charges has been covered by CCC University based on an agreement between CCC University and Cambridge University Press.

If there are any additional publication charges available to you, such as page or color charges, we will send a payment link for those charges under separate cover.

Sincerely, Cambridge University Press

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