Step-by-step guide
for authors publishing Open Access in Cambridge Journals

cambridge.org/open-access
Open Access Publishing in Cambridge Journals

1 Manuascript 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)

3 Manuscript Review
- Your manuscript goes through Editorial and Peer Review

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
- Copy editing
- Author proof
- Type setting
- Final type setting

6 Article Publication
- Article is published as Open Access

Key to symbols:  Author action  Cambridge action

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 Charges (APCs) for authors from affiliated institutions who wish to publish in the Press’ 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

Alternative avenues
- OR, if you know the correct Online Peer Review System for your journal, go directly to ScholarOne / Editorial Manager
- OR contact the Editorial Office directly
- OR contact Customer Services.

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