

Author FAQs – COVID-19

1. Are books still being sent for review in Academic journals?

We will continue to send books for review in Academic journals. However, the global pandemic has created logistical challenges for us to be able to do so in the normal way. As a result of being unable to send physical print copies of books to various regions, we will be providing digital copies *only* for review during this time. This means that if you have suggested a review journal in your Marketing Questionnaire, we will first contact them to ask if they would like to be sent a digital copy. We will update on this in the coming weeks and hope to be able to offer print review copies again at a later stage.

2. Are books still being nominated for awards?

We will continue to nominate books for academic awards, however there may be some delays over the course of the pandemic, for example if award committees postpone or even cancel awards. We are now encouraging award committees to consider digital copies as part of the submission process instead of print, and in the instance of print copies being requested, these will need to be sent to a home address rather than an institutional address. We will monitor the situation closely with regards to our ability ship physical print copies around the world.

3. Will inspection copies still be sent out?

Yes. In the first instance, we are providing digital review samples, where we have an eBook available. We will also email to check if a print inspection/examination copy is required to be sent to a private address.

4. Will Author Hub continue to be updated?

Author Hub, our online platform for book authors who receive royalties, will continue to be updated daily with sales and royalty data, marketing information and resources, and news stories. Author Hub is a great source of supplementary support during this time, particularly with guidance on how you can help to promote your work online. You can log in to Author Hub [here](#).

5. Will the Press still be attending academic conferences?

Regrettably, the Academic division of Cambridge University Press has decided to cancel all attendance at conferences and events until the end of August. We feel that this is the right decision to minimise any risks to our team and to the wider community. We will keep the situation under review. We have not taken this decision lightly as we know how important academic conferences are to the community and our publishing partners.

In the meantime, we are extending the online discount to 30% to match the discount we would have offered to delegates in attendance at the conference. Our teams are also working with conference organisers where possible to offer other forms of support to these communities.

Simply visit our [Conferences page](#), find the relevant meeting, and add the desired title to your cart. The discount will automatically be applied.

6. Will the marketing of my book be affected?

With the exception of academic conferences, the vast majority of our marketing efforts remain unaffected, and we will continue to explore promotional efforts using online tools in particular. The vast majority of our staff are now working from home and have access to both our internal and external systems which will significantly help to reduce any adverse impact. We are seeing increased demand for content online and we will be making full use of our platform Cambridge Core to ensure our content is discoverable and accessible to as wide an audience as possible during this time.

We encourage you to log in to your [Author Hub account](#) to review many of the marketing activities for your book, as well as access sales and royalty information, and marketing tools and resources.

7. How will marketing to libraries be affected whilst they are closed?

In the current period of disruption, we are mindful that it is insensitive to market to librarians with overtly commercial messages. Many university campuses are currently closed and librarians are struggling to facilitate online and off-site access, especially to the large amounts of free content donated by publishers, including CUP. However, these same pressures mean that many libraries are still looking to source additional ebooks, journals and other online publications for their patrons. We are continuing to maintain dialogue with libraries and are responding quickly to requests for additional content or services. We are also keeping libraries informed about new publishing as it becomes available.

8. Will the publication of my book be delayed?

This depends on your book, but wherever possible we are trying to maintain publication schedules unless there is a very good reason not to do so. Of course, publication is a complicated process and depends on collaboration with external suppliers and other companies (such as printers, for example), so this situation may change. Unless you hear from us to the contrary, you should assume that our plan is to publish to the agreed schedule.

9. I am unable to work on my manuscript during this time, what will that mean for my book?

Whilst we are trying to maintain as much momentum as possible in our publishing, we do of course understand that people are dealing with unprecedented pressures at the moment, and there is a need for flexibility. If you cannot meet current deadlines for any reason, please get in touch with your editor to talk through the options, and possible implications to your publication schedule.

10. Is the Press still accepting book proposals and manuscript submissions?

Yes, we are still accepting both. For advice on how to submit your book proposal, please read our guide [here](#).

11. Is the Press still able to pay royalties?

Unfortunately, the disruption to print and delivery services caused by the Covid-19 pandemic make it unlikely that we will be able to deliver royalty cheques and paper statements for April 2020.

Despite this, we are doing all we can to ensure that you receive your royalties. The best and easiest way is to pay the money directly into your bank account, but we need your help to make sure this can happen.

What you need to do

In order to receive your royalty payment as soon as possible, please log into your Author Hub account, where you can provide us with your banking details in a secure environment.

You may not have used Author Hub before. If not, please click this link https://www.cambridge.org/authorhub/forgot_password and then log in using the email address we have used to contact you.

The bank form can be found by clicking on the 'Royalties' tab in your Author Hub account. Once this is completed, we can arrange for your royalties to be paid directly into your bank account.

You will also be able to find a PDF copy of your royalty statement for the period 1 July to 31 December 2019 on your Author Hub account after 30 April 2020.

Alternatively, if you email royalties@cambridge.org we can send you a copy of the bank form.

Our relationship with our authors is very important to us and we apologise for any inconvenience or problems this may cause. We are aware that it comes in addition to disruption the coronavirus outbreak has already caused.

Please rest assured that we will do all we can to process payment as soon possible on receipt of your details and should be able to pay royalties into your account by the end of May.

If you have any queries, you can email us at royalties@cambridge.org.