

# Frequently Asked Questions *for Authors*





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## *What is Author Hub?*

Author Hub is the new home for Cambridge University Press book authors, replacing AuthorNet. Our dedicated, online platform provides everything you need to support you on your publishing journey with us – from idea to publication and beyond.

As a prospective author, you can use Author Hub to find out all you need to know about publishing with us, including more information about our Academic, Cambridge English and Education areas. Once you have found your area of expertise, you will also be able to browse our editors, read their biographies and even contact them directly.

As a current Cambridge author you will have access to Author Hub and be able to:

- Download royalty statements
- View sales information for your book(s)
- Access a suite of publishing and marketing guides and resources
- Keep up-to-date with news and developments from Cambridge University Press
- Coming soon – purchase books online using your exclusive 40% author discount

Extra functionality will continue to be added over time to deliver an ever-evolving platform that supports an exceptional publishing experience with us.



## What happened to AuthorNet?

AuthorNet has been replaced in its entirety by Author Hub, offering new and improved functionality and an enhanced user experience.



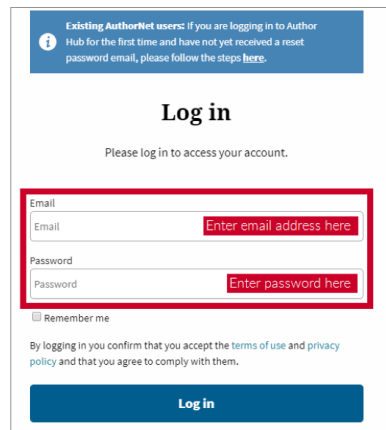
## How do I get an Author Hub account?

- a. As a Cambridge author, you should have received an email inviting you to log in to Author Hub.\* If you are a new author, or an existing author but haven't received this email, please contact [royalties@cambridge.org](mailto:royalties@cambridge.org), including the name of your title, and our Royalties team will be happy to assist you with your Author Hub account.

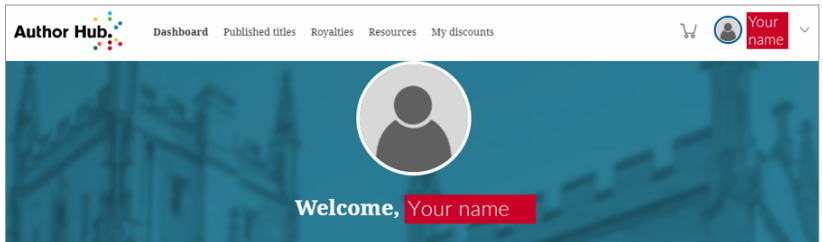
Once you have received this email, please visit [www.cambridge.org/authorhub](http://www.cambridge.org/authorhub) and click on the **Log in** button in the top right.



- b. Enter your email address and password in the respective input boxes.
- c. Click the **Log in** button towards the bottom of the page.



- d. Your Author Hub Dashboard will open and you should see your name in two places on the page.

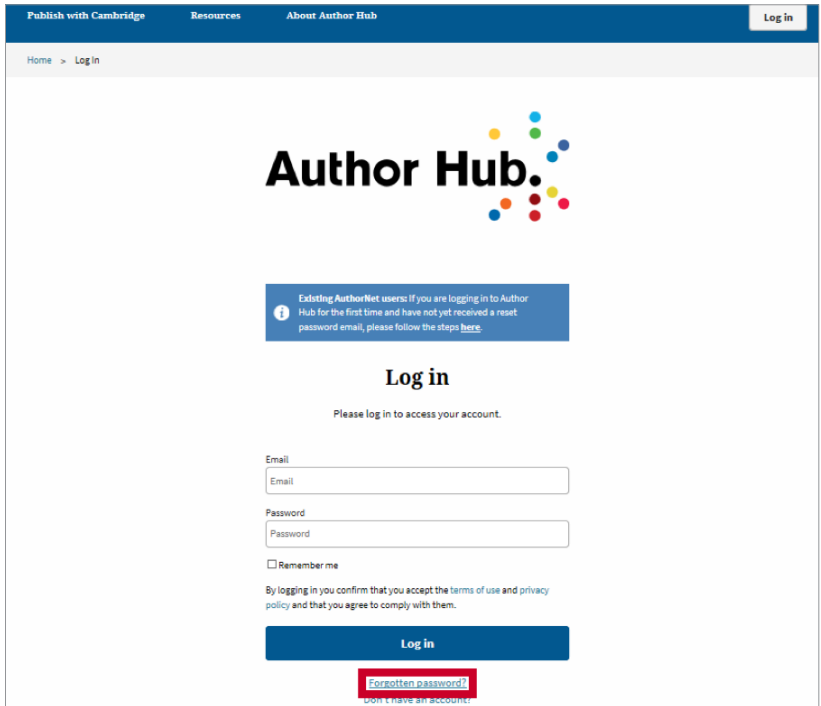


If you encounter any problems when following the instructions above, please contact [academictechsupport@cambridge.org](mailto:academictechsupport@cambridge.org).

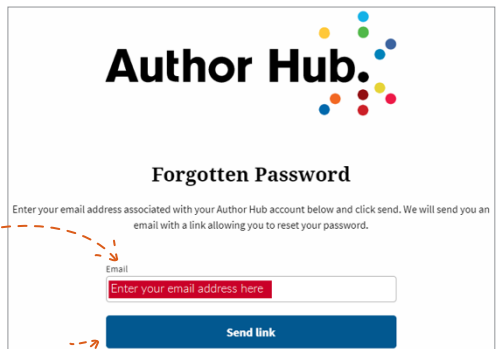
**Q4**

## I've forgotten my password

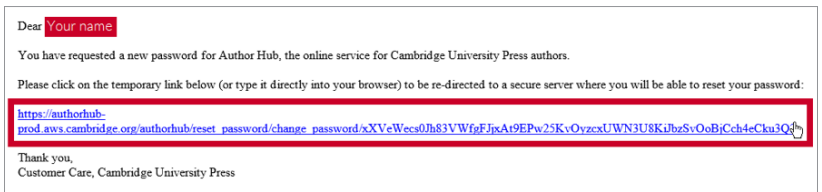
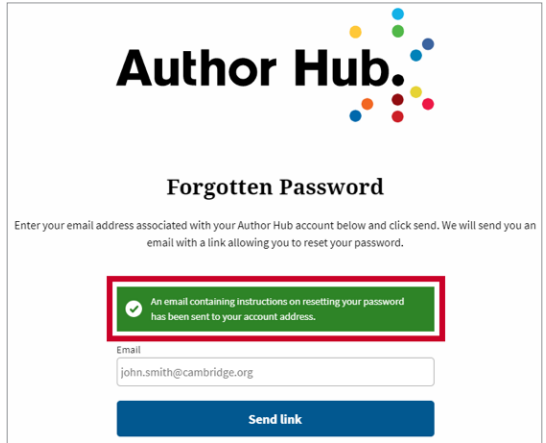
- a. To reset your password, please go to [www.cambridge.org/authorhub](http://www.cambridge.org/authorhub) and click the **Log in** button in the top right corner.



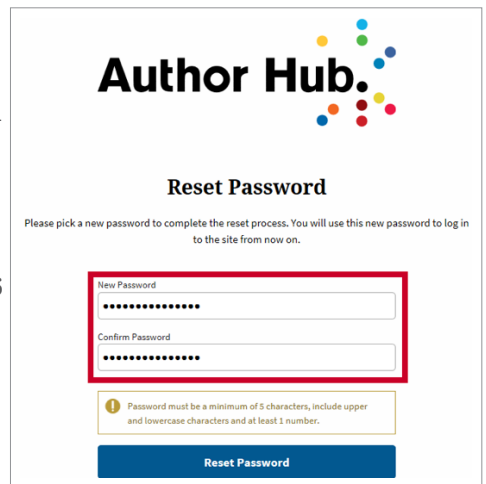
- b. Click on **Forgotten password?** at the bottom of the Log in page.
- c. Enter your email address into the **Email** input box.
- d. Click the **Send link** button.



- e. A success message will appear in white text on a green banner
- f. You will receive an email with a reset link. Open the email and click on this link to open the reset password page.



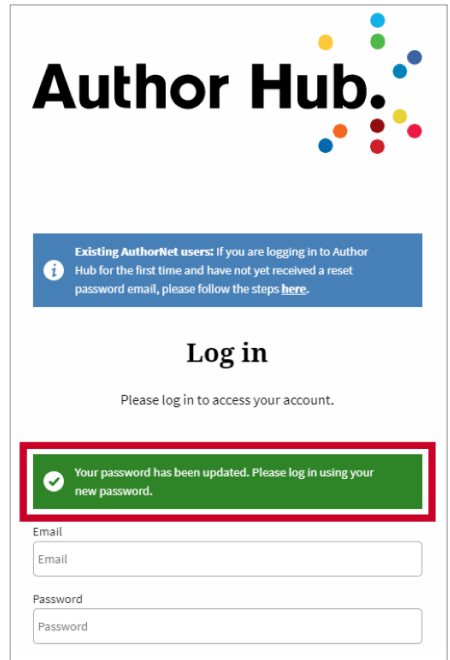
- g. Enter your new password in the **New Password** and **Confirm Password** input boxes. Please ensure that you type the same password in both. Your password must be 10-26 characters long. Please use a combination of upper and lower case letters, numbers and special characters (for example \$\*!?).



- h. Click the **Reset Password** button.

- i. You will receive confirmation that the change has been successful.
- j. You can now log in with your email address and new password.

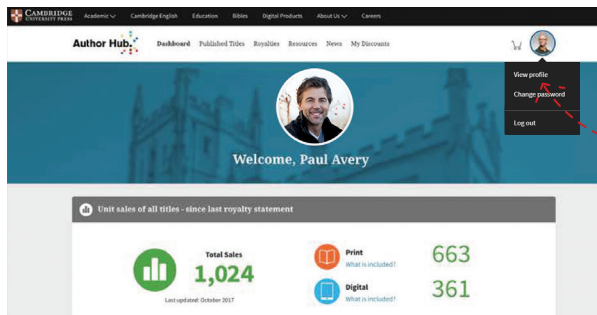
**If you encounter any problems when following the instructions above, please contact us at [academictechsupport@cambridge.org](mailto:academictechsupport@cambridge.org).**



**Q5**

*How can I update my personal information?*

- a. To change your personal information, please ensure you are logged in to Author Hub.
- b. Hover the cursor over your name and picture in the top right hand corner of the page. A drop down menu will appear.



- c. In the drop down menu, click **View profile**.
- d. You will be taken to a page showing your personal information.



Scroll down to the bottom and click the **Edit profile** button.

City Cambridge

Post code CB28BS

Phone number 01223326098

**Edit profile**

CAMBRIDGE UNIVERSITY PRESS

Accessibility Help  
 Terms of Use Feedback  
 Contact

- e. You will be taken to a page where you can edit your personal information. Update the information as necessary. All input boxes except Address 2 must be filled in.

- f. Click the checkbox at the bottom of the form to confirm that you accept the terms of use and privacy policy.

You can use Author Hub to advise of changes to your name, address, affiliation, email, telephone and fax numbers. However, these changes do not take immediate effect, but are verified by a member of the Royalties team to ensure that they are correct.

First name \*  Last name \*

Email Address \*  Username \*

Phone number \*  Organisation \*

No affiliation

Address 1 \*

Address 2

Town/City \*  County/State/Province \*

Post/Zip code \*  Country\*

I accept the terms of use and privacy policy, and agree to comply with them.

**Send change request**

- g. Click the **Send change request** button at the bottom of the form.

- h. The page will reload and you will see a success message in white text on a green banner. **Your personal information change request has been sent.**

You can use Author Hub to advise of changes to your name, address, affiliation, email, telephone and fax numbers. However, these changes do not take immediate effect, but are verified by a member of the Royalties team to ensure that they are correct.

**Thank you. Your suggested updates have been sent to the Royalties team.**

First name *	Last name *
<input type="text" value="Ann"/>	<input type="text" value="Author"/>
Email Address *	Username *
<input type="text" value="Your email address here"/>	<input type="text" value="2_testaccount"/>
Phone number *	Organisation *
<input type="text" value="01223326098"/>	<input type="text" value="Cambridge University Press"/>

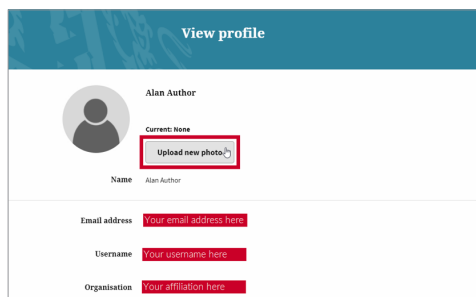
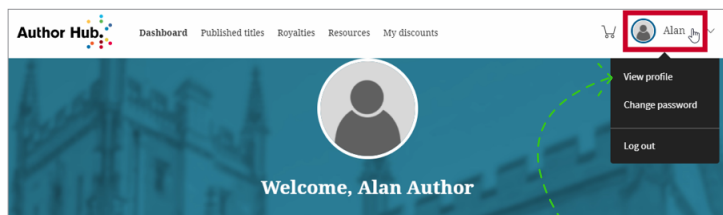
No affiliation

If you encounter any problems when following the instructions above, please contact [academictechsupport@cambridge.org](mailto:academictechsupport@cambridge.org).



## How can I change my profile picture?

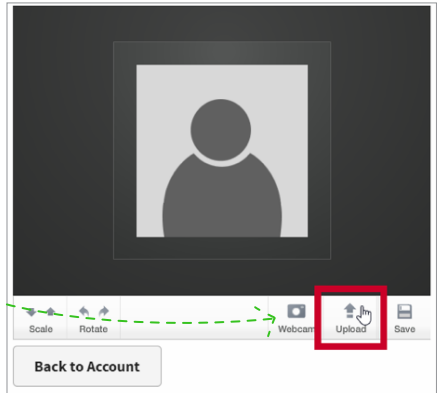
- To change your profile photo, first ensure that you are logged in to Author Hub.
- Hover the cursor over your name and photo in the top right hand corner of the page. A drop down menu should appear.



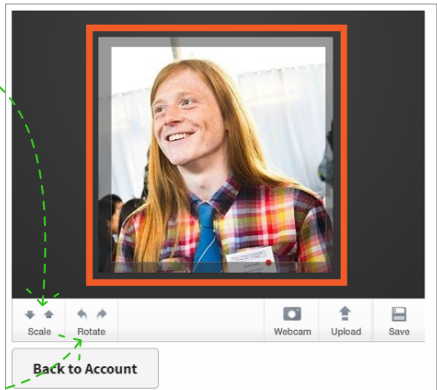
- In the drop down menu, click **View profile**.
- Click the **Upload new photo** button.
- To upload a file

from your computer, click the **Upload** button. You can browse through your files as usual to select a photo.

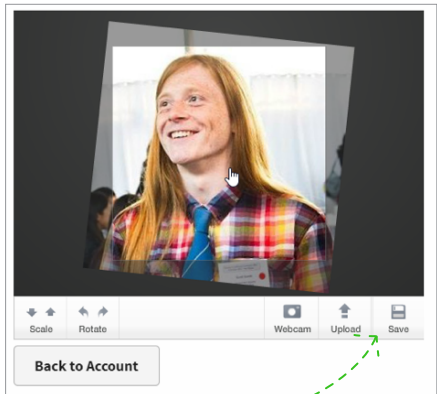
- f. To take a picture with your computer's webcam, click the **Webcam** button.
- g. Once you have selected or taken a photo, the photo will appear in the dark box.



- h. Use the **Scale** arrows to change the size of the photo (down to make the photo small, up to make the photo bigger)
- i. Use the **Rotate** arrows to rotate the photo (left for anticlockwise rotation, right for clockwise rotation).



- j. You can click on the photo and drag it so that it fits nicely in the highlighted box.
- k. Once you are happy with the size, angle and positioning of your photo, click the **Save** button.



- l. You will be returned to the View profile page, and you should see your new picture in two places.

If you encounter any problems when following the instructions above, please contact [academictechsupport@cambridge.org](mailto:academictechsupport@cambridge.org).



## *How can I view sales figures for a particular month?*

To view your sales figures for a particular month you will need to access the Dashboard located on the home page of Author Hub. Here you will find a breakdown of the title sales since your last royalty statement, as well as a breakdown of the last six months.

If you require any further assistance in viewing your sales figures, please contact Royalties at [royalties@cambridge.org](mailto:royalties@cambridge.org).



## *Royalties information*

Please visit our Royalty FAQs at [www.cambridge.org/royaltyFAQs](http://www.cambridge.org/royaltyFAQs) for further information.



## *Resources*

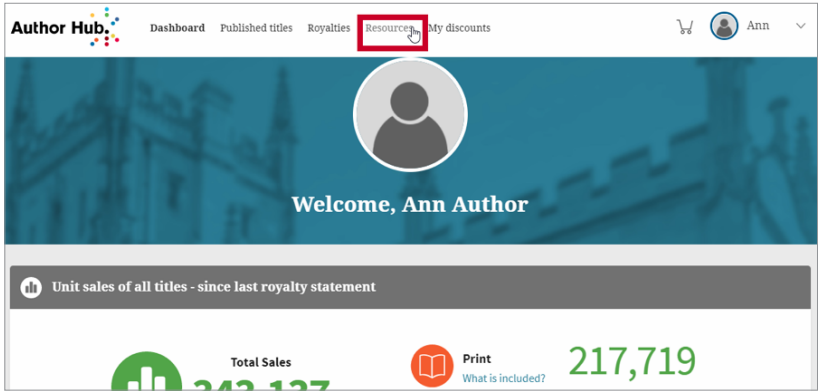
### *Q9.1 How do I view resources available to me?*

Once logged in to Author Hub, you will have access to a suite of publishing and marketing guides to support you through the publishing process and help you raise the profile of your work.

To view these resources, click on the **Resources** tab at the top of the page.

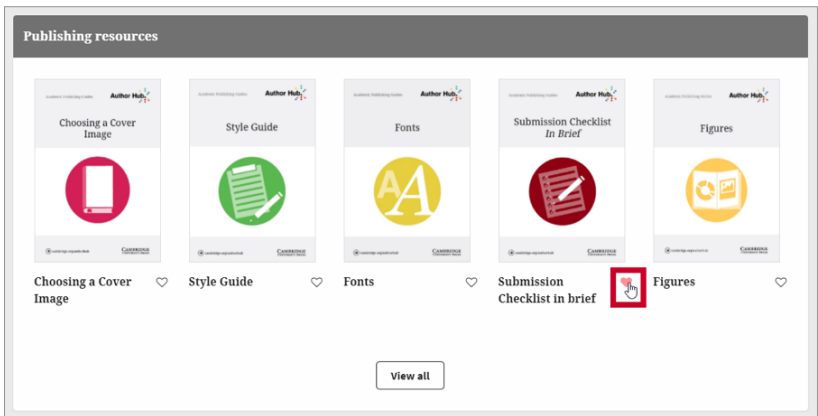
You can browse the resources on this page. There are:

- *Publishing* resources to support you during the publishing process
- *Marketing* resources to help you raise the profile of your work
- *Videos* on a variety of topics



**Q9.2** *Can I keep my favourite guides in an easy to reach place?*

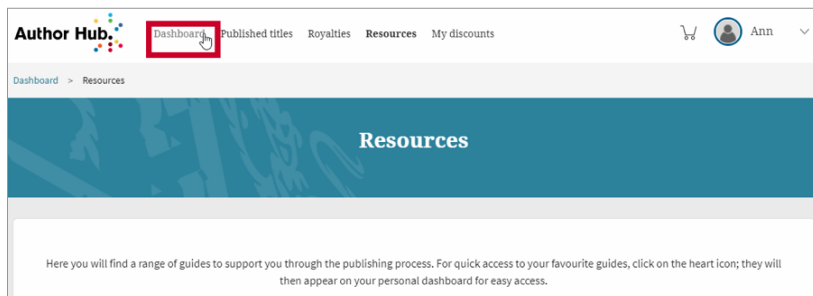
When you find a resource that is useful to you, you can mark it as a *favourite* by clicking on the heart icon next to the title of the resource.



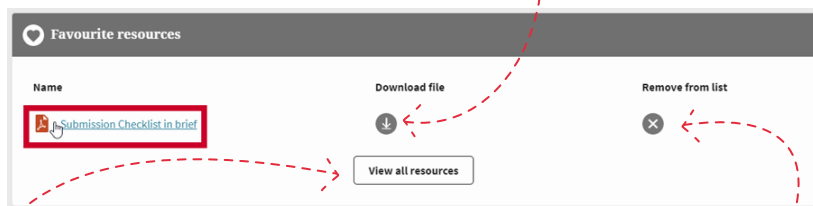
The heart will turn from see-through to red. This resource will then be available in your list of favourited resources on your Dashboard. If you encounter any problems when following the instructions above, please contact [academictechsupport@cambridge.org](mailto:academictechsupport@cambridge.org).

### Q9.3 *Where can I view my favourite resources?*

- To view the resources that you have marked as favourites, first ensure you are logged in to Author Hub.
- To view your favourite resources, navigate to the Dashboard by clicking **Dashboard** at the top left of the page.



- Scroll down to the third panel, entitled Favourite resources, to view the resources that you have marked as favourites.
- You can view the resource by clicking on the name of the resource (in the **Name** column).
- You can download the resource directly to your device by clicking on the button in the **Download** file column. **Please note that video files are not available for download.**



- You can remove a favourite resource from your list by clicking the **X** icon in the **Remove from list** column.
- You can view a full list of resources we offer by clicking **View all resources**.

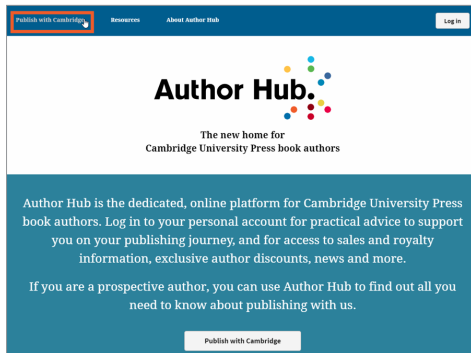
If you encounter any problems when following the instructions above, please contact [academictechsupport@cambridge.org](mailto:academictechsupport@cambridge.org).

**Q10**

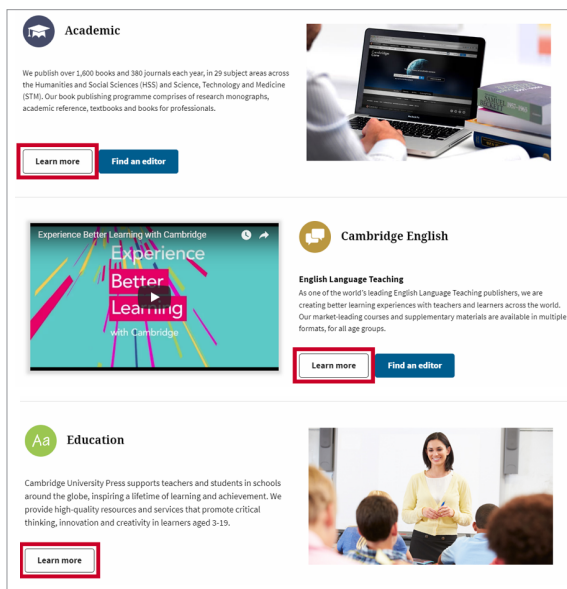
## How do I contact an editor?

We're happy to hear that you are thinking of publishing with Cambridge University Press.

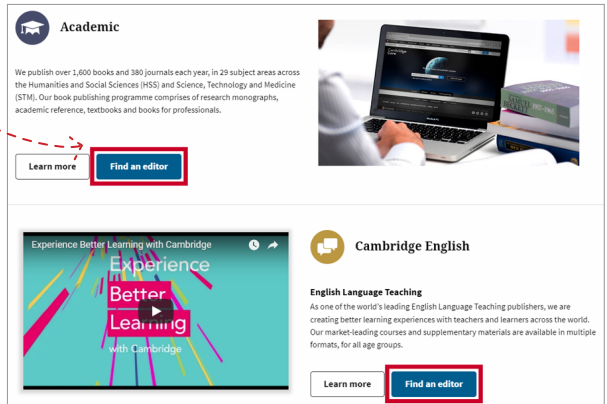
a. Click on the **Publish with Cambridge** button which can be found in the top left of home page of Author Hub.



b. You can choose from three publishing areas under which to publish – Academic, Cambridge English or Education. If you are not sure which area is right for your book, you can click on the **Learn more** buttons for more information about each.



- c. If you decide upon Academic or Cambridge English, click the **Find an editor** button under the respective heading.



## Academic and Cambridge English

- a. Academic editors are divided either by subject, i.e. Humanities and Social Sciences (HSS) or Science, Technology and Medicine (STM), or by region (under Regional specific contacts). Select the one that

### Find an editor

Cambridge University Press publishes academic books in 29 subject areas spanning the Humanities, Social Sciences, and Science, Technology and Medicine. Please choose your subject below to find commissioning editors publishing in your area of study.

<p><b>Humanities and Social Sciences (HSS)</b></p> <ul style="list-style-type: none"> <li>Anthropology</li> <li>Archaeology</li> <li>Arts, theatre and culture</li> <li>Classical studies</li> <li>Economics</li> <li>Education</li> <li>History</li> <li>Languages and linguistics</li> <li>Law</li> </ul>	<p>Select a subject area in HSS here.</p> <ul style="list-style-type: none"> <li>Literature</li> <li>Management</li> <li>Philosophy</li> <li>Politics and international relations</li> <li>Psychology</li> <li>Religion</li> <li>Social science research methods</li> <li>Sociology</li> </ul>
<p><b>Science, Technology, and Medicine (STM)</b></p> <ul style="list-style-type: none"> <li>Computer science</li> <li>Earth and environmental science</li> <li>Engineering</li> <li>Life sciences</li> </ul>	<p>Select a subject area in STM here.</p> <ul style="list-style-type: none"> <li>Mathematics</li> <li>Medicine</li> <li>Physics and Astronomy</li> <li>Statistics and probability</li> </ul>
<p><b>Regional specific contacts</b></p> <ul style="list-style-type: none"> <li>Asia</li> <li>Australasia</li> </ul>	<p>Select a regional contact here.</p> <ul style="list-style-type: none"> <li>India</li> </ul>



best fits the subject area of your proposed book or the region in which you are located.

- b. Cambridge English (also known as English Language Teaching or ELT) is split into five separate areas. Select the area that best fits your proposed publication.

### Find an editor

**Cambridge English combines the experience and expertise of two world-leading departments of the University of Cambridge - Cambridge University Press and Cambridge Assessment English.**

Together, we deliver real-life English language learning, teaching and assessment through world-class research and a profound commitment to delivering educational value for the benefit of society as a whole.


As one of the world's leading English Language Teaching (ELT) publishers, Cambridge English offers market-leading courses and supplementary materials for learners of English in all age groups.

Please choose from one of the areas below to submit a book proposal.

Adult	Secondary
Exams	Teacher Development
Pre-Primary and Primary	<a href="#" style="color: red; text-decoration: none;">Select an area here</a>

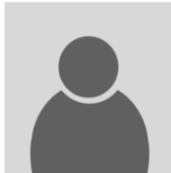
- c. After selecting a subject, region or area you will move to a page with a list of editors. Click on an editor's photo to read a short biography, including their areas of interest.

### Economics




**Stephen Acerra**  
Economics, Psychology  
Assistant Commissioning Editor

Email



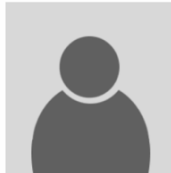
**Karen Maloney**  
Economics

Email



**Qudsiya Ahmed**  
Asia, Politics and international relations, Sociology, Management, Economics, History  
Publishing Manager

Email




**Philip Good**  
Economics  
Commissioning Editor


Email

- d. Click the **Email** button on the editor's profile to get in touch once you decide on an editor.

### Stephen Acerra

**Economics, Psychology**  
Assistant Commissioning Editor



Email 

I am an assistant editor working broadly within economics and psychology. A recent focus of mine has been on [Cambridge Elements](#) (research reviews) and textbooks for the US market.

I welcome proposals aimed at both academic and general audiences, particularly in econometrics, public economics, public choice, macroeconomics and monetary economics, development and growth, economic inequality, stratification economics and finance.

In psychology I'm interested in cognitive science, neuroscience and social psychology. I'm based in Cambridge's New York office.

[LinkedIn - Stephen Acerra](#)

**“ I welcome proposals aimed at both academic and general audiences. ”**

## Education


a. Click the **Learn more** button under the *Education* heading.

Aa

### Education

Cambridge University Press supports teachers and students in schools around the globe, inspiring a lifetime of learning and achievement. We provide high-quality resources and services that promote critical thinking, innovation and creativity in learners aged 3-19.

Learn more



b. Scroll down this page to a section, under a video, containing the text “Contact Education here to discuss proposal ideas”. Click on the word **‘here’** to contact the Education editorial team.

▶ 0:00 / 1:27
🔊 🔍 ⌵

Contact Education here to discuss proposal ideas

**Cambridge Branch**  
Brighter Thinking drives our approach. Every day we talk to teachers and leading educational thinkers in Cambridge and around the world about how to make teaching and learning better. We share teachers' ambitions to prepare students for success in life, both academically and personally. This rich insight and our common goal informs the development of every new educational resource we publish. It makes Better Learning possible, enabling students to accelerate their learning and develop skills for life. Find out more about us [here](#).

Follow [Cambridge Education](#) on Twitter to see the latest news.

**If you encounter any problems when following the instructions above, please contact us at [academictechsupport@cambridge.org](mailto:academictechsupport@cambridge.org).**

## *Placing orders using my author discount*

### *Q11.1 How can I order my book?*

You can search all Cambridge print titles on Author Hub using the **My Discounts** link at the top of the home page.

Once you have found the title(s) you would like to purchase using your 40% author discount, please contact customer services using the details provided on the **My Discounts** page.

### *Q11.2 How long will my delivery take?*

To see a list of our estimated transit times you can use the following link: [www.cambridge.org/about-us/individuals/delivery](http://www.cambridge.org/about-us/individuals/delivery)

**If you have any questions relating to delivery times please email customer services at [directcs@cambridge.org](mailto:directcs@cambridge.org)**

### *Q11.3 How much postage will I have to pay?*

For queries regarding postage use the following link:  
[www.cambridge.org/about-us/individuals/delivery](http://www.cambridge.org/about-us/individuals/delivery)

**If you have any questions relating to postage costs please email customer services at [directcs@cambridge.org](mailto:directcs@cambridge.org)**

## *I am a journals contributor, can I use Author Hub?*

At this time Author Hub is only for book authors, however we hope to develop Author Hub in time so that we can also offer it to our journal contributors.



## *Useful contacts*

For technical advice and support on Author Hub, please contact [academictechsupport@cambridge.org](mailto:academictechsupport@cambridge.org).

For advice or further information on royalties, please contact [royalties@cambridge.org](mailto:royalties@cambridge.org).

For advice and support on promoting your work and the variety of resources available, you can contact the Author Hub team at [authorhub@cambridge.org](mailto:authorhub@cambridge.org)

**For further information on ordering print books using your authors discount, please contact your regional customer services team:**

### **United Kingdom, Cambridge (University Printing House)**

Telephone: +44(0)1223 326050 (9-5pm Monday to Friday)

Email: [directcs@cambridge.org](mailto:directcs@cambridge.org)

### **USA, New York**

Telephone: +1800-872-7423 (9am-5pm Monday to Friday)

Email: [customer\\_service@cambridge.org](mailto:customer_service@cambridge.org)

### **Asia**

Telephone: +44(0)1223 326050 (9-5pm Monday to Friday)

Email: [directcs@cambridge.org](mailto:directcs@cambridge.org)

### **Australia and New Zealand**

Telephone: (Australia): +61 (03) 8671 1400 (9am-5pm Monday to Friday)

Telephone: (New Zealand): +61 0800 023 520

Email: [enquiries@cambridge.edu.au](mailto:enquiries@cambridge.edu.au)

## *Get started today...*

 [cambridge.org/authorhub](https://cambridge.org/authorhub)

 [authorhub@cambridge.org](mailto:authorhub@cambridge.org)

 [authorhub@cambridge.org](mailto:authorhub@cambridge.org)

 [cambridge.org/authorhub](https://cambridge.org/authorhub)