



Next steps to convert your article to Open Access

Thank you for requesting to convert your article to Open Access. This document outlines the process to convert your article, including any actions you need to take.

1. Your Content Manager will trigger an amendment to your original contract

This will begin the process to convert your article to Open Access. Your amendment contract will replace and supersede the original contract.

2. You will receive a link to a new Information Request Form from our partner, Ironclad

It is important that the amendment contract contains all the right information. Please verify all your information in Ironclad and choose Open Access (see next step).

3. Confirm Open Access publication and select a creative commons license

This will determine how readers can use your article. You may need to select a creative commons license that complies with your funder or institutional mandates; for example, research-funded authors might need to choose CC-BY. If you have any questions regarding compliance with your funder's requirements please contact openresearch@cambridge.org.

The relevant fields on this form are:

- Confirm Open Access publication
- Select your Creative Commons Licence
- Confirm 'My institution' as the type of entity that will fund OA publication



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.

Access Information

Confirm Open Access (OA) publication

Your article is eligible for publication as an OA title at no cost to you thanks to an agreement between Cambridge University Press and your institution. Your article will therefore be published OA, unless you choose to decline OA publication below.

- Open Access (freely available online)
- Decline Open Access (only available behind a subscription payroll)

Creative Commons Licence

Please confirm the Creative Commons licence under which the article should be published for Gold Open Access. Please note that your funder or institution may require you to select a particular licence, e.g. CC-BY. To find out more, please visit: www.cambridge.org/creative-commons

- CC BY (Attribution)
- CC BY SA (Attribution - ShareAlike)
- CC BY NC (Attribution - NonCommercial)
- CC BY ND (Attribution - NoDerivatives)
- CC BY NC SA (Attribution - NonCommercial - ShareAlike)
- CC BY NC ND (Attribution - NonCommercial - NoDerivatives)

Article Processing Charge

Confirm the type of entity that will fund Open Access (OA) publication

OA publication usually incurs an article processing charge (APC). In this case, your article is eligible for funding by your institution. This means you can publish OA at no cost to you. If you have access to alternative funding, please select the relevant entity below.

My institution x ▾

4. Contract sent for signature

Your amendment contract will then be sent for signature (via. HelloSign). The request for signature will be sent to the email address stated in the 'Signer Information' section.

5. Your content manager will coordinate with typesetters to convert your article to Open Access

6. Coordinate your APC transaction - if applicable

Gold OA publication requires payment of an article processing charge (APC) by you (the author/s), your funding body, or your institution. Your institution has an agreement with Cambridge University Press, meaning you are eligible to make your article Open Access (OA) at no cost to you or with a discount. Please refer to your 'Open Access Opportunity' email to check these details.

Automatic waiver:

In most cases, the article processing charge (APC) to publish OA will be **automatically waived**. Our partner *CCC-Rightslink*, who work on our behalf to coordinate APC transactions, will automatically apply your institutional waiver.

You will receive an automated e-mail confirming that your funding will be covered by your institution. Please keep this email for your records.



Request funding from institution:

However, in some cases you will need to **coordinate your APC and seek funding from your institution**. To find out if you need to do this, please refer to your institution's publishing agreement page.

You will receive an email from our partner *Rightslink* requesting that you coordinate the transaction for the APC. Through this process, you will be able to seek funding through your institution to fund your publication.

Once logged in, a notification will appear displaying information about the agreement, a message from institution and contact information for any queries. Please select 'seek funding'.

Please note that your institution has pre-paid for OA publishing. Seeking funding will not impose any additional cost on your library, however final approval for OA funding may be determined by your library.

Watch this video for further guidance: [click here](#).



