# Step-by-step guide to...

# Publishing your article **open access** under a Cambridge transformative agreement

# **Manuscript Preparation**

- Find your chosen journal on <u>Cambridge Core</u>
- Review the Instructions for Authors under the 'Information' section
- Format your manuscript according to these instructions

# **Manuscript Submission**

- Click 'Submit your article' on your chosen journal's homepage
- Complete the submission form in the journal's Online Peer Review System (OPRS)
- Please ensure you select or supply your affiliation accurately when prompted during the submission process

# **Manuscript Review and Publication Decision**

- Your manuscript goes through Editorial and Peer Review. Check the status within the OPRS
- The manuscript will be accepted, rejected, or sent for further revision and review

# **Open Access Author Publishing Agreement**

- Upon acceptance, follow email instructions from Cambridge to complete your author publishing agreement. Select the gold open access option, if available, to take advantage of your organisation's transformative agreement
- Confirm the <u>Creative Commons license</u> under which the article should be published. Please ensure you comply with any license type requirements specified by your institution or funding body

# **APC Transaction Process**

- Rightslink® works on Cambridge's behalf to process open access publication costs
- You will receive an email from *Rightslink®* to invite you to transact your article processing charge (APC). When prompted, select the option to 'seek funding' from your institutional agreement
- If your article complies with all relevant eligibility criteria for your institution's agreement with Cambridge, your APC will be waived
- Your library may need to approve your waiver via the Rightslink® Institutional Portal

# **Article Production**

 Your article will move through the production process: Copy editing > Type setting > Author proof > Final type setting

#### Find out more: cambridge.org/production

# **Article Publication**

• You will be notified upon the publication of your article via an e-mail from Cambridge.

# **Further information:**

#### Explore our publishing OA information page

Use our <u>waiver and discount tool</u> to discover more about your institution's agreement Contact your library for further information or e-mail <u>OAqueries@cambridge.org</u> with any questions



# Cambridge Open Acces

