

# Open Access Publishing Workflow

Author Journey to Agreement Manager

# Contents

This slide deck covers:

- The author publishing journey
- How to approve and deny articles in *Rightslink* OA Agreement Manager
- Post sales support

# Benefits of OA publishing

Publishing OA allows anyone, anywhere to find, read, and benefit from research.

OA articles:

- are downloaded three times more than non-OA articles, on average
- receive 30-50% more citations
- are freely available online globally



# Open Access Publishing Workflow

All articles submitted to Cambridge University Press undergo the same rigorous peer-review to sustain the high quality of our journals.

The decision to publish an article is not affected by whether it will be published Open or behind a paywall.



# Third Party Transaction Process

We work with *Rightslink*<sup>®</sup>-CCC to process article processing charges (APCs).

Institutions and authors participating in Read and Publish deals benefit from *Rightslink's* tool, **OA Agreement Manager**, which has been purpose-built to facilitate smoother financial transactions for authors and administrators.

This allows us to identify authors who are eligible for an APC discount/waiver and automatically apply a discount, meaning a **'touch free' journey for the author**.

Institutions may also review and authorise APC funding requests.

# Manuscript preparation

## Author:

- Discovers journal
- Visits journal information page
- Reviews author instructions
- Formats manuscript



# Manuscript preparation

Information on manuscript preparation is available on the journal's homepage on Cambridge Core.

Open Access information is signposted on these pages.

The image shows two overlapping screenshots of the Cambridge Core website. The top screenshot is for the 'Journal of Child Language' homepage, featuring a search bar, navigation links like 'Submit your article', 'Information', 'Subscribe', and 'Recommend to librarian', and a 'Journal home' tab. The bottom screenshot is for the 'Journal of Fluid Mechanics' homepage, which includes a search bar, navigation links, a prominent blue banner for 'Alexander J. Smits wins Batchelor Prize 2020', and a 'Recently published papers' section with two article listings. On the right side of the Fluid Mechanics page, there are promotional boxes for 'Now accepting proposals for Registered Reports' and 'This journal accepts Open Access submissions'.



# Manuscript preparation

Detailed information for contributors is available within the journal information pages, including Open Access publishing options available in that journal.

Pop ups appear on relevant gold OA and hybrid journal information pages to invite authors to check their eligibility for an APC waiver / discount.

The screenshot shows the 'Open Access Policy' page for the Journal of Child Language. The page includes a search bar, navigation links, and a sidebar with a menu of journal information pages. The main content area is titled 'Open Access Policy' and contains sections for 'Preprints', 'Open Access', and 'Green Open Access'. A pop-up window titled 'Open Access Funding Support' is overlaid on the page, containing the text: 'Check your eligibility for an APC discount or waiver in this journal, including support offered by your institution.' and a 'Find out more' button.





# Manuscript preparation

Pop up links to information about Read and Publish agreements.

Authors may consult this page for more information on the specific terms agreed between Cambridge and their institution.

# Manuscript submission and review

## Author:

- Navigates to submission system from journal homepage
- Logs into submission system
- Submits manuscript and supplementary materials
- Checks status in online submission system



# Manuscript submission

Authors navigate to the submission system from the journal's homepage on Cambridge Core

The screenshot shows the homepage of the Journal of Child Language on Cambridge Core. The breadcrumb trail at the top left reads "Home > Journals > Journal of Child Language". The language selector at the top right shows "English" and "Français". The main header features the journal title "Journal of Child Language" and a search bar with the placeholder text "Search Journal of Child Language content". Below the search bar, there are four buttons: "Submit your article", "Information", "Subscribe", and "Recommend to librarian". The "Submit your article" button is highlighted with an orange box, and an orange arrow points to it from the bottom. At the bottom of the page, there is a navigation menu with links: "Journal home", "Child Bilinguals", "FirstView articles", "Latest issue", "Open access articles", "Most cited", and "Most read".



# Manuscript submission

To submit their manuscript, authors must log in, using either a username and password or their ORCID iD.

ScholarOne Manuscripts™ [Instructions & Forms](#) [Help](#)

Journal of Child Language

[Log In](#) [Reset Password](#) [Create An Account](#)

### Log In

User ID [Create an Account](#)

Password [Reset Password](#)

[Log In](#)

[Log In With ORCID ID](#)

**Publish Open Access with Cambridge**

[Find out more >](#)

**Resources**

- [FAQs & User Guides](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Site Support](#)



# Manuscript submission

ScholarOne Manuscripts™

Instructions & Forms Help Log Out

Journal of Child Language

CAMBRIDGE UNIVERSITY PRESS

Home Author Review Admin Center

Author Dashboard

Author Dashboard

- Start New Submission >
- 5 Most Recent E-mails >

## Start New Submission

Need [help?](#)

[Edit](#) Please refer to the [Instructions for Contributors](#) before you start your submission. If you wish to publish Open Access, please find out more about our [OA policies](#), and [APC waivers and discounts](#).

[Begin Submission](#)



# Manuscript submission

During submission, the definition and responsibilities of the corresponding author are clearly stated.

## Corresponding Author

**Please read carefully.** The Corresponding Author is defined as: the person who handles the manuscript and correspondence during the publication process. The Corresponding Author has the authority to act on behalf of all co-authors in all matters pertaining to publication of the manuscript including supplementary material. The Corresponding Author is responsible for obtaining such agreements and for informing the co-authors of the manuscript's status throughout the submission, review, and publication process. In addition, the Corresponding Author also acts as the point of contact for any enquiries after the paper is published.

### The Corresponding Author's specific responsibilities include:

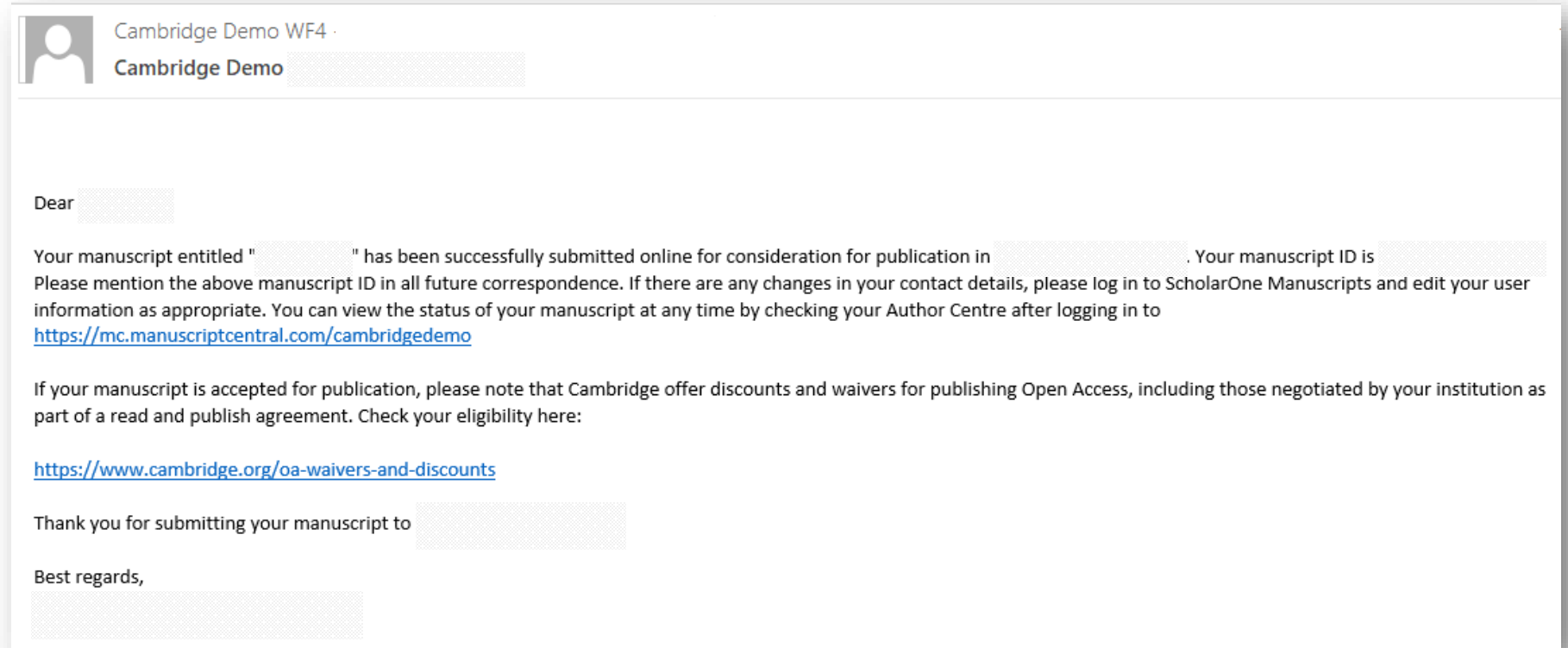
- Manuscript correction and proof reading. Handling the revisions and re-submission of revised manuscripts up to the acceptance of the manuscripts.
- Arranging for payment of an Article Processing Charge (APC) where one is required. The affiliation of the Corresponding Author is used to determine eligibility for discounted or waived APCs under [Read and Publish agreements](#).
- Arranging for the signing of the Author Publishing Agreement by the copyright owner (this might be the Corresponding Author themselves).
- Act on behalf of all co-authors in responding to queries from all sources post-publication, including questions relating to publishing ethics, reuse of content, or the availability of data, materials, resources, etc.



# Manuscript submission

Following submission, the author's manuscript enters the peer review process.

For hybrid journals, authors are not able to select Gold OA at this stage.\*



\*Authors are able to indicate that they wish to publish OA upon acceptance

## Manuscript decision

Author:

- Receives acceptance email
- Chooses creative commons license





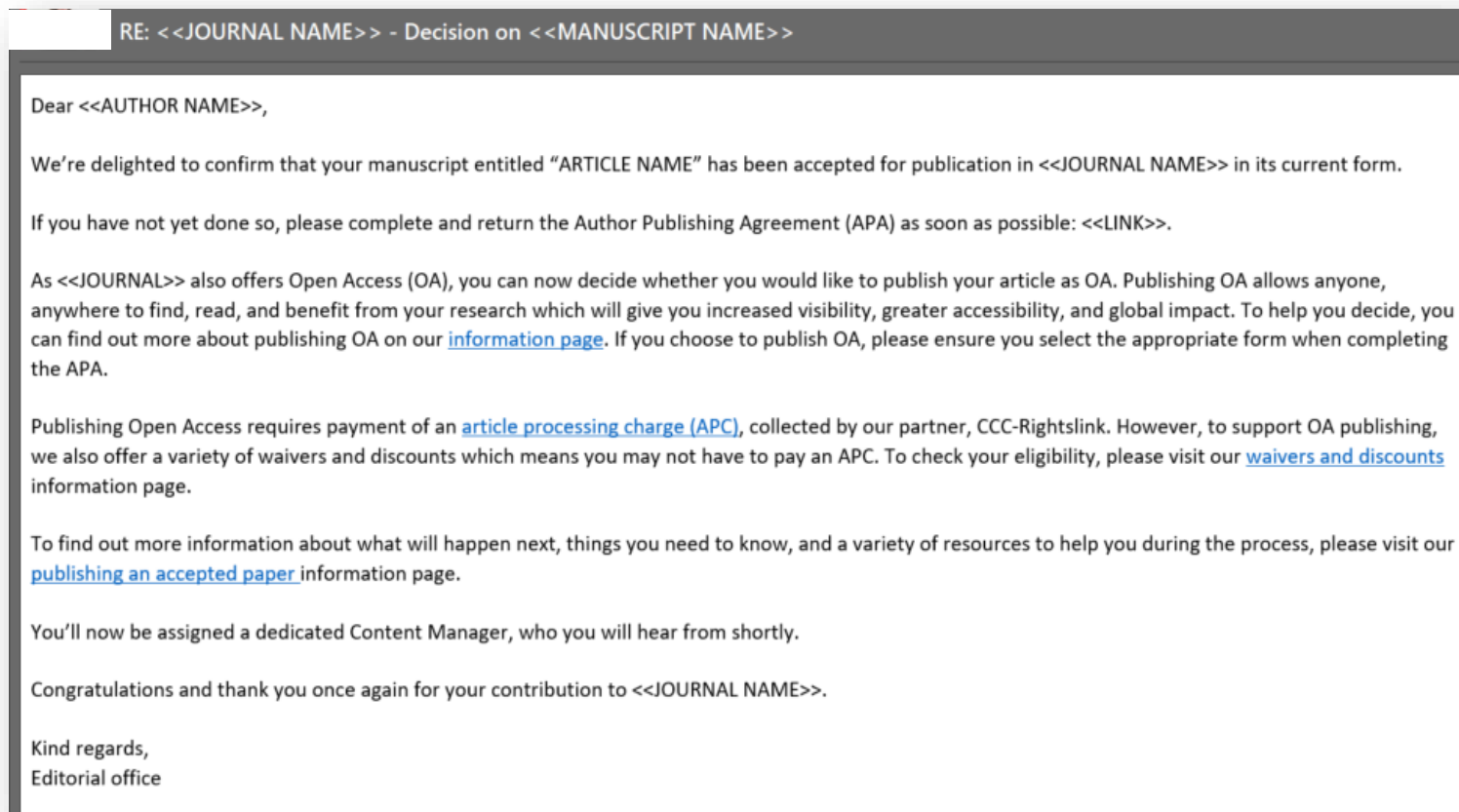
# Manuscript decision

If an article is accepted, following the completion of any revisions required, authors will receive an acceptance email.

Authors must then complete an author publishing agreement.

**This is the key decision point for the author to make their article OA.**

The acceptance email links to the journal information page, where authors can select the appropriate form.





# Manuscript decision

Authors must complete a Gold Open Access agreement and select a creative commons license.

Information on creative commons licenses is available at:

[www.cambridge.org/creative-commons](http://www.cambridge.org/creative-commons)

A record will then be created in Cambridge's production tracking system.

## Author publishing agreement

Before Cambridge University Press can publish a journal article (or any other journal content type) we need a signed licence to publish. To find the right form, start by considering whether or not your article will be published as open access or non-open access and then select the most appropriate option.

### Non-Open Access Articles

So that we have the necessary rights to publish your article, we ask you to grant an exclusive licence to publish. (We do not ask you to transfer your copyright to us.) An exclusive licence means that the rights needed to publish the article are granted to the journal owner on exclusive basis and the ownership of the copyright remains unchanged. Select the correct form from the choice of three:

Who are you and who owns the copyright?	Correct Forms	Who Signs?
I am the sole author and <b>I own</b> the copyright in the article <b>OR</b> I am one of two or more authors and <b>we jointly own</b> the copyright in the article		One author
I am the sole author and my <b>non-government employer owns</b> the copyright in the article <b>OR</b> I am one of two or more authors and one or more of our <b>non-government employers jointly own</b> the copyright in the article		Each author and each employer
I am the sole author and my <b>government employer owns</b> the copyright in the article <b>OR</b> I am one of two or more authors and one or more of our <b>government employers jointly own</b> the copyright in the article		Each author and each employer

### Open Access Articles

So that we have the necessary rights to publish your article, we ask you to grant a non-exclusive licence to publish. (We do not ask you to transfer your copyright to us.) A non-exclusive licence means that the rights needed to publish the paper are granted to the journal owner on a non-exclusive basis and the ownership of the copyright remains unchanged. Select the correct form from the choice of two in the table below.

In open access there is a fundamental principle that content should not only be accessible but also be freely reusable for the good of research and humanity. We comply with this principle by asking you to select, within your form, a [Creative Commons licence](#). The CC licence you choose will determine how readers can use your article.

Who are you and who owns the copyright?	Correct Forms	Who Signs?
I am the sole author and <b>I own</b> the copyright in the article <b>OR</b> I am one of two or more authors and <b>we jointly own</b> the copyright in the article		One author
I am the sole author and my <b>employer (government or non-government) owns</b> the copyright in the article <b>OR</b> I am one of two or more authors and one or more of our <b>employers (government or non-government) jointly own</b> the copyright in the article		Each author and each employer



# Manuscript decision – Process changes

We are replacing our current licensing process with an **improved digital licensing solution** that will allow us to significantly improve author experience and our ability to channel authors to select the Gold OA publishing option in hybrid journals, using specific messaging relating to Read and Publish.

18 journals are currently on Ironclad. We are aiming to add remaining 100+ Cambridge journals by end of April, with proprietors journals being added throughout the year.

<b>ASS</b>	Modern Asian Studies	<b>JHL</b>	Journal of Helminthology
<b>EDE</b>	Environment and Development Economics	<b>JMJ</b>	Journal of the Institute of Mathematics of Jussieu
<b>EPS</b>	Epidemiology and Psychiatric Sciences	<b>PEF</b>	Journal of Pension Economics & Finance
<b>ERM</b>	Expert Reviews in Molecular Medicine	<b>PSM</b>	Psychological Medicine
<b>ETS</b>	Ergodic Theory and Dynamical Systems	<b>PUP</b>	Journal of Public Policy
<b>EXP</b>	Experimental Results	<b>ROB</b>	Robotica
<b>HIS</b>	The Historical Journal	<b>SLA</b>	Studies in Second Language Acquisition
<b>JCL</b>	Journal of Child Language	<b>TRO</b>	Journal of Tropical Ecology
<b>JGH</b>	Journal of Global History	<b>ZYG</b>	Zygote



# Process changes

Article  
accepted >  
Ironclad



Contract  
automatically  
generated



Contract  
returned to  
production



Author  
receives  
information  
request form

Signature  
request sent  
to relevant  
party



# Process changes

The author will still receive an acceptance email and a record will be created Cambridge's production tracking system.

This email informs the author that they will receive separate communication from our digital licensing partner in order to complete their agreement.

<<JOURNAL NAME>> - Decision on <<MANUSCRIPT NAME>>

Dear <<AUTHOR NAME>>,

We're delighted to confirm that your manuscript entitled "ARTICLE NAME" has been accepted for publication in <<JOURNAL NAME>> in its current form.

You will shortly hear from our digital licensing partner, Ironclad, in order to complete your licensing agreement for publishing this article. Please ensure you check all email folders, including your junk and spam folders, for this email.

As <<JOURNAL>> also offers Open Access (OA), you can now decide whether you would like to publish your article as OA. Publishing OA allows anyone, anywhere to find, read, and benefit from your research which will give you increased visibility, greater accessibility, and global impact. To help you decide, you can find out more about publishing OA on our [information page](#). If you choose to publish OA, please ensure you select the appropriate form when completing the APA.

Publishing Open Access requires payment of an [article processing charge \(APC\)](#), collected by our partner, CCC-Rightslink. However, to support OA publishing, we also offer a variety of waivers and discounts which means you may not have to pay an APC. To check your eligibility, please visit our [waivers and discounts](#) information page.

To find out more information about what will happen next, things you need to know, and a variety of resources to help you during the process, please visit our [publishing an accepted paper](#) information page.

You'll now be assigned a dedicated Content Manager, who you will hear from shortly.

Congratulations and thank you once again for your contribution to <<JOURNAL NAME>>.

Kind regards,  
Editorial office



# Process changes

Authors will then receive an email from Ironclad to gather information for their licensing agreement via an online form.

Some fields within this form will be pre-populated with information from the submission system.

The entity that owns the copyright will be asked to sign the contract once this form is submitted.

The screenshot shows an email from Cambridge University Press. At the top is the Cambridge University Press logo. The email is addressed to 'Alli Hytha'. The body text reads: 'Dear Alli Hytha, Thank you for your interest in publishing your article with Cambridge University Press, as follows: Article: A History of Voting Rights in the United States in Journal: Perspectives on Politics A signed publishing agreement is required by Cambridge University Press before production of your article can begin. To allow us to prepare the agreement correctly, please complete our Information Request Form by clicking the "Get Started" button in this email. You will be taken, via a secure link, to our partner site (Ironclad Inc.) where you can review the information we have about the article and provide additional information for the agreement. If you have any issues with the form, please send an email to [authorcontracts\\_journals@cambridge.org](mailto:authorcontracts_journals@cambridge.org) and include your agreement reference number: 1241241-5f9b41d147f731717e4fd5 in the subject line of the email. We recommend using Google Chrome for best compatibility. Kind regards, Cambridge University Press' At the bottom right is a dark green button with the text 'GET STARTED' in white.

The screenshot shows the 'Information Request from Cambridge University Press - Demo' form. At the top is the Cambridge University Press logo. Below the title, it says '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.' The form is divided into sections: 'Publication Information' with pre-filled fields for 'Corresponding Author Name: Alli Hytha', 'Author List: 1. Alli Hytha', 'Journal: Perspectives on Politics', and 'Article: A History of Voting Rights in the United States'. Below this is a section 'Do you own the copyright in the article?\*' with radio buttons for 'Yes' (selected) and 'No'. The next section is 'Signer Information' with a note: 'You have indicated that you own the copyright and can sign. A publishing contract will be sent to you after you submit this information.' Below that is a field for 'Corresponding Author Email\*' with the pre-filled value 'authorname@cambridge.org' and a small icon to the right.



# Process changes

Messaging within the form is tailored for articles identified as eligible under a R&P deal.

The Gold Open Access option is pre-selected for hybrid journals (see right).

*The wording is the same for Gold OA journals, minus the 'Please select your preferred access type' section.*

## Access Information

### Please select your preferred access type\*

Your institution and Cambridge University Press have signed a read and publish agreement which covers the article processing charge (APC) relating to your article. This means you can publish your article Gold Open Access at no cost to you and your research will benefit from considerably wider readership. Gold Open Access means that, on publication, the article will be made freely available for anyone to access and view under a Creative Commons licence. You can find out more about the read and publish agreement at [www.cambridge.org/oa-waivers-and-discounts](http://www.cambridge.org/oa-waivers-and-discounts)

- Gold Open Access  
 Subscription

### 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](http://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

### Please select the type of entity that will cover the cost of the APC\*

Gold Open Access publication may require payment of an article processing charge (APC) by you (the author/s), your funding body, or your institution - please indicate the appropriate entity type below. Your institution and Cambridge University Press have signed a read and publish agreement which covers the article processing charge (APC) relating to your article. This means you can publish your article at no cost to you. If you wish to take advantage, please select "My institution" below or indicate an alternative entity type to cover the APC. Payment will be coordinated by our partner, CCC-Rightslink, following signature of the contract during which time you may apply discounts or waivers to the full APC, such as those negotiated by your institution.

Select...



# Process changes

Articles that are not flagged as eligible under a R&P a deal will receive slightly different messaging.

## Access Information

### Please select your preferred access type\*

Gold Open Access means that, on publication, the article will be made freely available for anyone to access and view under a Creative Commons licence. Please note that Gold Open Access publication may require payment of an article processing charge (APC) by you (the author/s), your funding body, or your institution. Please visit [www.cambridge.org/oa-waivers-and-discounts](http://www.cambridge.org/oa-waivers-and-discounts) to find out more about APC support that may be available to you.

- Gold Open Access
- Subscription

### 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](http://www.cambridge.org/creative-commons)

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





# Process changes

Upon submitting this form, the contract is generated automatically and sent for signature.

Once signed, a digital contract is then emailed to relevant parties and the article proceeds into production.

**ACTION REQUESTED**

Ironclad Demo ([ironclad-demo@ironcladapp.com](mailto:ironclad-demo@ironcladapp.com)) has requested a signature

[REVIEW & SIGN](#)

If you are not the authorized signer for this document, you can [reassign](#) to someone else. Please do not forward this email.

**DOCUMENT**

**Publishing agreement for article in "Perspectives on Politics"**

MESSAGE FROM IRONCLAD DEMO ([ironclad-demo@ironcladapp.com](mailto:ironclad-demo@ironcladapp.com))

Dear Alli Hytha,

Cambridge University Press has prepared an agreement for the publication of:

Article: A History of Voting Rights in the United States  
in  
Journal: Perspectives on Politics

Please review and sign the agreement at your earliest convenience by clicking the "Review and Sign" button in this email. You will be taken, via a secure link, to our partner site (HelloSign) where you can review the agreement and sign it digitally. If you have any

HELLOSIGN

Get Started

Not the authorized signer? [ASSIGN TO SOMEONE ELSE](#)

CAMBRIDGE UNIVERSITY PRESS

09\_NonExLTP (Version 2.0)  
Article No. 1242042

**NON-EXCLUSIVE GOLD OPEN ACCESS LICENCE TO PUBLISH ("LTP")**

This LTP records the terms under which the article entitled **A History of Voting Rights in the United States** (the "Contribution") will be published in **Perspectives on Politics** (the "Journal"). The Journal is owned and published by the Chancellor, Masters, and Scholars of the University of Cambridge acting through its department **Cambridge University Press** of University Printing House, Shaftesbury Road, Cambridge CB2 8BS, UK (the "Publisher").

The Contribution was written by the individual(s) identified below:

Alli Hytha

The individual(s) listed above is / are, individually and collectively, referred to as the "Author" or "Authors" throughout this LTP.

**1 DECLARATIONS**

1.1 The Signatory declares that no one or more Author is employed by Cambridge University Press.  
1.2 The Signatory declares that no one or more Author is related to a Cambridge University Press.  
1.3 Pursuant to Clause 1.2 of Section 1, the Signatory declares that Supplementary publication/uploading in connection with the Contribution.

**2 GOLD OPEN ACCESS**

2.1 The Signatory agrees that the Contribution (defined in Clause 1.1 of Section 1) will be published on an Open Access basis under the terms of a Creative Commons CC BY (Attribution) licence.

**3 COPYRIGHT NOTICE**

3.1 The Signatory agrees that the Contribution shall be published with the following Creative Commons Attribution (CC BY) licence (http://creativecommons.org/licenses/by/4.0), which permits unrestricted re-use of the work under the following conditions:

**Add your signature**

Draw it in

Clear

I understand this is a legal representation of my signature

Submit

HELLOSIGN

**You have successfully signed your document**

**DOCUMENT**

**Publishing agreement for article in "Perspectives on Politics"**

You can view the document as an attachment below. This document and others may also be accessed on HelloSign by

[VIEW SIGNED DOCUMENT](#)



# Production Welcome Emails

Author receives an email introducing their contact in production following acceptance (and Ironclad, if applicable).

An online form captures any subsequent OA requests which function as an addendum to any previously signed agreement.

Subject <Mnemonic>;<article number> <DOI>. Your article has been received for processing at Cambridge University Press

Dear <corresponding author>

<Mnemonic>; <article title>

We're pleased to confirm that we have now received your article for processing. Your contact at Cambridge University Press throughout the production of your article will be <CM name>.

If you have not already done so, please provide a completed author publishing agreement <link to author publishing agreement landing page on Core>. Please follow the instructions for return included at the top of the form and ensure that all pages of the agreement are returned. Please note that you may be required to select a Creative Commons license which complies with your funder or institutional mandates, for example research-funded authors may need to choose CC-BY. If you have any questions regarding compliance with your funder's requirements please contact [openresearch@cambridge.org](mailto:openresearch@cambridge.org). Please ignore this request if you have already provided a completed author publishing agreement.

If you have already completed an author publishing agreement and did not select to publish OA under a Creative Commons licence, but now choose to do so, please complete this [addendum form \(link\)](#) using <PII> as your article reference ID.

If your article includes article processing charges (APC) for either Open Access (OA) or [colour](#) printing (not available for journals published online only), you will receive an email in around 48 hours from Rightslink, [no-reply@copyright.com](mailto:no-reply@copyright.com). If there are article page charges for this journal, you will receive the email from RightsLink once your article has been typeset.

This email is sent on behalf of Cambridge University Press and will include instructions on paying your APC, if applicable. You will also be able to enter any non-discretionary discounts and waivers for publishing OA, including any APC waivers or discounts you may be eligible for if your institution has a Read and Publish Agreement with us, at this stage. Please check your eligibility [here \(link\)](#) before continuing. To ensure any institutional waivers or discounts are applied successfully, remember to provide your institutional email address whenever prompted.

You can find more information about waivers and discounts [here](#), and read our guide to paying your APC [here](#).

Please note that once your article has been published corrections to the content cannot be made. Any errors in author names, the article title or key metadata will be corrected via a correction notice.

We look forward to working with you, and if you have any queries please do get in touch.

Kind regards

Cambridge University Press (on behalf of <CM name>)

Please note this is an automated email. While your article is in production you will receive further emails from Cambridge University Press or one of our partners. Please check your junk mail folder periodically over the coming weeks as important emails may be filtered there.

## Publish your article Open Access

If you have already completed and returned an author publishing agreement (licence to publish form), simply use the form below to select the creative commons licence under which you would like your article to be published. This will instruct Cambridge University Press to make your article available via Gold Open Access (OA).

Gold Open Access publication may require payment of an article processing charge (APC) by you (the author/s), your funding body, or your institution. Please visit [www.cambridge.org/oa-waivers-and-discounts](http://www.cambridge.org/oa-waivers-and-discounts) to find out more about APC support that may be available to you.

**Please note:**  
As the corresponding author, you must have full authority to execute this form on behalf of any co-authors. Once completed, this will function as an addendum to the original author publishing agreement for your article, to the extent of updating the publishing format referenced in that agreement. All other terms of your original author publishing agreement, including warranties, will remain unchanged and in force. Should there be any conflicts of terms between this form and the original author publishing agreement, the declaration in this form shall prevail.

If you do not wish for your article to be published OA, do not complete this form. Your article will continue to be published on the basis and in the format described in your original author publishing agreement.

Please provide your email address so that you can receive confirmation once you have submitted this form.

\* Required

Email address \*

Your email

Article PII \*

Your Article PII is a 17 digit long number, e.g. S1234567891234567, found in the original email.

Your answer

Journal Name \*

Your answer

Article Title \*

Your answer

Corresponding Author Name \*

Your answer

Creative commons licence (select one only): \*

Please note that your funder may mandate a creative commons licence. You can read more about creative commons licences here: [www.cambridge.org/creative-commons](http://www.cambridge.org/creative-commons)

- CC-BY 4.0 Creative Commons Attribution Licence
- CC-BY-NC-ND - Creative Commons Non-Commercial No-Derivatives License
- CC-BY-NC-SA - Creative Commons Non-Commercial Share-alike

Signature\* (please type your name):

\*\*By signing this form, you confirm that you are the corresponding author for the above article, and are agreeing to the contractual changes set out in this form on behalf of yourself and any co-authors.

Your answer


Date: \*

Date



# Retroactive OA outreach

Authors who do not select the OA option and are identified as eligible under a R&P deal are informed of the opportunity via. email. A simple online form allow authors to select their creative commons licence. This form functions as an addendum to any existing agreement.

  
**Convert your article to Open Access**

Through your institution's Read and Publish agreement with Cambridge University Press, you are eligible to make your article Open Access (OA) with support from UC libraries. You can find out further details about funding options available to you [here](#).

If you **have not** yet returned an author publishing agreement / licence to publish form, please go to your journal information page and select the appropriate OA form.

If you **have** completed and returned an author publishing agreement / licence to publish form, simply select the [Creative Commons licence](#) under which you would like your article to be published using the form below. This will instruct Cambridge University Press to make your article in *Journal of Testing* available via Open Access. Please note that you may be required to select a Creative Commons license which complies with your funder or institutional mandates, for example research-funded authors may need to choose CC-BY.

Once completed, this will function as an addendum to the original author publishing agreement for your article ('Testing Title', test.9868698) to the extent of updating the publishing format referenced in that agreement. All other terms of your original author publishing agreement, including warranties, will remain unchanged and in force.

If you have any questions about creative commons licences, please email [OAqueries@cambridge.org](mailto:OAqueries@cambridge.org).

If you **do not wish** for your article to be published Open Access, do not complete and submit this form. Your article will continue to be published on the basis and in the format described in your original author publishing agreement.

Confirm Full Name \*

Confirm Email Address \*

Creative Commons licence under which you would like your article to be published: \*

[Accept and Submit\\*](#)

\*By clicking 'Accept and Submit' you confirm that you are the corresponding author for the above article, and are agreeing to the contractual changes set out in this form on behalf of yourself and any co-authors.

## Convert your article to Open Access

Dear [Author Name](#),

This message is regarding your article, '[Article Name](#)', in [Journal Name](#). Through your affiliation with [Institution Name](#) and its [publishing agreement](#) with Cambridge University Press, you are eligible to make your article Open Access (OA) **at no cost to you**.

So that you don't miss out, we've made it easy for you to take advantage of this opportunity:

**Simply select a creative commons licence by [completing this online form](#).**

As the corresponding author, you must have full authority to execute this form on behalf of any co-authors. If you do not complete this form, we will not take any action to convert your article to OA.

If you have any questions, please [read our FAQs](#) or email [OAqueries@cambridge.org](mailto:OAqueries@cambridge.org).

### Why publish Open Access?

Publishing OA allows anyone, anywhere to find, read, and benefit from your research. OA articles:

- are downloaded three times more than non-OA articles, on average
- receive 30-50% more citations
- are freely available online globally

You can find out more on our [Publishing OA information page](#).

Kind regards  
**OA Queries**  
Cambridge University Press

## Open Access



## Transaction process

- No author interaction required



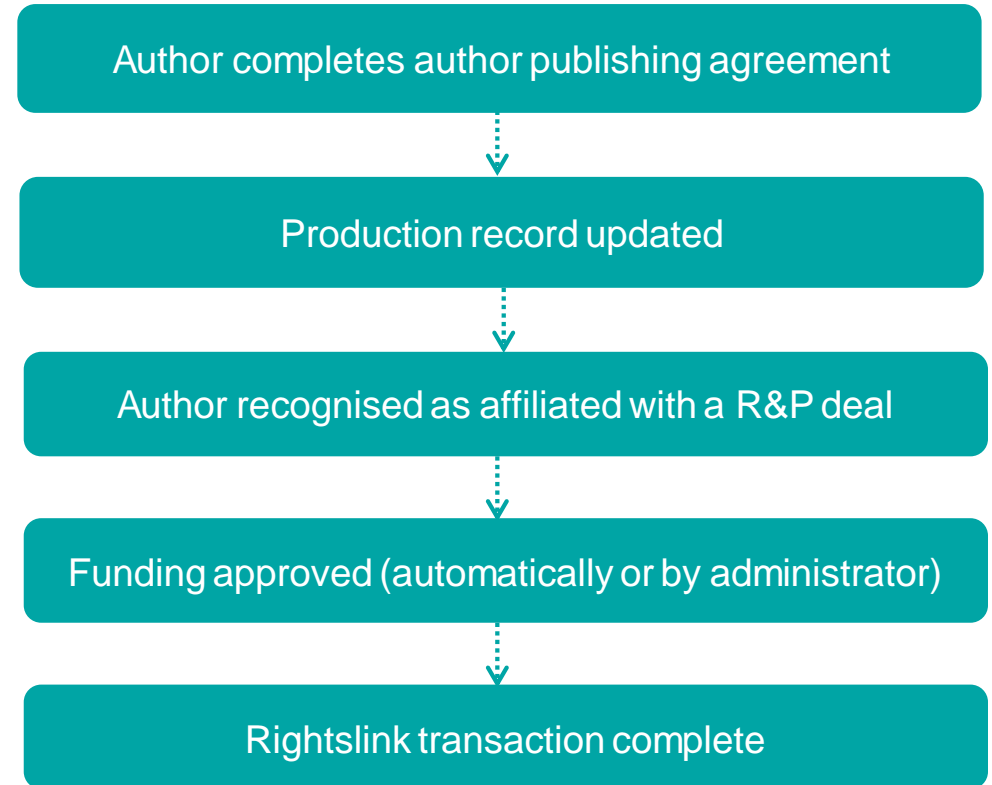
# Touch Free Transactions

Once an author has completed their OA licensing agreement, the *Rightslink*<sup>®</sup> transaction process is triggered.

**Authors affiliated to an institution with an R&P deal do not interact with the transaction process.**

*Rightslink*<sup>®</sup> match the article with a publishing agreement and automatically discount the APC.

Articles can be automatically approved, or institutions can approve or deny funding. These approvals can be switched on or off at any time throughout the agreement.





# Touch Free Transactions

A notification will still be sent to the author to confirm the APC discount has been approved and applied, and that their article will be published OA.

*Your article has been accepted and will be published open access*

Dear [REDACTED],

Congratulations on being accepted for publication in [REDACTED] for the following manuscript:

Manuscript DOI: [REDACTED]  
Manuscript ID: [REDACTED]  
Manuscript Title: [REDACTED]  
Published by: Cambridge University Press  
Total Charges Covered: [REDACTED]

**Funding for your open access publication charges has been covered by CCC University based on an agreement between CCC University and Cambridge University Press.**

If there are any additional publication charges available to you, such as page or color charges, we will send a payment link for those charges under separate cover.

Sincerely,  
Cambridge University Press

Tel.: +1-877-622-5543 / +1-978-646-2777  
[CambridgeSupport@copyright.com](mailto:CambridgeSupport@copyright.com)  
[www.copyright.com](http://www.copyright.com)



RightsLink®

## Institutional Interaction

- Institutional administrators may approve or deny APC request



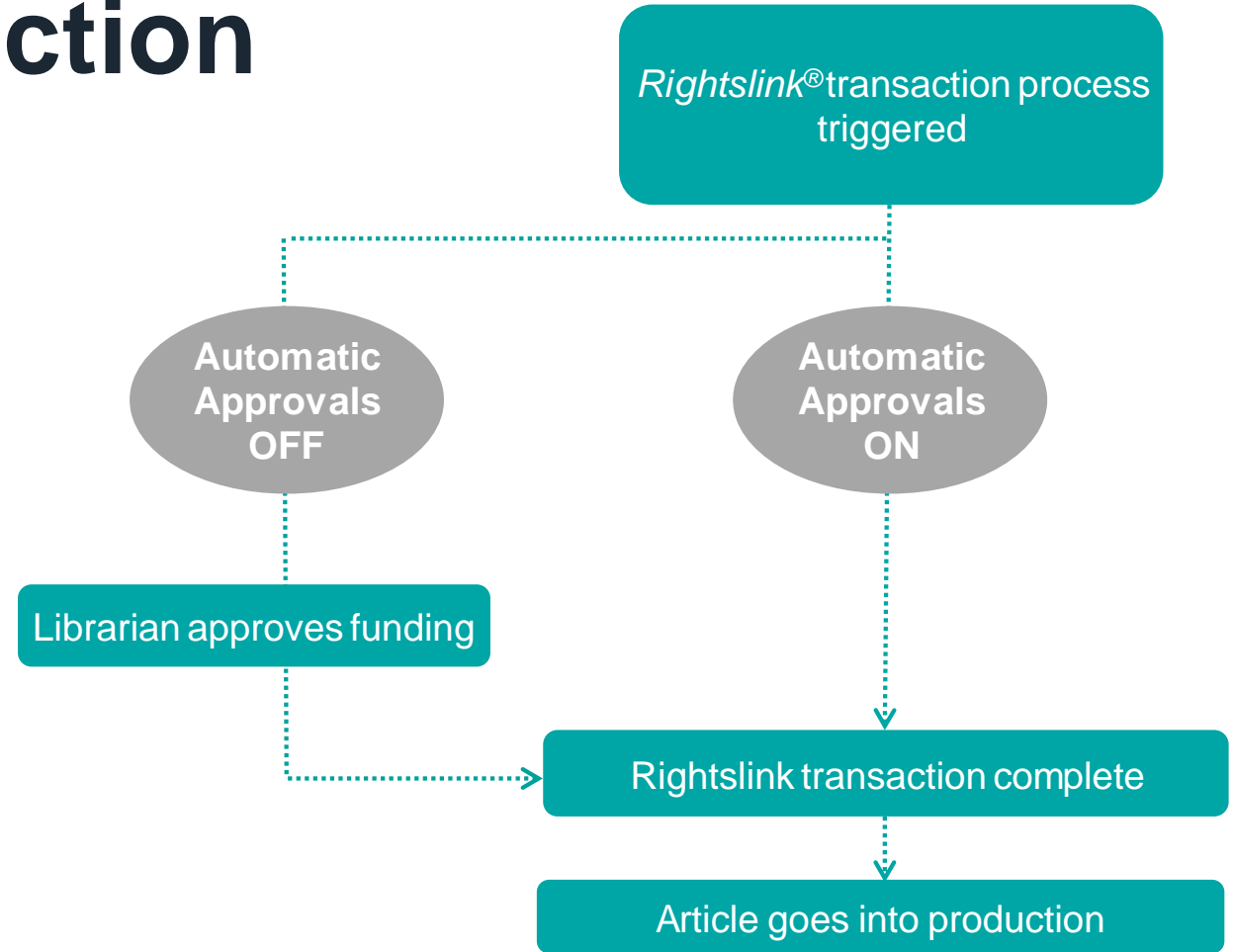
# Institution interaction

Touch free functionality works with or without institution interaction.

Institutions can opt for articles to be **approved automatically** (the “hands-off” approach).

If automatic approvals are turned OFF, the administrator will need to go into Agreement Manager to approve or deny the funding.

Automatics approvals can be switched on or off at any time throughout the agreement.







# Institution interaction

Regardless of the automatic approval status, administrators will still receive emails notifications (for funding requests).

These email notifications can be suppressed from within the institutional profile.

**KEY CONTACTS**

Specify the organizational contact(s) who should receive notifications of manuscript acceptance and of pending funding requests.

Organization Contact Name \*

Organization Contact Email \*

Organization Contact Phone \*

Primary Contact  Suppress Email Notifications

Organization Contact Name \*

Organization Contact Email \*

Organization Contact Phone \*

Primary Contact  Suppress Email Notifications

Please specify who this organization should contact if they have questions about the profile or special billing arrangement.

Publisher Contact Name \*

Publisher Contact Email \*

Publisher Contact Phone \*

I consent to have my contact information shared with my publisher and/or funding organization, as needed, to facilitate APC payment(s), reporting and customer care. If I am entering contact information on behalf of another party, I have obtained any necessary consents from that party to provide you with such information for the uses stated above.

I confirm my country's VAT rules allow aggregated invoicing. Invoices under this billing arrangement will be sent to the organization on record rather than the author of the manuscript.

*Your author has requested APC funding.*

Dear [redacted]

Your author has requested funding from [redacted]

**Request Details**

Request Date: [redacted]  
Publisher: Cambridge University Press  
Publication: [redacted]  
Article Title: [redacted]  
Author(s): [redacted]

Please [click here](#) to view details and respond.

Sincerely,  
Cambridge University Press

Tel.: +1-877-622-5543 / +1-978-646-2777  
CambridgeSupport@copyright.com  
www.copyright.com



RightsLink®



# Institutional portal

Administrators can view all articles requiring OA funding approval from within the institutional portal.

If automatic approvals are off, articles can be approved or denied funding from within this portal.

The screenshot displays the Institutional Portal interface. At the top, there is a header with the Copyright Clearance Center logo, the title 'Institutional Portal', and user information including 'Welcome, [Name]', 'Sign Out', 'Help', and 'Live chat'. Below the header, a welcome message explains the portal's purpose and lists key tabs: 'Billing Profiles', 'Funding Requests', and 'Reports'. The 'Funding Requests' tab is active, showing a table of requests. An orange arrow points to the 'APPROVE' button in the table. The table has columns for Order Date, Article Title, Author(s), Funder, Publisher, Accept Date, Profile Name, Total Fees, Status, and Actions. Two rows of data are visible, both with 'Pending' status and '0.00 GBP' total fees. Each row has 'APPROVE' and 'DENY' buttons in the Actions column.

Welcome to the RightsLink® Institutional Portal. Use the **Billing Profiles** tab to view the special billing profiles we have on file between your institution and RightsLink® client publishers. Use the **Funding Requests** tab to review and act on your queue of funding requests for researchers affiliated with your institution. Use the **Reports** tab to search and download a report of the APC transactions associated with your account. In the future, there will be an **Invoices** tab for you to review and pay your invoices online.

Account Name: CUP University Operations  
Account #: 7001906224

**Billing Profiles** | **Funding Requests** | **Reports**

The table below includes any funding requests that have been matched to one of your special billing profiles.

**APPROVE** When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.

**DENY** If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.

Results 1 - 2 of 2

Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions
06-Aug-2019	Title 364	Testing, July 2019		Cambridge University Press	02-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	<b>APPROVE</b> <b>DENY</b>
02-Aug-2019	Title 577	Testing, July 2019		Cambridge University Press	01-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	<b>APPROVE</b> <b>DENY</b>

Results 1 - 2 of 2



# Denying requests

**Deny Request**

Article Title: Title 137

Please select the reason for the request denial.

Select from the drop down list

- APC exceeds max fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning Author Affiliation
- Other (note below)

**CANCEL** **DENY**

**Deny Request**

Article Title: Title 137

Please select the reason for the request denial.

Missing required Creative Commons license

Additional instructions and information for my researcher.

CC BY license required

**CANCEL** **DENY**

# Article publication

- Article published on Core

# Agreement Manager Institutional Portal

- View and update profile
- Turn on automatic approvals
- Set up alerts

# Billing profiles

On the billing profiles tab you can see the institution(s) that you are set up to administer. If you wish to turn on automatic approvals for article publications – tick the automatic approvals box

**Billing Profiles** | Funding Requests | Reports

Below you will find a list of special billing profiles that publishers have setup with your organization.

From this page you can:

- Select any Profile Name to view the details of that profile.
- Assign an internal nickname to each profile. This value will appear on your invoices to ease identification.
- Double-click on any existing nicknames to make changes.
- Enroll a profile in automatic approvals. Please note, checking the automatic approvals box will approve funding for any manuscript that is matched and submitted under that billing profile.

Results 1 - 6 of 6

Profile Nickname	Profile Name	Publisher	Invoicing Frequency	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications
> Click to add		CAMBRIDGE UNIVERSITY PRESS (UK)	Monthly	26-Apr-2018	N/A	Active	<input checked="" type="checkbox"/>	
> Click to add		CAMBRIDGE UNIVERSITY PRESS (UK)	Daily	10-Apr-2019	N/A	Active	<input type="checkbox"/>	

# Billing profiles

To see details held on your billing profile click the Profile Name link:

Profile Nickname	Profile Name	Publisher	Invoicing Frequency
> Click	Creation Date 04-Apr-2018 21:13 by aedwards@copyright.com	CAMBRIDGE UNIVERSITY PRESS (UK)	Monthly
> Click to add	<a href="#">CUP University Test 01</a>	CAMBRIDGE UNIVERSITY PRESS (UK)	Monthly

Here you can edit your contact information. If you wish to change the e-mail address that you use to log in to Agreement Manager, please get in touch with us to make this change:

**CONTACTS**

Organization Contact Name *	Andy Edwards	Publisher Contact Name *	Melissa Cox
-----------------------------	--------------	--------------------------	-------------

# Profile Attributes



Here you can see information about your profile including the journals titles eligible under your deal.

You can also see the Institutional Identifiers we have associated with your account.

## ORG IDENTIFIERS

<b>Institution Name *</b>	CUP		
<b>Identifier *</b>	Other ID	grid.123.45	
	OR	Author Email Domain	cambridge.org

## PROFILE ATTRIBUTES

<b>Start Date *</b>	31-Jul-2019
<b>End Date</b>	31-Dec-2019
<b>Invoice Grouping *</b> 	Aggregated
<b>Invoice Frequency *</b> 	Daily
<b>Invoice Currency *</b>	GBP


<b>Eligible Product(s) *</b>	Open Access
<b>Eligible Journal(s) *</b>	Advances in Archaeological Practice, Africa: Journal of the International African Institute, African Studies Review, Ageing & Society, American Antiquity, American Political Science Review, Ancient Mesoamerica, Anglo-Saxon England, Annals of Actuarial Science, Annual Review of



# Notification setup

Agreement Manager administrators can set up notifications based on spending amounts or APC tokens used or remaining.

Click the bell to enter notification setup:

Profile Nickname	Profile Name	Publisher	Invoicing Frequency	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications
> <input type="button" value="Click to add"/>	<a href="#">Andy_Test</a>	CAMBRIDGE UNIVERSITY PRESS (UK)	Monthly	26-Apr-2018	N/A	Active	<input checked="" type="checkbox"/>	

Click to “Create Notification”:

## Manage Notifications for CUP University Test 01

From this page you can create custom notifications for CUP University Test 01. When a notification has been triggered, it will be greyed out in this list and will not send a

[CREATE NOTIFICATION](#)

# Notification setup

Select the contact from your organisation who you want to receive the notification:

Set when you would like to be notified, either when APC tokens used/remaining reaches a certain threshold, or when funds used/remaining (GBP) reaches a certain threshold.

Remember to 'save'

### 1. SELECT CONTACTS

Select Contact

- Andy Edwards
- Melissa Cox
- Other

### 2. SELECT TRIGGER

Trigger this email when

- Amount Approved for Invoicing
- Number of APC Tokens Used
- Number of APC Tokens Remaining
- APC Threshold - Funds Remaining

has reached

**CANCEL** **SAVE**

# Post sales support

# Reporting

On a regular basis you will be sent a report by Cambridge which includes data for both Open Access and subscription based articles published by corresponding authors at participating institutions.

PII	Publication Status	DOI	Article Title	Article Type	OA Article	OA Licence Type	Journal Mne	Journal Title	Journal Subject	HSS STM
S0007123420000356	first-view	<a href="https://doi.org/10.1017/S0007123420001234">10.1017/S0007123420001234</a>	Title 1	Research-Article	Yes	CC-BY	JPS	Journal title 1	Subject 1	HSS
S0963548320000358	first-view	<a href="https://doi.org/10.1017/S0963548320001235">10.1017/S0963548320001235</a>	Title 2	Research-Article	Yes	CC-BY	CPC	Journal title 2	Subject 2	STM
S0963548320000590	first-view	<a href="https://doi.org/10.1017/S0963548320001236">10.1017/S0963548320001236</a>	Title 3	Research-Article	Yes	CC-BY	CPC	Journal title 3	Subject 3	STM
S1755048320000644	first-view	<a href="https://doi.org/10.1017/S1755048320001237">10.1017/S1755048320001237</a>	Title 4	Research-Article	Yes	CC-BY	RAP	Journal title 4	Subject 4	HSS
S1742170520000356	first-view	<a href="https://doi.org/10.1017/S1742170520001238">10.1017/S1742170520001238</a>	Title 5	Review-Article	No		RAF	Journal title 4	Subject 5	STM

Current OA Status	Enters to Prod Date	Online Publication Date	GRID ID	GRID Name	GRID Country	Affiliation Record	Affiliated Author	Author Role	Source
Hybrid OA	19/06/2020	18/11/2020	grid.34421.xx	University 1	United States	Departments of Physics, University 1	Author 1	Rightslink Author	RIGHTSLINK
Hybrid OA	08/07/2020	12/10/2020	grid.34421.xx	University 1	United States		Author 2	Rightslink Author	RIGHTSLINK
Hybrid OA	09/10/2020	10/11/2020	grid.34421.xx	University 1	United States		Author 3	Rightslink Author	RIGHTSLINK
Hybrid OA	16/11/2020	15/12/2020	grid.34421.xx	University 1	United States		Author 4	Rightslink Author	RIGHTSLINK
Hybrid OA	02/11/2020	27/11/2020	grid.34421.xx	University 1	United States	Departments of Agronomy and Horticulture, University 1	Author 5	Corresponding Author	CORE

# Resources

## OA information for authors:


Information on publishing Open Access, including guides are available on our website: [cambridge.org/publshoa](https://cambridge.org/publshoa)

## Make the most of your R&P agreement:

Resources to help your own promotion are also available: [cambridge.org/rapresources](https://cambridge.org/rapresources)

For any further assistance, please email your usual sales representative.

### Publishing Open Access



Publishing Open Access (OA) helps to advance discovery by allowing anyone, anywhere to find, read, and benefit from your research.

We understand that navigating Open Access is tricky and we are here to support you in whichever route you choose to publish. Across our journals and books, we publish **Gold OA**, working with publishing partners to develop OA for different communities and **Green OA** (also called Green archiving), allowing you to socially share your content or deposit it in repositories.


Over 300 Cambridge Journals support OA publications:

- 44 fully **GOLD OA** Journals
- More than 330 **HYBRID JOURNALS** (subscription journals that offer an OA option)

Use this page to learn more about Open Access at Cambridge and how we can support you on your publishing journey. Use our Open Access webinar to find out about the essentials of OA and publishing with Cambridge.

If you need to find out more about Open Access policies, [please click here to visit our policy pages.](#)

"Our vision is to unlock the potential of high quality research and build an open world."



### Making the most of your Read and Publish Agreement

Thank you for joining us on our journey to make academic research more open. Your agreement will allow you to sustainably convert your institution's publishing to Open Access and enable the research community and beyond to benefit from findings by your researchers. At the same time, your patrons will have continued access to high quality, peer-reviewed journal collections.

This page is dedicated to providing resources, messaging and training to help make your deal a success. We hope you find it helpful and informative. If you have ideas about resources we can add to this page, please email [librarymarketing@cambridge.org](mailto:librarymarketing@cambridge.org).

#### Promote Open Access publishing

Did you know that 25% of OA articles get more citations than their non-OA equivalents, receiving on average 30-50% more citations!

A range of resources and information are available across our site to help increase understanding of OA, including a glossary of OA terms, the benefits of publishing OA, and a step-by-step guide to publishing OA with Cambridge. We've highlighted some 'trending resources' on this page - you can add links to these on your web pages, or share in emails or on social media. If you need any banners or buttons to support this work, please email [librarymarketing@cambridge.org](mailto:librarymarketing@cambridge.org).

Find out more:

- What is Open Research?
- What is Open Access?
- Publishing OA information for authors
- Open Access resources for authors

#### Download our 'Benefits of Open Access' image

Sized to share on Twitter (1024x512px)  
Tag: @CUPAcademic

#### Raise awareness of APC funding support

You've worked hard to negotiate a deal that allows you to sustainably transform your publishing to OA, now you just need authors to take advantage of what's on offer!

We've compiled some messaging suggestions for you to post on social media:

- [Click here for messaging where APCs are 100% discounted](#)
- [Click here for messaging where APCs are partially discounted](#)

#### Trending resources:

Share on your social sites or add to your web pages.

#### Five common Open Access myths...

#### Benefits of publishing Open Access

- VISIBILITY** Access to a wider audience, greater impact and increased citations
- ACCESSIBILITY** Greater reach and impact, increased citations and higher quality research
- QUALITY** OA articles are more likely to be cited and are more likely to be included in the literature
- GLOBAL IMPACT** Research can be shared with researchers and students worldwide
- FUNDER COMPLIANCE** Many funders are now requiring OA as a condition of funding

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



# Training

We run regular sessions to support your understanding of the author workflow and how to use Agreement Manager.

Training requests can be made via [academictraining@cambridge.org](mailto:academictraining@cambridge.org)

Find out about our upcoming webinars: [cambridge.org/upcoming-product-webinars](https://cambridge.org/upcoming-product-webinars)

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