An Author Guide to Paying an Article Processing Charge (APC)
An introduction to paying your APC:

The costs of publishing Gold Open Access (OA) are typically, but not always, paid through an article processing charge (APC) that is met by the author or the author’s funding body or institution. Only authors of accepted articles are charged APCs and the payment process begins after an article has been accepted.

All authors must complete the Rightslink transaction process, even if the APC is part or fully discounted. Exceptions exist if your journal does not charge an APC.

More information on waivers and discounts can be found here: cambridge.org/oa-waivers-and-discounts
Step 1: Complete Author Publishing Agreement

Upon acceptance of your article, you will be sent an email and asked to complete an Author Publishing Agreement. Within this form, you will be able to select your Creative Commons (CC) licence.

When this form is returned to Cambridge University Press, our production team will update your article’s record, triggering an email from Rightslink-CCC.

Please note that Rightslink work on our behalf to collect APCs. Failure to complete this step will delay an article’s production journey.

Step 2: Log in to Rightslink

Correspondence from Rightslink will usually be sent within 48 hours of the record being updated.

If you do not have an account with Rightslink, you will need to follow the instructions in the email to register. This is a quick process.

Once your account has been created, you may proceed.
Option 1 – Pay your APC in full

Follow the onscreen instructions and click “PAYMENT OPTIONS” to pay your APC in full.

Option 2 – Apply your discount

In our fully Gold OA journals, we provide waivers and discounts to authors from low- and middle-income countries, based on the Research4Life country list. Authors from these countries will have APC costs waived (for Group A countries) or reduced by 50% (for Group B countries). In this instance, waivers and discounts do not apply in our hybrid journals, as any author unable to pay the APC can publish a subscription article in the usual way and make it available as Green OA.

To apply these discounts, authors should select “Apply Discounts” and complete the form.
Option 3 – Seek funding from your institution

Authors based at institutions who have an Open Access publishing agreement with Cambridge University Press have the option to seek funding for their APC from their institution.

Once you have logged into Rightslink, a notification will appear giving you the option to pay for your APC or seek funding from your institution. If you have any questions about this process, your institution’s contact information is available.

A – Information about publishing agreements;
B – Message from your institution;
C – Librarian contact detail for queries
If you select ‘seek funding’, you will be able to view the discount available and submit your request for approval.

<table>
<thead>
<tr>
<th>Charge</th>
<th>Original Fee</th>
<th>Discounts</th>
<th>Tax/VAT *</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Access</td>
<td>1,925.00 GBP</td>
<td>(1,925.00 GBP)</td>
<td>0.00 GBP</td>
<td>0.00 GBP</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,925.00 GBP</td>
<td>(1,925.00 GBP)</td>
<td>0.00 GBP</td>
<td>0.00 GBP</td>
</tr>
</tbody>
</table>

* Tax/VAT may be based on the customer location and is the customer’s responsibility.

**TOTAL DUE:**

0.00 GBP

**APC organizational contact:**

**Customer location:**

**Order reference number:**

☐ I have read and accept the terms and conditions

**VAT ID:**

**SUBMIT FOR APPROVAL**
Your organisation will approve or deny your request. You will receive an email confirming this decision. If your funding request is approved, your article will proceed into production. If your funding request is denied, you have three options: contact your organisation, request funding again, or pay the APC yourself.

Step 4: Confirmation

Once your order has been successfully processed, you will receive an email confirmation and your article will enter production.
For more information visit cambridge.org/publishoa
email oaqueries@cambridge.org
or contact your Librarian