Step-by-step guide
for authors publishing Open Access
in Cambridge Journals

cambridge.org/open-access
Open Access Publishing in Cambridge Journals

1. Manuscript Preparation
   - Find your chosen journal on Cambridge Core
   - Review the Instructions for Contributors (IFCs)
   - Format your manuscript

2. Manuscript Submission
   - Click ‘Submit your article’ on your chosen journal’s homepage
   - Complete the submission form in Online Peer Review System (OPRS)

3. Manuscript Review
   - Your manuscript goes through Editorial and Peer Review

4. Publication Decision
   - Your manuscript is accepted for publication
   - Fill in and submit the Open Access licence to publish form. This indicates that you wish to publish Open Access
   - Your manuscript moves into production

5a. Payment Process
   - Receive email from Rightslink requesting APC payment
   - Login or create an account in Rightslink
   - If applicable, input your institution in the ‘Affiliation Discount’ section
   - Confirm transaction

5b. Production Process
   - Copy editing
   - Author proof
   - Type setting
   - Final type setting

Alternative avenues
If you know the correct Online Peer Review System for your journal, go directly to ScholarOne / Editorial Manager
OR contact the Editorial Office directly
OR contact Customer Services.

You may be able to complete the OA licence to publish form at the stage (available on journal’s IFC page), depending on your journal.

* Please note that if you are publishing as part of a Read and Publish agreement, APCs are not automatically waived.

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