



Step-by-step guide to  
publishing **Open Access**  
in Cambridge journals



**CAMBRIDGE**  
UNIVERSITY PRESS

# A step-by-step guide to publishing your article **Open Access**



## Manuscript Preparation

- Find your chosen journal on **Cambridge Core**
- Review the instructions for contributors 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).



## Manuscript Review

- Your manuscript goes through Editorial and Peer Review
- Review your manuscript's progress from within the OPRS.



## Publication Decision

- Your manuscript is accepted for publication
- **FILL IN AND SUBMIT THE OPEN ACCESS AUTHOR PUBLISHING AGREEMENT**, available on your journal's Cambridge Core information page.

**KEY STEP TO PUBLISHING OA**



## APC Transaction Process

- *Rightslink*<sup>®</sup> work on Cambridge's behalf to process Article Process Charges (APCs)
- If you are contacted by *Rightslink*<sup>®</sup>, follow their instructions. If applicable, you may enter your institution in the 'Affiliation Discount' section. Find out more at: [cambridge.org/apc](https://cambridge.org/apc)
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## Article Production

- Copy editing
- Type setting
- Author proof
- Final type setting

Find out more: [cambridge.org/production](https://cambridge.org/production)



## Article Publication

- Article is published OA on Cambridge Core



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