

Step-by-step guide to...

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



Manuscript Preparation

- Find your chosen journal on [Cambridge Core](#)
- 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 [Creative Commons license](#) 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®* work on Cambridge's behalf to process open access publication costs
- If your article complies with all relevant eligibility criteria for your institution's agreement with Cambridge, your publishing costs will be waived – no author input is required
- 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](https://www.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 [waiver and discount tool](#) to discover more about your institution's agreement

Contact your library for further information or e-mail OAqueries@cambridge.org with any questions