

OA Author Workflow Overview

Why publish with CUP and Surviving
Peer Review

31 Jan 2024

Kane Kang

Author Services and Asia Training Executive

Introduction of Today's Speaker



Kane Kang
Author Services

- Kane Kang works to improve the author experience in multiple ways and helps authors to achieve their professional goals. With five years of experience training and consulting in the area of Open Access journal marketing and management, her efforts are currently focused on supporting authors to improve their chances at publishing in top-tier journals, which addresses the unique needs of authors and researchers there.

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The Syndicate

The Press Syndicate is the governing body of Cambridge University Press and consists of 18 senior members of the University of Cambridge who oversee the Press & Assessment business.



Our Authors



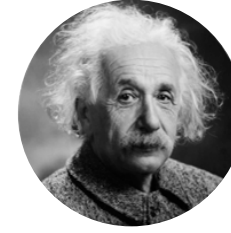
Sir Isaac Newton



Wole Soyinka



Elinor Ostrom



Albert Einstein



Noam Chomsky



Martha C. Nussbaum

Award-winning publishing

800+

Since 2017 our titles have won more than 800 awards and honourable mentions

180+

In 2021, our titles won more than 180 awards and honourable mentions

Nobel Prize Laureates



180+

We are proud to have published the works of more than 180 Nobel Prize Laureates in our books, journals and the journals of our partners.

2021 Highlights



37

CHOICE Outstanding Academic Titles in 2021



21

American Political Science Association (APSA) Award Winners and honourable mentions in 2021



9

PROSE 2021 Winners and 17 Finalists including **RR Hawkins Award**



3

American Historical Association Winners in 2021



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Getting your work

Published

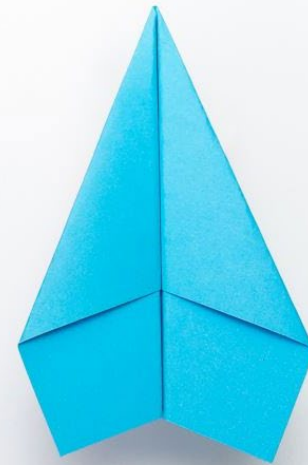


Overview

1. Overview of the OA author workflow
2. The CAUL agreement with Cambridge
3. workflow and author messaging

*Specific questions about your agreement with Cambridge should be directed to our support team at OAqueries@cambridge.org

This document is not designed for public distribution and contains information specific to this agreement.



Dynamically driven author communications

- As the Open Access world advances, so do our workflows and author communications.
- The workflow an author follows and the communications they receive will be determined by a number of factors including the journal access model (OA only or hybrid), journal policies, article type and whether the author is eligible to publish the accepted article via an OA publishing agreement with Cambridge.
- This overview will therefore focus on the workflow in a broad sense and where in the workflow key author decisions are made.

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.

Pre-submission

- Pre-submission, authors can check their eligibility under using our **eligibility checker tool**. A link to this tool is also provided when authors choose their article access type.
- This tool provides details of eligible article types and journals covered by the agreement.
- For institutions covered by the CAUL agreement, this will show our full list of gold and hybrid journals.
- A range of **author support guides** are also available on Cambridge Core.

Your Open Access publishing agreement

Article Processing Charge Discount:	Full
Discount Details:	You may publish OA at no cost in journals covered by this agreement. Click here for further information.
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↓ [Journals covered by this agreement](#)

Next Steps

- ✓ Submit your research using your institutional affiliation (ideally using ORCID). Please note that eligibility is based on the [corresponding author's](#) affiliation
- ✓ We advise authors to check any funder or institutional mandates, for example research-funded authors may need to choose CC-BY (Creative Commons Attribution License)
- ✓ Upon acceptance, choose the Gold Open Access option in your author publishing agreement form and select a [creative commons licence](#)
- ✓ To find out more about publishing Open Access please visit our [publishing Open Access information](#) page or contact oaqueries@cambridge.org

The journals listed below are eligible for Open Access publishing as part of the above agreement



Manuscript Submission

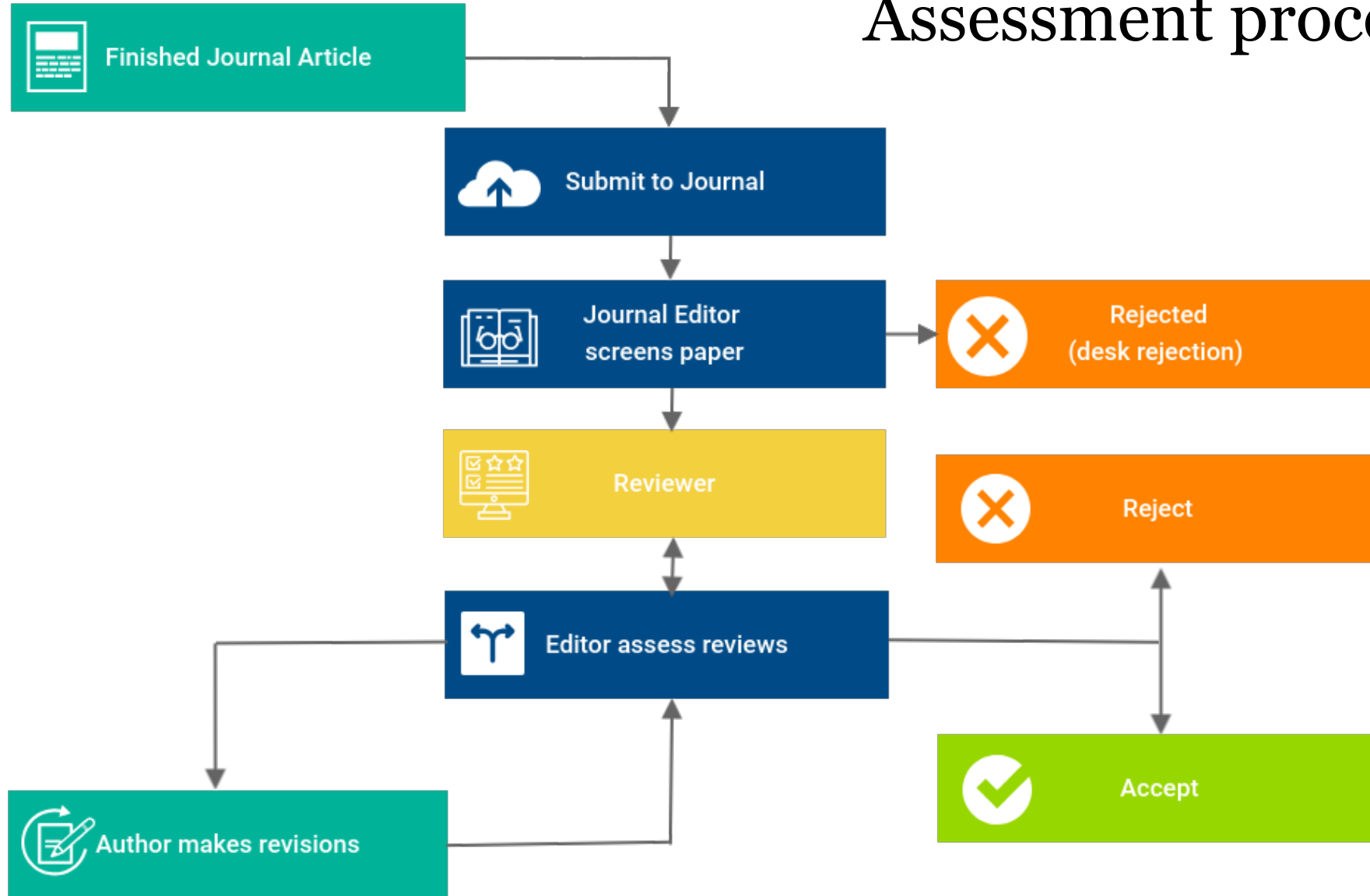
- Each journal provides **instructions for authors** under the ‘Information’ section on the journal’s homepage.
- The ‘submit your article’ button on the journal’s homepage will direct the author to the journal's online peer review system.
- Authors are prompted to select or supply an accurate affiliation(s) and advised that this is used to determine eligibility for OA publishing support.



Manuscript Review and Publication Decision

- The manuscript goes through Editorial and Peer Review with communication to the author coming directly from the online peer review system.
- The manuscript will be accepted, rejected, or sent for further revision and review.
- Our acceptance letters for both OA only and hybrid journals contain information and supporting links about institutional agreements and the subsequent processes.

Assessment process for journals



Example of reasons:

- Out of scope of the journal
- Revise resubmit
- Suggest you consider submission to another journal
- Complete rejection

Minor or Major revisions

Outcomes of Peer Review



Accept

No changes



Revise & resubmit

After minor revisions

Eg:

- Language editing
- New citations or mentioning additional topics
- Tweaks to interpretation of results

Subject to major revisions

Eg:

- Significant reorganization of text
- More experiments needed
- Argument needs to take into account a whole new topic
- Existing analysis of data/evidence needs to be



Reject paper

Suitable for cascade journal (if applicable)

Open Access Author Publishing Agreement

- Following acceptance, the corresponding author will receive an e-mail from Cambridge to complete an author publishing agreement.
- Where eligibility has been recognised* the author will be advised that they are covered by an agreement with Cambridge.
- The author will then select open access options including making a license selection, before the authorised signer signs an agreement that reflects these choices.



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Dear [REDACTED]

A signed publishing agreement is now required by Cambridge University Press before production of your article, detailed below, can begin:

Article: [REDACTED]

in

Journal: [REDACTED]

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 and include your agreement reference number: [REDACTED] in the subject line of the email.

We recommend using Google Chrome for best compatibility.

Kind regards,

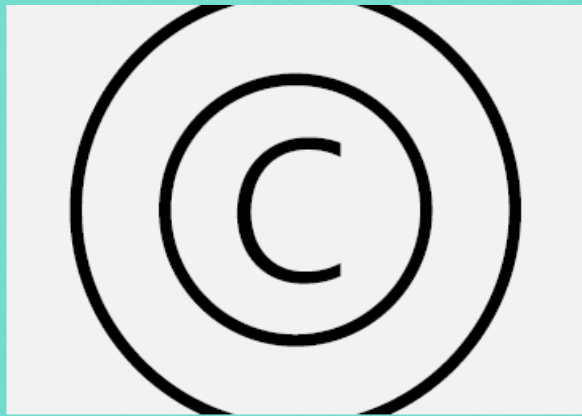
Cambridge University Press

GET STARTED

Guidance is provided, including [Creative Commons license information](#).

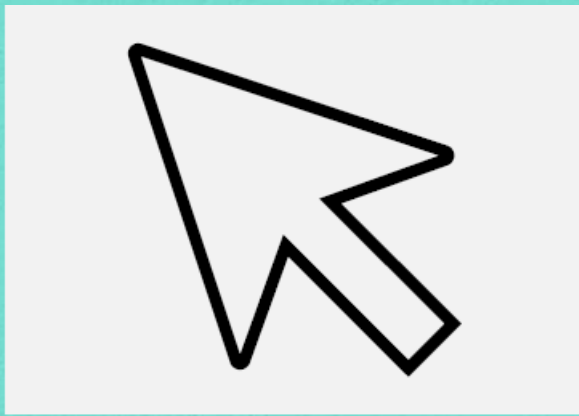
Authors are also advised that institutions or funders may have specific license requirements.

Author decisions via the Licence to Publish Contract



Copyright

The author confirms who owns the copyright* and can then review/ revise the article's copyright notice



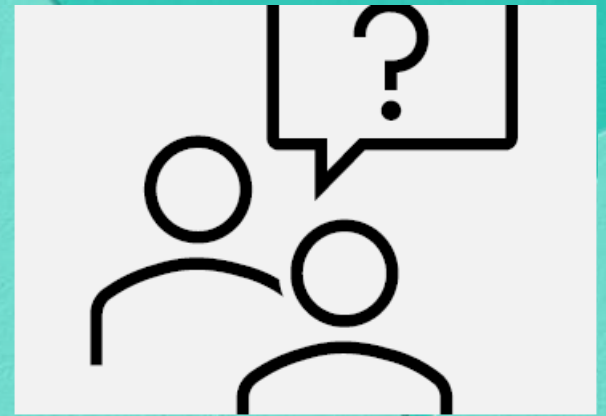
Open Access

Author eligibility** and journal access model messaging to support the author OA decision



CC Licences

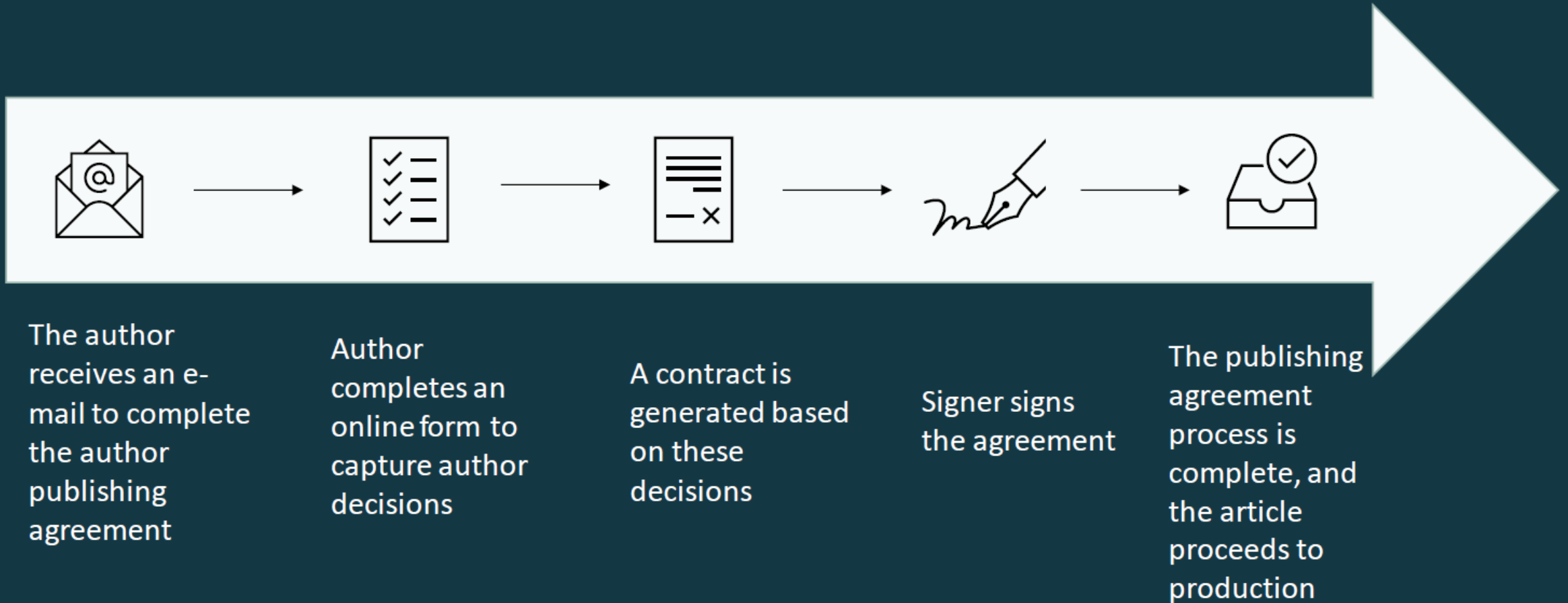
Information provided to support license selection and advise that institution/ funder may have requirements



Support

A dedicated team of Publishing Agreement experts are on hand to support the author/ signer(s)

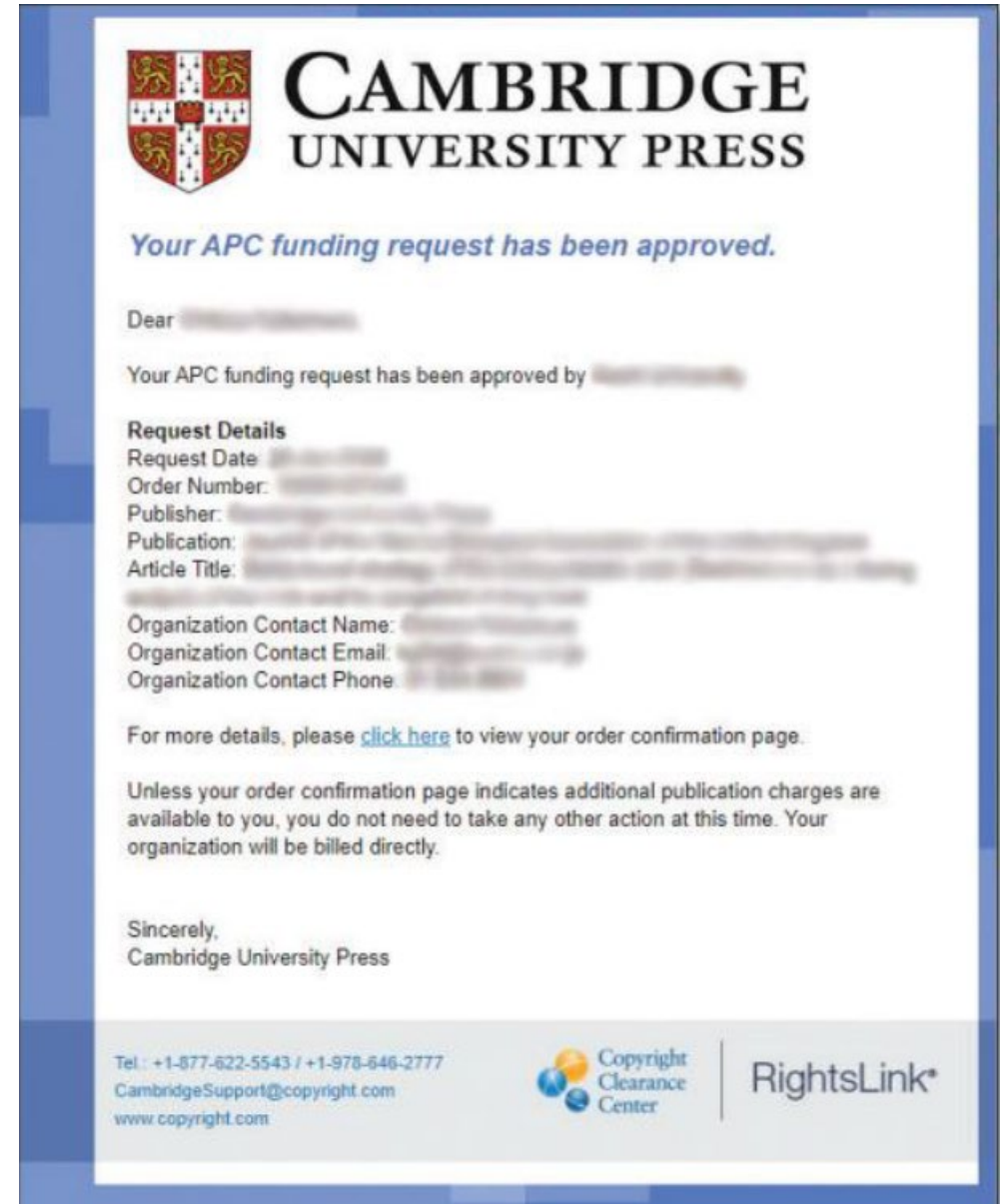
Open Access Author Publishing Agreement




APC Transaction Process

- Cambridge partner with RightsLink to process APC transaction costs.
- If the article complies with all relevant eligibility criteria for the institutional agreement with Cambridge, the publication costs will be waived. No author input is required.
- The author will receive a confirmation e-mail from RightsLink to advise that the APC transaction is complete, and the article will proceed to production.

*The library may need to approve the request via the RightsLinkPortal**



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Publisher: [REDACTED]
Publication: [REDACTED]
Article Title: [REDACTED]


Organization Contact Name: [REDACTED]
Organization Contact Email: [REDACTED]
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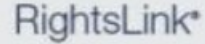
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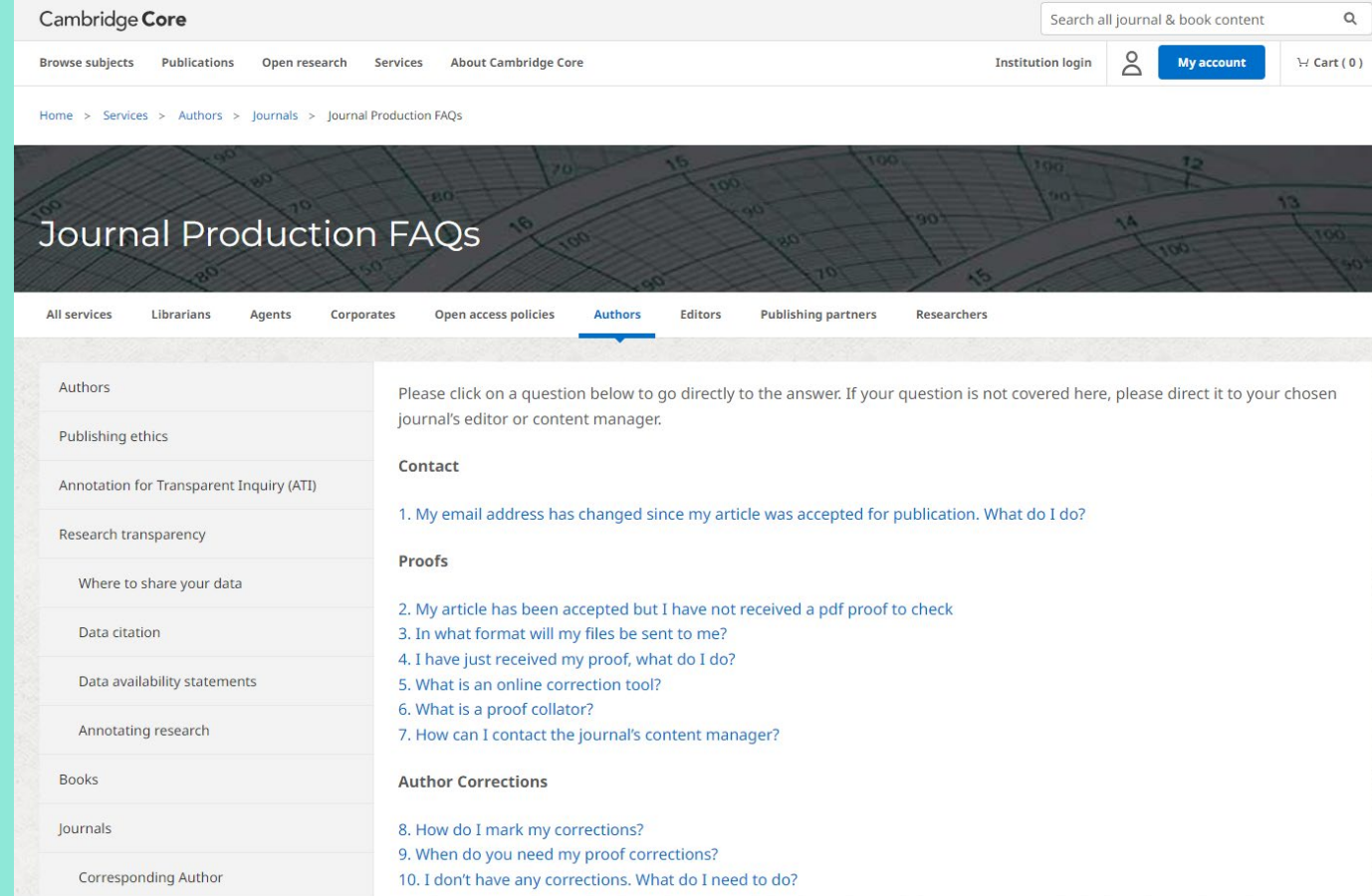
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Article Production and Publication

The article will move through the Production process:
Copy editing > Typesetting > Author proof > Final typesetting

Authors are notified upon the publication of an article via an email containing a link to published article



The screenshot shows the Cambridge Core website's 'Journal Production FAQs' page. The page has a teal header with the Cambridge Core logo and a search bar. Below the header is a navigation menu with links for 'Browse subjects', 'Publications', 'Open research', 'Services', and 'About Cambridge Core'. A secondary navigation bar includes 'Institution login', 'My account', and 'Cart (0)'. The main content area features a large banner with the title 'Journal Production FAQs' and a background image of a globe. Below the banner is a navigation bar with links for 'All services', 'Librarians', 'Agents', 'Corporates', 'Open access policies', 'Authors' (highlighted), 'Editors', 'Publishing partners', and 'Researchers'. The main content is divided into two columns. The left column contains a list of topics: 'Authors', 'Publishing ethics', 'Annotation for Transparent Inquiry (ATI)', 'Research transparency', 'Where to share your data', 'Data citation', 'Data availability statements', 'Annotating research', 'Books', 'Journals', and 'Corresponding Author'. The right column contains the following text: 'Please click on a question below to go directly to the answer. If your question is not covered here, please direct it to your chosen journal's editor or content manager.' Below this is a 'Contact' section with one question: '1. My email address has changed since my article was accepted for publication. What do I do?'. This is followed by a 'Proofs' section with seven questions: '2. My article has been accepted but I have not received a pdf proof to check', '3. In what format will my files be sent to me?', '4. I have just received my proof, what do I do?', '5. What is an online correction tool?', '6. What is a proof collator?', and '7. How can I contact the journal's content manager?'. The final section is 'Author Corrections' with three questions: '8. How do I mark my corrections?', '9. When do you need my proof corrections?', and '10. I don't have any corrections. What do I need to do?'.

[Journal Production FAQs \(cambridge.org\)](https://www.cambridge.org/journal-production-faqs)

Post-publication conversion of articles

- Authors who do not select the OA option and are identified as eligible under an open access agreement, are informed of the opportunity via email.
- A simple online form allows authors to select their creative commons licence.
- This form functions as an addendum to any existing agreement.



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Questions and Answers

