



Step-by-step guide to...

# Publishing **Open Access** in Cambridge journals



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# 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 manuscripts progress from within the OPRS.



## Publication Decision

- Your manuscript is accepted for publication
- **Complete your author publishing agreement.** If publishing in a hybrid journal, ensure you select 'Gold Open Access'.
- Confirm the Creative Commons license under which the article should be published. Please note your funder or institution may require you to select a [Creative Commons license](#), e.g. CC-BY.



## APC Transaction Process

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



## Article Publication

- Article is published OA on Cambridge Core



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