

Read and Publish

Implementation & Administration Guide - Touch Free Transactions

cambridge.org/read-and-publish

[gekürzte Fassung]



The author experience

The following section outlines the steps that an author will take to publish their article Open Access under a read and publish agreement, from article submission, to the article processing charge (APC) transaction, and publication.



To be eligible for an APC waiver or discount, the corresponding author of the article must be affiliated with an institution participating in the agreement.

The corresponding author:

- Handles the manuscript and correspondence during the publication process
- Has the authority to act on behalf of all co-authors in all matters pertaining to publication of the manuscript including supplementary material
- Is responsible for informing co-authors of the manuscript's status throughout the submission, review, and publication process
- Acts as the point of contact for any enquiries after the paper is published.

Guidance for authors

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1. Manuscript preparation

The author finds their chosen journal on Cambridge Core, reviews author instructions, and formats their manuscript accordingly.

Information pages may also contain further information about Open Access options available in that journal.

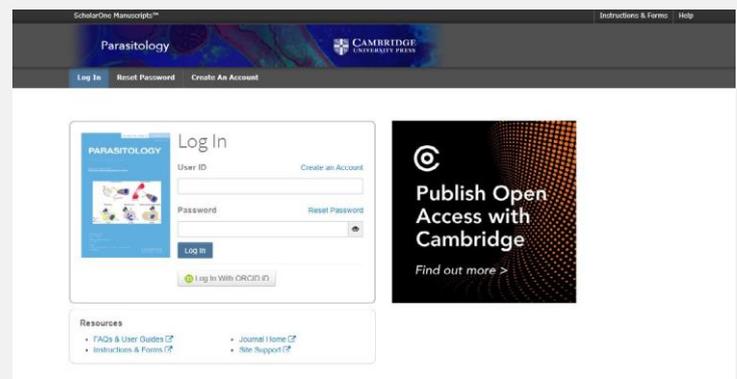


2. Manuscript submission

The author navigates to the journal's submission system (aka. online peer review system) via the 'submit your article button' on the journal homepage. The author then logs in, ideally using their ORCID iD.

Institutional affiliation and email address should be used whenever prompted.

Upon submitting their manuscript and any supplementary materials, the author will receive an email confirming their successful submission.



The majority of our journals use the online peer review system, ScholarOne. Other submission systems, such as Editorial Manager and EditFlow, are also used to better support the needs of our publishing communities.

3. Manuscript review

The author may check the status of their article in the online peer review system. The status shown may differ per journal, but most will say 'under review' or 'awaiting decision'.



4. Manuscript decision

Following peer review, the journal's editorial team will inform the author of their final decision. If accepted, and following the completion of any revisions required, the author must follow the link in the email and complete an **author publishing agreement**.

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5. Transaction process

When the completed author publishing agreement is returned, the article's record will be updated in our production tracking system. This triggers the *Rightslink*[®]-CCC transaction process. *Rightslink*[®] work on Cambridge's behalf to collect article processing charges (APCs).

An institution with a 100% unlimited R&P deal can opt for their authors to bypass the normal APC transaction workflow which would require them to seek funding. This 'touch-free' transaction process means that authors do not interact with *Rightslink*[®].

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6. Article production

During production, the author may contact their dedicated production editor, who will be available to answer questions and offer support as their article progresses through the steps towards publication. The exact production workflow for each journal will vary to match its specific requirements.

7. Article publication

Upon publication, the author will receive an email stating that their article is published on Cambridge Core.

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