

# CAMBRIDGE UNIVERSITY PRESS EJOURNALS (HYBRID & GOLD)

**OA Opportunities available** 

**Unlimited HYBRID & GOLD articles** 

Pilani – Hyderabad – Goa – Dubai

Prepared by Dr. Ranjan Sinha Thakur, Librarian, BITS Pilani, Pilani Campus



### Benefits of Publishing Open Access





#### **VISIBILITY**

Articles are freely available online immediately upon publication, giving the potential for increased exposure and dissemination.



#### **ACCESSIBILITY**

Gold open access allows all readers with internet access around the world to access published research without having to pay for a subscription.



#### QUALITY

All submissions will be fully peer-reviewed, with acceptance decisions being made by an international Editorial Board independently of the Publisher.



# GLOBAL IMPACT

Anyone can benefit from the output of research which can help to drive innovation and lead to new discoveries.



#### FUNDER COMPLIANCE

Many funders are now mandating for research to be published via Open Access.

## What is Read and Publish?

A new model which *enables the transition* to a world of Open Research. Read and Publish deals provide an opportunity for institutions to transform their publishing output to Open Access in a *sustainable manner.* 

Read & Publish deals consider the 'read' (subscription) and 'publish' (Gold OA) as elements and

are granted subscription access to journals included in their collection.



**Publish:** Corresponding authors at participating institutions are eligible for an APC discount or waiver when publishing in hybrid and/or Gold OA journals.



# Read and Publish with Cambridge

#### **Benefits for libraries**



- Sustainably converts institutional publishing to Gold OA
- Gold OA titles included to maximise author choice
- collaboration with our customers to enhance workflows and processes

#### **Benefits for authors**



- Multiple options for publishing Open Access in high quality, peer-reviewed journals
- Meet funding requirements and receive article processing fee support
- Broaden visibility and further dissemination of research
- Increase citations and usage



# 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.



# Third Party Transaction Process



- We work with Rightslink®-CCC to process article processing charges (APCs).
- Institutions and authors participating in Read and Publish deals benefit from Rightslink's tool, **OA Agreement Manager**, which has been purpose-built to facilitate smoother financial transactions for authors and administrators.
- This allows us to identify authors who are eligible for an APC discount/waiver and automatically apply a discount, meaning a 'touch free' journey for the author.
- Institutions may also review and authorise APC funding requests.



## Cambridge OA Journals Workflow



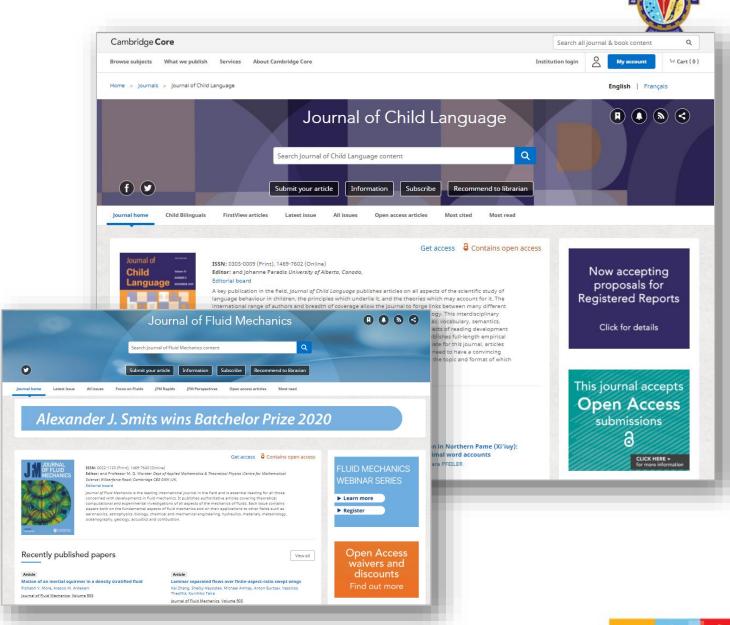
## **Manuscript Preparation**

#### Author:

- Discovers journal
- Visits journal information page
- Reviews author instructions
- Formats manuscript



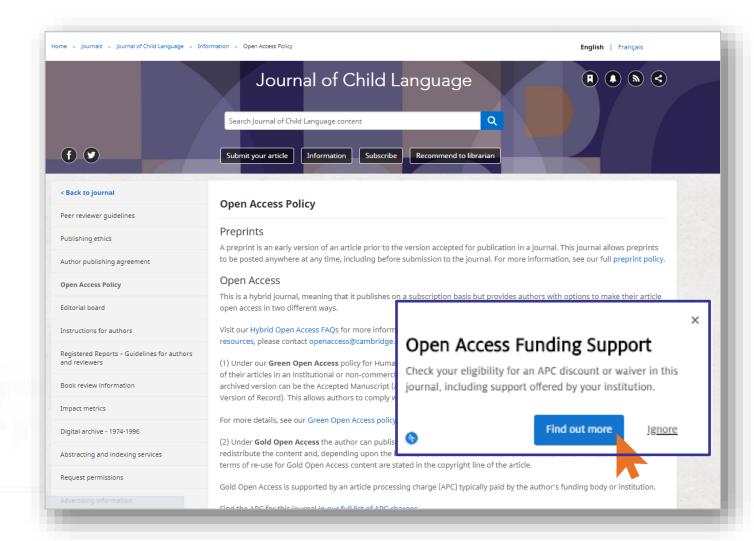
- Information on manuscript preparation is available on Cambridge Core, via the journal landing page.
- Wherever possible, we remind authors to check their eligibility for APC waivers and discounts.





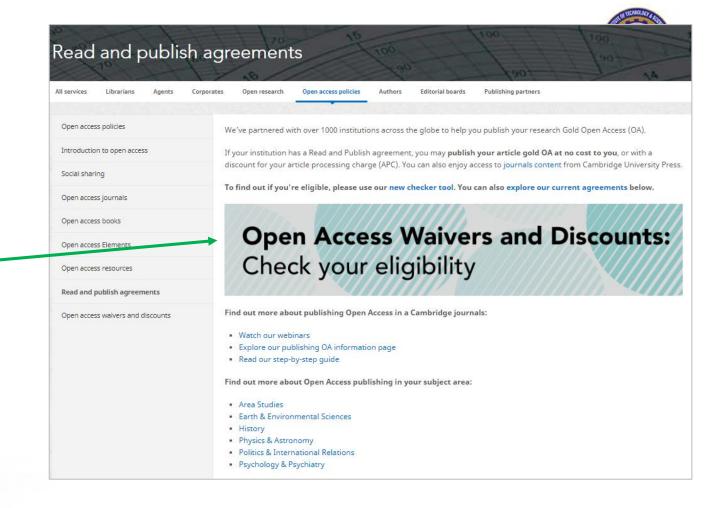
- Detailed information for contributors is available within the journal information pages, including Open Access publishing options available in that journal.
- Pop ups appear on relevant gold OA and hybrid journal information pages to invite authors to check their eligibility for an APC waiver / discount.







- Details of Read and Publish agreements are hosted on Cambridge Core.
- Authors may consult this page for more information on the specific terms agreed between Cambridge and their institution.



https://www.cambridge.org/core/services/open-access-policies/read-and-publish-agreements

## Cambridge OA Journals Workflow



## **Manuscript Submission and Review**

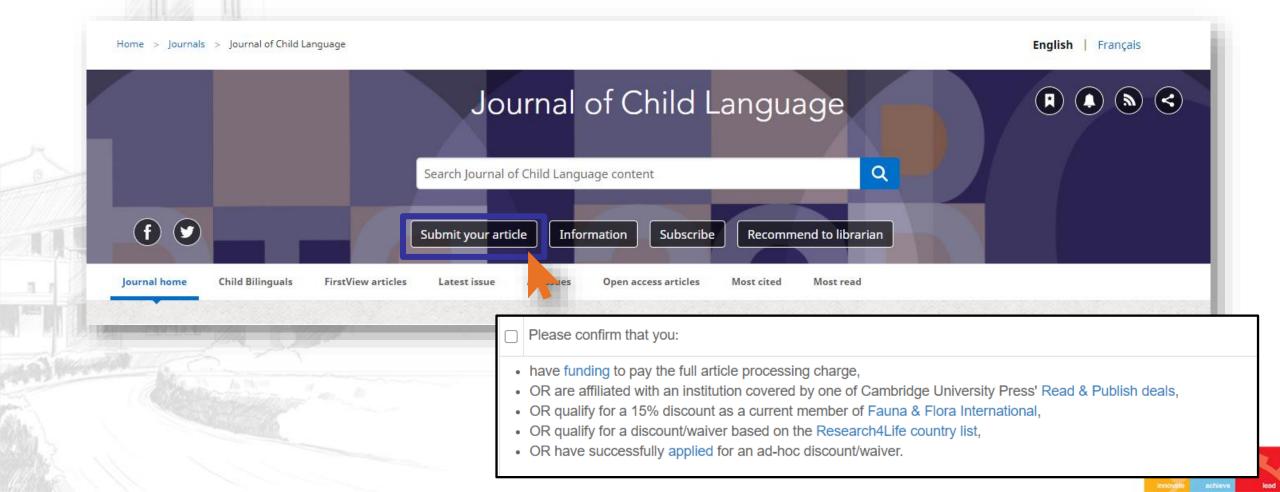
#### Author:

- Navigates to submission system from journal homepage
- Logs into submission system
- Submits manuscript and supplementary materials
- · Checks status in online submission system





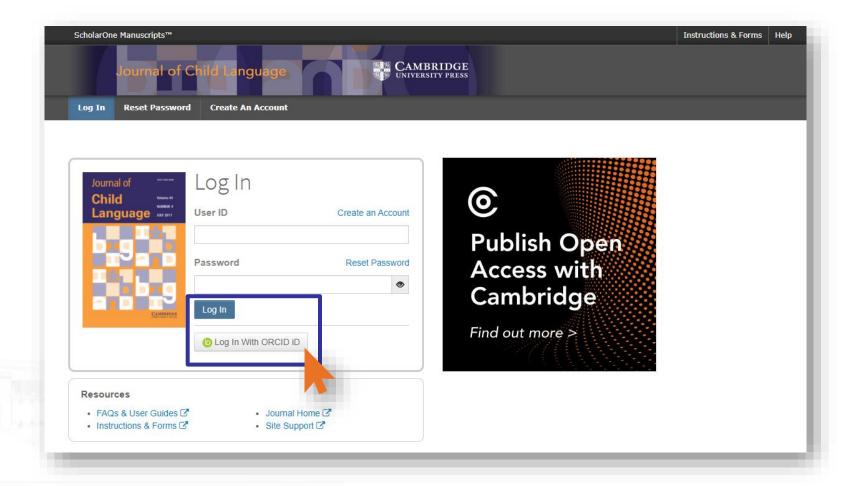
Authors navigates to the submission system from the journal's homepage on Cambridge Core





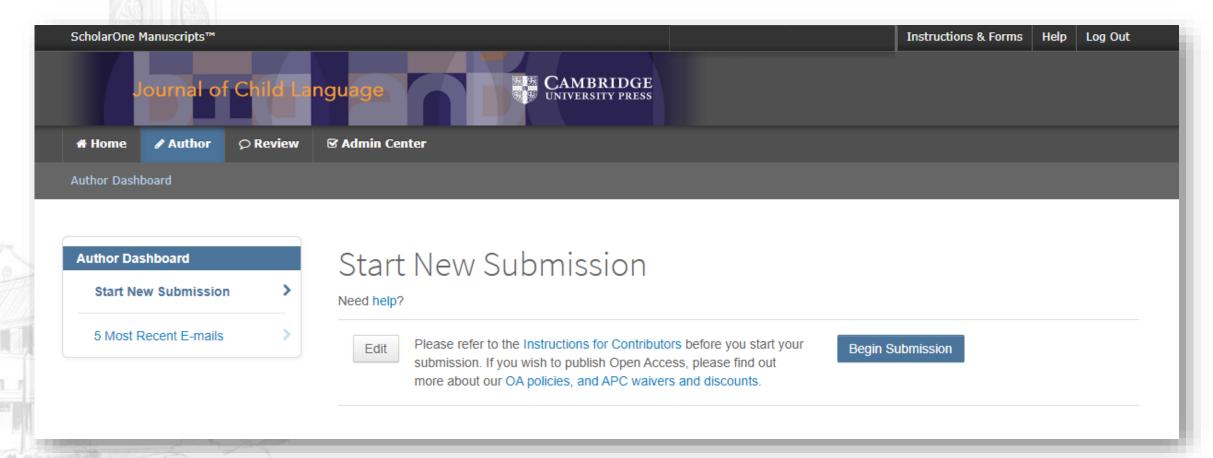


To submit their manuscript, authors must log in, using either a username and password or their ORCID iD













During submission, the definition and responsibilities of the corresponding author are clearly stated.

#### **Corresponding Author**

Please read carefully. The Corresponding Author is defined as: the person who handles the manuscript and correspondence during the publication process. The Corresponding Author has the authority to act on behalf of all co-authors in all matters pertaining to publication of the manuscript including supplementary material. The Corresponding Author is responsible for obtaining such agreements and for informing the co-authors of the manuscript's status throughout the submission, review, and publication process. In addition, the Corresponding Author also acts as the point of contact for any enquiries after the paper is published.

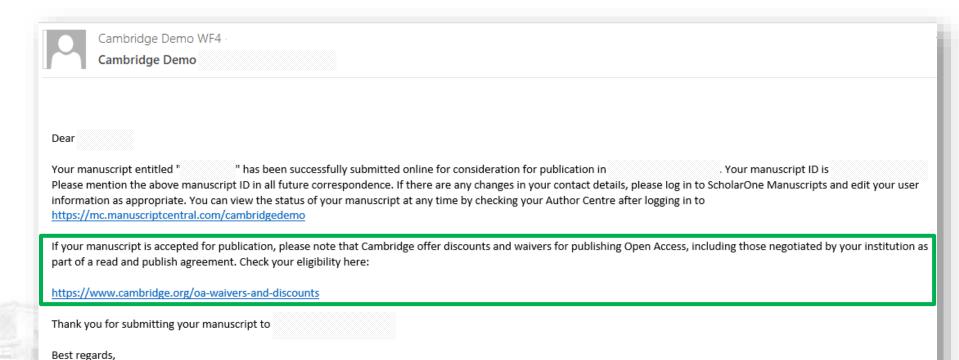
#### The Corresponding Author's specific responsibilities include:

- Manuscript correction and proof reading. Handling the revisions and re-submission of revised manuscripts up to the acceptance of the manuscripts.
- Arranging for payment of an Article Processing Charge (APC) where one is required. The affiliation of the Corresponding Author is used to determine eligibility for discounted or waived APCs under Read and Publish agreements.
- Arranging for the signing of the Author Publishing Agreement by the copyright owner (this might be the Corresponding Author themselves).
- Act on behalf of all co-authors in responding to queries from all sources post-publication, including questions relating to publishing ethics, reuse of content, or the availability of data, materials, resources, etc.





- Following submission, the author's manuscript enters the peer review process.
- For hybrid journals, authors are not able to select Gold OA at this stage.\*



\*Authors are able to indicate that they wish to publish OA upon acceptance



## Cambridge OA Journals Workflow



## **Manuscript Decision**

#### Author:

- Receives acceptance email
- Chooses creative commons licence



# **Manuscript Decision**



If an article is accepted, following the completion of any revisions required, authors will receive an acceptance email.

Authors must then complete ar author publishing agreement.

This is the key decision point for the author to make their article OA.

The acceptance email links to the journal information page, where authors can select the appropriate form.

#### <<JOURNAL NAME>> - Decision on <<MANUSCRIPT NAME>>

Dear << AUTHOR NAME>>,

We're delighted to confirm that your manuscript entitled "ARTICLE NAME" has been accepted for publication in << JOURNAL NAME>> in its current form.

You will shortly hear from our digital licensing partner, Ironclad, in order to complete your licensing agreement for publishing this article. Please ensure you check all email folders, including your junk and spam folders, for this email.

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To find out more information about what will happen next, things you need to know, and a variety of resources to help you during the process, please visit our <u>publishing an accepted paper</u> information page.

You'll now be assigned a dedicated Content Manager, who you will hear from shortly.

Congratulations and thank you once again for your contribution to << JOURNAL NAME>>.

Kind regards, Editorial office



- The acceptance email links to the journal information page, where authors can select the appropriate form.
- This is the key decision point for the author to make their article OA.
- Authors must complete a Gold Open Access agreement and select a creative commons license.
- Information on creative commons licenses is available at: <u>www.cambridge.org/creative-commons</u>
- A record will then be created in Cambridge's production tracking system.

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Who are you and who owns the copyright?	Correct Forms	Who Signs?
I am the sole author and I own the copyright in the article OR I am one of two or more authors and we jointly own the copyright in the article	7	One author
I am the sole author and my <b>non-government employer owns</b> the copyright in the article <b>OR</b> I am one of two or more authors and one or more of our <b>non-government employers jointly own</b> the copyright in the article	72	Each author and each employer
I am the sole author and my government employer owns the copyright in the article OR I am one of two or more authors and one or more of our government employers jointly own the copyright in the article	74	Each author and each employer

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I am the sole author and I own the copyright in the article OR I am one of two or more authors and we jointly own the copyright in the article	7	One author
I am the sole author and my employer (government or non-government) owns the copyright in the article OR I am one of two or more authors and one or more of our employers (government or non-government) jointly own the copyright in the article	7	Each author and each employer

## Cambridge OA Journals Workflow



## **Transaction Process**

- Rightslink<sup>®</sup> send an e-mail to the author
- Author completes waiver claim through Rightslink<sup>®</sup>



Process
Once an author has completed their OA licensing agreement, the *Rightslink*® transaction process is triggered.

Authors affiliated to an institution with an R&P deal do not interact with the transaction process.

Rightslink® match the article with a publishing agreement and automatically discount the APC.

Articles can be automatically approved, or institutions can approve or deny funding. These approvals can be switched on or off at any time throughout the agreement.

Author completes author publishing

Production record updated & Rightslink transaction process triggered

agreement

Author recognised as affiliated with a R&P deal

Author receives email from Rightslink and seeks funding from institution

Automatic Approvals ON

Funding automatically approved

Rightslink transaction complete

Production process continues

Automatic Approvals OFF

Librarian approves funding





- Prightslink® will e-mail the author and request for them to pay their APC within 48 hours of production updating the article record with their author publishing agreement.
- If the author does not have an account with Rightslink<sup>®</sup>, they must register. This is a quick process.





#### Please submit your author publication charge(s)

Dear

Congratulations on being accepted for publication in following manuscript:

for the

Manuscript DOI: Manuscript ID: Manuscript Title: Published by:

To facilitate prompt publication, please coordinate payment of your author publication charges using the RightsLink e-commerce solution from Copyright Clearance Center (CCC). If your institution has an agreement with Cambridge University Press, some or all of your charges may be covered. See more information on <a href="Mailto:OA waivers and discounts">OA waivers and discounts or Read and Publish agreements</a>.

Coordinate payment now / Raise an invoice

To review and pay your charge(s), please <u>click here</u>. Please note that discounts and institution affiliations for waivers can be entered during this process.

To complete a secure transaction, you will need a <u>RightsLink account</u>. If you do not have one already, you will be prompted to register as you are checking out your author charges. This is a very quick process; the majority of your registration form will be prepopulated automatically with information we have already supplied to RightsLink.

If you have any questions about these charges, please contact CCC <u>Customer Service</u> using the information below.

Sincerely, Cambridge University Press

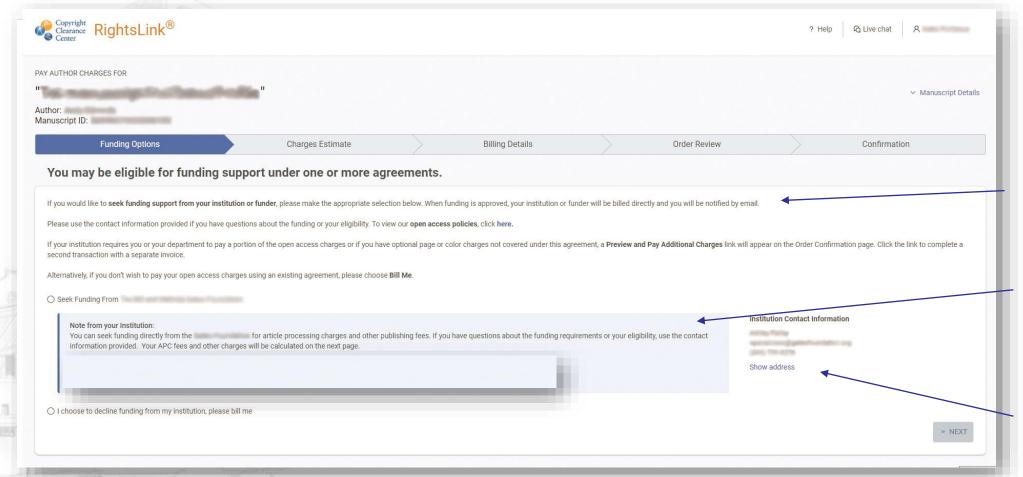
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# Once logged in, a notification will appear which allows authors to seek funding from their institution, or pay the APC.





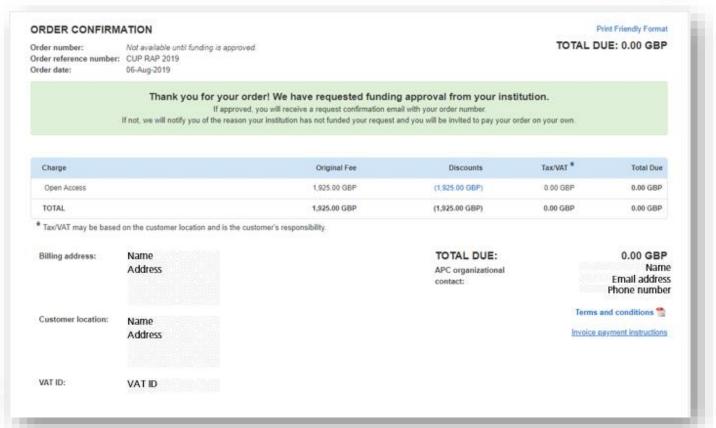
Information about OA publishing agreement

Message from institution

Contact information for any queries



- The final screen will show a confirmation that Rightslink have requested funding approval from the institution.
- From here the institutional administrator will receive notification of the article.
- The administrator will need to go into Agreement Manager and approve or deny the funding.



#### Read & Publish Overview



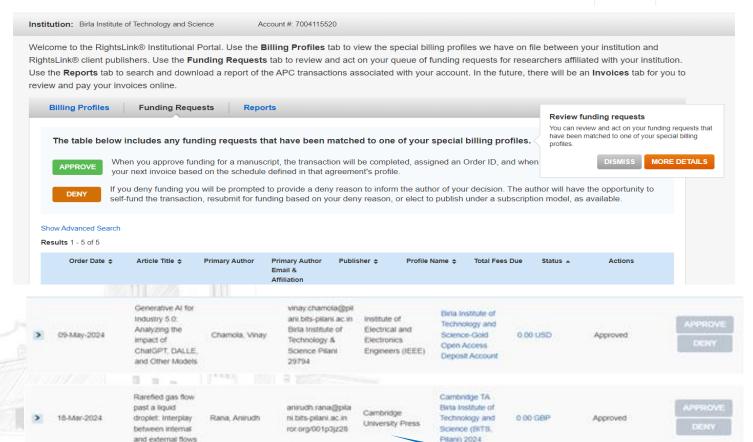
## **Institutional Interaction**

Institutional administrators Approve or Deny APC request

Manage Account ▼



? Help▼



## **Billing Profiles**



If an institution has agreements with multiple publishers that use RLSC, they will be able to access all profiles from the "Billing Profiles" tab.

Administrators can also set automatic approvals, manage notifications, and view agreement details.

Status of Funding



## Institution interaction

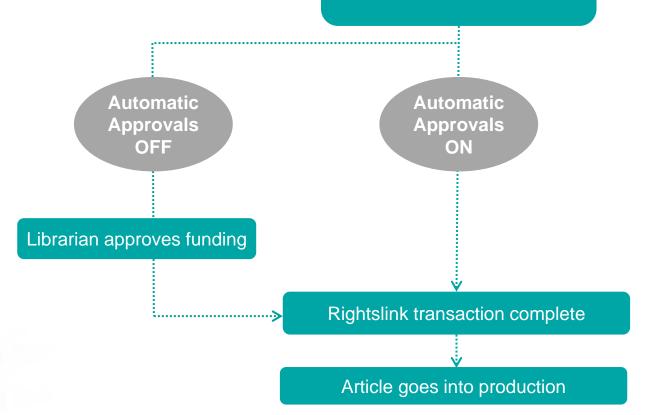
Rightslink® transaction process triggered

Touch free functionality works with or without institution interaction.

Institutions can opt for articles to be approved automatically (the "hands-off" approach).

If automatic approvals are turned OFF, the administrator will need to go into Agreement Manager to approve or deny the funding.

Automatics approvals can be switched on or off at any time throughout the agreement.





## Institution interaction

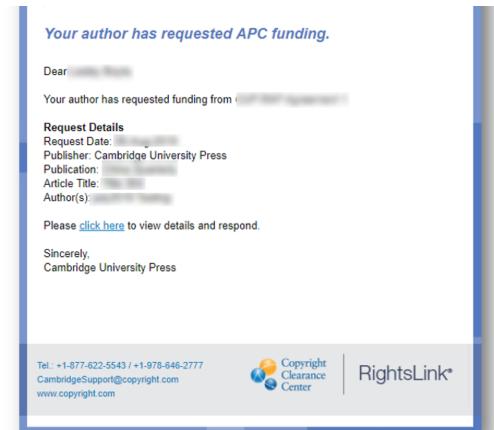


Regardless of the automatic approval status, administrators will still receive emails notifications (for funding requests).

These email notifications can be suppressed from within the institutional profile.

Specify the organizational contact(s) who should receive notifications of manuscript acceptance and of pending funding requests.			Please specify who this organization should contact if they have questions about the profi or special billing arrangement.		
Organization Contact Name *		⊕	Publisher Contact Name *		
Organization Contact Email *			Publisher Contact Email *	OAqueries@cambridge.org	
Organization Contact Phone *			Publisher Contact Phone *		
Primary Contact	Suppress Email Notifications		I consent to have my contact information shared with my publisher and/or funding organization, as needed, to facilitate APC payment(s), reporting and customer care. If I am entering contact information on behalf of another party, I have obtained any necessary consents from that party to provide you with such information for the uses stated above.		
Organization Contact Name *		$\Theta$			
Organization Contact Email *					
Organization Contact Phone *			✓ I confirm my country's VAT rules allow aggregated invoicing. Invoices under this		
Primary Contact	Suppress Email Notifications	$\neg$	billing arrangement will b author of the manuscript.	be sent to the organization on record rather than the	

https://apcfunding.copyright.com/



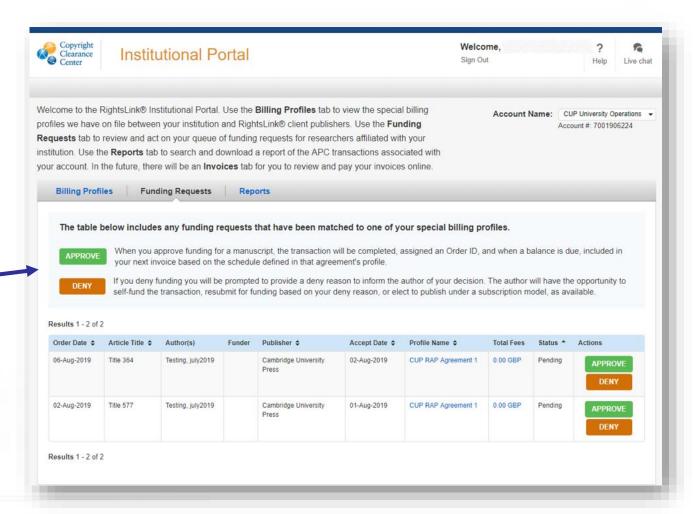


## Institutional portal



Administrators can view all articles requiring OA funding approval from within the institutional portal.

If automatic approvals are off, articles can be approved or denied funding from within this portal.

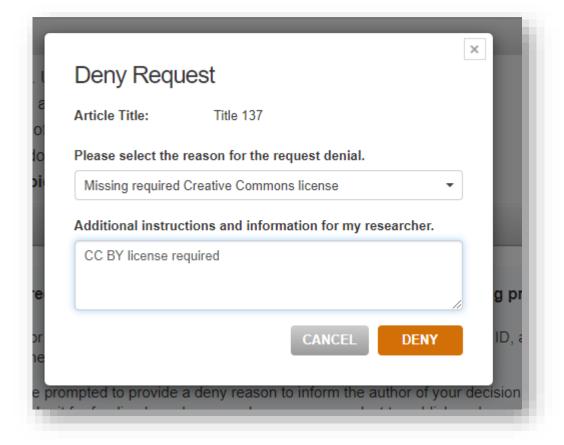




# Denying requests



Г	×
al. l	Deny Request
on a e of	Article Title: Title 137
do t	Please select the reason for the request denial.
voi	Select from the drop down list
	APC exceeds max fee limit
	Missing required Creative Commons license
	Funding no longer available
	Questioning Author Affiliation
j re	Other (note below)
for the	CANCEL DENY ID, and
	ompted to provide a deny reason to inform the author of your decision. The tor funding based on your deny reason, or elect to publish under a subs

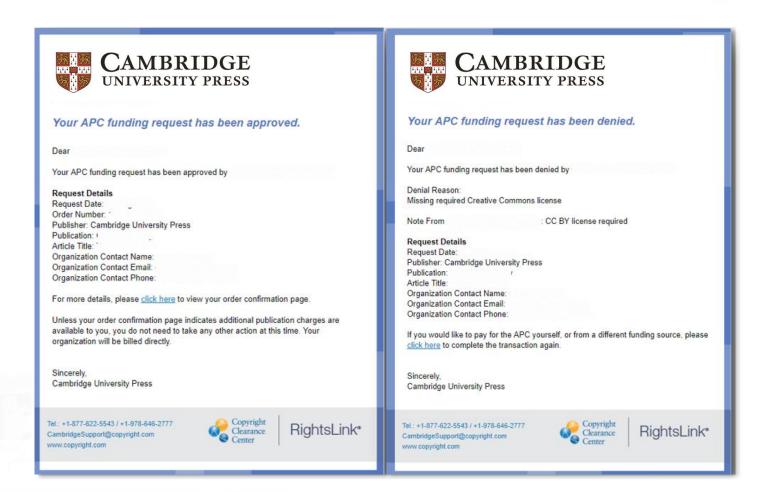




## Author Confirmation e-mail from Rightslink®



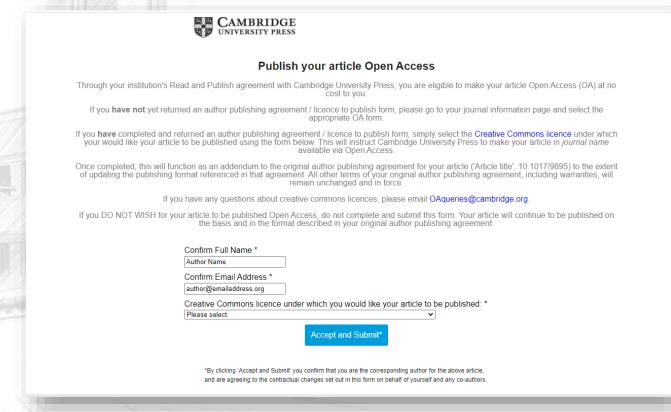
- A final notification will still be sent to the author to confirm the APC discount has been approved (or denied) and that their article will be published OA.
- In the case of denial the denial reason input in Agreement Manager will feed through to the author e-mail.





## Retroactive OA Outreach

Authors who do not select the OA option and are identified as eligible under a R&P deal are informed of the opportunity via. email. A simple online form allow authors to select their creative commons licence. This form functions as an addendum to any existing author publishing agreement.



#### Convert your article to Open Access

#### Dear Author Name,

This message is regarding your article, 'Article Name', in *Journal Name*. Through your affiliation with Institution Name and its <u>publishing agreement</u> with Cambridge University Press, you are eligible to make your article Open Access (OA) at no cost to you.

So that you don't miss out, we've made it easy for you to take advantage of this opportunity:

#### Simply select a creative commons licence by completing this online form.

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Kind regards

#### **OA Queries**

Cambridge University Press

#### **Open Access**



nore xposure











If you encounter any issues with obtaining the APC waiver, please send your **Manuscript acceptance letter** to: Dr. Ranjan Sinha Thakur, Librarian, BITS Pilani, Pilani campus

Email: librarian@pilani.bits-Pilani.ac.in / Mob: 8006358827