

Open Access for Authors

& Best Submission Practices

Thursday, May 15, 2025

India

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Today's Topics

1. What is Open Access?
2. 7 Steps in Publishing
3. Why Cambridge? Support!

Questions?

OAqueries@cambridge.org



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BUILDING KNOWLEDGE

What is “Open Access?”

Who We Are

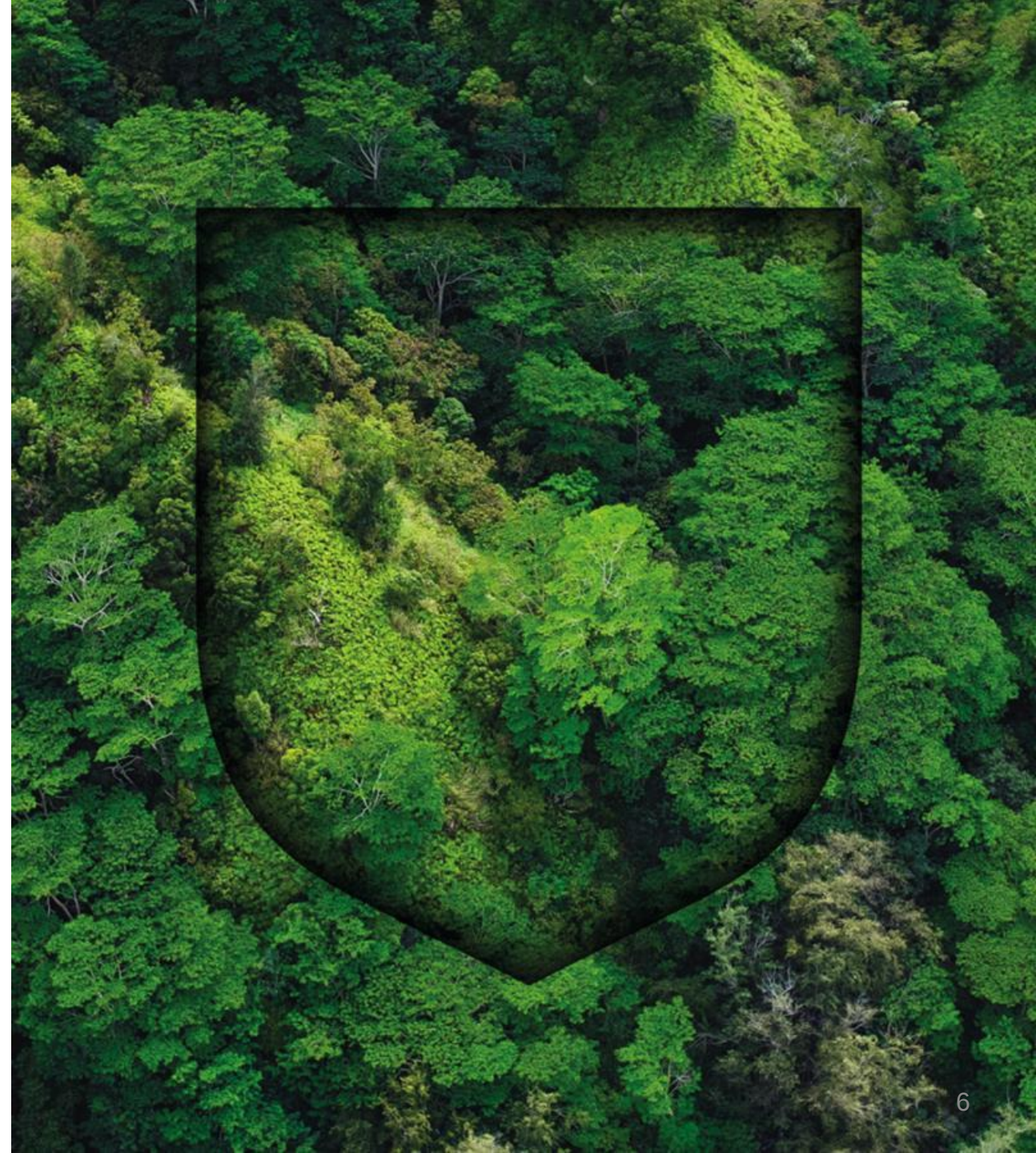
- Tradition & Quality
- Part of Cambridge University – part of the scholastic community
- Seek to publish from *worldwide* sources and voices!



Mission:

Advance learning,
knowledge, and research
worldwide and contribute
to society by publishing
the highest quality
academic content.

We currently publish
more than
**440+ peer-reviewed
academic journals,**
covering subjects
across the humanities,
social sciences, and
science, technology, and
medicine.



Academic Publishing World Leader



- Publish thousands of **academic & professional books & journals** every year - authors from all five continents

- Authors who have published with us:
Sir Isaac Newton, Prof. Stephen Hawking, John Milton, Noam Chomsky

We have worked with...

- World Trade Organization,
- Intergovernmental Panel on Climate Change
- International Committee of the Red Cross



What is "Open Access?"



Open Access

Publishing model which makes research **available to readers** at **no cost**.

- Creates **access** to research
- Increases research **visibility & impact**
- Encourages **faster dissemination**
- **Accelerates response** to publications

One Nation, One Subscription (ONOS)

Access being offered to you for
440+ peer-reviewed journals.

cambridge.org/core/

Training Tools Program Access Academic Sales Trai... Team - To Do List Working Weekly Me... Team Meeting Note... Global Training & Q... New York City, NY,... Listen To The Cloud... Author Training Pro... Inductions Ops HR & Healthcare

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Discover Content Products and Services Register Log In (0) Cart

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Cambridge Core
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Search all journal & book content

Browse by subject

Feedback

Open Access Transformative Agreements

Specific contract between a publisher and an institution or consortia to facilitate **open access publishing**.

- Moves away from traditional subscription model
- The publisher makes the article openly accessible and the institution covers the cost



If you choose to **publish** your work Open Access...

Your content will be freely available, not hidden behind a paywall.

This offers your work...

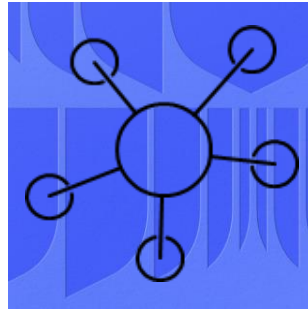
- **increased visibility**
- **higher future usage**
- **likely higher citations**

Benefits of Publishing Open Access



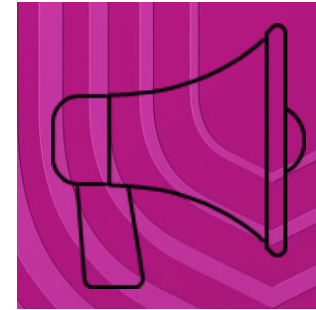
More
Downloads

**3x more
downloads
than non-OA**



Higher
Citations

**30 - 50% more
citations
than non-OA**



Wider
Reach

Global access!

Anyone, anywhere can
find, read, & benefit from
research!



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INSPIRING DISCOVERY

How to Submit

Open Access Publishing Workflow

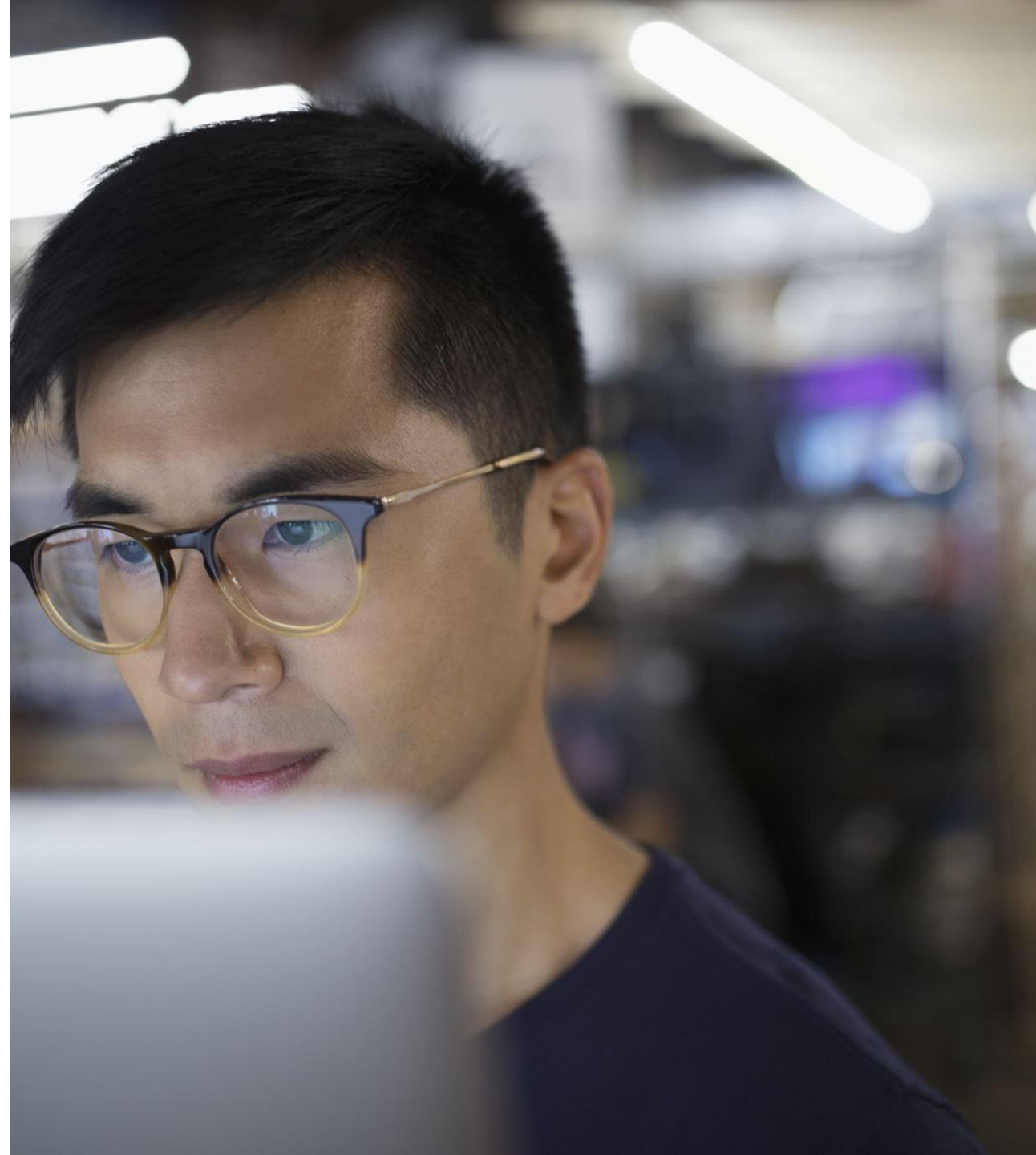


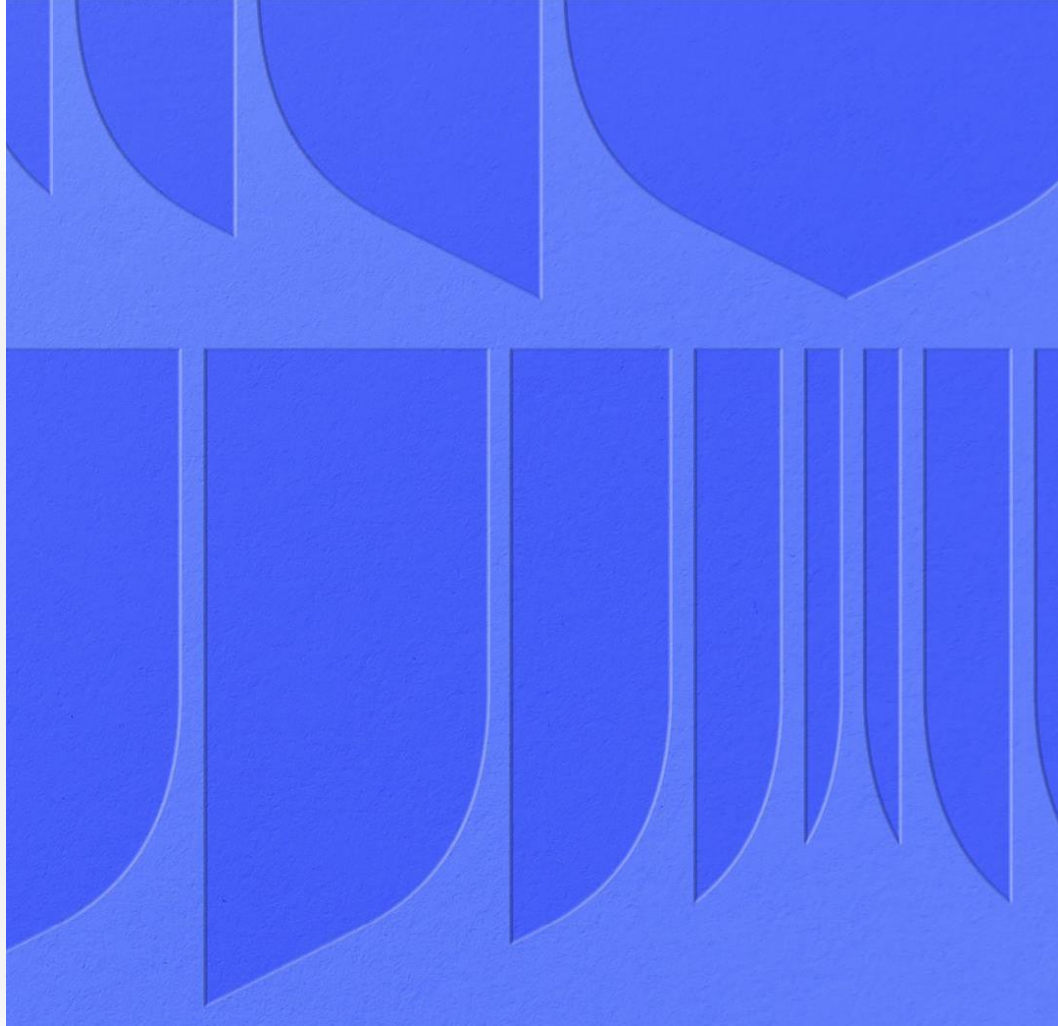
All articles submitted to Cambridge University Press undergo the same **rigorous peer-review** to sustain the high quality of our journals.

The decision to publish an article is not affected by whether it will be published Open or behind a paywall.

Part I

Preparing & Submitting Your Manuscript

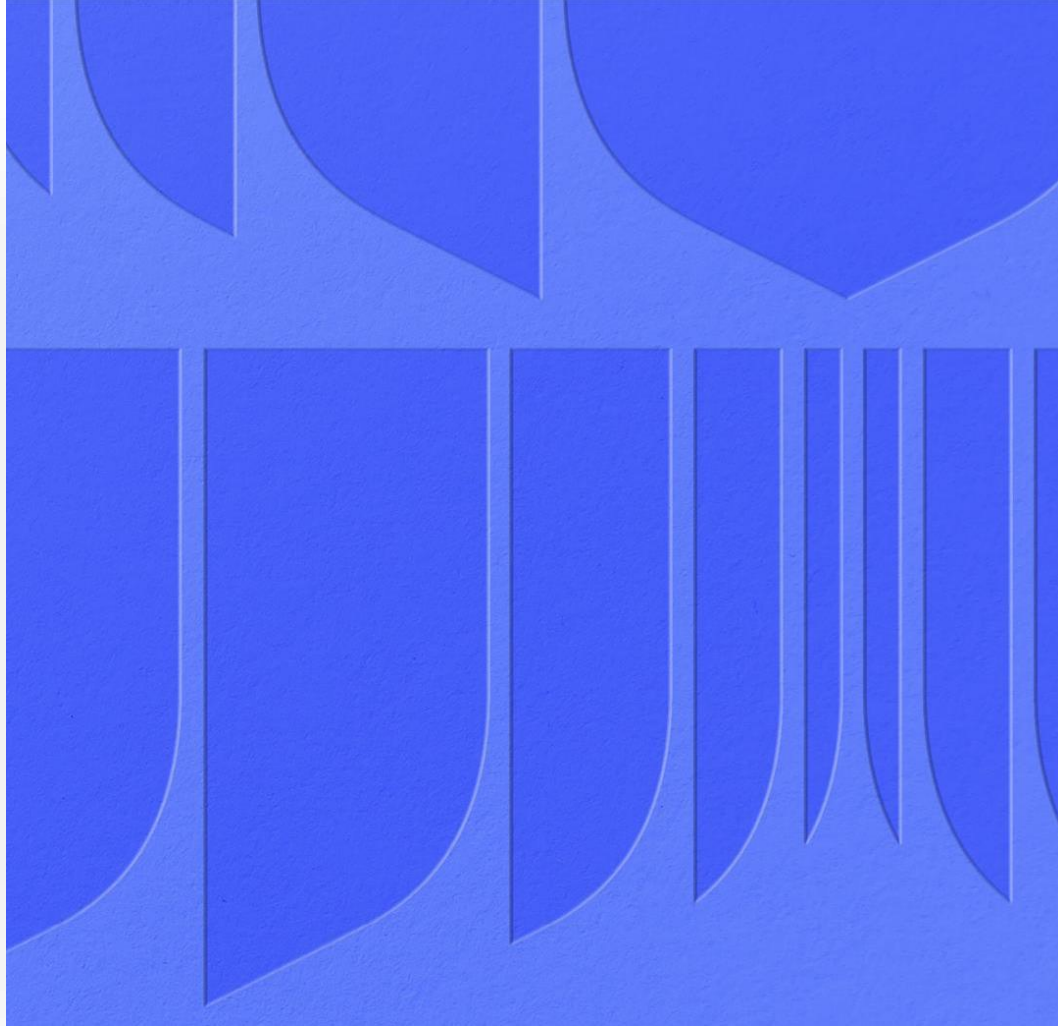




1. Manuscript Preparation

- Verify your institution's agreement:
OA Agreement, or no?
- Consider online supports to better your manuscript
 - *Author Services*
 - *Author Guidelines, etc.*
- Select the Right Journal

*Make sure your SCOPE & STRUCTURE
are aligned with the journal's!*



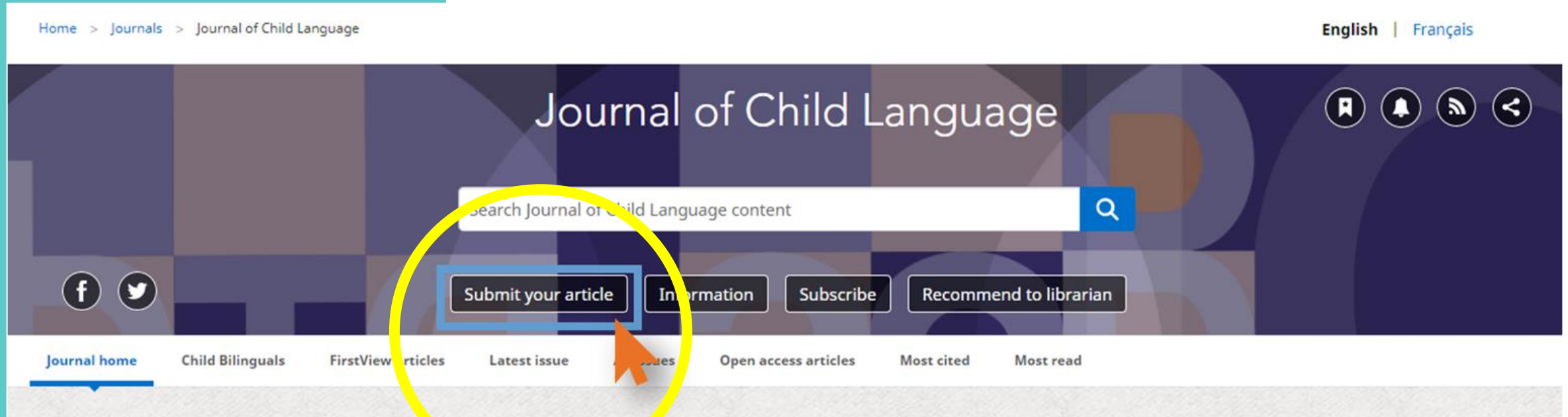
1. Manuscript WRITING

- Align your writing well:
 - Quality grammar, syntax
 - Solid structure
 1. Abstract
 2. Introduction
 3. Methods
 4. Results
 5. Discussion
- Clarify how your work and content is **UNIQUE** and **DIFFERENT** from other content



2. Manuscript Submission

- Find the right journal
- Follow the journal's submission guidelines
- Submit as shown



Submission = Online Peer
Review System (OPRS)

ScholarOne Manuscripts™

Journal of Child Language

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Log In Reset Password Create An Account



Log In

User ID [Create an Account](#)

Password [Reset Password](#)

 Log In With ORCID ID

This journal accepts
Open Access



[CLICK HERE >](#)
for more information

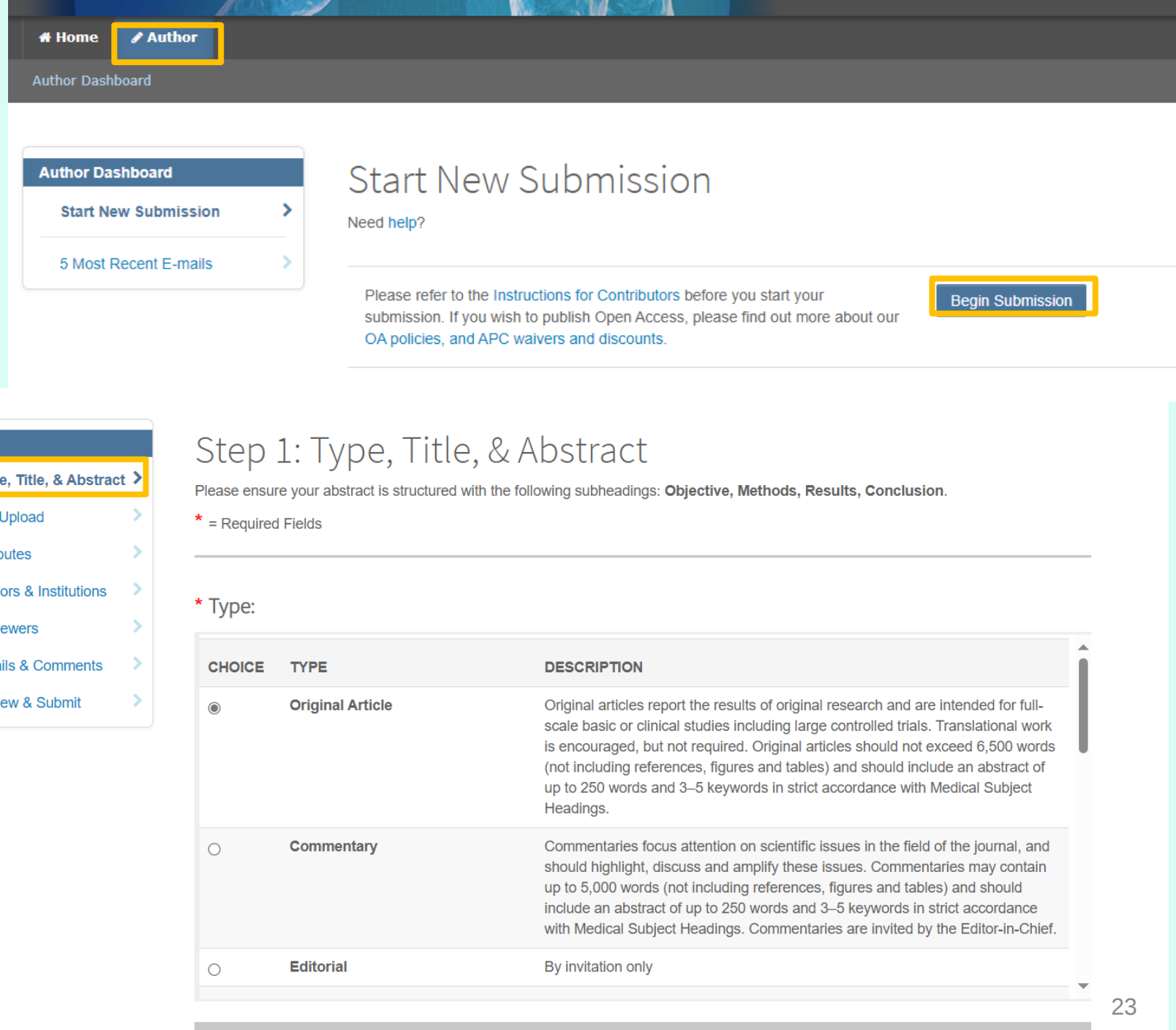
Resources

- [FAQs & User Guides](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Site Support](#)

Login with
username/password
or ORCID.

“Corresponding author”
determines eligibility.

Complete Steps 1 – 7.



The screenshot shows the Author Dashboard interface. At the top, there are navigation links for 'Home' and 'Author', with 'Author' highlighted. Below this is the 'Author Dashboard' header. On the left, a sidebar menu lists steps from 'Step 1: Type, Title, & Abstract' to 'Step 7: Review & Submit', with Step 1 highlighted. The main content area is titled 'Start New Submission' and includes a 'Begin Submission' button. Below this, there is a section for 'Step 1: Type, Title, & Abstract' with instructions and a table of submission types.

Author Dashboard

Start New Submission >

5 Most Recent E-mails >

Start New Submission

Need [help?](#)

Please refer to the [Instructions for Contributors](#) before you start your submission. If you wish to publish Open Access, please find out more about our [OA policies](#), and [APC waivers and discounts](#).

[Begin Submission](#)

Submission

- ✓ Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Reviewers >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

Step 1: Type, Title, & Abstract

Please ensure your abstract is structured with the following subheadings: **Objective, Methods, Results, Conclusion**.

* = Required Fields

* Type:

CHOICE	TYPE	DESCRIPTION
☒	Original Article	Original articles report the results of original research and are intended for full-scale basic or clinical studies including large controlled trials. Translational work is encouraged, but not required. Original articles should not exceed 6,500 words (not including references, figures and tables) and should include an abstract of up to 250 words and 3–5 keywords in strict accordance with Medical Subject Headings.
☐	Commentary	Commentaries focus attention on scientific issues in the field of the journal, and should highlight, discuss and amplify these issues. Commentaries may contain up to 5,000 words (not including references, figures and tables) and should include an abstract of up to 250 words and 3–5 keywords in strict accordance with Medical Subject Headings. Commentaries are invited by the Editor-in-Chief.
☐	Editorial	By invitation only

Part II

Post-Submission: Manuscript Review & Publication Decision





Manuscript Review & Publication Decision

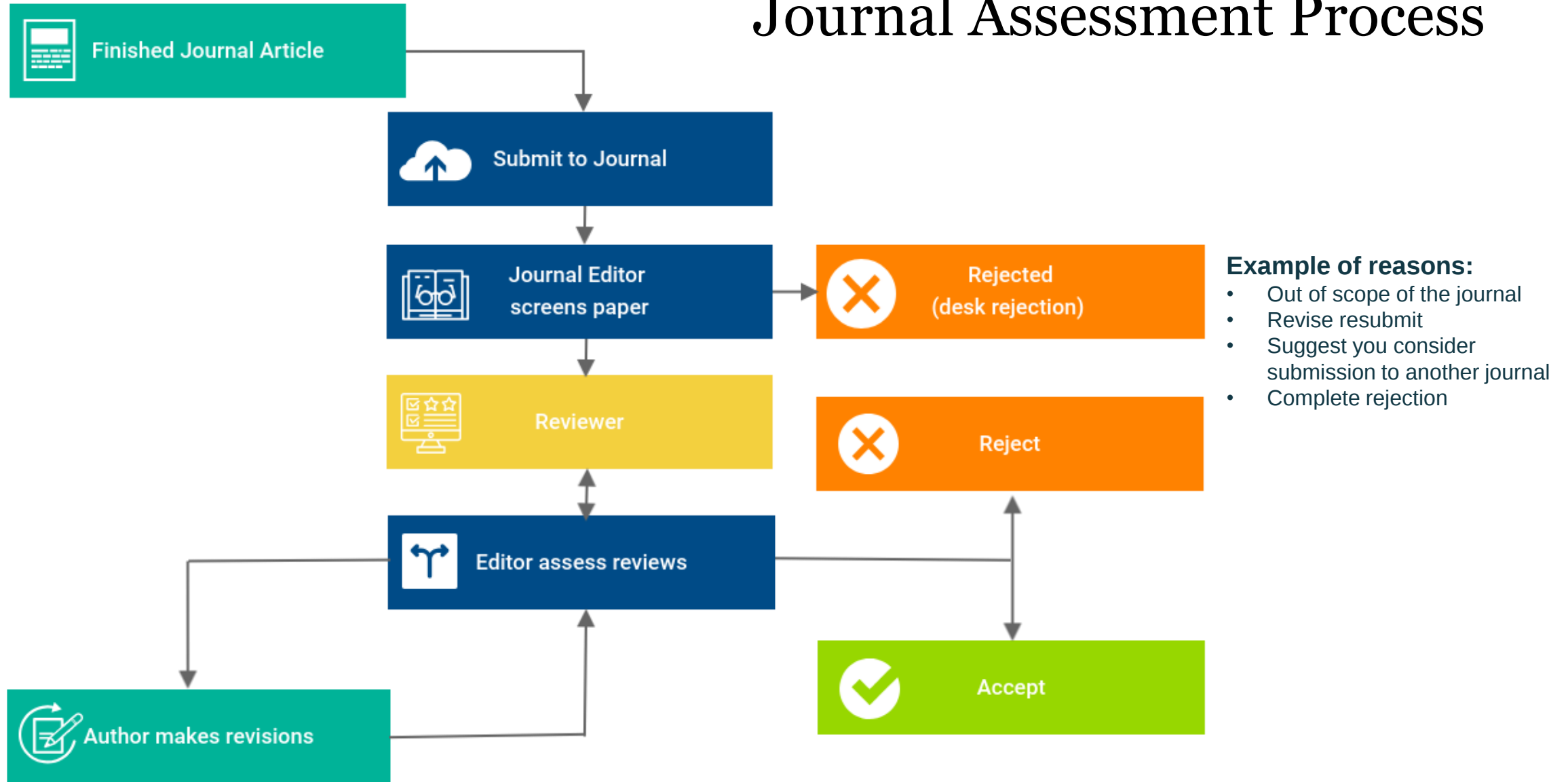
3. Peer Review

4. Decision made:

- Accepted
- Rejected
- Sent for further revision & review

5. Acceptance Letter – agreements, process, etc.

Journal Assessment Process



Minor or Major revisions

4. Decision/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)

5. Author Publishing Agreement



A. Author receives email agreement

B. Online form - author decisions

C. Contract generated

D. Agreement signed

E. Publishing Agreement complete, article to production

Creative Commons Licensing

A standardized way for copyright holders to grant the public permission to use their copyrighted work under certain conditions, allowing for sharing, adaptation, and reuse, while still retaining copyright.

Information Request from Cambridge University Press - Demo

Please complete this information request form. We will use the information you provide to prepare a publishing agreement for review and signature.

Fields marked with an asterisk (*) are required.

Access Information

Confirm Open Access (OA) publication

Your article is eligible for publication on an OA basis at no cost to you thanks to an agreement between Cambridge University Press and your institution. Your article will therefore be published OA, unless you choose to decline OA publication below.

- ☒ Open Access (freely available online)
- ☐ Decline Open Access (only available behind a subscription paywall)

Creative Commons Licence

Please confirm the Creative Commons licence under which the article should be published for Gold Open Access. Please note that your funder or institution may require you to select a particular licence, e.g. CC-BY. To find out more, please visit: www.cambridge.org/creative-commons

- ☒ CC BY (Attribution)
- ☐ CC BY SA (Attribution - ShareAlike)
- ☐ CC BY NC (Attribution - NonCommercial)
- ☐ CC BY ND (Attribution - NoDerivatives)
- ☐ CC BY NC SA (Attribution - NonCommercial - ShareAlike)
- ☐ CC BY NC ND (Attribution - NonCommercial - NoDerivatives)

Article Processing Charge

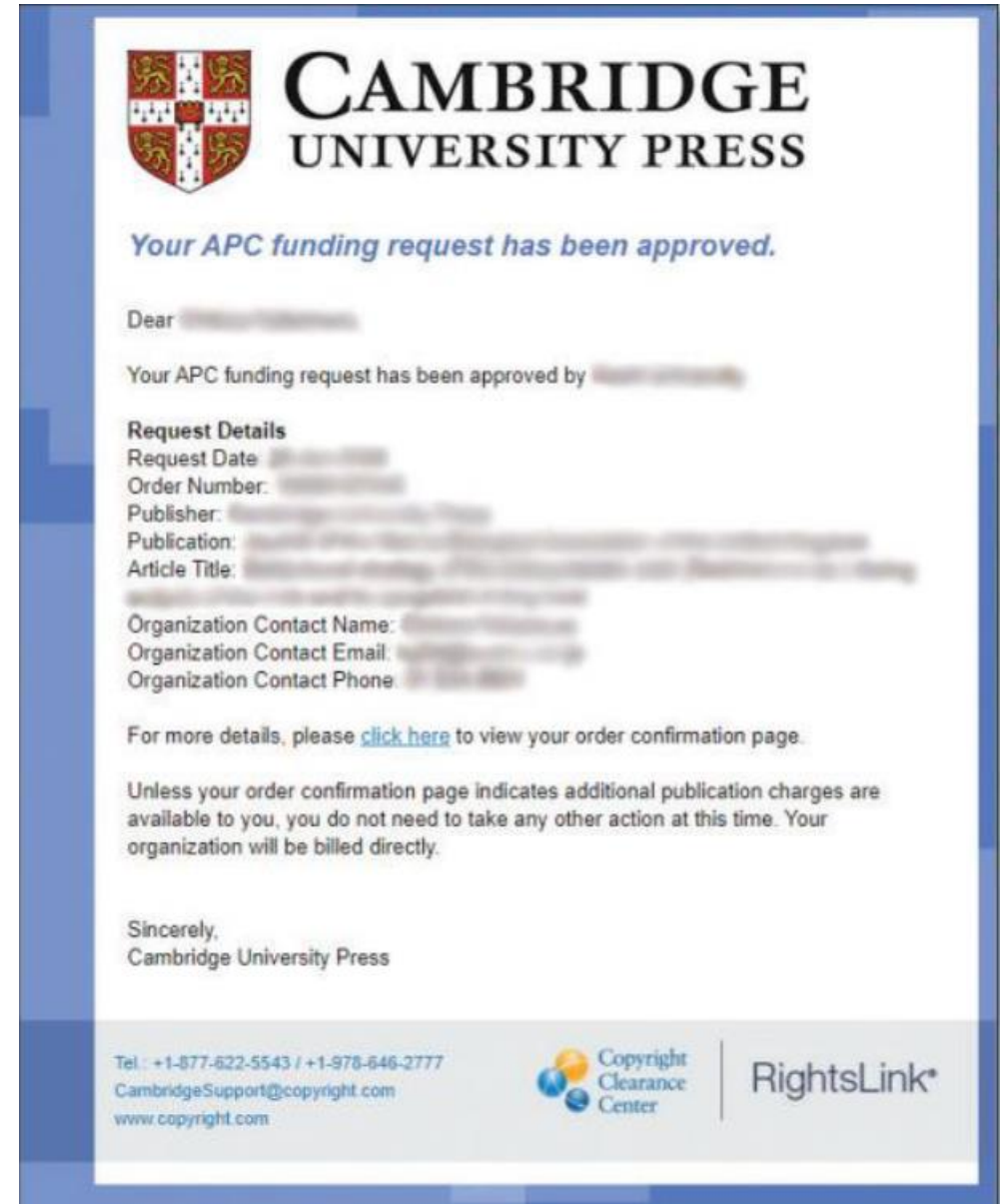
Confirm the type of entity that will fund Open Access (OA) publication

OA publication usually incurs an article processing charge (APC). In this case, your article is eligible for funding by your institution. This means you can publish OA at no cost to you. If you have access to alternative funding, please select the relevant entity below.

 × ▼

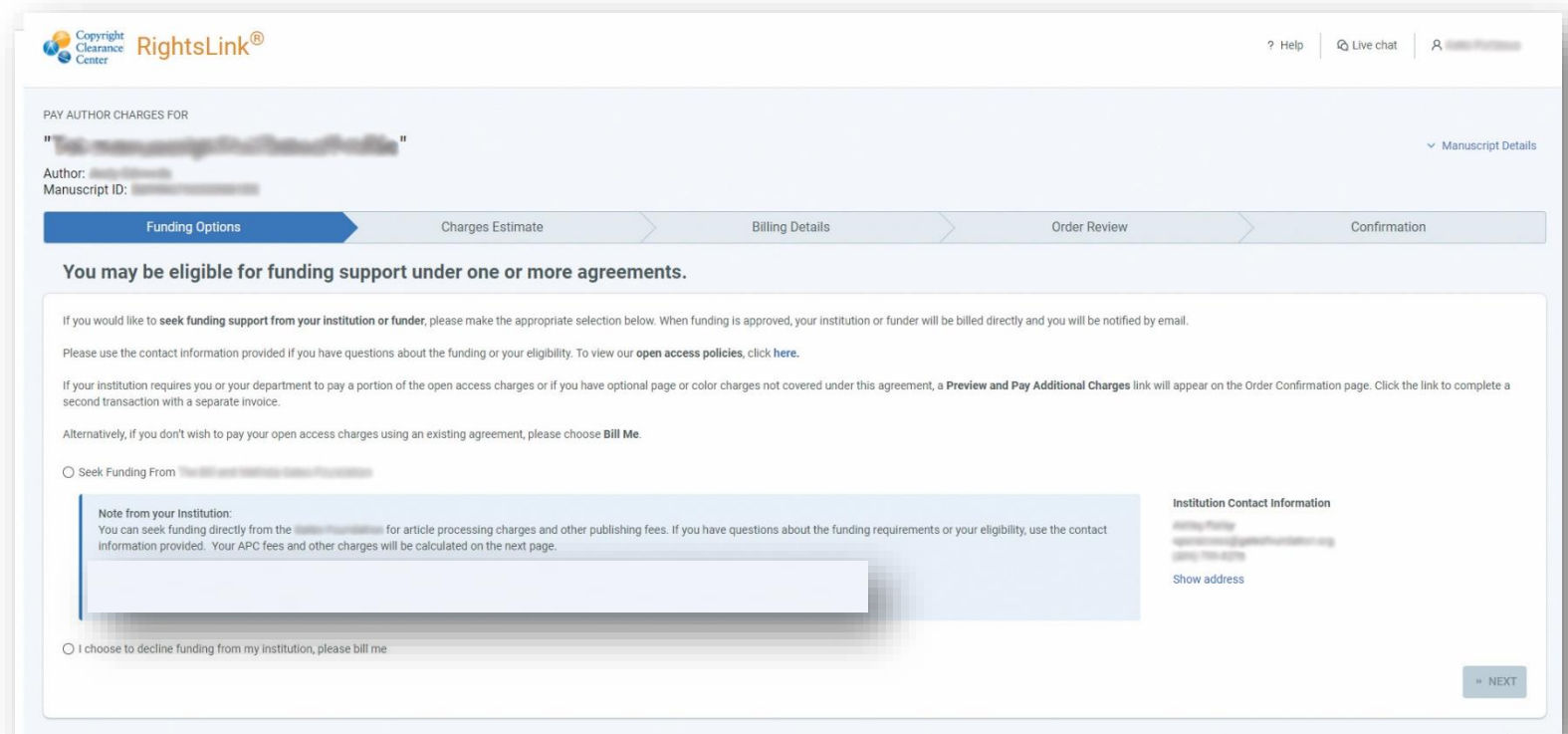
APC Transaction Process

- "APC" = Article Processing Charge
- RightsLink - Cambridge partner for receiving and clearing



RightsLink

- Upon logging in, pay attention to your selection:
 - "seek funding" from institution
- OR
- pay the APC



The screenshot shows the RightsLink web interface. At the top, there is a header with the Copyright Clearance Center logo and the RightsLink® logo. On the right, there are links for Help, Live chat, and a user profile icon. Below the header, the page is titled "PAY AUTHOR CHARGES FOR" followed by a blurred manuscript title. Below this, the Author and Manuscript ID are listed. A progress bar shows five steps: Funding Options (active), Charges Estimate, Billing Details, Order Review, and Confirmation. The main content area is titled "You may be eligible for funding support under one or more agreements." and contains instructions on how to seek funding from an institution or funder. It includes a note from the institution and a section for institution contact information. At the bottom, there is a "NEXT" button.

Copyright Clearance Center RightsLink®

? Help | Live chat | User Profile

PAY AUTHOR CHARGES FOR

"[Blurred Manuscript Title]"

Author: [Blurred]

Manuscript ID: [Blurred]

Manuscript Details

Funding Options | Charges Estimate | Billing Details | Order Review | Confirmation

You may be eligible for funding support under one or more agreements.

If you would like to **seek funding support from your institution or funder**, please make the appropriate selection below. When funding is approved, your institution or funder will be billed directly and you will be notified by email.

Please use the contact information provided if you have questions about the funding or your eligibility. To view our **open access policies**, click [here](#).

If your institution requires you or your department to pay a portion of the open access charges or if you have optional page or color charges not covered under this agreement, a **Preview and Pay Additional Charges** link will appear on the Order Confirmation page. Click the link to complete a second transaction with a separate invoice.

Alternatively, if you don't wish to pay your open access charges using an existing agreement, please choose **Bill Me**.

☐ Seek Funding From [Blurred]

Note from your Institution:
You can seek funding directly from the [Blurred] for article processing charges and other publishing fees. If you have questions about the funding requirements or your eligibility, use the contact information provided. Your APC fees and other charges will be calculated on the next page.

Institution Contact Information

[Blurred]
[Blurred]
[Blurred]
[Blurred]

Show address

☐ I choose to decline funding from my institution, please bill me

NEXT

Part III

Production & Publication



Article Production and Publication

6. Copy editing



Typesetting

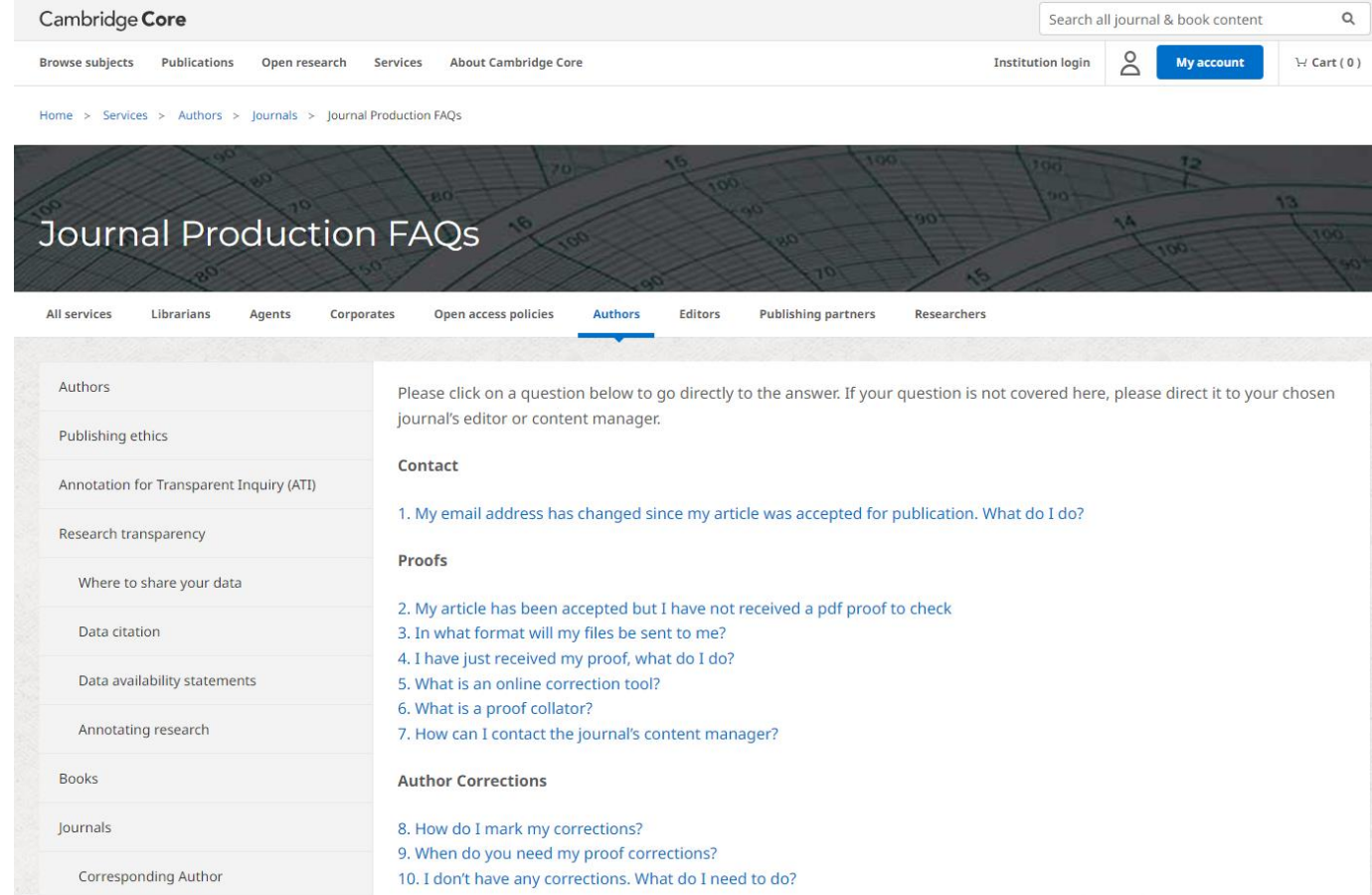


Author proof



Final typesetting

7. **Email with link to published article!**



The screenshot shows the Cambridge Core website's 'Journal Production FAQs' page. The header includes the Cambridge Core logo, a search bar, and navigation links like 'Browse subjects', 'Publications', 'Open research', 'Services', and 'About Cambridge Core'. A breadcrumb trail reads 'Home > Services > Authors > Journals > Journal Production FAQs'. The main heading is 'Journal Production FAQs'. Below this is a navigation bar with links: 'All services', 'Librarians', 'Agents', 'Corporates', 'Open access policies', 'Authors' (highlighted), 'Editors', 'Publishing partners', and 'Researchers'. The 'Authors' section is active, displaying a list of topics on the left: '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 main content area on the right provides instructions to click on a question to go directly to the answer. It lists several questions under the heading '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.' The questions are: 1. 'My email address has changed since my article was accepted for publication. What do I do?', 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?', 7. 'How can I contact the journal's content manager?', 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)



A few things to note...

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 [publishing agreement](#) 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](#).

As the corresponding author, you must have full authority to execute this form on behalf of any co-authors. If you do not complete this form, we will not take any action to convert your article to OA.

If you have any questions, please [read our FAQs](#) or email OAqueries@cambridge.org.

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Publishing OA allows anyone, anywhere to find, read, and benefit from your research. OA articles:

- are downloaded three times more than non-OA articles, on average
- receive 30-50% more citations
- are freely available online globally

You can find out more on our [Publishing OA information page](#).

Kind regards

OA Queries

Cambridge University Press

Open Access



more
exposure



wider
reach



higher
citations



more
downloads

Retroactive OA

Already published? That's okay! You can convert your article to OA.

Someone from Cambridge will reach out now that your institution's TA is signed.

It's possible to switch to publish OA within the year agreement was signed.

Authors can select their creative commons license. This form functions as an addendum to any existing agreement.

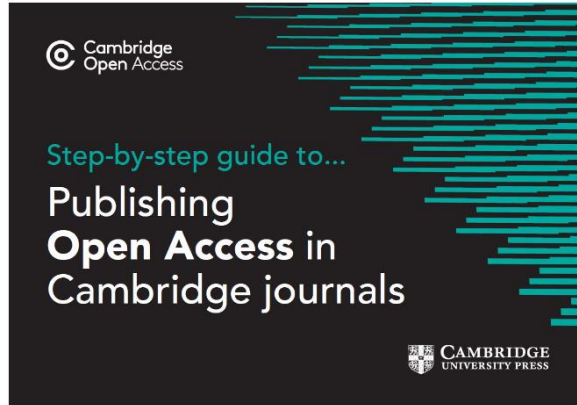


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UNLOCKING POTENTIAL

Cambridge Author Support

Cambridge Author Support includes...



User Guides

User guides & layouts
available online

Personal Communication

Communication and
individual support every
step of the process

Multitude of Resources

Options and alternative
resources available on
Core for further clarity

Questions Answered

Email us and we'll get
back to you as quickly as
possible!

Many More Supports Available on Core!

**[Cambridge.org/core/
services/authors](https://www.cambridge.org/core/services/authors)**

- PDF layouts
- More specific information
- Future training series
- OAQueries@cambridge.org
- AcademicTraining@cambridge.org





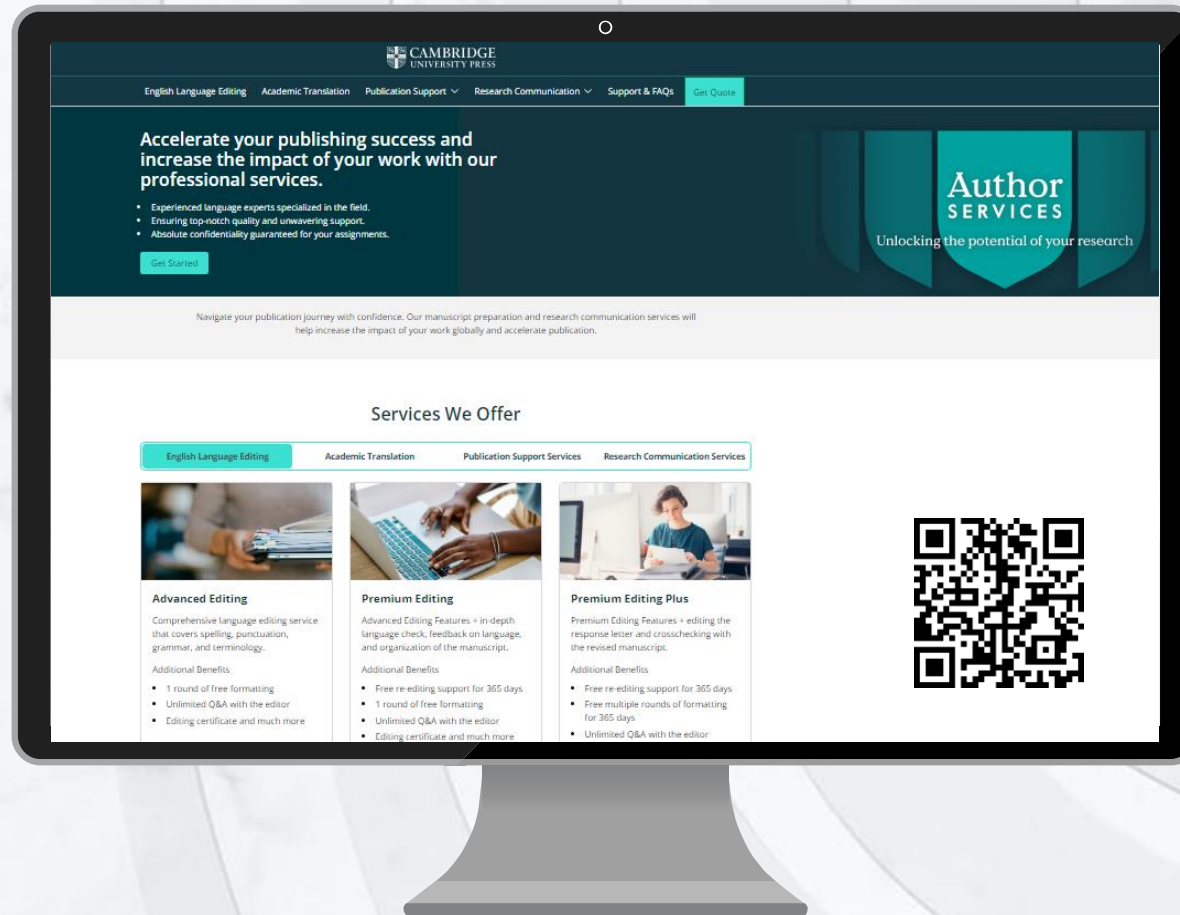
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Author SERVICES

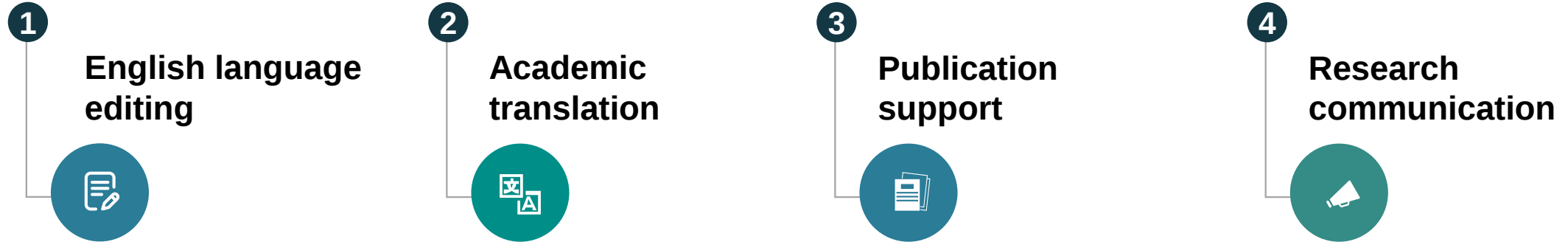
Unlocking the potential of your research

Cambridge Author Services

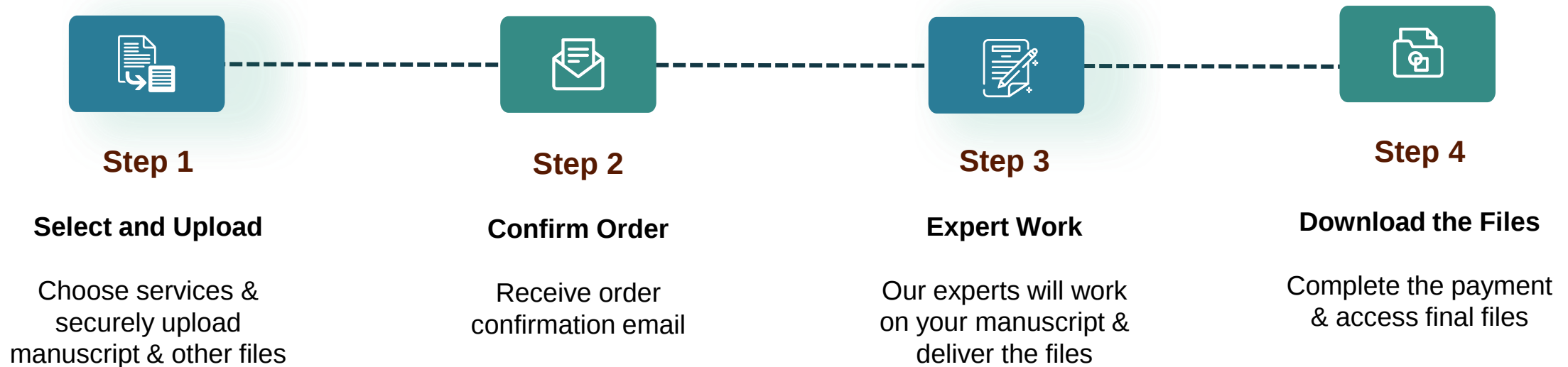
AUTHOR SERVICES



Key Services



How it Works



95% author satisfaction rates across all services.

English Language Editing Services

	Standard Editing	Premium Editing	Premium Editing Plus
Who would benefit from this service?	Authors seeking final polish for submission-ready documents.	Authors seeking extensive editing that includes grammar, logic, flow, clarity, consistency, organization, and expert feedback on the writing.	Authors who want an extensive editing service that ensures grammar check, logic, flow, clarity, consistency, organization, feedback on the writing, and support with journal response letter editing.
Language Editing Components			
Spelling, punctuation, and grammar	✓	✓	✓
Presentation check (logic, clarity, and flow)	✗	✓	✓
Journal cover letter and manuscript assessment report	✗	✓	✓
Word count reduction (Express your research clearly & concisely, without losing its essence)	FREE Up to 10%	FREE Up to 20%	FREE Up to 20%

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Cambridge Author Training Series



[Cambridge.org/core/services/
about/training](https://www.cambridge.org/core/services/about/training)

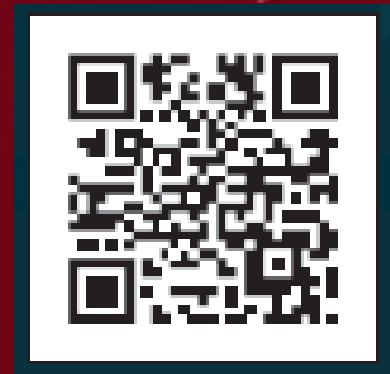


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Researcher Community

Sonali Bhardwaj

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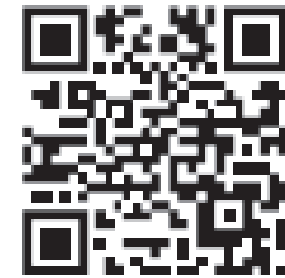




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Cambridge Law Reports

Access to
International Law
Reports and
ICSID Reports.



Award Winning Publishing

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academic titles
have earned
400+ awards and
honours, excelling
at PROSE and



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First name*

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Designation*

Please Select



Department*

Featured Subjects

Archaeology	Education	Life Sciences	Physics and Astronomy
Chemistry	Engineering	Management	Politics and International Relations
Computer Science	History	Materials Science	Psychology
Earth and Environmental Sciences	Language and Linguistics	Mathematics	Statistics and Probability
Economics	Law	Medicine	And more...

Featured Journals



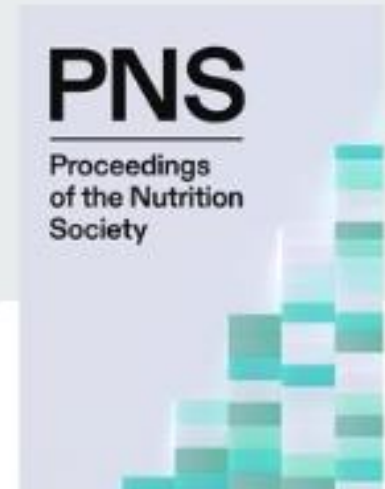
British Journal of
Psychiatry



Journal of Fluid
Mechanics



International
Organization



Proceedings of the
Nutrition Society



Upcoming events

Publishing Open Access for Authors

Wednesday,
13 March, 2025
8.30 IST

[Registration here](#)

Selecting the Right Journal for Submission

Wednesday,
19 March, 2025
14:00 IST

[Registration here](#)

Selecting the Right Journal for Submission

Wednesday,
16 April, 2025
14:00 IST

[Registration here](#)



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Academic Training Team:

Academic.Training@cambridge.org

Open Access Publishing Workflow





Today's Topics

1. Publishing Open Access
2. 7 Steps of Publishing
3. Why Cambridge? Support!

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Questions and Answers



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India: Open Access Overview for
Authors May 15, 2025

