Step-by-step guide to...

Publishing your article **open access** under a Cambridge transformative agreement

### Manuscript Preparation
- Find your chosen journal on [Cambridge Core](https://www.cambridge.org/core)
- Review the Instructions for Authors 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)
- Please ensure you select or supply your affiliation accurately when prompted during the submission process

### Manuscript Review and Publication Decision
- Your manuscript goes through Editorial and Peer Review. Check the status within the OPRS
- The manuscript will be accepted, rejected, or sent for further revision and review

### Open Access Author Publishing Agreement
- Upon acceptance, follow email instructions from Cambridge to complete your author publishing agreement. Select the gold open access option, if available, to take advantage of your organisation’s transformative agreement
- Confirm the [Creative Commons license](https://creativecommons.org/licenses/) under which the article should be published. Please ensure you comply with any license type requirements specified by your institution or funding body

### APC Transaction Process
- Rightslink® works on Cambridge’s behalf to process open access publication costs
- You will receive an email from Rightslink® to invite you to transact your article processing charge (APC). When prompted, select the option to ‘seek funding’ from your institutional agreement
- If your article complies with all relevant eligibility criteria for your institution’s agreement with Cambridge, your APC will be waived
- Your library may need to approve your waiver via the Rightslink® Institutional Portal

### Article Production
- Your article will move through the production process:
  - Copy editing > Type setting > Author proof > Final type setting
- Find out more: [cambridge.org/production](https://www.cambridge.org/production)

### Article Publication
- You will be notified upon the publication of your article via an e-mail from Cambridge.

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