An Author Guide to...

Paying an Article Processing Charge (APC)
An introduction to paying your APC

The costs of publishing Gold Open Access (OA) are typically, but not always, paid through an article processing charge (APC) by you (the author), your funding body, or your institution. Only authors of accepted articles are charged APCs and the payment process begins after an article has been accepted.

All authors must complete the APC transaction process, even if the APC is part or fully discounted. Exceptions exist if your journal does not charge an APC or if your institution has an unlimited publishing agreement with Cambridge.

Find out if you are eligible for an OA waiver or discount: cambridge.org/oa-waivers-and-discounts
Contents

2 Introduction
3 Contents
4 Step One - Complete Author Publishing Agreement
5 Step Two - Begin Rightslink process
6 Step Three - APC transaction
   6 Pay your APC
6 Apply discounts
8,9,10 Seek funding from your institution
11 Step Four - Confirmation
Step One

Complete Author Publishing Agreement

Upon acceptance of your article, you will be sent an email and asked to complete an Author Publishing Agreement. Within this form, you will be able to select your Creative Commons (CC) licence. When this form is returned to Cambridge University Press, our production team will update your article’s record, triggering an email from Rightslink-CCC who work on our behalf to collect APCs.

You have three options:
1. Pay your APC in full
2. Apply discounts
3. Seek funding from your institution

Failure to complete this step will delay an article’s production journey.

Please note: If you are affiliated with an institution with an unlimited publishing agreement offering a 100% APC discount, you will receive an email from Rightslink once your funding support has been verified by your librarian.

You can find out if your institution is part of a deal at cambridge.org/read-and-publish
Step Two

Begin Rightslink process

Correspondence from Rightslink will usually be sent within 48 hours of the record being updated.

If you do not have an account with Rightslink, you will need to follow the instructions in the email to register. This is a quick process.

Once your account has been created, you may proceed.
Step Three
APC transaction

Pay your APC

This option is for authors who wish to pay for their APC in full.
Follow the onscreen instructions and click to pay the Open Access charge.
Step Three
Payment

Apply discounts

If you have a waiver or discount for your 'country', 'institutional affiliation' or a 'promotion campaign code', you can enter these within the payment portal.

For example, authors from low and middle-income countries, based on the Research4Life country list, are eligible for discounts in fully Gold OA journals.

To apply these discounts, authors should select “Apply Discounts” and complete the form.
Step Three

APC transaction

Seek funding from your institution

Authors affiliated with an institution that has an OA publishing agreement with Cambridge University Press have the option to seek funding from their institution.

*Rightslink* will present you with your funding options. You may seek funding from your institution or choose to decline funding.
If you select ‘seek funding’, you will be able to view the discount available and submit your request for approval.
Your organisation will approve or deny your request. You will receive an email confirming this decision.

If your funding request is approved, your article will proceed into production. If your funding request is denied, you can contact your organisation, make appropriate changes and request funding again, or pay the APC yourself.
Step Four

Confirmation

Once your order has been successfully processed, you will receive an email confirmation and your article will enter production.
For more information visit: cambridge.org/publishoa

email: oaqueries@cambridge.org

or contact your librarian