

Open Access Publishing

in Cambridge journals

Updated 06/02/2020



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Open Access Publishing Workflow



Third Party Transaction Process

Cambridge 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.

Manuscript preparation

Author:

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



Manuscript preparation

Information on manuscript preparation is available on Cambridge Core, via the journal landing page. This page will include detail on open access publishing options available in that journal.

Whenever possible, we invite and remind authors to check their eligibility for APC waivers and discounts (e.g. banners).

Home > Journals > Forum of Mathematics, Sigma

English | Français

Forum of Mathematics, Sigma

Search Forum of Mathematics, Sigma content

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Journal home Latest volume All issues Open access Most cited Topics Most read Forum of Mathematics

Access: Past subscription Open access

ISSN: 2050-5094 (Online)
Editor: Professor Robert Guralnick *Department of Mathematics | University of Southern California | Los Angeles | CA 90089-2532 | USA*
[Editorial board](#)

Forum of Mathematics, Sigma is the open access alternative to the leading specialist mathematics journals. Editorial decisions are made by dedicated clusters of editors concentrated in the following areas: foundations of mathematics, discrete mathematics, algebra, number theory, algebraic and complex geometry, differential geometry and geometric analysis, topology, analysis, probability, differential equations, computational mathematics, applied analysis, mathematical physics, and theoretical computer science. This classification exists to aid the peer review process. Contributions which do not neatly fit within these categories are still welcome.

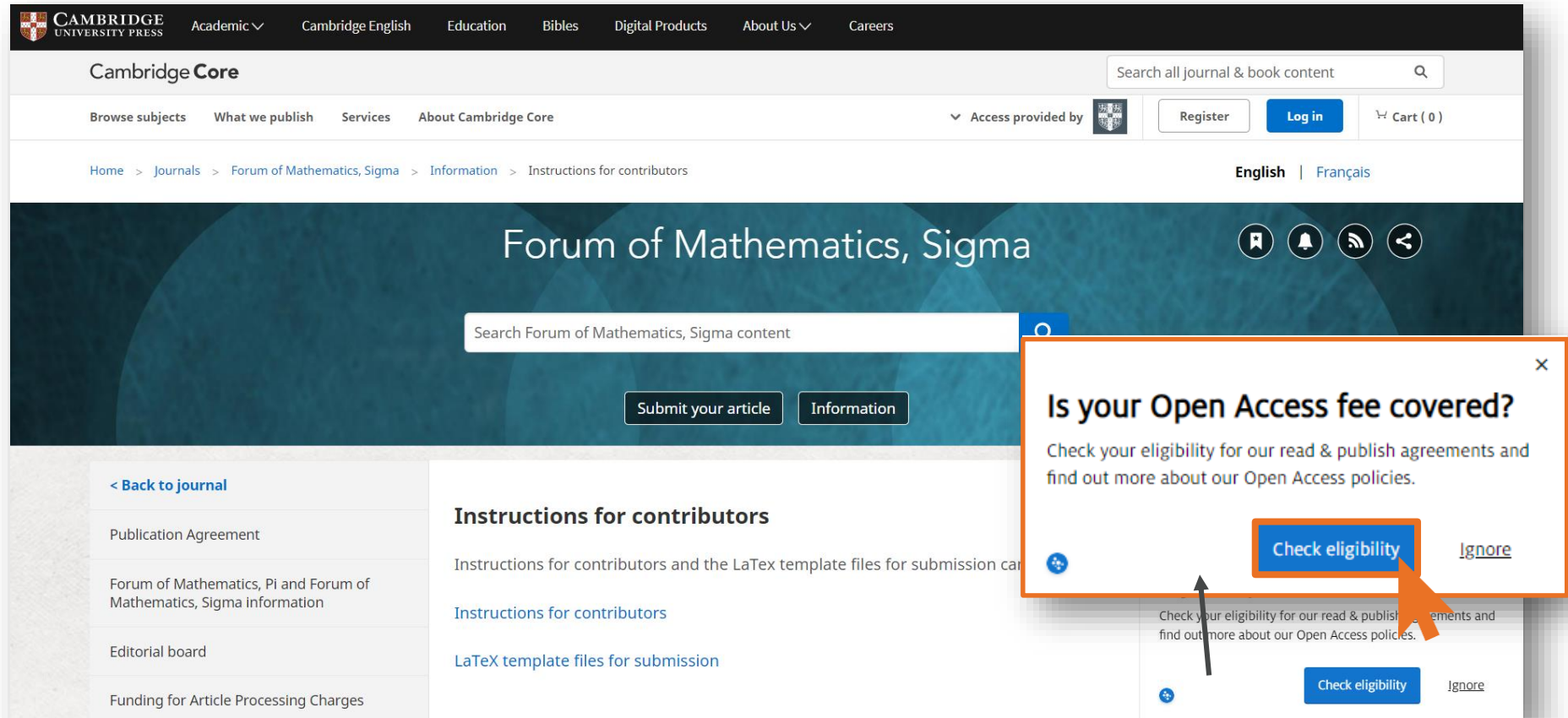
Forum of Mathematics, Pi and **Forum of Mathematics, Sigma** are an exciting new development in journal publishing. Together they offer fully open access publication combined with peer-review standards set by an international editorial board of the highest calibre, and all backed by Cambridge University Press and our commitment to quality. Strong research papers from all parts of pure mathematics and related areas will be welcomed. All published papers will be free online to readers in perpetuity.

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Manuscript preparation

Detailed information for contributors is available within the journal information pages.

Pop ups appear on relevant gold OA and hybrid journal information pages to invite authors to check their eligibility for an APC waiver / discount.



The screenshot displays the Cambridge Core website interface for the *Forum of Mathematics, Sigma* journal. The top navigation bar includes the Cambridge University Press logo and links to Academic, Cambridge English, Education, Bibles, Digital Products, About Us, and Careers. The main header features the Cambridge Core logo, a search bar, and links to Browse subjects, What we publish, Services, and About Cambridge Core. The journal's title, *Forum of Mathematics, Sigma*, is prominently displayed in the center. Below the title, there is a search bar for the journal's content and two buttons: "Submit your article" and "Information". A sidebar on the left contains links to the journal's back page, Publication Agreement, Forum of Mathematics, Pi and Forum of Mathematics, Sigma Information, Editorial board, and Funding for Article Processing Charges. A pop-up window titled "Is your Open Access fee covered?" is overlaid on the right side of the page, prompting users to check their eligibility for APC waivers. The pop-up includes a "Check eligibility" button and an "Ignore" link. The background page also shows the "Instructions for contributors" and "LaTeX template files for submission" links.



Manuscript preparation

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.

Read and publish agreements

All services Librarians Authors Agents Corporates Publishing partners Open access policies Open research

Open access policies
Introduction to open access
Social sharing
Open access journals
Open access books
Open access Elements
Open access resources
Read and publish agreements

Cambridge University Press has made a number of Read and Publish agreements to support Open Access publishing in Cambridge journals for publicly financed research articles.

The 'Publish' element covers the Article Processing Charges (APCs) for authors from affiliated institutions who wish to publish in the Press's hybrid and fully Open Access journals, depending on the agreement. Under the 'Read' element, affiliated institutions are granted access to the Press' journals.

To check if you're eligible to publish under this model, please see the links below. To find out more about how to publish Open Access in Cambridge journals, read our [Step by Step Guide \(EN\)](#), also available in [German](#).

Click here for more information on [options and fees for publishing OA articles](#).

Read and Publish Agreements:

The links below provide more detail on each deal, including eligible institutions and journals. If you have any questions about these deals, please contact oaqueries@cambridge.org.

- [Austria: KEMOE](#)
- [Croatia: CALC](#)
- [Estonia: ELNET](#)
- [Germany: BSB - DFG supported](#)
- [Germany: MPG](#)
- [Greece: HEAL-Link](#)
- [Israel: MALMAD](#)
- [Japan: JUSTICE](#)
- [Lithuania: LMBA](#)
- [Netherlands: VSNU/UKB](#)
- [Norway: UNIT](#)
- [Saudi Arabia: King Abdullah University of Science and Technology \(KAUST\)](#)
- [Singapore: National University of Singapore \(NUS\)](#)
- [Spain: CSIC](#)
- [Sweden: Bibsam](#)
- [UK: JISC](#)
- [US: University of California \(CDL\)](#)



OA agreement - UNIT

All services Librarians Authors Agents Corporates Publishing partners **Open access policies** Open research

Open access policies

Introduction to open access

Social sharing

Open access journals

Open access books

Open access Elements

Open access resources

Read and publish agreements

Read and Publish agreement with UNIT

UNIT has made an agreement with Cambridge University Press to support Open Access publishing in Cambridge journals. The agreement also includes access to the most recent Full Journals Collection.

This Read and Publish agreement covers the Article Processing Charges (APCs) for corresponding authors affiliated with UNIT institutions in fully Open Access journals and subscription-based journals that offer hybrid Open Access. The agreement for unlimited Open Access publishing will commence on 1st of January 2020. Articles submitted by eligible corresponding authors qualify for Open Access publishing under this agreement upon the date the article is accepted for publication, from or after 1st of January 2020 through to 31st December 2022.

Which universities/institutes, and which Cambridge journals, are covered by the Read and Publish agreement?

[Click here for a list of all universities and institutes covered by the Read and Publish agreement.](#)

[Click here for a list of Cambridge journals covered by the Read and Publish agreement.](#)

How can authors identify themselves as being affiliated with a participating institution?

On acceptance of their article by a journal, the corresponding authors will complete and submit the journal's relevant author publishing agreement which indicates that the article is to be published as Open Access.

If you have any questions, please contact oaqueries@cambridge.org or visit our [Publishing Open Access](#) information page.

The corresponding author is defined as:

The person who handles the manuscript and correspondence during the publication process - from manuscript correction and proof reading, to handling the revisions and re-submission of revised manuscripts up to the acceptance of the manuscripts. The 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.

Link to participating institutions and eligible journals

Link to further guidance and information about publishing Open Access

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





Manuscript submission

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

The screenshot shows the Cambridge Core website for the Journal of Nutritional Science. The top navigation bar includes links for 'Browse subjects', 'What we publish', 'Services', and 'About Cambridge Core'. A search bar is located in the top right corner. Below the navigation bar, the breadcrumb trail reads 'Home > Journals > Journal of Nutritional Science'. The main header area features the journal title 'Journal of Nutritional Science' and a large search bar. The 'Submit your article' button is highlighted with an orange box and an arrow. The bottom navigation bar includes links for 'Journal home', 'Latest volume', 'All volumes', 'Open access', 'Most read', and 'Highly cited'. The Cambridge University Press logo is visible in the bottom right corner.



Manuscript submission

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

The screenshot shows the ScholarOne Manuscripts login interface for the Journal of Nutritional Science. The page header includes the journal title, the Cambridge University Press logo, and navigation links for 'Log In', 'Reset Password', and 'Create An Account'. The main login area features a 'Log In' section with a JNS logo, input fields for 'User ID' and 'Password', and buttons for 'Log In' and 'Log In With ORCID iD'. An orange box highlights the 'Log In With ORCID iD' button, with an orange arrow pointing to it. To the right of the login section is a promotional banner for Open Access fees. Below the login section is a 'Resources' area with links to 'User Tutorials', 'Instructions & Forms', 'Journal Home', and 'Help / Site Support'.

ScholarOne Manuscripts™

Instructions & Forms

Journal of Nutritional Science

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Log In Reset Password Create An Account

Log In

User ID [Create an Account](#)

Password [Reset Password](#)

Log In

Log In With ORCID iD

Your Open Access fees covered

Find out more >

Resources

- [User Tutorials](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Help / Site Support](#)



Manuscript submission

The screenshot shows the ScholarOne Manuscripts™ Author Dashboard for the Journal of Nutritional Science. The top navigation bar includes links for Instructions & Forms, Help, and Log Out. The main navigation bar features Home, Author (selected), Review, and Editorial Assistant Centre. The Author Dashboard section on the left includes a Start New Submission button and a link to 5 Most Recent E-mails. The central area is titled 'Start New Submission' and contains a green-bordered box with an 'Edit' button and a text block. To the right of this box is a 'Begin Submission' button with a mouse cursor pointing at it.

ScholarOne Manuscripts™

Instructions & Forms Help Log Out

Journal of Nutritional Science

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Home Author Review Editorial Assistant Centre

Author Dashboard

Author Dashboard

Start New Submission >

5 Most Recent E-mails >

Start New Submission

Edit

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

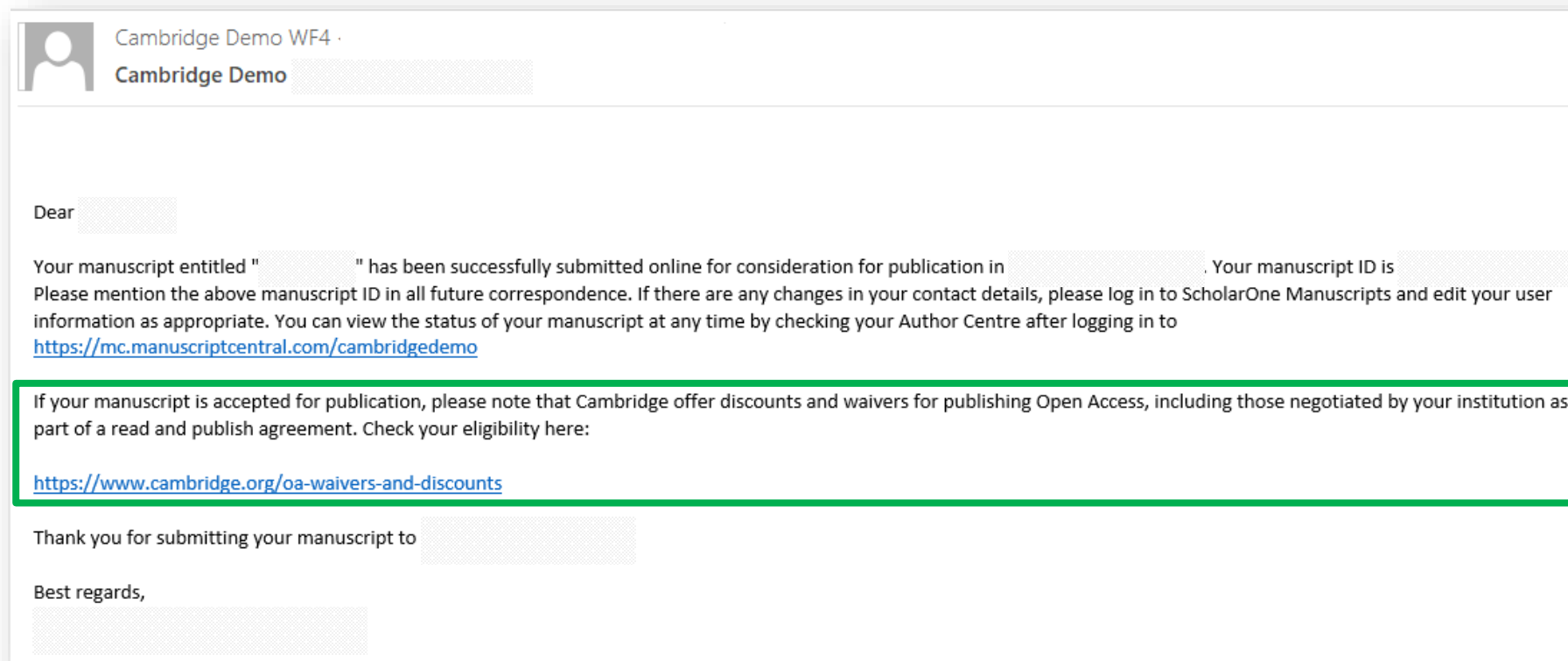
Begin Submission



Manuscript submission confirmation email

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, by completion of an OA author publishing agreement

Manuscript decision

Author:

- Receives acceptance email
- Resubmits article with revisions
- Completes author publishing agreement
- Chooses licence



Manuscript decision email

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

Completion of the **OA author publishing agreement (APA)** indicates that the article to be published OA.*

Once an article is accepted, a record will be created Cambridge's production tracking system, including the article and APA.

JOURNAL NAME - Decision on MANUSCRIPT NAME

Dear "AUTHOR NAME":

Thank you for submitting the final version of your manuscript entitled "MANUSCRIPT NAME", which is acceptable for publication in "JOURNAL NAME" in its current form. If you have not yet done so, please complete and return the journal's Copyright Transfer Form as soon as possible:

[\[link to Copyright Transfer Form on journal's homepage\]](#)

If you return the Open Access Copyright Transfer form, you will be contacted by CCC-Rightslink who are acting on our behalf to collect our Article Processing Charges (APCs) for publishing Open Access. Please follow their instructions in order to avoid any delay in the publication of your article. Please note that discounts and waivers for publishing Open Access, including those negotiated by your institution as part of a read and publish agreement, can be entered at this stage. More information on waivers and discounts can be found here: <https://www.cambridge.org/oa-waivers-and-discounts>

Please inform us as soon as possible if you are planning any additional publicity for your paper so that we can coordinate its release with press releases. Notification can be sent to

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"EDITOR EMAIL"



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

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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		Each author and each employer

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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		Each author and each employer

Hybrid journal - author publishing agreement page



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Open Access opportunity email

We have the ability to identify eligible authors who have not selected to publish OA and communicate this opportunity to them before their article is published.

This is a manual intervention to drive OA submissions.

If the agreement contains a 'retroactive OA' element, the same can be done for articles that have been published.

Publish your article open access

Dear **author name**,

Congratulations again on the acceptance of 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 – at no cost to you.

Publishing open access allows anyone, anywhere to find, read, and benefit from your research. OA give you increased visibility and global impact. To help you decide, you can find our more on our [Publishing OA information page](#).

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Transaction process

- No author interaction required

Touch Free transactions

If an author has chosen a Gold Open Access licence, the journal's content manager will assign a GRID ID to the article based on the corresponding author's institutional affiliation.

A transaction is then created by *Rightslink*[®] for the APC - included in this information is the GRID ID, corresponding author email address and journal of publication

Rightslink[®] uses this information to match the article with the parameters of a publishing agreement and automatically apply the appropriate discount to the APC.

Authors affiliated to an institution with a 100% unlimited Read and Publish deal do not interact with the transaction process.

Institution interaction

Touch free functionality works with or without institution interaction. Institutions can either:

- Opt for articles to bypass verification and be approved automatically
- OR receive notifications to approve/deny funding.

Notifications can be turned on/off from within the institutional profile.

KEY CONTACTS

Specify the organizational contact(s) who should receive notifications of manuscript acceptance and of pending funding requests.

Organization Contact Name *
Organization Contact Email *
Organization Contact Phone *

☒ Primary Contact
☐ Suppress Email Notifications

Organization Contact Name *
Organization Contact Email *
Organization Contact Phone *

☒ Primary Contact
☐ Suppress Email Notifications

Please specify who this organization should contact if they have questions about the profile or special billing arrangement.

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Publisher Contact Email *
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☐ 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.
☒ I confirm my country's VAT rules allow aggregated invoicing. Invoices under this billing arrangement will be sent to the organization on record rather than the author of the manuscript.

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JOURNALS

Your author has requested APC funding.

Dear [REDACTED]

Your author has requested funding from [REDACTED]

Request Details
Request Date: [REDACTED]
Publisher: Cambridge University Press
Publication: [REDACTED]
Article Title: [REDACTED]
Author(s): [REDACTED]

Please [click here](#) to view details and respond.

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Cambridge University Press

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CambridgeSupport@copyright.com
www.copyright.com

Institutional portal

Librarian view of all articles submitted from researchers in their institution requiring OA funding approval

Librarian approves or denies request

The screenshot displays the 'Institutional Portal' for the Copyright Clearance Center. The header includes the CCR logo, the title 'Institutional Portal', and a welcome message with a 'Sign Out' link, a help icon, and a 'Live chat' button. The main content area provides instructions on using the 'Billing Profiles', 'Funding Requests', and 'Reports' tabs. It also shows the 'Account Name' as 'CUP University Operations' and the 'Account #' as '7001906224'. Below this, a section titled 'The table below includes any funding requests that have been matched to one of your special billing profiles.' contains two buttons: 'APPROVE' and 'DENY'. The 'DENY' button is highlighted with an orange arrow. Below this, a table lists two funding requests, both with a status of 'Pending' and '0.00 GBP' in fees. Each request has 'APPROVE' and 'DENY' buttons in the 'Actions' column.

Welcome to the RightsLink® Institutional Portal. Use the **Billing Profiles** tab to view the special billing profiles we have on file between your institution and RightsLink® client publishers. Use the **Funding Requests** tab to review and act on your queue of funding requests for researchers affiliated with your institution. Use the **Reports** tab to search and download a report of the APC transactions associated with your account. In the future, there will be an **Invoices** tab for you to review and pay your invoices online.

Account Name: CUP University Operations
Account #: 7001906224

Billing Profiles | **Funding Requests** | **Reports**

The table below includes any funding requests that have been matched to one of your special billing profiles.

APPROVE When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.

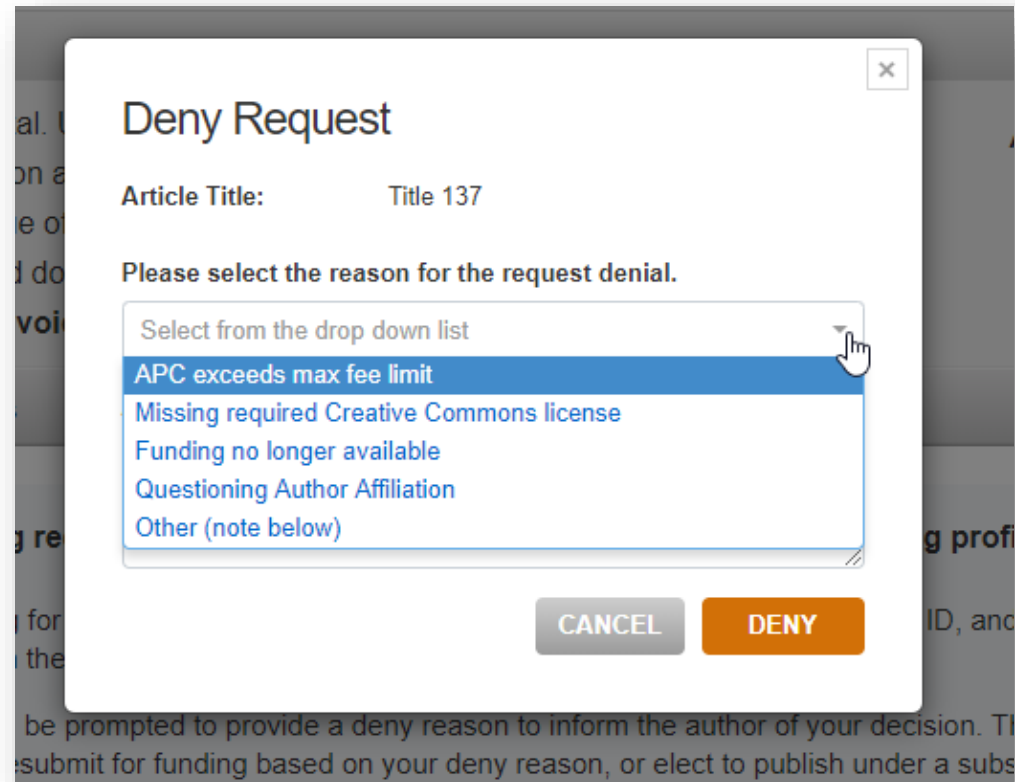
DENY If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.

Results 1 - 2 of 2

Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions
06-Aug-2019	Title 364	Testing, July 2019		Cambridge University Press	02-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	APPROVE DENY
02-Aug-2019	Title 577	Testing, July 2019		Cambridge University Press	01-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	APPROVE DENY

Results 1 - 2 of 2

Institutional portal



Deny Request

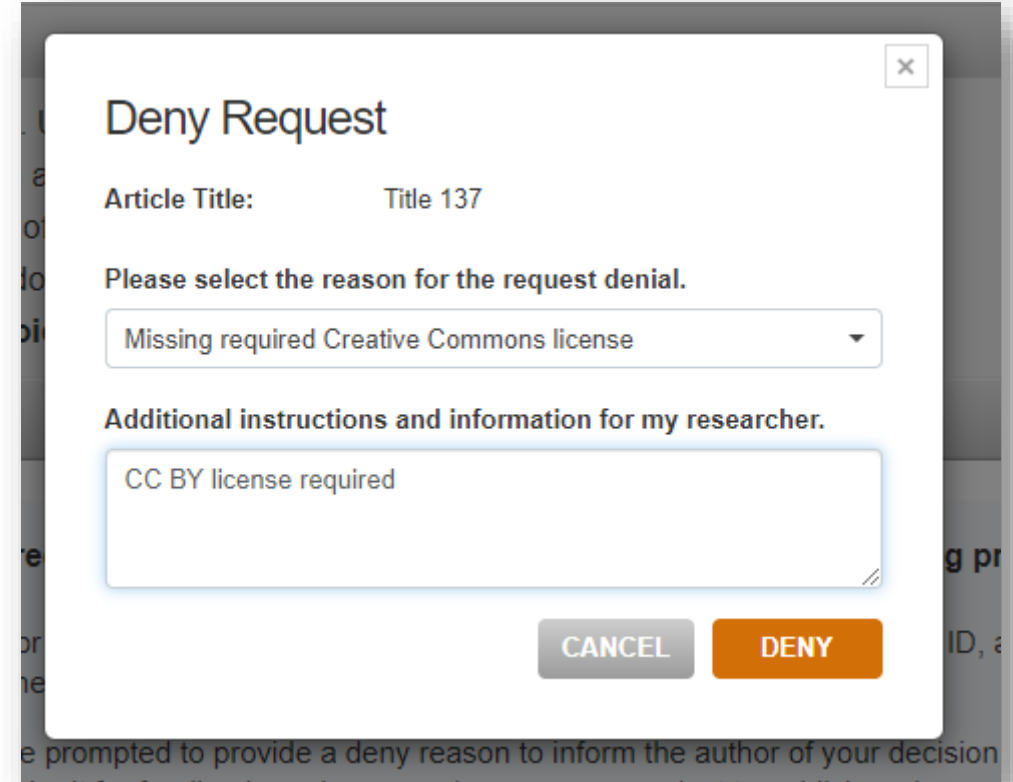
Article Title: Title 137

Please select the reason for the request denial.

Select from the drop down list

- APC exceeds max fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning Author Affiliation
- Other (note below)

CANCEL **DENY**



Deny Request

Article Title: Title 137

Please select the reason for the request denial.

Missing required Creative Commons license

Additional instructions and information for my researcher.

CC BY license required

CANCEL **DENY**



Touch Free Transactions

Rightslink® identifies authors who are eligible and automatically applies the 100% discount.

A final notification will still be sent to the author to confirm the APC discount has been approved and that their article will be published OA.

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JOURNALS

Your article has been accepted and will be published open access

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Manuscript Title: [REDACTED]
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