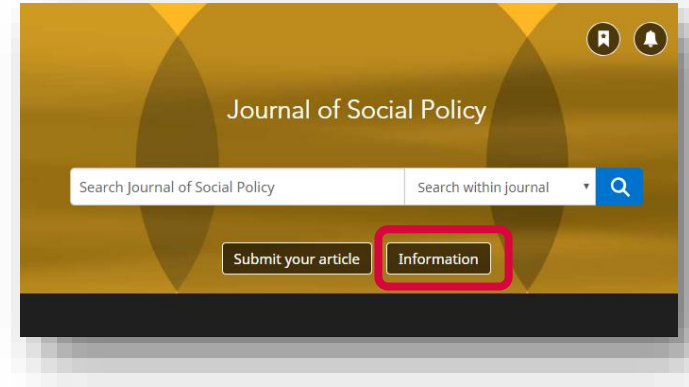


# Open Access Publishing Workflow for Cambridge Journals

# 1. Manuscript Preparation

- Find journal on Cambridge Core
- Click 'Information'
- Review the Instructions for Contributors (IFCs)
- Format their manuscript accordingly.



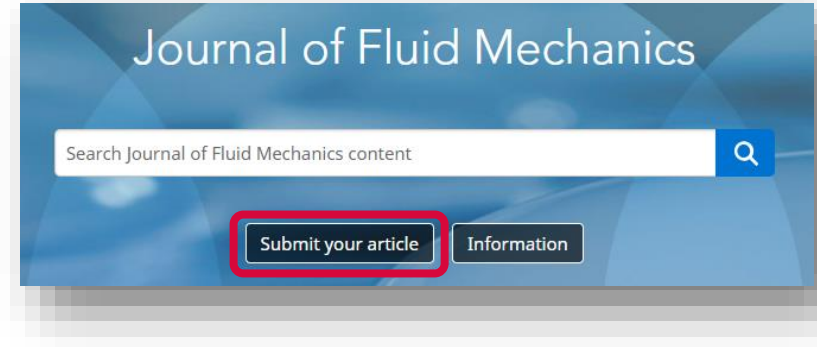
## ***Alternative avenues:***

- If known, the author can go directly to the correct Online Peer Review System for the journal (either ScholarOne or Editorial Manager);
- OR, they can contact the Editorial Office directly;
- OR, they can contact Customer Service.

**Outcome:**  
Author prepares manuscript for submission

## 2. Manuscript Submission

- Click 'Submit your article'
- Complete the submission form in the Online Peer Review System (OPRS)



### ***Steps (sequential):***





# Notes

Click into the  
Author Dashboard  
to start the  
submission form

Work through the  
submission form

- Authors are directed to Open Access policies on the dashboard
- For fully OA journals, authors tick a box to consent to paying an APC, or to confirm that they are eligible for a waiver / discount (i.e. they are based in a Research4Life country, or based at an institution which is part of a read and publish agreement).
- For hybrid journals, details regarding APCs, waivers and discounts are presented in an information box rather than a mandatory tick box. This is to ensure that an author's decision to publish Open Access does not form part of the editorial decision making process.
- An author may be able to complete the OA licence to publish form at this stage (generally available on a journal's IFC page). This form indicates that an author wishes for their work to be published as OA. This form is excluded from any PDF form that editorial will see, and so does not have any impact on the editorial decision making process. This form can also be completed once the manuscript has been accepted.





**Outcome:**  
Submission moves to the Editorial Office for  
review

## 3. Manuscript Review

- Manuscript goes through Editorial and Peer Review
- Authors can track progress of their manuscript through the stages of review in their OPRS.

## **Outcome:**

Input is gathered to inform publication decision



## 4. Publication Decision

- Manuscript is accepted for publication
- Receive acceptance email
- Fill in OA licence to publish / copyright form.

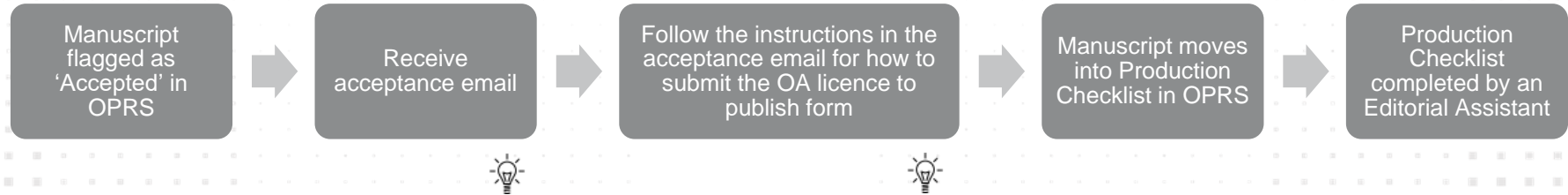


- For most journals, the acceptance email will contain a link to the OA policies page.



- By uploading the OA licence to publish form (if not previously done so), authors are indicating that they wish to publish OA. This is the last opportunity for authors to declare that they would like to publish OA (before their manuscript goes into production).

### *Steps (sequential):*



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## **Outcome:**

Manuscript metadata exports to RightsLink  
for APC processing and Jarvis for Production



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UNIVERSITY PRESS

## 5a. Payment Process

- Author receives email from Rightslink

For authors eligible for waivers/discounts:

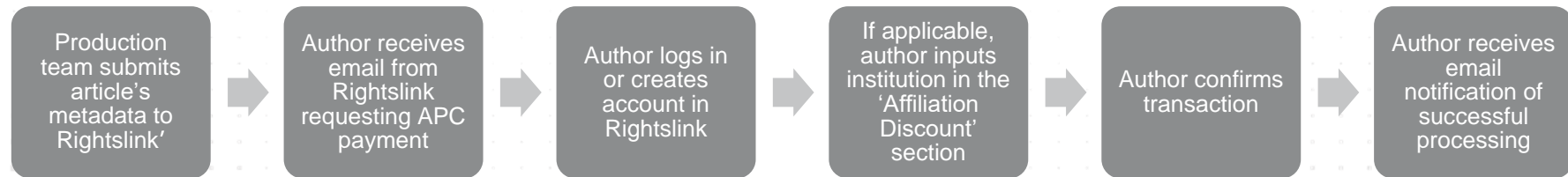
- Author enters institution affiliation
- Waiver is applied by Rightslink



If you are publishing as part of a read and publish agreement, please note that APCs are not automatically waived. Authors have to transact. This is because we use Rightslink as the central source of the data we collect about OA articles.

When an author declares which institution they are based at, the data behind the scenes works out whether or not to apply the waiver.

### ***Steps (sequential):***



# 5a. Payment Process

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JOURNALS

*Please submit your author publication charge(s)*

Dear ,

Congratulations on being accepted for publication in *Journal of Fluid Mechanics* for the following manuscript:

Manuscript DOI:  
Manuscript ID:  
Manuscript Title: Characterization of wind-shear effects on entrainment in a convective boundary layer  
Published by: Cambridge University Press

To facilitate prompt publication, please pay your author publication charges using the RightsLink® e-commerce solution from Copyright Clearance Center (CCC).

To review and pay your charge(s), please [click here](#).

To complete a secure transaction, you will need a [RightsLink account](#). 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 pre-populated automatically with information we have already supplied to RightsLink.

If you have any questions about these charges, please contact CCC [Customer Service](#) using the information below.

Sincerely,  
Cambridge University Press

1

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Select **Apply Discounts** to enter promo codes and any other information needed to ensure your pricing reflects all author discounts available to you. Applied discounts will be reflected in your charges estimate above. To complete your transaction, proceed to Payment Options.

To complete your transaction, proceed to **Payment Options**.

If you have not already, you will be asked to login to your RightsLink account on the next page.

If you do not have a RightsLink account, you will need to register for one before you can complete this transaction.

2



## 5a. Payment Process

### APPLY DISCOUNTS

Be sure to review and update your information provided below and/or enter promo codes. Once you **Save** your entries, your charges estimate will reflect any author discounts applied.

Country discount:

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Select your country

Select your country

Affiliation discount:

Not applied

Your Institution

Please confirm your [affiliation](#) by performing a search below:

Enter full name for best results

Search

[Can't find your institution?](#)

Promotion campaign discount:

Not applied

Enter discount code below

Promo code

Enter

3

CLOSE

APPLY DISCOUNTS

- Once the author has searched for their institution in the 'Affiliation Discount' section and completed the discount/waiver page, they will be returned to an updated version of the charges page, where the net total will appear as zero.
- At this stage they will confirm and the transaction will be complete.



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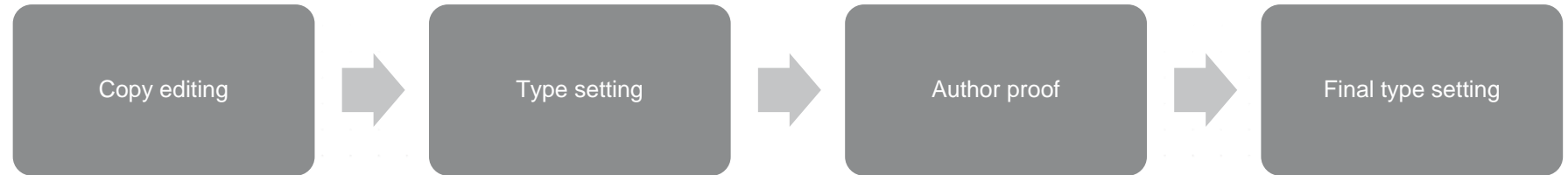
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**Outcome:**  
Article is cleared to publish

## 5b. Production Process

- Article goes through the production process

***Steps (sequential):***





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**Outcome:**  
Article is published Open Access