

# Publishing Open Access for Authors

For Academia Sinica

9 May 2024

**Kane Kang**

Author Services and Asia Training Executive



# Today's Goals

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

Specific questions about your agreement?

[OAqueries@cambridge.org](mailto:OAqueries@cambridge.org)

*This document is not designed for public distribution.  
It contains information specific to this agreement.*

BUILDING  
KNOWLEDGE

*Publishing Open Access*





CAMBRIDGE  
UNIVERSITY PRESS

## Who We Are

- Tradition
- Quality
- “University Press:” part of the Scholarly Community

# Award-Winning Publishing

**800+** Titles have won more than 800 awards & honorable mentions since 2017

**180+** In 2021 alone, our titles won more than 180 awards & honorable mentions



**190+** Published more than 180 Nobel Prize Laureates



**37** **CHOICE** Outstanding Academic Titles, 2021



**21** **American Political Science Association (APSA)** Award Winners, honourable mentions



**9** **PROSE 2021** Winners and **17** Finalists including **RR Hawkins Award**



**3** **American Historical Association** Winners





# Open Access

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

- *Creates access to research*
- *Increases research impact*
- *Accelerates response*



# What is publishing Open Access?

OA content is freely available,  
not hidden behind a paywall.

This offers your work...

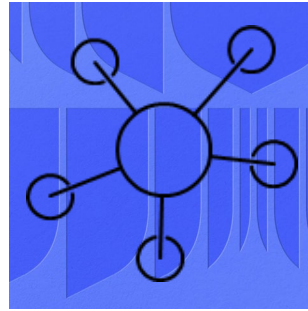
- **increased discoverability**
- **higher future usage**
- **likely higher citations**

# Benefits of Publishing Open Access



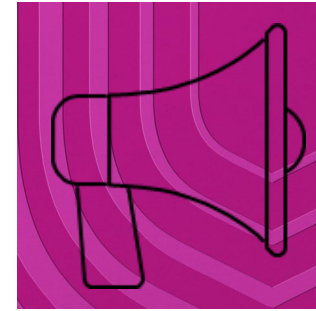
**More  
Downloads**

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



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



**Wider  
Reach**

**Global access!**  
Anyone, anywhere can  
find, read, & benefit  
from research!



INSPIRING  
DISCOVERY

7 Steps of Publishing

# Open Access Publishing Workflow

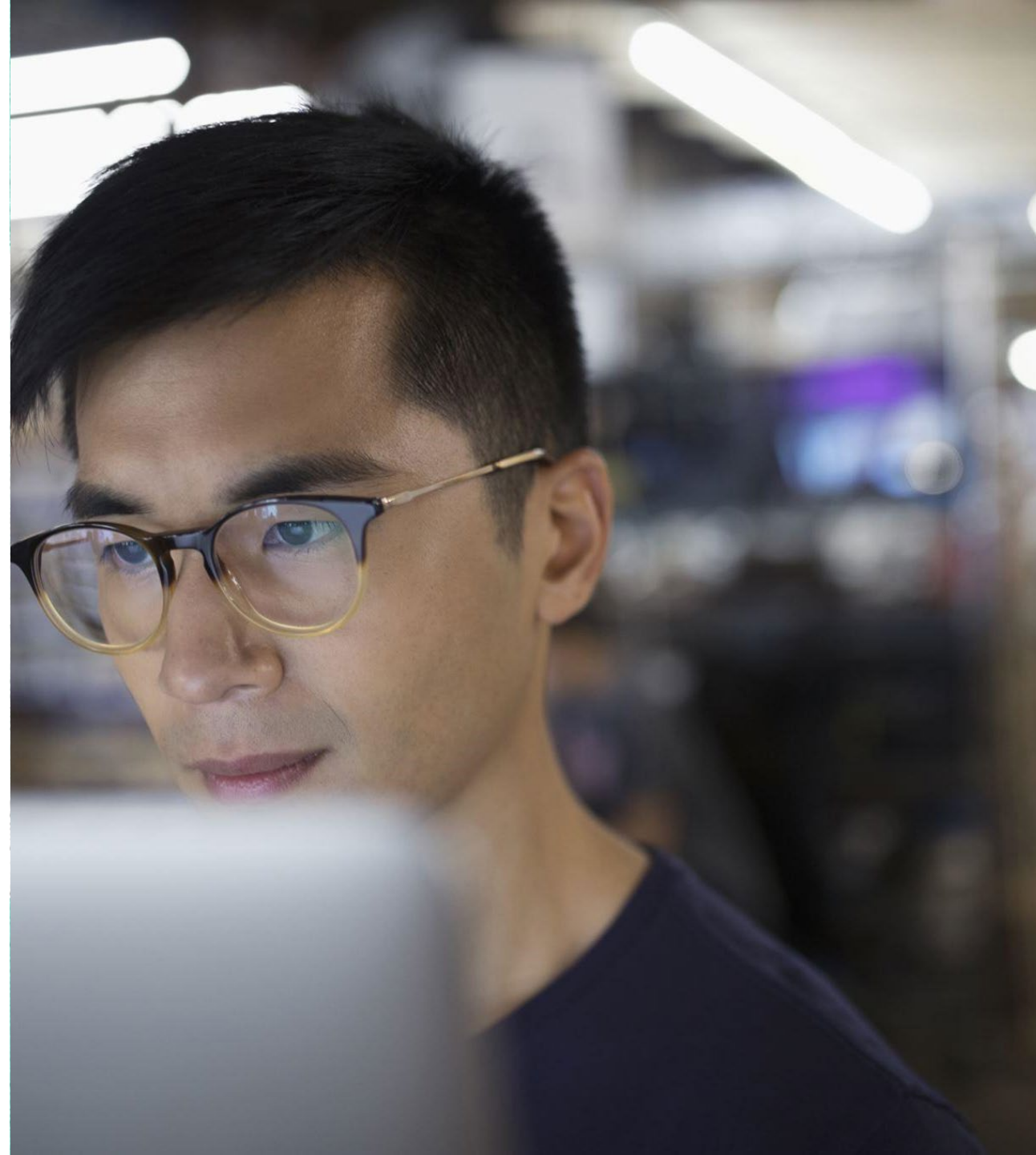


All articles submitted to Cambridge University Press undergo the same **rigorous peer-review** to sustain the high quality of our journals.

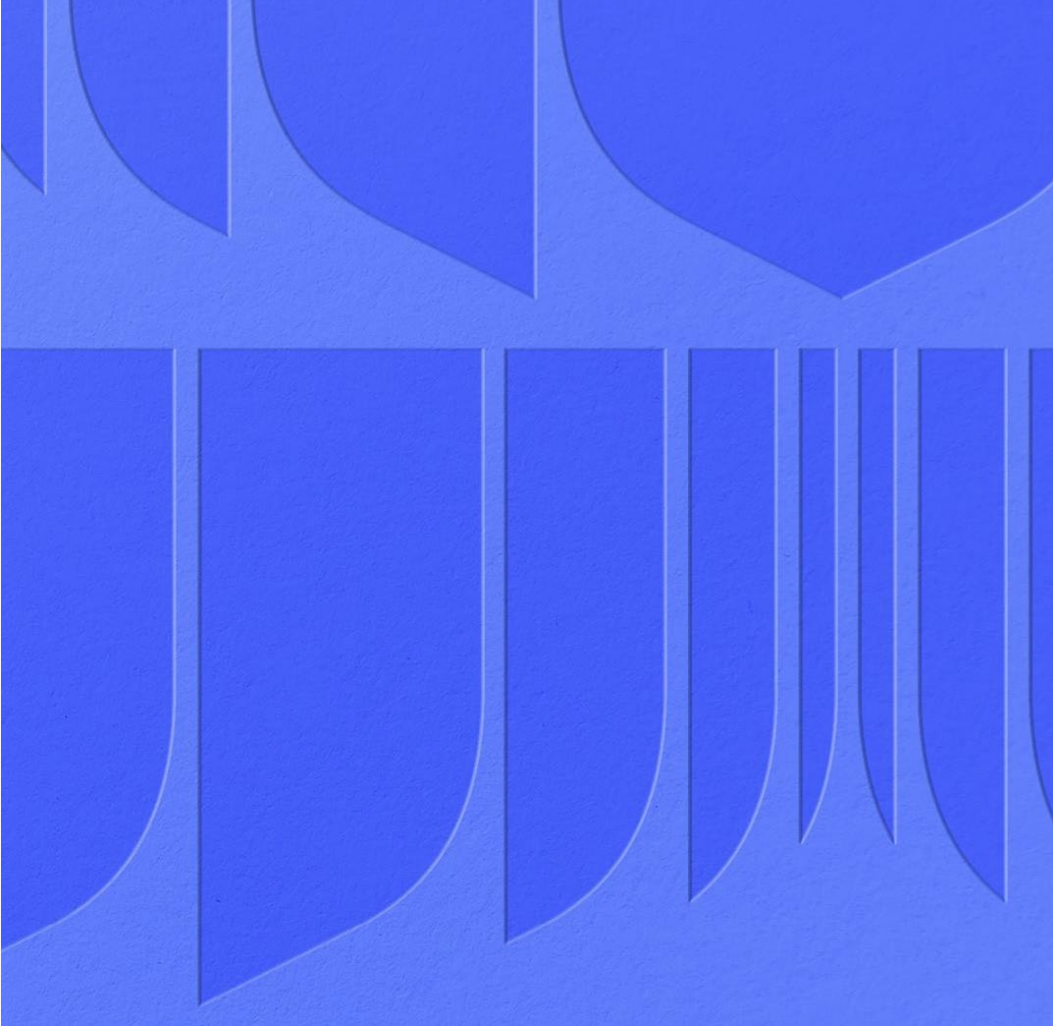
The decision to publish an article is not affected by whether it will be published Open or behind a paywall.

## Part I

# Preparing & Submitting Your Manuscript

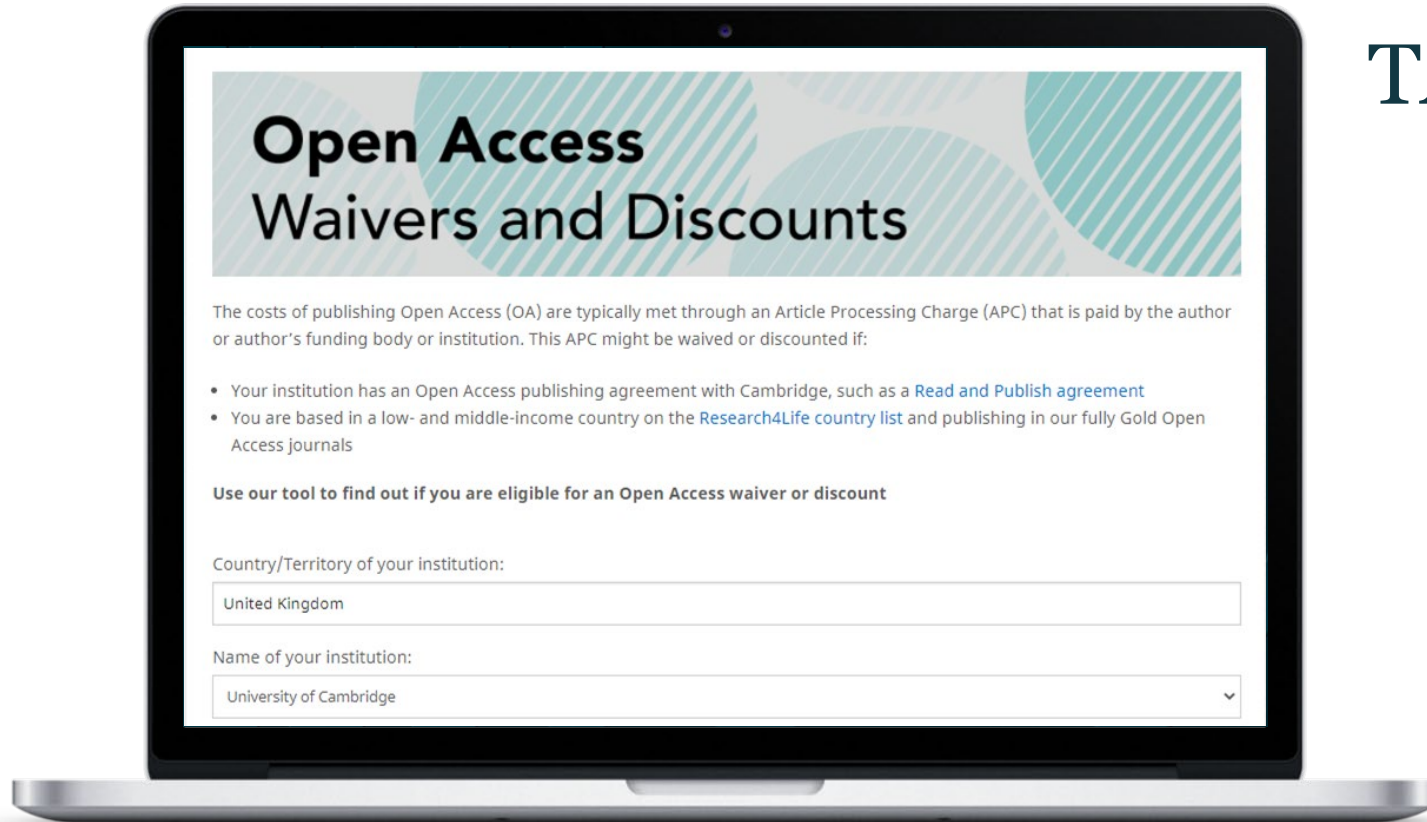






# 1. Manuscript Preparation

- TA with Academia Sinica
- Supports
- Language Editing Services



## TA with Academia Sinica



[OA agreements in Taiwan \(cambridge.org\)](https://cambridge.org)

## Your Open Access publishing agreement

**Article Processing Charge Discount:** Full

**Discount Details:** You may publish OA at no cost in journals covered by this agreement. [Click here for further information.](#)

**Article Types:** Research articles, Rapid communications, Review articles, Brief Reports, Case Reports

↓ [Journals covered by this agreement](#)

## Next Steps

- ✓ Submit your research using your institutional affiliation (ideally using ORCID). Please note that eligibility is based on the [corresponding author's affiliation](#)
- ✓ Upon acceptance, choose the Gold Open Access option in your author publishing agreement form and select a [creative commons licence](#)
- ✓ We advise authors to check any funder or institutional mandates, for example research-funded authors may need to choose CC-BY (Creative Commons Attribution License)
- ✓ To find out more about publishing Open Access please visit our [publishing Open Access information](#) page or contact [oaqueries@cambridge.org](mailto:oaqueries@cambridge.org)



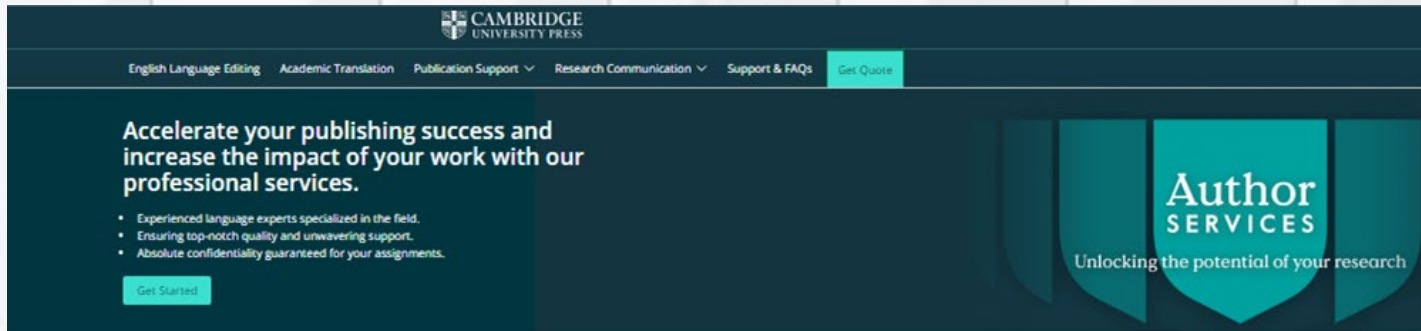
## Many More Supports Available on Core!

**<https://www.cambridge.org/core/services/authors>**

- PDF layouts
- More specific information
- Future training series per step of the process

# Language Editing Services

[Cambridge.org/universitypress/author-services/](https://www.cambridge.org/universitypress/author-services/)



English Language Editing Academic Translation Publication Support Research Communication Support & FAQs [Get Quote](#)

**Accelerate your publishing success and increase the impact of your work with our professional services.**

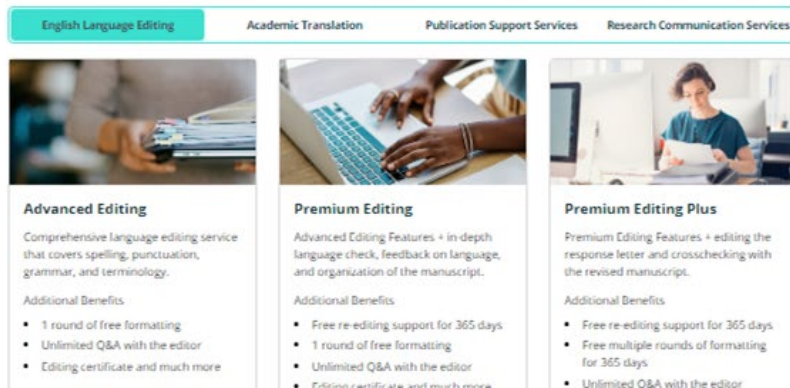
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**Author SERVICES**  
Unlocking the potential of your research

Navigate your publication journey with confidence. Our manuscript preparation and research communication services will help increase the impact of your work globally and accelerate publication.

## Services We Offer



English Language Editing Academic Translation Publication Support Services Research Communication Services




**Advanced Editing**

Comprehensive language editing service that covers spelling, punctuation, grammar, and terminology.

Additional Benefits

- 1 round of free formatting
- Unlimited Q&A with the editor
- Editing certificate and much more




**Premium Editing**

Advanced Editing Features + in-depth language check, feedback on language, and organization of the manuscript.

Additional Benefits

- Free re-editing support for 365 days
- 1 round of free formatting
- Unlimited Q&A with the editor
- Editing certificate and much more



**Premium Editing Plus**

Premium Editing Features + editing the response letter and crosschecking with the revised manuscript.

Additional Benefits

- Free re-editing support for 365 days
- Free multiple rounds of formatting for 365 days
- Unlimited Q&A with the editor





## 2. Manuscript Submission

- Manuscript Submission steps



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Review System (OPRS)

ScholarOne Manuscripts™

Journal of Child Language

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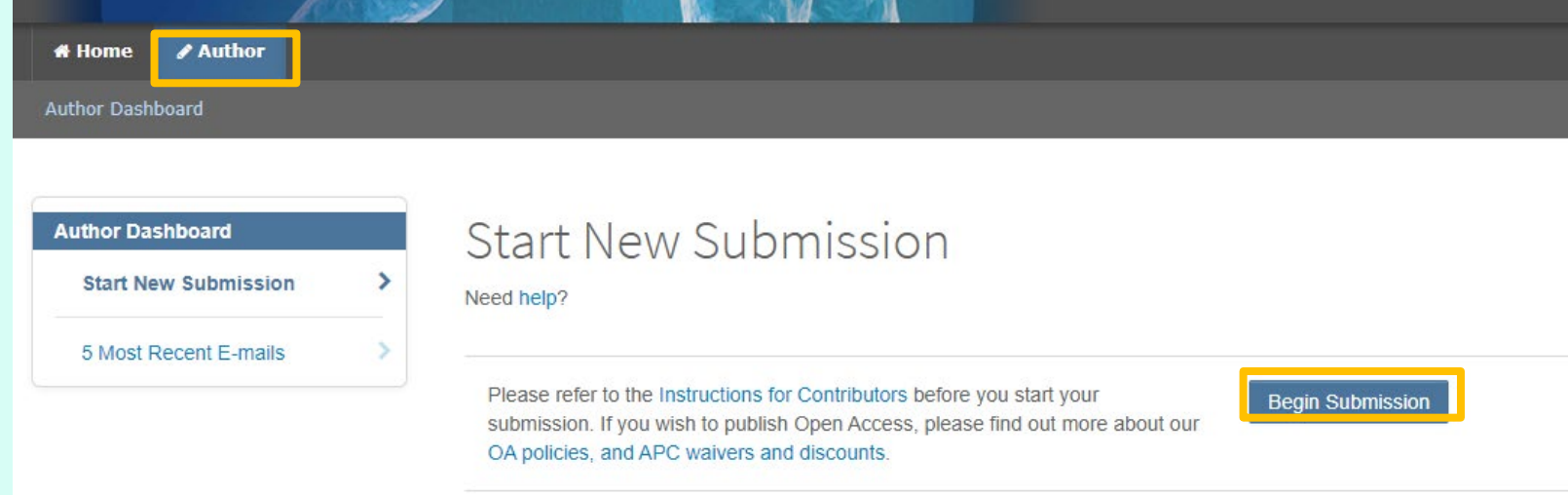
**Resources**

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

Login with  
username/password  
or ORCID.

“Corresponding author”  
**determines eligibility.**

Identify the corresponding author whose affiliation is used to determine eligibility



Home Author

Author Dashboard

Author Dashboard

Start New Submission >

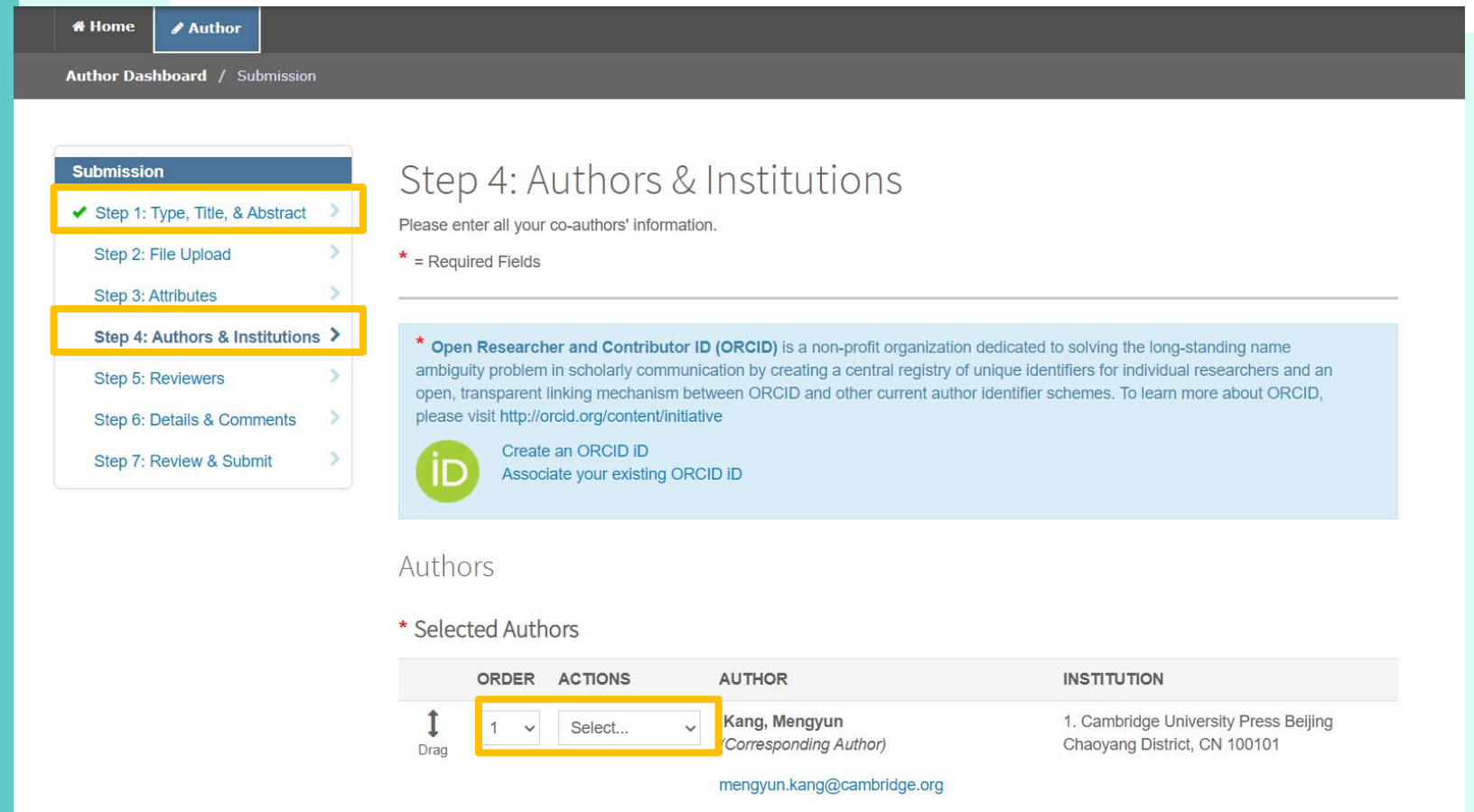
5 Most Recent E-mails >

## 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](#)



Home Author

Author Dashboard / 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 4: Authors & Institutions

Please enter all your co-authors' information.

\* = Required Fields

\* **Open Researcher and Contributor ID (ORCID)** is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>

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### Authors

\* Selected Authors

	ORDER	ACTIONS	AUTHOR	INSTITUTION
↑ ↓ Drag	1	Select...	Kang, Mengyun (Corresponding Author) <a href="mailto:mengyun.kang@cambridge.org">mengyun.kang@cambridge.org</a>	1. Cambridge University Press Beijing Chaoyang District, CN 100101

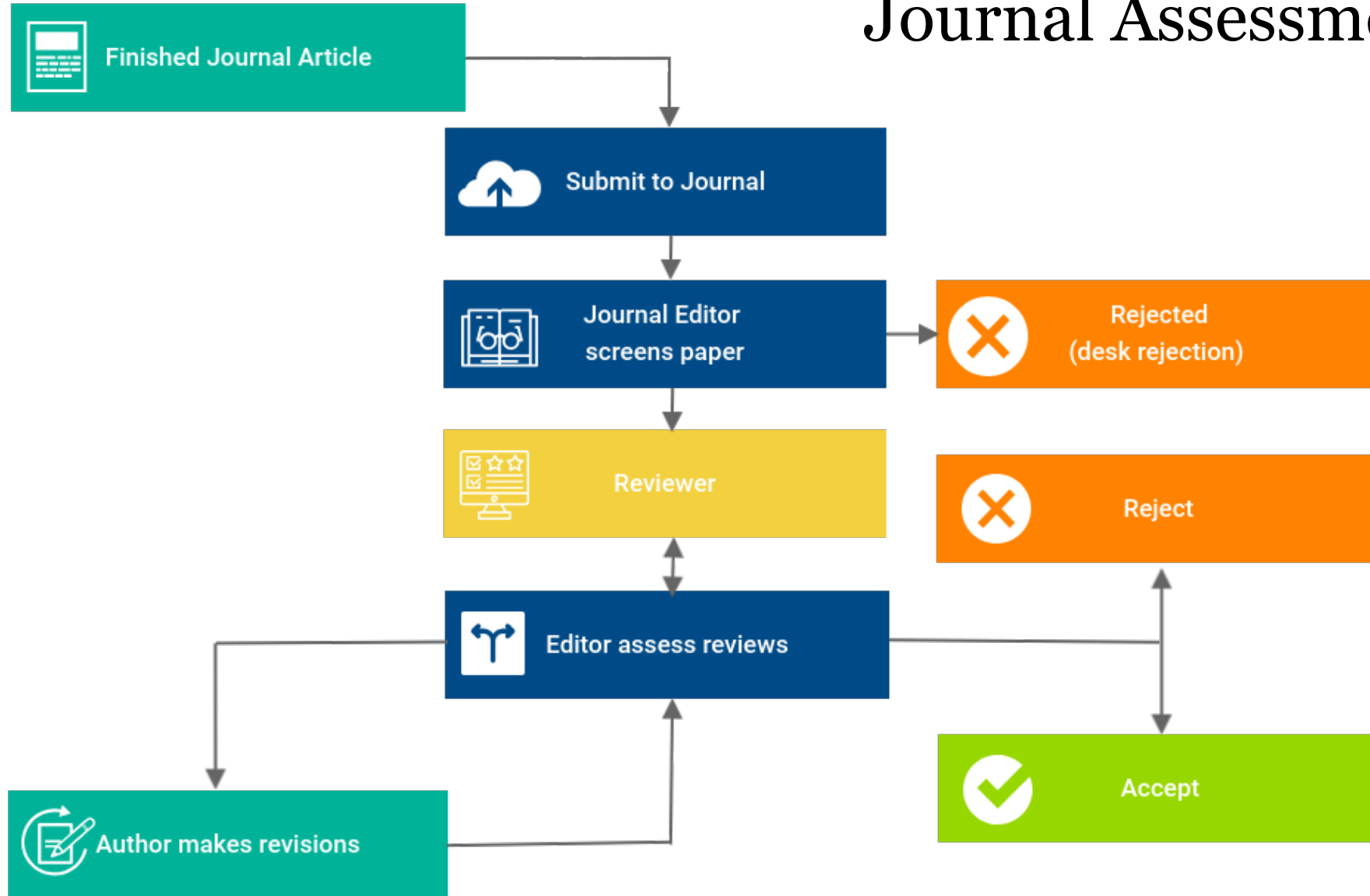
## Part II

# Post-Submission: Manuscript Review & Publication Decision





# Journal Assessment Process



## Example of reasons:

- Out of scope of the journal
- Revise resubmit
- Suggest you consider submission to another journal
- Complete rejection

Minor or Major revisions



# Manuscript Review & Publication Decision

## 3. Peer Review

## 4. Decision made:

→ Accepted

→ Rejected

→ Sent for further  
revision & review

## 5. Acceptance Letter – agreements, process, etc.

## 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





CAMBRIDGE  
UNIVERSITY PRESS

Dear [REDACTED]

A signed publishing agreement is now required by Cambridge University Press before production of your article, detailed below, can begin:

Article: [REDACTED]

in

Journal: [REDACTED]

To allow us to prepare the agreement correctly, please complete our Information Request Form by clicking the "Get Started" button in this email. You will be taken, via a secure link, to our partner site (Ironclad Inc.) where you can review the information we have about the article and provide additional information for the agreement. If you have any issues with the form, please send an email to [authorcontracts\\_journals@cambridge.org](mailto:authorcontracts_journals@cambridge.org) and include your agreement reference number: [REDACTED]

[REDACTED] in the subject line of the email.

We recommend using Google Chrome for best compatibility.

Kind regards,

Cambridge University Press

GET STARTED

# Improved digital licensing solution

## Creative Commons license information

### 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)

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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](http://www.cambridge.org/creative-commons)

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#### Article Processing Charge

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

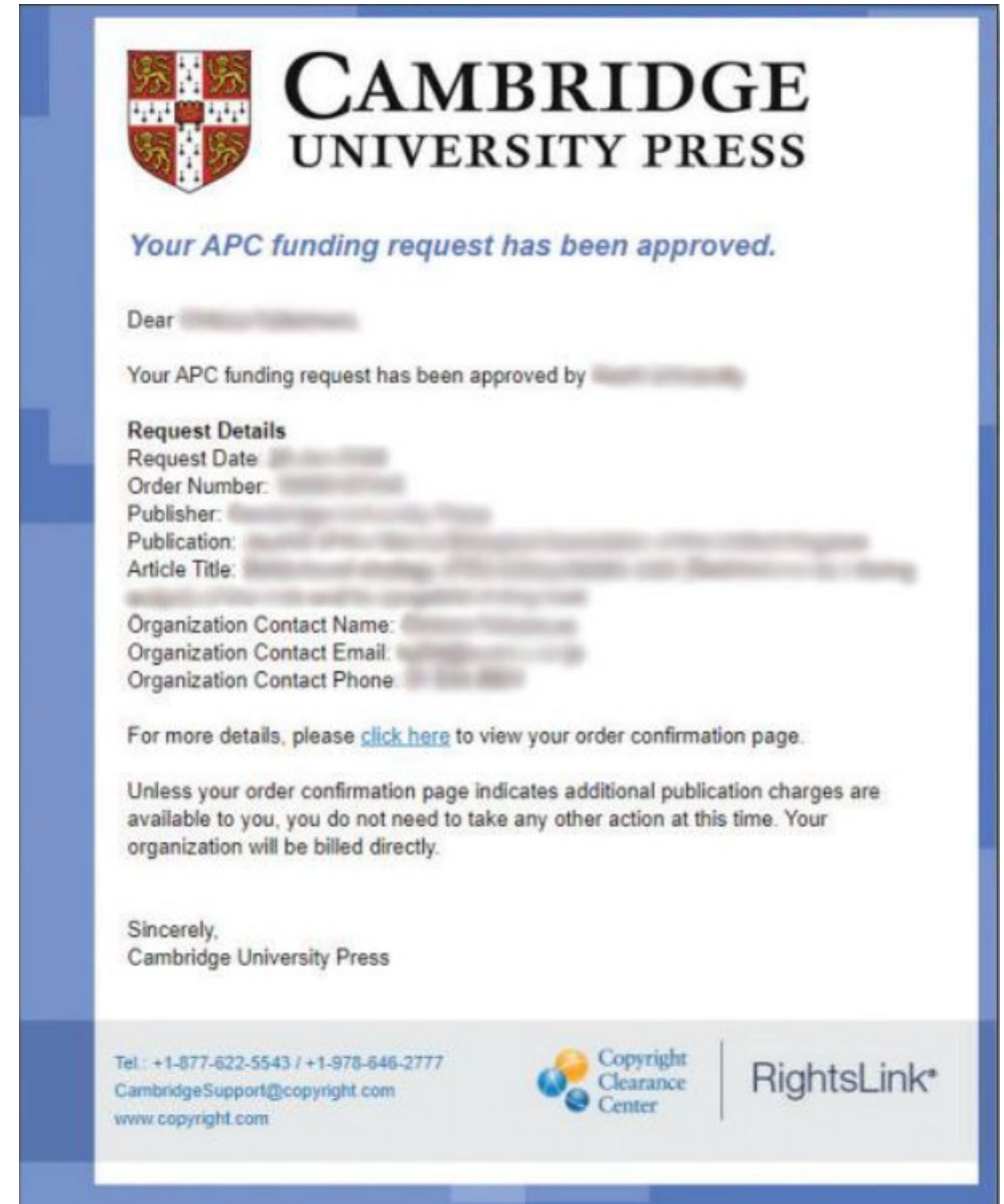
OA publication usually incurs an article processing charge (APC). In this case, your article is eligible for funding by your institution. This means you can publish OA at no cost to you. If you have access to alternative funding, please select the relevant entity below.


 x ▾

# APC Transaction Process

- Cambridge partner with RightsLink
- A confirmation e-mail from RightsLink

*The library may need to approve the request via the RightsLinkPortal\**



 **CAMBRIDGE  
UNIVERSITY PRESS**

*Your APC funding request has been approved.*

Dear [REDACTED],

Your APC funding request has been approved by [REDACTED].

**Request Details**  
Request Date: [REDACTED]  
Order Number: [REDACTED]  
Publisher: [REDACTED]  
Publication: [REDACTED]  
Article Title: [REDACTED]


Organization Contact Name: [REDACTED]  
Organization Contact Email: [REDACTED]  
Organization Contact Phone: [REDACTED]

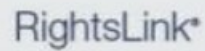
For more details, please [click here](#) to view your order confirmation page.

Unless your order confirmation page indicates additional publication charges are available to you, you do not need to take any other action at this time. Your organization will be billed directly.

Sincerely,  
Cambridge University Press

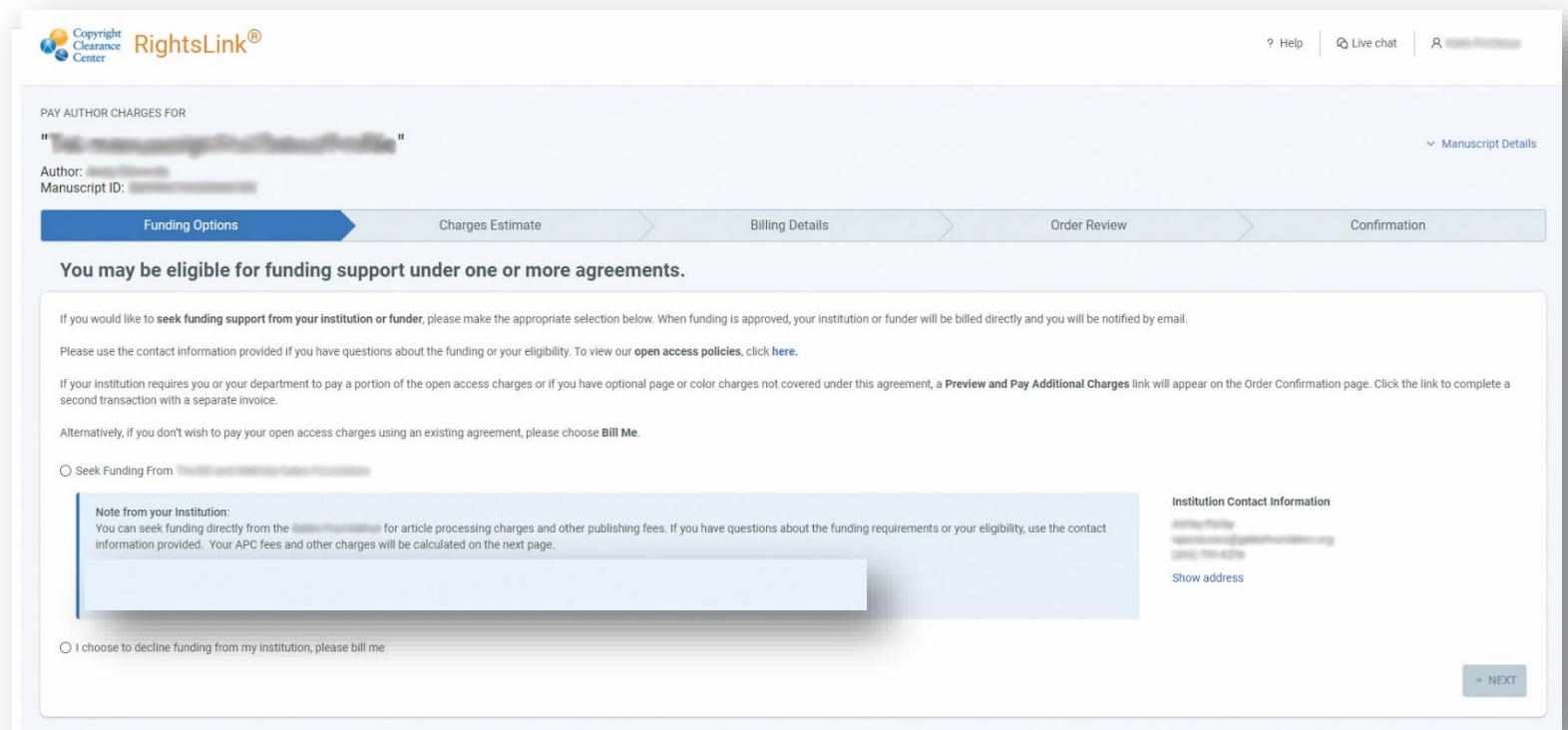
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Author: [redacted]  
Manuscript ID: [redacted]

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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 [redacted]

**Note from your Institution:**  
You can seek funding directly from the [redacted] 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**  
[redacted]  
[redacted]  
[redacted]  
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

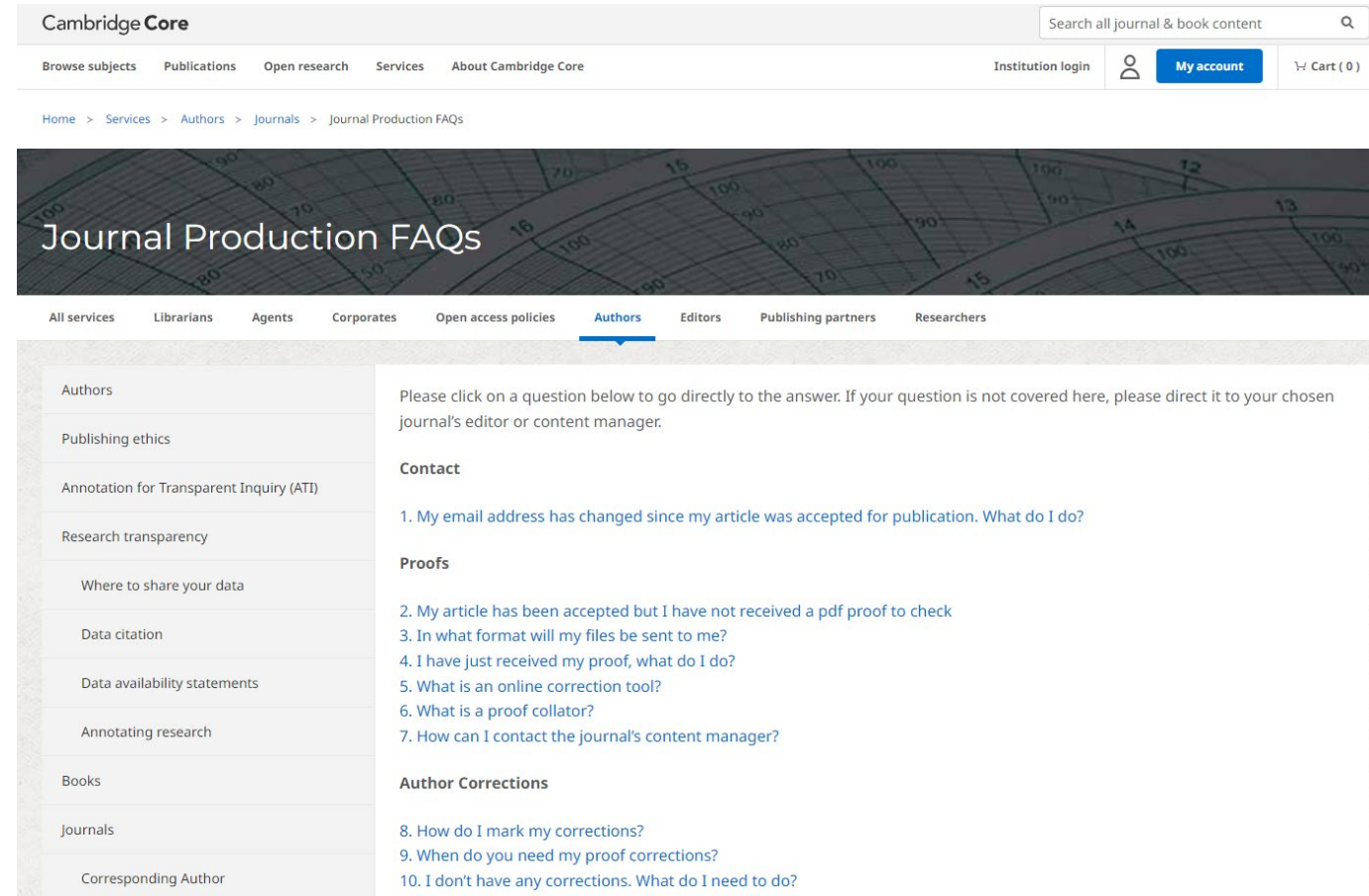


Author proof



Final typesetting

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



The screenshot shows the Cambridge Core website's 'Journal Production FAQs' page. The page has a search bar at the top right and a navigation menu. The main content area is titled 'Journal Production FAQs' and contains a list of questions and answers. The 'Authors' section is highlighted in the navigation menu. The content includes sections for 'Contact', 'Proofs', and 'Author Corrections'.

Cambridge Core

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Home > Services > Authors > Journals > Journal Production FAQs

## Journal Production FAQs

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

Authors

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.

**Contact**

1. My email address has changed since my article was accepted for publication. What do I do?

**Proofs**

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?

**Author Corrections**

8. How do I mark my corrections?
9. When do you need my proof corrections?
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](mailto:OAqueries@cambridge.org).

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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 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.



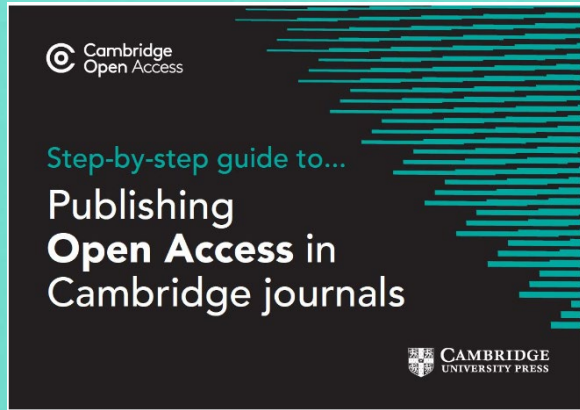


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UNLOCKING  
POTENTIAL

Cambridge Author Support

# Cambridge Author Support includes...



**Open Access**  
Resources for authors



## 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!



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[OAQueries@cambridge.org](mailto:OAQueries@cambridge.org)

[AcademicTraining@cambridge.org](mailto:AcademicTraining@cambridge.org)

# A step-by-step guide to publishing your article **Open Access**



## Manuscript Preparation

- Find your chosen journal on Cambridge Core
- Review the instructions for contributors 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).



## Manuscript Review

- Your manuscript goes through Editorial and Peer Review
- Review your manuscripts progress from within the OPRS.





## Publication Decision

- Your manuscript is accepted for publication
- **Complete your author publishing agreement.** If publishing in a hybrid journal, ensure you select 'Gold Open Access'.
- Confirm the Creative Commons license under which the article should be published. Please note your funder or institution may require you to select a [Creative Commons license](#), e.g. CC-BY.



## APC Transaction Process

- *Rightslink®* work on Cambridge's behalf to process Article Process Charges (APCs)
- If you are contacted by *Rightslink®*, follow their instructions. If applicable, you may enter your institution in the 'Affiliation Discount' section or seek funding from your institution. Find out more at: [cambridge.org/apc](https://cambridge.org/apc)
- If we have an OA publishing agreement with your institution, your APC may be automatically waived, based on your institutional affiliation. Check your eligibility at: [cambridge.org/oa-waivers-and-discounts](https://cambridge.org/oa-waivers-and-discounts)





## Article Production

- Copy editing
- Type setting
- Author proof
- Final type setting

Find out more: [cambridge.org/production](https://www.cambridge.org/production)



## Article Publication

- Article is published OA on Cambridge Core

# Open Access Publishing Workflow



Prepare  
manuscript



Submit  
manuscript



Peer  
review



Publication  
decision



APC  
transaction



Article  
production



Article  
publication



# Today's Goals

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

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BUILDING KNOWLEDGE.

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[Survey Link](#)

# Supplemental Slides

# 3 types of peer review

	Single Blind	Double Blind	Open
Author	Doesn't know reviewer identity	Doesn't know reviewer identity	Knows reviewer identity
Reviewer	Knows author identity	Doesn't know author identity	Knows author identity
How Common?	Most common type among science journals	Most common type among social science and humanities	Growing minority of journals do this

Post publication peer review – in some models manuscripts are reviewed after they have been published. These reviews are most often open.



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- CC BY-NC
- CC BY-NC-SA
- CC BY-ND
- CC BY-NC-ND (least permissive)

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