

# Read and Publish

## Implementation & Administration Guide

[cambridge.org/read-and-publish](https://cambridge.org/read-and-publish)



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## Open research at Cambridge University Press

At Cambridge University Press our mission is to unlock people's potential with the best learning and research solutions.

This mission complements the goals of the open research movement, which seeks to unlock the potential in academic research, using open tools to drive collaboration and improve accessibility, efficiency and impact.

That vision, so closely aligned with our own, is why we believe that making open research work for our communities is so important.

### Our service and workflow for authors and administrators

To support our Read and Publish agreements, we are continuously improving our publishing workflows, working in close collaboration with our customers to implement feedback and enhance the author and librarian experience.

We have an ongoing programme of technology and infrastructure improvement projects to ensure that we develop the best workflow for authors and customers with a focus on:

- Consistent article and author metadata to fully support Read and Publish programs
- Regular communications to authors across the publishing journey, flagging their eligibility to publish OA under a Read and Publish agreement at key decision points
- Streamlined processes for institutions to administer their Cambridge Read and Publish deal in an author-centric fashion



### Have your say!

We welcome your contributions. Please send feedback, questions or suggestions to:

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

## The author experience

The following section outlines the steps that an author will take to publish their article Open Access under a read and publish agreement, from article submission, to the article processing charge (APC) transaction, and publication.



To be eligible for an APC waiver or discount, the corresponding author of the article must be affiliated with an institution participating in the deal.

The corresponding author:

- Handles the manuscript and correspondence during the publication process
- Has the authority to act on behalf of all co-authors in all matters pertaining to publication of the manuscript including supplementary material
- Is responsible for informing co-authors of the manuscript's status throughout the submission, review, and publication process
- Acts as the point of contact for any enquiries after the paper is published.

### Guidance for authors

Author-facing information is available at:  
[cambridge.org/publishoa](https://www.cambridge.org/publishoa)

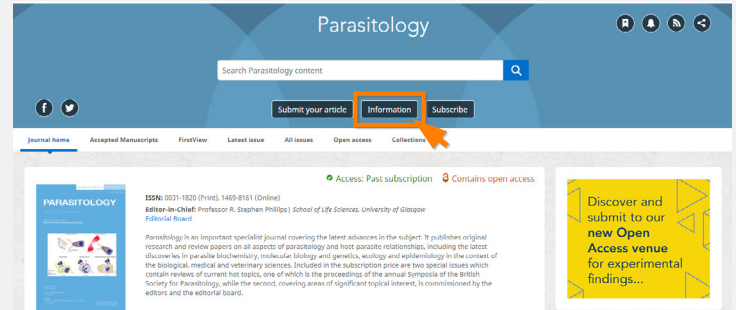
### Open Access policies

Find out more about our OA policies:  
[cambridge.org/openaccess](https://www.cambridge.org/openaccess)

## Manuscript preparation

The author finds their chosen journal on Cambridge Core, reviews author instructions, and formats their manuscript accordingly.

Information pages may also contain further information about Open Access options available in that journal.

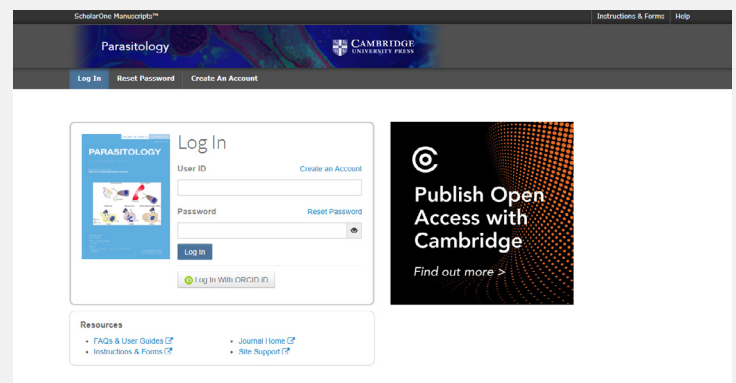


## Manuscript submission

The author navigates to the journal's submission system (aka. online peer review system) via the 'submit your article button' on the journal homepage. The author then logs in, ideally using their ORCID iD.

Institutional affiliation and email address should be used whenever prompted.

Upon submitting their manuscript and any supplementary materials, the author will receive an email confirming their successful submission.



*The majority of our journals use the online peer review system, ScholarOne. Other submission systems, such as Editorial Manager and EditFlow, are also used to better support the needs of our publishing communities.*

## Manuscript review

The author may check the status of their article in the online peer review system. The status shown may differ per journal, but most will say 'under review' or 'awaiting decision'.



## Manuscript decision

Following peer review, the journal's editorial team will inform the author of their final decision. If accepted, and following the completion of any revisions required, the author must follow the link in the email and complete an author publishing agreement.

### Author publishing agreement

Before Cambridge University Press can publish a journal article (or any other journal content type) we need a signed licence to publish. To find the right form, start by considering whether or not your article will be published as open access or non-open access and then select the most appropriate option.

#### Open Access Articles

So that we have the necessary rights to publish your article, we ask you to grant a non-exclusive licence to publish. (We do not ask you to transfer your copyright to us.) A non-exclusive licence means that the rights needed to publish the paper are granted to the journal owner on a non-exclusive basis and the ownership of the copyright remains unchanged. Select the correct form from the choice of two in the table below.

In open access there is a fundamental principle that content should not only be accessible but also be freely reusable for the good of research and humanity. We comply with this principle by asking you to select, within your form, a [Creative Commons licence](#). The CC licence you choose will determine how readers can use your article.

Who are you and who owns the copyright?	Correct Forms	Who Signs?
I am the sole author and <b>I own</b> the copyright in the article <b>OR</b> I am one of two or more authors and <b>we jointly own</b> the copyright in the article		One author
I am the sole author and my <b>employer (government or non-government) owns</b> the copyright in the article <b>OR</b> I am one of two or more authors and one or more of our <b>employers (government or non-government) jointly own</b> the copyright in the article		Each author and each employer

The completion of this form and selection of an appropriate licence is the key indicator that the article is to be published Open Access.  
[Click here for guidance on Creative Commons licences](#)

GOLD OPEN ACCESS	
<b>CHOICE OF LICENCE</b>	<p style="text-align: right;"><i>Decide how the Contribution will be accessed by readers</i></p> <p>By entering into this LTP the Author agrees that the VoR (defined in Clause 2.1.2) will be published on a Gold Open Access basis, under the terms of the Creative Commons licence selected below and subject to payment of an APC (defined in Clause 3.5). Indicate, by checking one box below, which Creative Commons licence the VoR should be published under:</p> <p><input type="checkbox"/> <b>CC BY 4.0</b> (Attribution)</p> <p><input type="checkbox"/> <b>CC BY NC SA 4.0</b> (Attribution - Non-commercial - Share Alike)</p> <p><input type="checkbox"/> <b>CC BY NC ND 4.0</b> (Attribution - Non-commercial - No Derivatives)</p> <p>(each a "Creative Commons Licence")</p> <p>➤ <b>Please be mindful of the requirements of any funding body/ies (if applicable) when selecting a licence.</b></p> <p>➤ More details about Creative Commons Licences: <a href="https://creativecommons.org/licenses/">https://creativecommons.org/licenses/</a></p> <p>➤ If a licence is not selected, the Contribution will be published under the CC BY 4.0 licence</p>

If an eligible author has not selected to publish OA, Cambridge will contact the author to inform them of their opportunity to publish OA via their institution's Read and Publish deal. Authors will be contacted by [oaqueries@cambridge.org](mailto:oaqueries@cambridge.org), who provide a link to resupply the author publishing agreement and select an appropriate CC-BY licence.

## Payment process

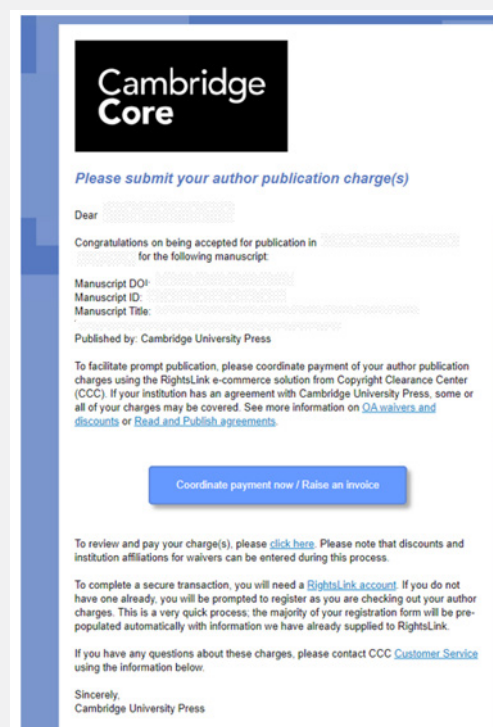
When the completed author publishing agreement is returned, the article's record will be updated in our production tracking system. This triggers the *Rightslink*<sup>®</sup>-CCC transaction process.

*Rightslink*<sup>®</sup> work on Cambridge's behalf to collect article processing charges (APCs). Failure to complete this step will delay an article's production journey.

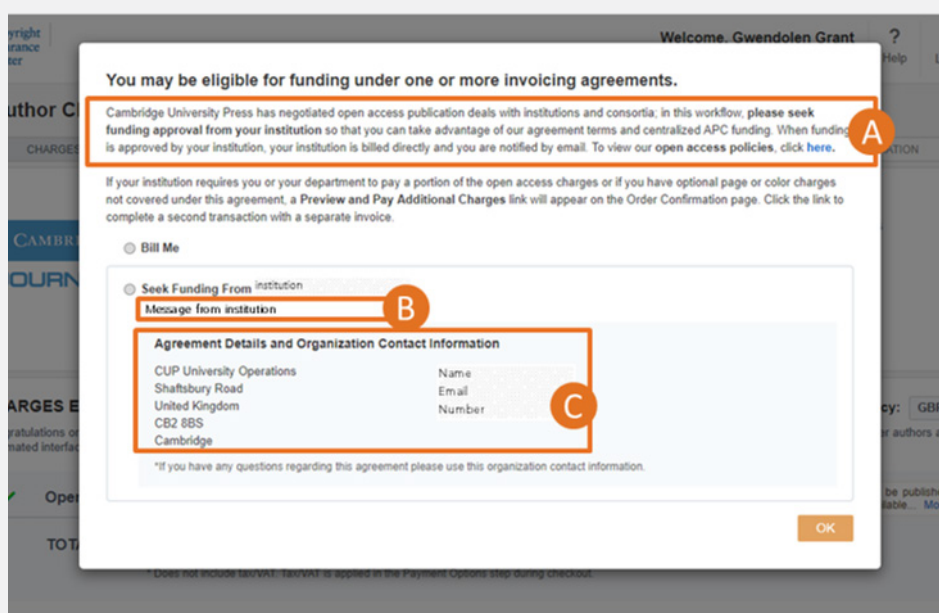
Correspondence from *Rightslink*<sup>®</sup> is typically sent within 48 hours of the record being updated.

This automated email asks authors to log in and coordinate payment.

All authors must complete this process, even if their APC is partially or fully discounted.



Authors based at institutions with a read and publish agreement have the benefit of using *Rightslink*<sup>®</sup> OA Agreement Manager to seek funding from their institution. A pop-up message will provide further information, including librarian contact details for queries.



- A. Message about read and publish agreements from Cambridge
- B. Specific message from institution
- C. Librarian contact detail for queries

Within *Rightslink*<sup>®</sup>, the author is able to view the discount available and submit their request for approval.

**Cambridge JOURNALS** Title 364

Publication: [redacted] Publisher: Cambridge University Press  
 Publication ID: [redacted] Author: [redacted]  
 Manuscript DOI: [redacted] ORCID<sup>®</sup> ID: [redacted]  
 Manuscript ID: [redacted] Institution: [redacted]  
 Publication Date: [redacted] Institution ID: [redacted]  
 OA License(s): CC BY Co-Authors: [redacted]

**ORDER REVIEW** TOTAL DUE: 0.00 GBP

Charge	Original Fee	Discounts	Tax/VAT *	Total Due
Open Access	1,925.00 GBP	(1,925.00 GBP)	0.00 GBP	0.00 GBP
<b>TOTAL</b>	<b>1,925.00 GBP</b>	<b>(1,925.00 GBP)</b>	<b>0.00 GBP</b>	<b>0.00 GBP</b>

\* Tax/VAT may be based on the customer location and is the customer's responsibility.

**Billing address:** Name [redacted] **TOTAL DUE:** 0.00 GBP  
 Address [redacted] APC organizational contact: [redacted] Name [redacted]  
 [redacted] Email address [redacted]  
 [redacted] Phone number [redacted]

**Customer location:** Name [redacted] Order reference number: CUP RAP 2019  
 Address [redacted]  I have read and accept the [terms and conditions](#)

VAT ID: VAT ID [redacted]

[Cancel order](#) SUBMIT FOR APPROVAL

Once funding has been approved, the author will receive a confirmation email, and the article will go into production.

If the funding request is denied, the author has the opportunity to contact their organisation, request funding again, or pay the APC.

## Article production

During production, the author may contact their dedicated production editor, who will be available to answer questions and offer support as their article progresses through the steps towards publication. The exact production workflow for each journal will vary to match its specific requirements.

## Article publication

Upon publication, the author will receive an email stating that their article is published on Cambridge Core.

Guidance on how to promote the published article is available within the article publication email and on [Cambridge Core](#).



# Rightslink® OA Agreement Manager

## What is Agreement Manager?

Cambridge has recently entered into an agreement with *Rightslink® - Copyright Clearance Center (CCC)* to use their tool, OA Agreement Manager, which has been purpose-built to facilitate smoother financial transactions for Read and Publish deals.

## What are the benefits?

OA Agreement Manager is the first integrated publishing workflow solution to help eliminate the cost and friction from processing funded Open Access (OA) articles for all stakeholders. The system offers a number of advantages:

- Actively identifies authors who are eligible for an APC discount and provides tailored messaging
- Allows institutions to authorise or deny APC funding requests
- Gives institutions visibility on APCs processed under their agreement

Find out more about the features and benefits here:

[OA Agreement Manager Product Sheet](#)

## Tools and resources

The [Agreement Management Module's Institutional Portal](#) is designed to support your work with *RightsLink®*.

User guides and videos show you how to review and approve APC funding requests, view and edit special billing profiles, and run transaction reports.

You can also contact [oaqueries@cambridge.org](mailto:oaqueries@cambridge.org) for questions relating to your profile.

# PUBLISHER PORTAL

The following section details the information that is set up on your behalf by our sales operations team, within the Publisher Portal.

## Setting up a profile

A profile for your read and publish agreement is created by our sales operations team within the Publisher Portal.

This profile can either be at consortium or institution level.

Profiles for different institutions can be linked by overarching billing organisations.

These details form the basis of your profile view in the Institutional Portal.

**Copyright Clearance Center** | **Publisher Portal** | Welcome, Sign Out | ? Help | Live chat

Publisher: CAMBRIDGE UNIVERSITY PRESS (UK) | Account #: 7000571357

This portal offers tools for managing manuscripts, transactions, promotions, and configuration tools managing your RightsLink® implementation. Please note: the "Reports" tab provides all invoice, credit and distribution data for orders dated on or after February 3, 2018. RightsLink® PubAdmin contains historical invoice and credits reports for transactions prior to February 3, 2018. RightsCentral will pilot OA Benchmarking reports as of late March 2018.

OA Dashboard | Manuscripts | Reports | Promotions | Institutional Accounts

Institutional Accounts > Special Billing Profile

This profile is currently active. **SUSPEND**

Last modified: 30-Nov-2018 20:40:21 by aedwards@copyright.com

**Consortia**

**Update Special Billing Profile**

Use this form to update a special billing arrangement or profile between your publishing house and an organization (i.e. academic organization or funding agency).

- If you have more than one agreement with an organization that varies by journal, please set up unique profiles for each agreement.
- Note under the Profile Attributes section, you may specify if the agreement applies to all journals or a subset.

**BILLING DETAILS**

Profile Name \*

Optional Profile Type

Organization \*

First Name \*

Last Name \*

Phone Number \*

Email Address \*

**BILLING ADDRESS**

Address Line 1 \*

Address Line 2

Address Line 3

Country \*

Zip/Postal Code

City \*

Province/Region

Need to update this billing information?

## Identification criteria

We currently use **GRID ID** and **email domain** to match eligible authors to profiles.

Authors matched to a profile are then offered the appropriate APC discount for their article.

These identifiers can be added, updated or removed throughout the agreement.

OR  **Remo**

Which identifiers would you like to pass in your manuscript metadata to identify this institution? \*

Other ID

OR AND

Add another type of identifier

OR  **Remo**

Which identifiers would you like to pass in your manuscript metadata to identify this institution? \*

Other ID

OR AND

Add another type of identifier

OR  **Remo**

Which identifiers would you like to pass in your manuscript metadata to identify this institution? \*

Other ID

OR

OR AND

The **Global Research Identifier Database (GRID)** is an openly accessible database of educational and research organisations worldwide, maintained by Digital Science & Research Solutions Ltd.

Our production editors add a GRID ID to the article's metadata, based on the corresponding author's institutional affiliation, before sending information to Rightslink®. Participating institutions are not required to provide GRID IDs as we take this information from the GRID database.

## Agreement criteria

Various attributes are added to the profile by Cambridge's sales operations team, including:

1. **Contract PO#** (optional): Institution's PO number that will appear on the author confirmation screen and invoicing, if applicable
2. **Other Reference ID**: for use by Cambridge
3. **Start & End Date**: Dates profile active. The profile will automatically expire after this date
4. **Manuscript Acceptance Date must fall within this date range**: Not used
5. **Invoicing currency**: Will show the APC price in a single currency
6. **Eligible journals**: Selected journals in package that will match with the profile.
7. **Eligible authors**: Set at Primary Author/Corresponding Author
8. **Creative Commons License Required**: The functionality to use this as a profile matching criteria is in development

The screenshot shows a web form for setting agreement criteria. It is divided into two main sections: VAT information and PROFILE ATTRIBUTES.

**VAT Information:**

- VAT Country: United Kingdom
- Organization VAT ID: GB823847609
- Contract ID: CUP RAP HSS 1
- Contract PO#: CUP RAP 2019 (circled 1)
- Other Reference ID: CUP 2019 (circled 2)

**PROFILE ATTRIBUTES:**

- Start Date: 31-Jul-2019
- End Date: 31-Dec-2019 (circled 3)
- Manuscript Acceptance Date must fall within this date range (circled 4)
- Invoicing Frequency: Monthly
- Invoicing Currency: GBP (circled 5)
- Eligible Product(s): Open Access x
- Eligible Journal(s): All (circled 6)
- Unselected Journals: Acta Neuropsychiatrica, Acta Numerica, Advances in Animal Biosciences, Advances in Applied Mathematics and Mechanics, Advances in Archaeological Practice, Africa: Journal of the International African Institute
- Selected Journals: (Empty)
- Eligible Author(s): Primary Author/Corresponding Author (circled 7)
- Creative Commons License Required: None (circled 8)

Notes:
   
Note: When you specify a VAT ID it will appear with every transaction under this profile. For compliance reasons, you cannot edit the VAT ID once you save this profile. If a change is necessary, please disable this profile and add a new one.
   
Note: When you specify a PO# this value will be reflected on the author's transaction.
   
Note to Publishers: Please be sure that the currency you choose is supported in your implementation.
   
Note to Publishers: If your billing arrangement requires that every article is published under a specific CC license, choose the required license here; we will auto-populate the author's transaction accordingly.

## APC tokens and discounts

The mechanics of the automated discounts are driven by a background token system. Tokens can be added or subtracted at any time throughout the agreement.

The screenshot shows the 'APC TOKENS' section of the agreement form.

**APC TOKENS**

If this agreement requires some number of free transactions, you can use APC Tokens to assign that number. When an accepted manuscript is checked out and it matches this profile, our system will know whether or not the profile has a positive token balance. If it does, we'll apply a 100% discount to the transaction. You can add or remove APC Tokens any time.

Current APC Token Balance: 24 [Token Balance History](#) Total APC Tokens Used: 1

Update APC Token Balance

- Add
- Subtract

Number of Tokens:

Promotion Name:

Promotion Name is only required if adding first tokens.

# INSTITUTIONAL PORTAL

## Billing profile

The billing profile will be set up for you by Cambridge. To assist in this process you will be asked to provide the following details once your deal has been signed:

- Institution
- Contact Name
- Email address
- Telephone number
- Postal address
- VAT number
- PO number (optional)
- Email domains associated with the institution

Please use the billing details that would normally be used to pay an APC at your institution.

We require these details for all users intending to use the profile to authorise OA articles, even if the organisation does not expect to receive any billing. The purpose of the profile is to capture the key attributes of your billing arrangements, so that the author's payment workflow will be pre-populated with essential information.

### Important note:

These details need to be set up in *RightsLink*<sup>®</sup>'s financial systems before a profile can be made. Please ensure you provide this information when prompted by your Cambridge contact.

The 'billing profiles' tab within the institutional portal will show all profiles associated with your Cambridge Read and Publish agreement.


Other features in the 'billing profiles' area include automatic approvals and notifications.

Below you will find a list of special billing profiles that publishers have setup with your organization.

From this page you can:

- Select any Profile Name to view the details of that profile.
- Assign an internal nickname to each profile. This value will appear on your invoices to ease identification.
- Double-click on any existing nicknames to make changes.
- Enroll a profile in automatic approvals. Please note, checking the automatic approvals box will approve funding for any manuscript that is matched and submitted under that billing profile.

Results 1 - 1 of 1

Profile Nickname	Profile Name	Publisher	Invoicing Frequency	Spending Amount Approved	Remaining APC Tokens	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications
CUP	<a href="#">CUP RAP Agreement 1</a>	CAMBRIDGE UNIVERSITY PRESS (UK)	Daily	0.00 GBP	98	31-Jul-2019	31-Dec-2019	Active	<input type="checkbox"/>	

Results 1 - 1 of 1

Checking the 'Automatic approvals' check box will bypass the need for institutions to verify funding requests - all articles will be automatically approved. Notifications can also be set up for token and deposit usage.

## Agreement criteria and key contacts

Institutions can view the criteria that Cambridge has used to set up your profile - the view is the same as the publisher portal view, with some additional features:

### Organization contact details

These details are initially entered by our sales operations team, but can be updated by at any time.

Up to three organization contacts may be added, with one primary contact. A check box next to each contact allows you to suppress email notifications; this can be switched on and off at any time.

Organization contacts will be able to log into the Institutional Portal and approve or deny requests to use the agreement discount.

**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.

Publisher Contact Name \*

Publisher Contact Email \*

Publisher Contact Phone \*

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.

### Configuring messaging

When an author logs in to Rightslink® and is matched to an OA Agreement Manager profile, a 'Special Note to Authors' appear in the pop up message (see right).

This 'Special Note' can be updated throughout the agreement period from within your Institutional Portal (see below).

Welcome, Gwendolen Grant

**You may be eligible for funding under one or more invoicing agreements.**

Cambridge University Press has negotiated open access publication deals with institutions and consortia: in this workflow, please seek funding approval from your institution so that you can take advantage of our agreement terms and centralized APC funding. When funding is approved by your institution, your institution is billed directly and you are notified by email. 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.

Bill Me

Seek Funding From CUP University Operations

Message from institution

**Agreement Details and Organization Contact Information**

CUP University Operations	Name
Shaftesbury Road	Email
United Kingdom	Number
CB2 8BS	
Cambridge	

\*If you have any questions regarding this agreement please use this organization contact information.

Does not include VAT. VAT will be added in the Payment Options step during checkout.

**AUTHOR PAYMENT CONFIGURATIONS**

**Special Note to Authors**

Insert message to be displayed on the profile match popup in the payment workflow.

Unique order reference number is required on all funding requests.

Note: If you check this box your authors will not be able to proceed through the payment workflow unless they enter a PO#. If there is a contract PO# listed above, this option is unavailable.

# HOW TO APPROVE AN ARTICLE

## Notification of funding requests

Once an article is accepted for publication, the corresponding author is required to complete an author publishing agreement.

If an author has chosen a Gold OA licence, the production editor at Cambridge will assign a GRID ID to the article, based on the corresponding author's institutional affiliation. The updated record will trigger the *Rightslink*<sup>®</sup> transaction process and the author will receive an email asking them to log in and coordinate payment.

Institutions may also receive a notification if desired (see right). These notifications can be turned off within the profile settings of the institutional portal.

*Rightslink*<sup>®</sup> match the articles metadata to the identification and agreement criteria set up within your profile, tailors messaging to the author and automatically apply the appropriate discount to the APC.



## Approving funding requests

Within the institutional portal, users are able to view all articles requiring OA funding approval, and approve or deny these requests.

The screenshot shows the 'Institutional Portal' interface. The top navigation bar includes the Copyright Clearance Center logo, the title 'Institutional Portal', and user options like 'Welcome, [redacted]', 'Sign Out', 'Help', and 'Live chat'. Below the navigation bar, a welcome message states: '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.' The 'Account Name' is set to 'CUP University Operations' with account number '7001906224'. The main content area has three tabs: 'Billing Profiles', 'Funding Requests' (selected), and 'Reports'. A message states: 'The table below includes any funding requests that have been matched to one of your special billing profiles.' Below this are two buttons: 'APPROVE' (green) and 'DENY' (orange). The 'APPROVE' button has a tooltip: '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.' The 'DENY' button has a tooltip: '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.' Below the buttons is a table with 2 results. The table has columns: Order Date, Article Title, Author(s), Funder, Publisher, Accept Date, Profile Name, Total Fees, Status, and Actions. The data rows are as follows:

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

## Denying funding requests

When denying requests, you are encouraged to give a reason. This reason will appear in the email notification sent to the author (see below).

The image shows two screenshots of a 'Deny Request' dialog box. The left screenshot shows a dropdown menu with the following options: 'APC exceeds max fee limit', 'Missing required Creative Commons license', 'Funding no longer available', 'Questioning Author Affiliation', and 'Other (note below)'. The right screenshot shows the 'Missing required Creative Commons license' option selected in the dropdown, and a text box containing 'CC BY license required'.

## Author notification

The author is then notified of the decision. If accepted, the article will proceed into production. If denied, the author has the option to go back into the transaction workflow where they may pay the APC themselves, contact their organization, or rectify the issue where possible.

**CAMBRIDGE JOURNALS**

**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: Cambridge University Press  
 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

Tel.: +1-877-622-5543 / +1-978-646-2777  
 CambridgeSupport@copyright.com  
 www.copyright.com

Copyright Clearance Center | RightsLink®

**CAMBRIDGE JOURNALS**

**Your APC funding request has been denied.**

Dear [REDACTED]

Your APC funding request has been denied by [REDACTED]

**Denial Reason:**  
 Missing required Creative Commons license

**Note From:** [REDACTED] : CC BY license required

**Request Details**  
 Request Date: [REDACTED]  
 Publisher: Cambridge University Press  
 Publication: [REDACTED]  
 Article Title: [REDACTED]  
 Organization Contact Name: [REDACTED]  
 Organization Contact Email: [REDACTED]  
 Organization Contact Phone: [REDACTED]

If you would like to pay for the APC yourself, or from a different funding source, please [click here](#) to complete the transaction again.

Sincerely,  
 Cambridge University Press

Tel.: +1-877-622-5543 / +1-978-646-2777  
 CambridgeSupport@copyright.com  
 www.copyright.com

Copyright Clearance Center | RightsLink®

## Reporting

On a monthly basis you will be sent a report by Cambridge which includes data for both Open Access and subscription based articles published by corresponding authors at participating institutions.

Fields include:

- Corresponding author name, affiliation and email address
- Bibliographic metadata (journal title, abbreviation, and ISSN; article title and type)
- Date of acceptance and date of publication
- Article APC (GBP)
- Open Access status
- CC licence
- Rightslink institution affiliation used for discount (paying institution)

For questions about reporting, please contact [oaqueries@cambridge.org](mailto:oaqueries@cambridge.org) or your Cambridge contact.