

# Read and Publish

## Implementation & Administration Guide - Touch Free Transactions

[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 agreement.

### 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)

# 1. 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.

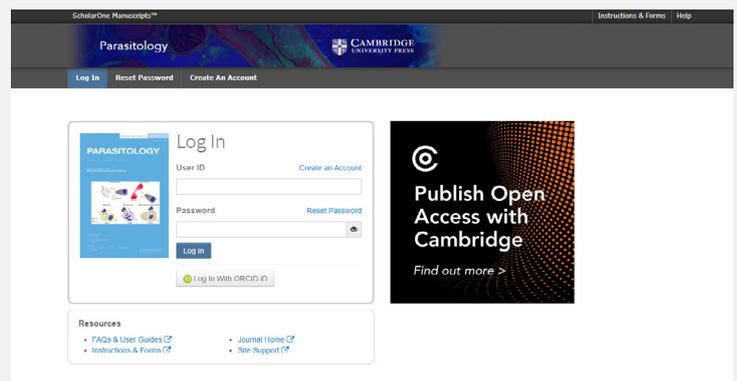


# 2. Manuscript submission

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.

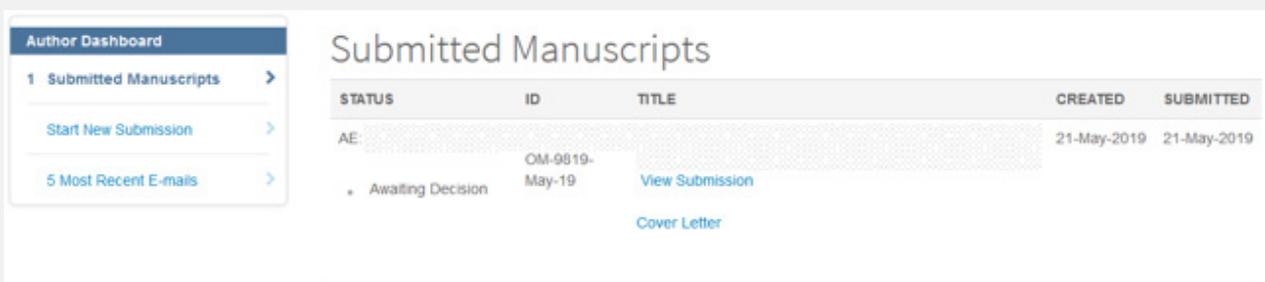
Upon submitting their manuscript and any supplementary materials, the author will receive an email confirming their successful submission.



*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.*

# 3. 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'.



## 4. 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

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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.

## 5. Transaction 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).

An institution with a 100% unlimited R&P deal can opt for their authors to bypass the normal APC transaction workflow which would require them to seek funding. This 'touch-free' transaction process means that authors do not interact with *Rightslink*<sup>®</sup>.

*Rightslink*<sup>®</sup> match the GRID ID, corresponding affiliated email domain and journal of publication to a deal's profile and automatically apply the appropriate discount to the APC. If librarian approvals are turned off, the article will also be approved automatically.

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

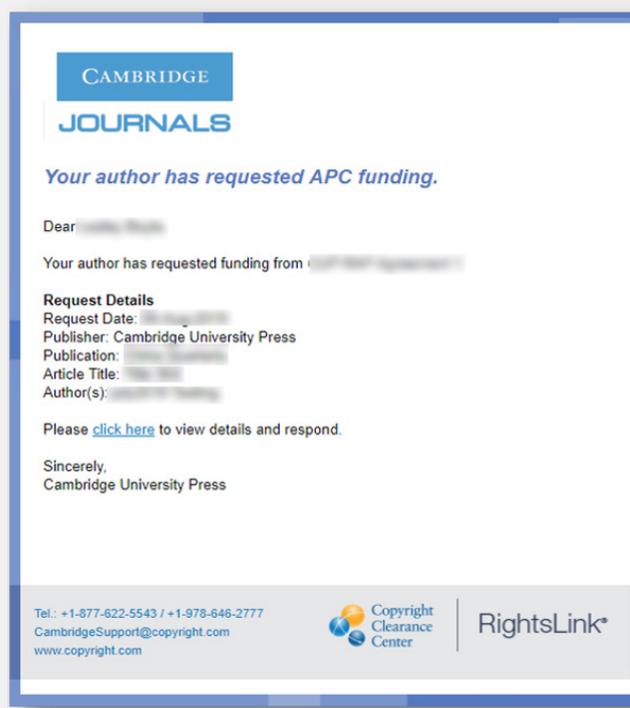


## Institution approvals:

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 *Rightslink*<sup>®</sup> Institutional Portal, and all articles requiring OA funding approval can be viewed from within the Institutional Portal.



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 #: 7011906224

**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

When denying requests, a reason must be given. This reason will appear in the email notification sent to the author.

**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

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.

## 6. 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.

## 7. 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 works 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?

The system offers a number of advantages for all stakeholders, including:

- Automatic identification of authors who are eligible for an APC discount/waiver
- Automatic discount and approval process, meaning a 'touch-free' journey for the author
- Functionality for institutions to review and authorise funding (optional)
- Visibility on APCs processed under agreement

Find out more about the features and benefits here:

[OA Agreement Manager Product Sheet](#)

## Touch free transactions

For 100% discounted Read and Publish deals, OA Agreement Manager offers a 'touch-free' transaction workflow for both authors and administrators.

Under this process, authors do not have to interact with the payment process at all. Librarians may approve/deny articles, toggling these notifications on and off from within the institutional portal.

This configuration must be decided upon before the profile is created and is not editable once the profile is active, or throughout the agreement.

## Tools and resources

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

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

# INSTITUTION PROFILE

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

## Profile set-up

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.

The screenshot shows the 'Publisher Portal' interface for Cambridge University Press (UK). The user is logged in as 'Welcome, Sign Out'. The account number is 700571357. The page title is 'Special Billing Profile' for 'Consortia'. A status bar indicates 'This profile is currently active' with a 'SUSPEND' button. The last modified date is 30-Nov-2018 20:48:21 by aedwards@copyright.com. There is a 'CREATE NOTIFICATION' button. Below this is the 'Update Special Billing Profile' section, which includes instructions and a list of notes. The main form is divided into two columns: 'BILLING DETAILS' and 'BILLING ADDRESS'. The 'BILLING DETAILS' column includes fields for Profile Name, Optional Profile Type (a dropdown menu), Organization, First Name, Last Name, Phone Number, and Email Address. The 'BILLING ADDRESS' column includes fields for Address Line 1 (University Printing House), Address Line 2 (Shaftesbury Road), Address Line 3, Country (United Kingdom), Zip/Postal Code (CB2 8BS), City (Cambridge), and Province/Region. A link 'Need to update this billing information?' is at the bottom of the form.

## 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.

The screenshot shows the 'Identification criteria' section of the portal. It lists three institutions, each with a set of identifiers to be used in manuscript metadata. Institution 1 has 'Other ID' (grid 1234.56) and 'Author Email Domain' (institution1.ac.uk). Institution 2 has 'Other ID' (grid 7891.23) and 'Author Email Domain' (institution2.ac.uk and math.institution2.ac.uk). Institution 3 has 'Other ID' (grid 4567.89) and 'Author Email Domain' (institution3.ac.uk). Each institution's identifiers are listed in a table-like format with 'OR' and 'AND' options, and a 'Remo' button for each row.

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:

- **Start & End Date:** Dates profile active. The profile will automatically expire after this date
- **Manuscript Acceptance Date must fall within this date range:** Not used
- **Invoicing currency:** Will show the APC price in a single currency
- **Eligible journals:** Selected journals in package that will match with the profile.
- **Eligible authors:** Set at Primary Author/Corresponding Author
- **Creative Commons License Required:** The functionality to use this as a profile matching criteria is in development
- **Touch-Free Transactions:** Must be decided upon before profile is created and is not editable once profile is active. The author is excluded from the APC payment process.

Institutional Accounts > Special Billing Profile

### Update Special Billing Profile

BILLING > KEY CONTACTS > ORGANIZATION(S) & FUNDER > PROFILE ATTRIBUTES > APC TOKENS & THRESHOLDS > CONFIRM & SAVE

Note under the Profile Attributes section, you may specify if the agreement applies to all journals or a subset.

Start Date \*

End Date

Manuscript Acceptance Date must fall within this date range

Invoice Grouping \*  Aggregated

Invoice Frequency \*

Invoice Currency \*

Note to Publishers: Please be sure that the currency you choose is supported in your implementation.

Touch-Free Transactions \*

Touch-Free transactions support Pure Read & Publish, Deposit, and other agreement types where the author should be excluded from the APC payment process.

Eligible Product(s) \*

Eligible Journal(s) \*  All  Specific Journals

Unselected Journals

Selected Journals

Acta Neuropsychiatrica

Acta Numerica

Advances in Animal Biosciences

Advances in Archaeological Practice

Africa: Journal of the International African Institute

African Studies Review

Ageing & Society

Select All Deselect All Select All Deselect All

Eligible Author(s) \*

Creative Commons License Required

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.

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

## Access

The Institutional Portal is accessible via: <https://apcfunding.copyright.com/>  
Once your profile has been created, you will receive your login information.

## 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)
- Associated email domains

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.

### Important note:

These details need to be set up in *RightsLink*®'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.

## 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. These can be turned on or off throughout the deal.

## 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 upon request.

Up to three organization contacts may be added, with one primary contact. To create a new contact, please email [oaqueries@cambridge.org](mailto:oaqueries@cambridge.org) or your usual Cambridge contact.

**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.

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.

## 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 domain
- 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.