



**Cambridge
Open Access**

**An Author Guide to Paying an
Article Processing Charge (APC)**



**CAMBRIDGE
UNIVERSITY PRESS**

An introduction to paying your APC:

The costs of publishing Gold Open Access (OA) are typically, but not always, paid through an article processing charge (APC) that is met by the author or the author's funding body or institution. Only authors of accepted articles are charged APCs and the payment process begins after an article has been accepted.

All authors must complete the *Rightslink* transaction process, even if the APC is part or fully discounted. Exceptions exist if your journal does not charge an APC.

More information on waivers and discounts can be found here: [cambridge.org/oa-waivers-and-discounts](https://www.cambridge.org/oa-waivers-and-discounts)

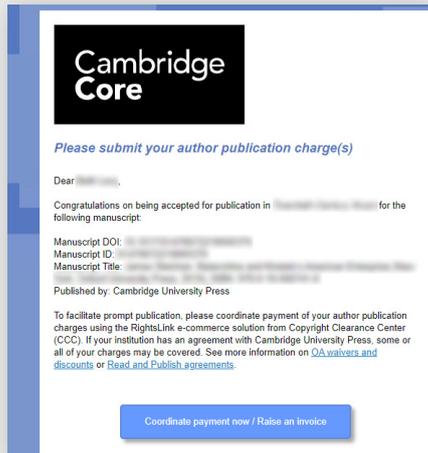
Step 1: Complete Author Publishing Agreement

Upon acceptance of your article, you will be sent an email and asked to complete an Author Publishing Agreement. Within this form, you will be able to select your Creative Commons (CC) licence.

When this form is returned to Cambridge University Press, our production team will update your article's record, triggering an email from *Rightslink*-CCC.

Please note that *Rightslink* work on our behalf to collect APCs. Failure to complete this step will delay an article's production journey.

Step 2: Log in to Rightslink



Correspondence from *Rightslink* will usually be sent within 48 hours of the record being updated.

If you do not have an account with *Rightslink*, you will need to follow the instructions in the email to register. This is a quick process.

Once your account has been created, you may proceed.

Step 3: Payment

Option 1 – Pay your APC in full

Follow the onscreen instructions and click “PAYMENT OPTIONS” to pay your APC in full.

CHARGES ESTIMATE PAYMENT OPTIONS ORDER REVIEW CONFIRMATION

Title 577

Publication: [redacted] Publisher: [redacted]
Publication ID: [redacted] Author: [redacted]
Manuscript DOI: [redacted] ORCID[®] ID: [redacted]
Manuscript ID: [redacted] Institution: [redacted]
Publication Date: [redacted] Co-Authors: [redacted]
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CHARGES ESTIMATE Select currency: **GBP**

Open Access charge: 1,870.00 GBP [Promot payment is required as the article will not be published until payment is received. Further information is available. More](#)

TOTAL: 1,870.00 GBP¹ [View details](#)

¹ Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout.

[APPLY DISCOUNTS](#) [PAYMENT OPTIONS](#)

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.

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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.

Option 2 – Apply your discount

In our fully Gold OA journals, we provide waivers and discounts to authors from **low- and middle-income countries**, based on the Research4Life country list. Authors from these countries will have APC costs waived (for Group A countries) or reduced by 50% (for Group B countries). In this instance, waivers and discounts do not apply in our hybrid journals, as any author unable to pay the APC can publish a subscription article in the usual way and make it available as Green OA.

CHARGES ESTIMATE PAYMENT OPTIONS ORDER REVIEW CONFIRMATION

Title 577

Publication: [redacted] Publisher: [redacted]
Publication ID: [redacted] Author: [redacted]
Manuscript DOI: [redacted] ORCID[®] ID: [redacted]
Manuscript ID: [redacted] Institution: [redacted]
Publication Date: [redacted] Co-Authors: [redacted]
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[APPLY DISCOUNTS](#) [PAYMENT OPTIONS](#)

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.

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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.

APPLY DISCOUNTS

(It may take a few minutes for your changes to be reflected in your charges estimate above.)

Country discount: Not applied

Select your country: [dropdown]

Affiliation discount: Not applied

Your Institution

Please confirm your affiliation by performing a search below:

Enter full name for best results: [input] [Search](#) [Can't find your institution?](#)

Promotion campaign discount: Not applied

Enter discount code below:

Promo code: [input] [Enter](#)

[CLOSE](#) [APPLY DISCOUNTS](#)

To apply these discounts, authors should select “Apply Discounts” and complete the form.

Option 3 – Seek funding from your institution

Authors based at institutions who have an Open Access publishing agreement with Cambridge University Press have the option to seek funding for their APC from their institution.

Once you have logged into *Rightslink*, a notification will appear giving you the option to pay for your APC or seek funding from your institution. If you have any questions about this process, your institution's contact information is available.

You may be eligible for funding support under an agreement between Cambridge and your organization.

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

Funding available from University of California Libraries
CHARGES COVERED: Open Access and Additional Services

NOTE FROM YOUR ORGANIZATION:

Agreement Details and Organization Contact Information

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

OK

A – Information about publishing agreements;

B – Message from your institution;

C – Librarian contact detail for queries

If you select 'seek funding', you will be able to view the discount available and submit your request for approval.



Title 364

Publication: [blurred]
Publication ID: [blurred]
Manuscript DOI: [blurred]
Manuscript ID: [blurred]
Publication Date: [blurred]
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Publisher: Cambridge University Press
Author: [blurred]
ORCID® ID: [blurred]
Institution: [blurred]
Institution ID: [blurred]
Co-Authors: [blurred]

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
TOTAL	1,925.00 GBP	(1,925.00 GBP)	0.00 GBP	0.00 GBP

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

Billing address: [blurred] **TOTAL DUE: 0.00 GBP**
APC organizational contact: [blurred]

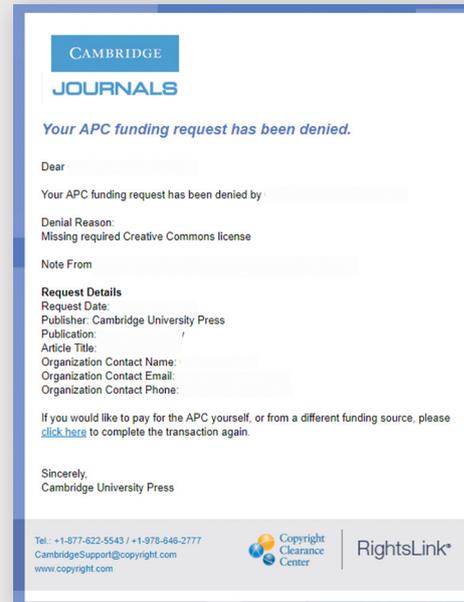
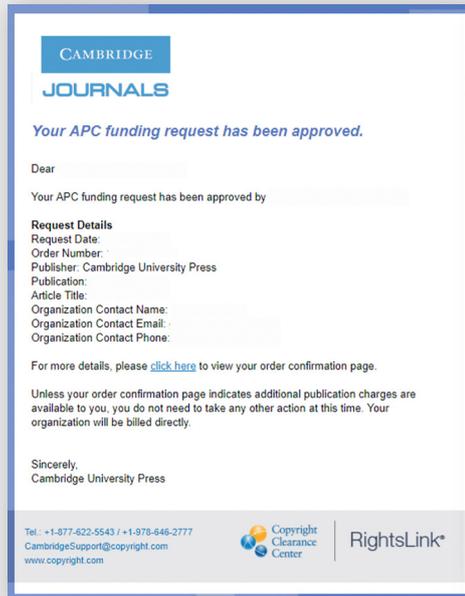
Customer location: [blurred] Order reference number: [blurred]

VAT ID: [blurred]

I have read and accept the [terms and conditions](#) 

[Cancel order](#) **SUBMIT FOR APPROVAL**

Your organisation will approve or deny your request. You will receive an email confirming this decision. If your funding request is approved, your article will proceed into production. If your funding request is denied, you have three options: contact your organisation, request funding again, or pay the APC yourself.



Step 4: Confirmation

Once your order has been successfully processed, you will receive an email confirmation and your article will enter production.

For more information visit
cambridge.org/publishoa
email oaqueries@cambridge.org
or contact your Librarian

