Manuscript submission and review

Author:

• Navigates to submission system from journal homepage
• Logs into submission system
• Submits manuscript and supplementary materials
• Checks status in online submission system
Manuscript submission

Authors navigates to the submission system from the journal’s homepage on Cambridge Core
Manuscript submission

To submit their manuscript, authors must log in, using either a username and password or their ORCID iD in the OPRS – Online Peer Review System.
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.
During submission, the definition and responsibilities of the corresponding author are clearly stated.

**Corresponding Author**

*Please read carefully.* The Corresponding Author is defined as: the person who handles the manuscript and correspondence during the publication process. The Corresponding Author has the authority to act on behalf of all co-authors in all matters pertaining to publication of the manuscript including supplementary material. The Corresponding Author is responsible for obtaining such agreements and for informing the co-authors of the manuscript’s status throughout the submission, review, and publication process. In addition, the Corresponding Author also acts as the point of contact for any enquiries after the paper is published.

**The Corresponding Author’s specific responsibilities include:**

- Manuscript correction and proof reading. Handling the revisions and re-submission of revised manuscripts up to the acceptance of the manuscripts.
- Arranging for payment of an Article Processing Charge (APC) where one is required. The affiliation of the Corresponding Author is used to determine eligibility for discounted or waived APCs under Read and Publish agreements.
- Arranging for the signing of the Author Publishing Agreement by the copyright owner (this might be the Corresponding Author themselves).
- Act on behalf of all co-authors in responding to queries from all sources post-publication, including questions relating to publishing ethics, reuse of content, or the availability of data, materials, resources, etc.
Manuscript submission

Following submission, the author’s manuscript enters the peer review process. For hybrid journals, authors are not able to select Gold OA at this stage.*

*Authors are able to indicate that they wish to publish OA upon acceptance
Manuscript decision

Author:
- Receives acceptance email
- Chooses creative commons licence
Manuscript decision

If an article is accepted, following the completion of any revisions required, authors will receive an acceptance email.

Authors must then complete an author publishing agreement.

This is the key decision point for the author to make their article OA.

The acceptance email links to the journal information page, where authors can select the appropriate form.
Manuscript decision

The acceptance email links to the journal information page, where authors can select the appropriate form.

Authors must complete a Gold Open Access agreement and select a creative commons license.

Information on creative commons licenses is available at: www.cambridge.org/creative-commons

A record will then be created in Cambridge’s production tracking system.
Retroactive OA Outreach

Authors who do not select the OA option and are identified as eligible under a R&P deal are informed of the opportunity via email. A simple online form allows authors to select their creative commons licence. This form functions as an addendum to any existing author publishing agreement.
Manuscript decision – Process changes

We are replacing our current licensing process with an improved digital licensing solution that will allow us to significantly improve author experience and our ability to channel authors to select the Gold OA publishing option in hybrid journals, using specific messaging relating to Read and Publish.

18 journals are currently on Ironclad. We are aiming to add remaining 100+ Cambridge journals by end of April, with proprietors journals being added throughout the year.

<table>
<thead>
<tr>
<th>Abbreviation</th>
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<tr>
<td>ASS</td>
<td>Modern Asian Studies</td>
<td>JHL</td>
<td>Journal of Helminthology</td>
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<tr>
<td>EDE</td>
<td>Environment and Development Economics</td>
<td>JMJ</td>
<td>Journal of the Institute of Mathematics of Jussieu</td>
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<tr>
<td>EPS</td>
<td>Epidemiology and Psychiatric Sciences</td>
<td>PEF</td>
<td>Journal of Pension Economics &amp; Finance</td>
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<td>ERM</td>
<td>Expert Reviews in Molecular Medicine</td>
<td>PSM</td>
<td>Psychological Medicine</td>
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<td>ETS</td>
<td>Ergodic Theory and Dynamical Systems</td>
<td>PUP</td>
<td>Journal of Public Policy</td>
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<td>EXP</td>
<td>Experimental Results</td>
<td>ROB</td>
<td>Robotica</td>
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<tr>
<td>HIS</td>
<td>The Historical Journal</td>
<td>SLA</td>
<td>Studies in Second Language Acquisition</td>
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<td>JCL</td>
<td>Journal of Child Language</td>
<td>TRO</td>
<td>Journal of Tropical Ecology</td>
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<td>JGH</td>
<td>Journal of Global History</td>
<td>ZYG</td>
<td>Zygote</td>
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Process changes

The author will still receive an acceptance email and a record will be created Cambridge's production tracking system.

This email informs the author that they will receive separate communication from our digital licensing partner in order to complete their agreement.
Authors will then receive an email from Ironclad to gather information for their licensing agreement via an online form.

Some fields within this form will be pre-populated with information from the submission system.

The entity that owns the copyright will be asked to sign the contract once this form is submitted.
Process changes

Messaging within the form is tailored for articles identified as eligible under a R&P deal.

The Gold Open Access option is pre-selected for hybrid journals (see right).

*The wording is the same for Gold OA journals, minus the ‘Please select your preferred access type’ section.*
Process changes

Upon submitting this form, the contract is generated automatically and sent for signature.

Once signed, a digital contract is then emailed to relevant parties and the article proceeds into production.