

Author Frequently Asked Questions

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01

Open Access – Definitions

What is Open Access?

Open Access (OA) makes scholarly research permanently available online to view without restriction.

OA can also allow content to be published in a way that allows readers to redistribute, re-use and adapt the content in new works.

There are two types of Open Access: **Gold Open Access**, which means that as long as the original source is acknowledged and cited, readers may be allowed to redistribute, re-use and adapt the content in new works depending on the licence used. The second type, **Green Open Access**, is also known as **Green Archiving** or **Self-Archiving**.

What is Gold Open Access?

Gold Open Access is the route by which content is made available as Open Access by the publisher, under a Creative Commons licence in a book or journal, usually on payment of a one-off charge.

Gold Open Access is an alternative to subscriptions and other access payments. Content is published under a Creative Commons licence that allows free access and redistribution and, in many cases, allows re-use in new or derivative works.

Typically, but not always, Gold OA content is supported by an Article Processing Charge (APC) paid by the author or their funder. We also publish Gold OA content that is supported by other financial models, particularly in humanities and social sciences.

Hybrid journals are subscription journals that offer authors the choice to pay an APC to publish their articles as Gold OA.

To qualify as Gold OA, the article should be published under a licence that allows others to re-use or re-publish the content without the explicit permission of the copyright holder. There is a suite of Creative Commons licences which authors can choose from.

Note that the phrase 'Gold OA' is not associated with any explicit financial model, and does not imply the 'pay to publish' model, as is sometimes assumed.

Indeed, many Gold OA journals charge no fees, though it is notable that the larger Gold OA journals, and almost all of those published by larger professional publishers, typically do impose an Article Processing Charge (APC) on the author's institution or funding body.

What is Green Open Access?

Green Open Access is the route by which research content is made available as Open Access via deposit in a repository by the author, institution or publisher.

Typically the author's original (submitted) manuscript is made available, or the manuscript as accepted for publication after peer-review changes have been made. For some types of books, a portion of the final published version can also be made available.

Cambridge University Press has a set of policies to allow authors, librarians and others to meet the Green OA requirements of their institutions and funders. Publishers typically impose different conditions, but it should be noted that many OA mandates (such as the NIH public access policy) specify the Accepted Manuscript in their requirements unless the publisher allows the Version of Record.

Green OA is covered by the vast majority of our standard Copyright forms which automatically allow our authors to archive their Accepted Manuscripts in a non-commercial institutional or subject repository, or on personal webpages.

02 Open Access for Journals

How does Gold Open Access for journals work?

Both our fully Gold OA and our hybrid journals allow authors to publish articles under Creative Commons (CC) licences, thereby enabling readers to freely access and re-distribute their articles.

We encourage the use of CC-BY licences for Gold OA journal articles as this is required by some major funders, but authors are able to choose more restrictive CC licences if they wish to prevent commercial use or adaptation in new works.

Article Processing Charges (APCs)

The costs of publishing Gold 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 is accepted.

Our APCs are sensitive to the needs and requirements of different subject fields.

View our full list of [APC charges](#).

Key points about our APCs

Our APC is calculated to contribute to the costs associated with the publication process from peer review of the submitted manuscript, through copy-editing and typesetting, to online hosting and dissemination of the published article. The costs associated with producing print issues are not included.

In our fully Gold OA journals we provide waivers and discounts to authors from low and middle income countries, based on the World Bank list. Authors from these countries will have APC costs waived or reduced during the registration and payment process, which is handled by Copyright Clearance Centre (RightsLink) on our behalf. 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.

We believe that journals must publish articles based on the quality of the work rather than the author's ability to pay. The editorial process – including the decision whether or not to publish the work – is independent of the author's decision to publish Gold OA (in hybrid journals) and the author's ability to pay the APC (in fully Gold OA journals).

It is possible to pay an APC retrospectively to make an existing article available on a Gold OA basis. Please contact the journal concerned to set this process in motion.

For more information about funding policies and mandates promoting OA, see the [OA Resources page](#).

Publishing Gold OA articles in hybrid journals

Once an article is accepted for publication in a hybrid journal, the author is given the option to make the article Gold OA. At this point the author should check with their research funder, library, or other funding body, to ensure that funds are available.

The author then completes the relevant licence to publish or copyright forms and the author should only tick the Gold OA box if they have funds to pay the APC. The author can request an invoice to be sent to their funders, or can pay by credit card.

The invoice is raised and sent to the author by RightsLink, the agency that handles our APC payments. The author can request an invoice to be sent to their funder, or can pay by credit card. The article is published once payment is received.

See the [Production FAQs](#) for more detail about how to choose the Gold OA option in hybrid journals and how the payment is processed.

The image shows an example of a hybrid journal, signified by the 'Contains open access' logo.

The image is a screenshot of the Cambridge Core website for the journal 'Political Science Research and Methods'. The page features a dark header with the journal title and a search bar. Below the header, there are navigation links for 'journal home', 'FirstView', 'Latest issue', 'All issues', 'Open access', and 'Most cited'. A prominent 'Contains open access' logo is displayed, indicating that the journal offers open access options. The page also includes a 'Submit your article' button and other navigation options like 'Information', 'Subscribe', and 'Recommend to librarian'.

How does Green Open Access for journals work?

Funders and other institutions are increasingly adopting policies that require research articles funded by them to be deposited and made freely available in institutional or other repositories.

We have Green OA policies to allow authors, librarians and others to comply with their obligations to their institutions and funders.

Green Open Access Journals Policy Version 1.0

Green OA applies to all our journal articles, but it is primarily designed to support OA for articles that are otherwise only available by subscription or other payment. For that reason, we are more restrictive in what we allow under Green OA compared with Gold OA:

- The final, published version of the article cannot be made Green OA (see the following pages).
- The Green OA version of the article is made available to readers for private research and study only (see also Information for Repositories, on the following pages). We do not allow Green OA articles to be made available under Creative Commons licences.

What can be archived and when?

Science, Technology and Medicine Articles

	Personal webpage	Departmental/ Institutional repository	Non-commercial	Commercial repository or social media site
Author's Original (AO)	At any time	At any time	At any time	At any time
Submitted Manuscript Under Review (SMUR)	At any time	At any time	At any time	At any time
Accepted Manuscript (AM)	On acceptance	6 months after publication	6 months after publication	Abstract only plus link to Cambridge site
Version of Record (VoR)	Abstract only plus link to Cambridge site	Abstract only plus link to Cambridge site	Abstract only plus link to Cambridge site	Abstract only plus link to Cambridge site

What can be archived and when?

Humanities and Social Sciences Articles

	Personal webpage	Departmental/ Institutional repository	Non-commercial	Commercial repository or social media site
Author's Original (AO)	At any time	At any time	At any time	At any time
Submitted Manuscript Under Review (SMUR)	At any time	At any time	At any time	At any time
Accepted Manuscript (AM)	On acceptance	On acceptance	On acceptance	Abstract only plus link to Cambridge site
Version of Record (VoR)	Abstract only plus link to Cambridge site	Abstract only plus link to Cambridge site	Abstract only plus link to Cambridge site	Abstract only plus link to Cambridge site

Definitions (Adapted from NISO RP-8-2008, Copyright © 2008 by the National Information Standards Organization):

Author's Original (AO)

Any version of the article that is considered by the author to be of sufficient quality to be submitted for formal peer review by a second party. The author accepts full responsibility for the article. Content and layout as set out by the author.

Submitted Manuscript Under Review (SMUR)

Any version of the article that is under formal review for inclusion in the journal. Content and layout follow the journal's stated submission requirements.

Accepted Manuscript (AM)

The version of the article that has been accepted for publication in the journal. Cambridge University Press takes permanent responsibility for the article. Content and layout follow Cambridge University Press's submission requirements. This version may have been revised following peer review but may be subject to further editorial input by Cambridge University Press.

Version of Record (VoR)

A fixed version of the article that has been made available by Cambridge University Press (or the Society that owns the journal) by formally and exclusively declaring the article "published".

This includes any FirstView article that is formally identified as being published before the compilation of a volume issue and assignment of associated metadata, as long as it is citable via some permanent identifier(s). This does not include any 'early release' article that has not yet been fixed by processes that are still to be applied, such as copy-editing, proof corrections, layout, and typesetting. The VoR includes any corrected or enhanced VoR.

Exceptions

Some of our journals do not follow our standard Green archiving policy. Please check the relevant journal's individual policy [here](#).

Repositories and authors complying with funder requirements

Our Green OA policies are compliant with the article deposition requirements of most major funders worldwide including the US National Institutes of Health, the US National Science Foundation, the Wellcome Trust, the UK's Hefce and Research Councils UK.

Repositories hosting Green OA articles are able to make the articles freely available to their end-users after any applicable embargo (shown in the table on page 16).

Articles may be deposited before the embargo ends, and metadata about the article publicly shared immediately.

End-users may not themselves redistribute or create derivative versions of the deposited work.

We require repositories to include:

- If an article has not yet been published, a clear statement that the material has been accepted for publication in a revised form, with a link to the journal's site on cambridge.org/core.
- For all published articles, a link to the article's Version of Record in cambridge.org/cambridgeopen, for example via a DOI-based link.
- A clear statement that end-users may view and download the material for private research and study only.

An example statement to accompany the article is:

"This article has been published in a revised form in [Journal] [<http://dx.doi.org/XXX>]. This version is free to view and download for private research and study only. Not for re-distribution, re-sale or use in derivative works. © copyright holder.

What is the difference between a commercial and non-commercial repository?

Commercial repositories such as ResearchGate and Academia.edu are privately owned entities and make no commitment to the long-term storage and accessibility of content.

Non-commercial repositories tend to be linked to universities/institutions and commit to the long-term storage of content, e.g. ArXiv at Cornell University.

If you are unsure which category the repository you are considering falls in to please contact openaccess@cambridge.org.

Which Cambridge journals offer Open Access?

Under Cambridge Open, we are offering the following OA models:

- [A hybrid OA option for over 200 journals](#)
- [A programme of wholly Gold OA journals](#)

Under what licence will my Open Access article be published?

Cambridge University Press will license the use of OA articles under the following Creative Commons licences, as selected by the author:

Attribution (CC-BY):

<http://creativecommons.org/licenses/by/3.0/>

Attribution - NonCommercial Licence (CC-BY-NC):

<https://creativecommons.org/licenses/by-nc/4.0/>

Attribution-NonCommercial-ShareAlike (CC-BY-NC-SA):

<http://creativecommons.org/licenses/by-nc-sa/3.0/>

Attribution-NonCommercial-NoDerivatives (CC-BY-NC-ND):

<http://creativecommons.org/licenses/by-nc-nd/3.0/>

How will readers know which articles are Open Access?

In the tables of contents of the journal each OA article is clearly labelled as such. Readers need only click the link to gain full access. The Creative Commons licence for each OA article is also included as part of the metadata and in the article itself.

You can view all OA and other free content [here](#).

When do I have to decide to make my article Open Access?

For articles currently being accepted you may make this decision at any time before instance of first publication (FirstView; print); we ask only that you inform the Editor of the journal at the time your article is accepted. You will be given this option at that time. You also have the opportunity to convert articles that have already been published to OA. Contact the journal in the first instance.

03 Open Access for Books



I am a books author. How can I use Open Access?

OA is emerging as a new model for books publishing. We support OA books in line with our commitment to explore publishing models that are financially sustainable, scalable and in accordance with our mission to disseminate knowledge at the highest international levels of excellence.

We facilitate OA in books through both our Gold OA publishing programme and through our Green OA policy.

How does Gold Open Access for books work?

We offer authors the option of publishing their work as OA to allow them to make their works freely available online without compromising any aspect of the publishing process.

Typically, we offer this option only for monographs, which are books usually written by a single author, or group of authors, to convey the results of their research and analysis in a particular field of study.

Under this model, the author (or a funder) pays a Book Processing Fee and an online version of the book is published under a Creative Commons licence. Print and other digital versions (such as a Kindle eBook) are available for purchase.

What Creative Commons licence do you support?

We support CC-BY-NC but will allow other licences (particularly CC-BY-NC-ND) in certain circumstances. The CC-BY-NC licence allows the free re-use of the work for academic purposes, and it helps us keep author charges low through sales of print and eBook versions.

Will I still get any royalties?

Typically you will continue to receive royalties for print and eBook sales.

How much are your Book Processing Charges?

Our standard charge is £6500 (\$10,000 or €9000) for a work of up to 120,000 words, and £1600 per additional 30,000 words.

Illustrated works will incur a charge of £25 per figure. The standard fee does not include VAT or other taxes, but these might be chargeable on top of it.

We do, however, consider each book individually.

For example, we may be able to offer a discount if you provide material in ready-to-publish form.

Are there any other differences from more conventional publishing options?

No. We will apply the same high standards and procedures as for our other publications. This includes editorial processes such as peer review, production processes of design and typesetting, through to marketing and dissemination. Our OA option is geared purely towards allowing you to make your book freely available online for academic purposes.

Can I include third-party material in an Open Access work?

Yes, but some rights holders might be reluctant to allow their material to be reproduced in an OA work. You must ensure that any permissions you secure for third-party material allow you to include it in your OA work.

Ideally, the third-party material will have been previously published under a Creative Commons licence that already allows you include it. Other third-party material can be clearly indicated as being reproduced by permission and that it is protected by third party copyright, with a notice that it cannot be re-used without further permissions clearance from the identified third-party rights holder.

If you would like to discuss this option further, please contact the relevant [subject editor](#).

How does Green Open Access for books work?

Many authors wish to post or archive copies of their work on their website or in institutional repositories, and in some cases they are encouraged or required to do so by their funders.

If your publishing agreement with Cambridge University Press contains a Green OA clause, unless it states otherwise you can post your manuscript in line with our Green OA policy.

If your agreement does not contain a Green OA clause, and you would like to check whether your work is covered by our policy, please contact openaccess@cambridge.org.

Green Open Access Books Policy (Version 1.0)

While your manuscript is under review with us and before it is under contract, you may deposit it as you wish. However, there are restrictions on how much you may post online of the final version that has been accepted at the start of production and of the published monograph (see page 30).

When posting a manuscript or published work, please ensure you:

- Include appropriate wording such as: 'This material has been published in [Title] by/edited by [Author/Editor]. This version is free to view and download for personal use only. Not for re-distribution, re-sale or use in derivative works. © insert copyright holder.'
- Include a link to the book in cambridge.org. Please also update your post of a submitted manuscript with this wording and links once the book is published.

You can also archive different versions of your work:

	Personal webpage	Departmental/ Institutional repository	Non-commercial	Commercial repository or social media site
Submitted Manuscript Under Review (SMUR)	At any time	At any time	At any time	At any time
Accepted Manuscript (AM)	One chapter six months after publication	One chapter six months after publication	One chapter six months after publication	One chapter six months after publication
Version of Record (VoR)	One chapter six months after publication	One chapter six months after publication	One chapter six months after publication	One chapter six months after publication

Definitions (Adapted from NISO RP-8-2008, Copyright © 2008 by the National Information Standards Organization):

Submitted Manuscript Under Review (SMUR)

Any version of the manuscript that is under formal review for publication.

Accepted Manuscript (AM)

The version of the manuscript that has been accepted for publication. This version may include revisions resulting from peer review but may be subject to further editorial input by Cambridge University Press.

Version of Record (VoR)

The version that is formally published.

For edited collections, each contributor may archive their own single chapter. For co-authored chapters, the number of different chapters that are archived should be minimized.

How will I know if a book is available as Open Access?

Below is a screenshot showing an example of an Open Access book, signified by the 'Access' and 'Open Access' logos.

The screenshot shows the Cambridge Core website interface. At the top, there is a search bar for "Search all journal & book content" and navigation links for "Browse subjects", "What we publish", "Services", and "About Cambridge Core". Below this, there are buttons for "Access provided by", "Register", and "Log In". The main content area features the book title "Open Access and the Humanities" with the subtitle "Contexts, Controversies and the Future". A search bar for "Search in this book" is also present. The book cover is displayed on the left, featuring the "Open Access and the Humanities" logo and the author's name, Martin Paul Eve. To the right of the cover, there are two logos: a green circle with a white checkmark labeled "Access" and an orange circle with a white checkmark labeled "Open access". Below these logos, the author's name "Martin Paul Eve, University of Lincoln" is listed. A table of metadata follows, including the publisher (Cambridge University Press), online publication date (November 2014), print publication year (2014), online ISBN (9781316161012), and book DOI (http://dx.doi.org/10.1017/CBO9781316161012). The subjects are listed as "General, Humanities". On the right side of the page, there are buttons for "Export citation" and "Buy the print book". At the bottom, there is an "Information" tab and a "Book description" section.



04 Charges, Compliance and Licensing

Do other charges such as page, colour etc. apply in addition to the Open Access charge?

These charges apply only for the printed issues, depending on whether or not the journal applies them.

How will Open Access articles affect subscription prices?

Cambridge University Press believes it is wrong to charge both authors and subscribers for OA content (commonly referred to as double-dipping). You can view our double-dipping policy [here](#).

If the % of OA articles published in a journal is at least 5% of the annual volume and APC income is at least £5,000, then we will discount prices for renewing subscribers by the lower of the % OA and % APC income.

Discounts are calculated from the previous full volume year. For example, 2016 subscription price discounts are calculated in 2015 using 2014 publication data.

All Gold OA articles are included, except those in supplements published in addition to a volume's subscription content.

The effect of the policy is that the 2016 renewal prices for six hybrid journals were reduced by between 2.6% and 7.7%.

Subscribers already receiving a substantial discount on a journal's subscription price, via a consortium package for example, will not receive an additional discount on their collection access fee as a result of these changes.

What are the different licences involved in Open Access?

Creative Commons licences play an important role in facilitating Gold Open Access publishing. They provide a legal framework for giving users the ability to freely view, download and distribute content.

We offer authors a choice of Creative Commons licences that they can apply to their work, which differ in terms of the rights they grant end users. All of the licences require that those redistributing or re-using the work give appropriate credit and indicate if changes were made.

- **CC-BY (Creative Commons Attribution Licence)**: Allows others to copy and redistribute the material in any medium or format and remix, transform and build upon the material for any purpose, even commercially. This is often the preferred choice for journal articles, particularly in science, technology and medicine, as it allows other researchers to make full use of the findings in their own work. It is also the licence that is required for journal articles by some funders such as the Wellcome Trust.
- **CC-BY-NC (Creative Commons Non-Commercial Licence)**: Allows others to copy and redistribute the material in any medium or format. However, the material may not be used for commercial purposes. It can be an appropriate licence for monographs because it protects print copy sales while still providing scope for users to create derivative works of the online version to the benefit of all academia.
- **CC-BY-NC-ND (Creative Commons Non-Commercial No-Derivatives Licence)**: Allows others to copy and redistribute the material in any medium or format.

However, the material may not be used for commercial purposes and if you remix, transform or build upon the material these modifications cannot be distributed. The licence is particularly appropriate for books and other products where significant revenue is needed from derivative rights sales (for example, translation rights), in order to keep author charges low.

- **CC-BY-NC-SA (Creative Commons Non-Commercial Share-alike)**: Allows others to copy and redistribute the material in any medium or format, remix, transform and build upon the material for any non-commercial purpose, but the material may not be used for any commercial purpose. If the material is remixed, transformed or built upon, it must be distributed under the same licence as the original. While the Share-alike licence might sometimes encourage further uptake of OA by authors wanting to re-use the content, it can also create an unnecessary barrier to the re-use of the OA content.

Does Cambridge allow authors to comply with government and funder requirements?

Cambridge allows authors to comply with the requirements of The Wellcome Trust, RCUK, HHMI, NIH, HEFCE's policy for REF inclusion and many other agencies. In addition, the Terms and Conditions of the Cambridge Journals standard publishing agreement allow authors to place a copy of their Accepted Manuscript in a variety of places (see page 16). If the paper is to be published as OA, we offer authors the option to choose from a variety of CC licences.

In addition to our OA policies, we are members of [Research4Life](#), [INASP](#), and [Electronic Information for Libraries \(EIFL\)](#) initiatives that provide developing countries with free or low cost access to academic and professional online content.

Please see our [Cambridge Open glossary](#) for full definitions of the terms used in this document.

If you have further
questions about Cambridge
Open, please email our
Cambridge Open team at
openaccess@cambridge.org