



# Cambridge Core



## Journal Production FAQs

Please click on a question below to go directly to the answer. If your question is not covered here, please direct it to your chosen journal's editor or your production contact.

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28. How can I buy a copy of the journal in which my article appears?

## Permissions/Copyright

29. Can I email my signed copyright and offprint forms as pdfs?
30. I want to post my article on my own web site, do I need the Press's permission?
31. Can I use figures from my own article published in a Cambridge Journal in another publication?

## Open Access

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33. How is the payment collected?
34. Can I pay by invoice?
35. What happens if I no longer want to publish my article as Open Access?
36. My article has already been published; can I change it to Open Access?

## Third Party Depositories, Indexing, and PubMed

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38. What if my article is not Open Access, will it still be submitted to PubMed Central?
39. Will my abstract be submitted to PubMed?
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41. Where and when can I deposit my article?





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## Contact

### 1. My email address has changed since my article was accepted for publication. What do I do?

It is important that you notify Production of any changes to your email address. If you do not, the pdf proof of your article will not be delivered correctly and the publication of your article will be delayed. Once your article has been published a correct email address will also be required to allow a final pdf to be delivered to the corresponding author.

## Proofs

### 2. My article has been accepted but I have not received a pdf proof to check

It can take between 2 and 6 weeks from the delivery of your article to the Press' production department for proofs to be sent out. If you have still not received a proof after this time please check your spam filter and then contact [jnlproduction@cambridge.org](mailto:jnlproduction@cambridge.org). Your article might not yet have been submitted for production by the journal's editorial office; there may be a problem with the email address you supplied; your server may be rejecting the pdf proof; or there may be other reasons for the proof being delayed.

Note that for most journals the proofs will only be sent to the first named (or the nominated corresponding) author.

### 3. In what format will my proofs be sent to me?

The first named (or the nominated corresponding author) will be sent an email with a pdf proof, or a web link to one. A covering note attached to the pdf proof may also include a link to the copyright and offprint forms (as appropriate), copyeditor queries and full instructions on what you need to do with the proof.

### 4. I have just received my proof, what do I do?

You will need a pdf reader such as [Adobe Reader](#) to open your pdf. You can download a free copy of this software [here](#).

The email you have received includes full instructions for proof reading as well the contact details of the relevant proof collator. Please follow these instructions carefully in order to avoid delays in publication.

It is your responsibility to check your proof very carefully at this stage. Errors not found may appear in the published journal. Please ensure you answer all queries sent with your proof by the copyeditor. Please note that this is not the time to rewrite large sections of your text. Corrections must be confined to typographical errors only.



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## 5. What is a proof collator?

The proof collator is the person who coordinates receipt of all author corrections for a particular journal and ensures they are forwarded to the Press' production department to arrange correction. The full contact details of your proof collator will be provided in the instructions you receive with your pdf proof.

## 6. How can I contact the Press' production department?

The proof notice you receive will give details of your Press production contact. If you have any queries prior to proof stage then email the journal's editor with whom you have dealt to date or [jnlproduction@cambridge.org](mailto:jnlproduction@cambridge.org)

Your Press production contact can help you with any questions you may have about production matters; but if you have any queries about corrections to your proof then please contact the proof collator.

## Author Corrections

### 7. How do I mark my corrections?

For the majority of journals we ask that you mark your corrections electronically by annotating the pdf. Instructions for doing so can be found [here](#)

Occasionally it may be possible to mark up a hard copy, scan and email it to your proof collator. If the instructions on your proof do not mention this option please contact your production contact to confirm.

Do not reply to the email proof alert or directly to the typesetter. If you have any queries about your proof please contact the proof collator.

### 8. When do you need my proof corrections back?

We generally require your corrections to be returned within 2 to 4 working days. Please check the instructions sent to you with your proof for the deadline and details of where to return your corrections. It is important that you attend to your proof as soon as possible so that publication is not delayed.

You should return your proof as soon as you can even if this is after the deadline has passed. However, if you are away for any significant time you should nominate a co-author to check the proof for you, or if this is not possible please email the proof collator to let them know when you may be able to return the proof.





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## 9. I do not have any corrections. What do I need to do?

If you have checked your proof carefully, do not wish to make any corrections, and have no author queries to resolve please email the proof collator and tell them you are happy for the proof to be published as it is. However, do not forget to return your copyright form if needed.

## 10. I have received a proof and see that my article has been changed after it was accepted. Why has it been changed?

After an article is accepted, it is copy edited to ensure it conforms to the journal style. Usually the changes are not major. If major changes are required the article will be referred back to the journal's editors. If you believe that changes have been made which are inaccurate then please clearly mark the corrections you require.

## 11. I have already returned my corrections to the proof collator but I've just spotted some more errors. What can I do?

Please email the proof collator who will be able to advise if it is still possible to make the correction. The proof collator may need to refer this to the Press' production department for a decision. If your article is published online it will be too late to make any changes. However if your article is not already published as a *FirstView* article we may be able to accept further corrections. It is always best to try to avoid this situation happening by checking your proofs very carefully.

## Online Publication

## 12. I returned my proof corrections a week ago. Why isn't my article published?

If you are publishing in a journal that allows *FirstView* publication – through which each article is published online ahead of print as soon as production is complete – please allow up to 2 weeks for an article to be corrected and uploaded to Cambridge Core. You can check if your article is online by visiting the journal's home page and clicking on *FirstView*. A number of journals do not publish articles under this model. For these journals, articles will not be published until the whole issue is ready. Refer to your journal's home page for further information.





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## 13. Will I get a pdf of my final article?

If you are publishing in a *FirstView* journal your article will be published online within 2-3 weeks of the completion of proof corrections. The first named (or nominated corresponding) author will be sent a pdf of the final published version to distribute among co-authors. It is not another proof and you cannot make any further corrections to it. You will also receive another pdf once your article is repaginated and published in an issue.

If your journal is not a *FirstView* journal then you will only receive a pdf of the final published version when the whole issue is published on Cambridge Core.

## 14. What is Cambridge Core?

Cambridge Core is the online content delivery service for Cambridge University Press' collection of over 360 leading journals across the sciences, social sciences and humanities.

All visitors to the site can:

- read tables of contents and abstracts for all Cambridge journals
- search the full text of articles
- keep up to date with the latest research in their field

## 15. What exactly do you mean by *FirstView* publication?

Many Cambridge journals publish individual articles online ahead of print. Articles are corrected and published online as soon as possible after they are corrected. This means that articles are published very quickly and publication is not delayed by the collation of a print issue.

## 16. When will my article be published online?

If you are publishing in a *FirstView* journal your article will be published online within 2-3 weeks of the completion of proof corrections. If your journal is not a *FirstView* journal then you will only receive a pdf of the final published version when the whole issue is published on Cambridge Core.

## 17. I've seen my article on Cambridge Core but I can't get access to the full text. What can I do?

To view the full text of your article you must be a subscriber/registered user. If you are the author of the work please contact [jnlproduction@cambridge.org](mailto:jnlproduction@cambridge.org).







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## 18. How should I cite my article if it is published online but not yet in print?

You should follow your usual citation style but include the articles online publication date and DOI, both of which will remain consistent after the article is repaginated and included in an issue. For example:

Lazerson, Samuel A. and Wiechen, Heinz M. 'Three-dimensional simulations of magnetic reconnection in a dusty plasma', *Journal of Plasma Physics*, doi: 10.1017/S0022377807006861, Published online 27 November 2007

The published online date establishes the copyright date for your article and the doi is the unique number which enables other readers to access your article.

## 19. What is a doi?

The doi (digital object identifier) is a string of numbers which together uniquely identify a published article. The doi is permanently assigned to each article, and provides a persistent link to current information about that article, including where the article, or information about it, can be found on the Internet. It enables readers to find the article on the Internet irrespective of any subsequent changes in the web site structure, in the management responsibility of the journal in which it was first published, or the location of the web site on which the journal is hosted.

For more information about dois, see [www.doi.org](http://www.doi.org) or [www.crossref.org](http://www.crossref.org).

## 20. Can I create a web address to my paper using the doi?

To convert a doi to a web address you need to add a prefix to the doi. For papers published on Cambridge Core use the url prefix <http://dx.doi.org/>

For example, assuming your paper has doi as follows:

doi:10.1017/S1368980008002541

Your web address will then be:

<http://dx.doi.org/doi:10.1017/S1368980008002541>

You can use the url string within any documents you write, or you can simply copy and paste it into your browser.

The url will lead to the abstract page of your paper on Cambridge Core.





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## 21. I have just received my *FirstView* pdf and have found an error. Can I get this corrected?

Articles published online under the *FirstView* model are considered published and can be cited and quoted using the doi as the reference source.

Cambridge University Press has a policy that changes will not be made after publication of an article. The problem is not technical, nor is it a bid to avoid extra administrative time or cost, it is instead a matter of publishing principle that we can only ever release into the public domain a single definitive version of anything we publish. It's an industry standard practice to maintain the integrity of published content in the digital world. If a significant error is discovered after online publication you should contact the Press' production department to decide if there is a need to publish a separate corrigendum/erratum linked to the online version.

Please note that simple typographical errors are not considered serious enough to warrant publishing an erratum. We will only make changes for errors that affect the understanding of the article, the integrity of the paper, or the reputation of the authors or journal.

## 22. My article is now online. When will it appear in a printed issue?

Each journal has its own policy for including articles in print issues and what goes into each issue is usually the journal editor's decision. Many journals also have large forward loads of articles waiting for inclusion in a printed issue. Issues are generally compiled about 6 to 8 weeks before the printed issue cover date. However, online publication confirms that an article is 'published', and it can confidently be cited as such.

## 23. I've looked at the latest printed issue of your journal and several articles are included which were published online after my article. Why were these articles included but my article was not?

When scheduling articles for any particular issue, the journal editor and/or production take a number of things into account, including: date of submission, date of acceptance, date of online publication, subject balance or theme in an issue, and also length (every journal has a strict annual page budget, and we try to get as close as possible to this). When making the final selection of articles for an issue, date of online publication has to be balanced against all these other factors so may not always be the prime consideration.

## 24. My article was published in a 2014 print issue but the copyright date on the first page is 2013. Is this an error?

The copyright date of an article always matches the date an article was first published. As many of our journals are published online ahead of printed issues (*FirstView*), this means individual articles are published online as soon as they are corrected. It can easily happen that an article may not appear in a printed issue until some months later, possibly the following year - in these cases the journal's year of publication will not match the copyright year stated, and this is entirely correct.







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## After Publication

### 25. When will my journal copies and/or offprints be sent to me?

Each journal has its own policy on providing complimentary copies to authors. If your journal sends out complimentary copies or if you have ordered offprints you should allow 6 to 8 weeks for these to be delivered.

Many journals no longer provide offprints but offer a pdf of the final version instead. Please consult the Instructions for Contributors document for your journal on Cambridge Core for the current policy.

### 26. I want to change the address I gave for my offprints.

Please contact the Press' production department as soon as possible and we will amend the information. However, if the journal is printed, your offprints may already have been despatched to the first address you provided and it is your responsibility to trace the offprints at this address.

### 27. I want to order offprints of my article published in an issue last year. Who should I contact?

You can only order offprints at the time that you receive the offprint form with your pdf proof. Offprints are printed at the same time as the whole issue is printed and cannot be produced after an issue has been printed.

If you still require printed copies of your article then the Press' production department can obtain a quote for the cost of reprinting your article.

### 28. How can I buy a copy of the journal in which my article appears?

Please contact our Customer Services department at [journals@cambridge.org](mailto:journals@cambridge.org) who will be able to help.

## Permissions/Copyright

### 29. Can I email my signed copyright and offprint forms as pdfs?

Yes, email signed pdfs to the name/email address given on each of the forms. Please do not sign your article electronically as we cannot accept this method.

### 30. I want to post my article on my own website, do I need the Press's permission?

Please refer to the copyright form you signed before publication for a full explanation of the rights you retain in your published article.



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## 31. Can I use figures from my own article published in a Cambridge Journal in another publication?

General guidelines are available at our [Rights pages](#) but authors should always check out the particular terms and conditions on the second page of the copyright form they submitted.

## Open Access

## 32. Does my journal offer Open Access option and what is the cost?

Each journal has its own Open Access policy. For full information, please go to our [Open Access tab in 'Services'](#)

## 33. How is the payment collected?

Cambridge University Press uses RightsLink, the third-party system from Copyright Clearance Centre (CCC) that to collect money for Open Access payments.

Rightslink will send an Offer email to you. This will be sent to the corresponding author email address provided on submission of your article.

On receipt of the offer email from RL, please click on the link in the email, this will take you to the transaction procedure at Rightslink. Here you will be prompted to create an account and go through the procedure.

Please note that your article cannot be published until you have begun the transaction procedure with Rightslink and created an account to make the necessary payment.

If you require a third party, for example the funding body or your institutional finance department, to pay for the open access fees directly, please forward the offer email to them and ask them to complete the transaction procedure. You can also contact the journal's Production Editor in advance to arrange for the offer email to be sent to the third party.

## 34. Can I pay by invoice?

Once you have created an account with Rightslink, you will be directed to the payment method page. Here you will have the option to pay by invoice or credit/debit card.

If you choose the invoice option, the invoice will be sent to the corresponding author email address. If the payment is to be completed by someone else, for example your institutional finance department, please forward the invoice to them.





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## **35. What happens if I no longer want to publish my article as Gold Open Access?**

Contact the Production Editor for your journal immediately and return the standard transfer of copyright form.

Please note that as reminder emails are automatic you may still receive a reminder email after you have notified your Production Editor that you no longer wish to publish your article as Open Access.

## **36. My article has already been published; can I change it to Gold Open Access?**

Yes. You will need to contact your Production Editor and return the Open Access copyright form and pay for the Article Publishing Charge, if necessary. On receipt of this, the copyright line on your article will be updated to include the correct licence and you will be contacted by Rightslink to follow the steps mentioned above.

## **Third Party Depositories, Indexing, and PubMed**

### **37. Will my article be submitted to PubMed Central?**

If your article is published as Open Access and the funding has been provided by NIH Wellcome Trust (or other funders with such a requirement to deposit in PubMed Central) then it will be submitted to PubMed Central when it is published in an issue. Please note that articles are not submitted on *FirstView* publication.

### **38. What if my article is not Open Access, will it still be submitted to PubMed Central?**

No. We do not automatically deposit copies of papers into PMC upon publication unless the articles have been published as Open Access. In all other instances it is the author's responsibility to deposit a copy. For a selection of our journals we do deposit all articles a year after publication however. Please check your journal's Instructions for Contributors to see whether this applies.

### **39. Will my abstract be submitted to PubMed?**

For a selection of our journals we automatically deposit abstracts in PubMed. PubMed does not index all journals; they carefully select this to be included in the database. Please check your journal's Instructions for Contributors to see whether this applies.





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## **40. Where else will my article be sent?**

Please check your journal's Instructions for Contributors to find out where articles are deposited and which abstracting and indexing services it uses.

## **41. Where and when can I deposit my article?**

Information on depositing different versions of your article can be found [here](#).

