



An Author Guide to...

# Paying an Article Processing Charge (APC)



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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)** by you (the author), your funding body, or your 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 APC transaction process, even if the APC is part or fully discounted. Exceptions exist if your journal does not charge an APC or if your institution has an unlimited publishing agreement with Cambridge.

Find out if you are eligible for an OA waiver or discount:  
[cambridge.org/oa-waivers-and-discounts](https://www.cambridge.org/oa-waivers-and-discounts)

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# Step One

## 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* who work on our behalf to collect APCs.

### You have three options:

1. Pay your APC in full
2. Apply discounts
3. Seek funding from your institution

Failure to complete this step will delay an article's production journey.

**Please note:** If you are affiliated with an institution with an unlimited publishing agreement offering a 100% APC discount, you will receive an email from Rightslink once your funding support has been verified by your librarian.

You can find out if your institution is part of a deal at [cambridge.org/read-and-publish](https://www.cambridge.org/read-and-publish)

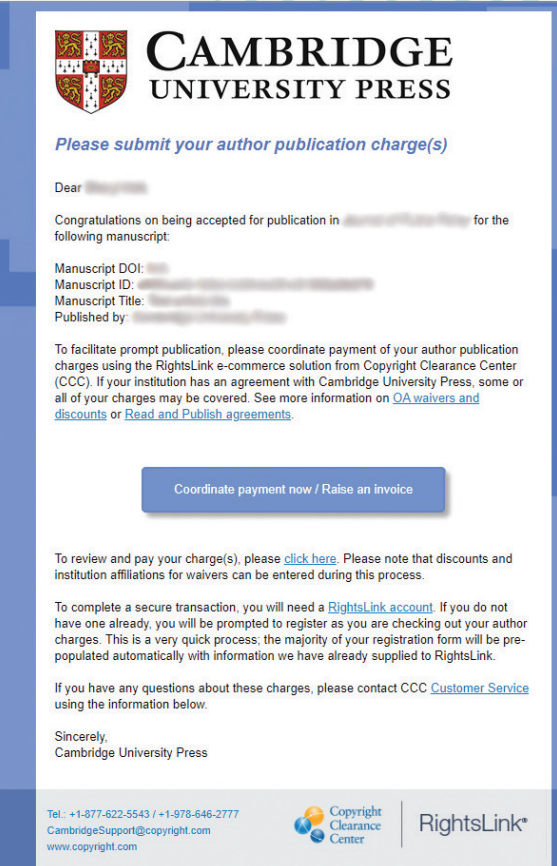
# Step Two


## Begin *Rightslink* process

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.



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*Please submit your author publication charge(s)*

Dear [REDACTED]

Congratulations on being accepted for publication in [REDACTED] for the following manuscript:

Manuscript DOI: [REDACTED]  
Manuscript ID: [REDACTED]  
Manuscript Title: [REDACTED]  
Published by: [REDACTED]

To facilitate prompt publication, please coordinate payment of your author publication charges using the RightsLink e-commerce solution from Copyright Clearance Center (CCC). If your institution has an agreement with Cambridge University Press, some or all of your charges may be covered. See more information on [QA waivers and discounts](#) or [Read and Publish agreements](#).

[Coordinate payment now / Raise an invoice](#)


To review and pay your charge(s), please [click here](#). Please note that discounts and institution affiliations for waivers can be entered during this process.


To complete a secure transaction, you will need a [RightsLink account](#). If you do not have one already, you will be prompted to register as you are checking out your author charges. This is a very quick process; the majority of your registration form will be pre-populated automatically with information we have already supplied to RightsLink.

If you have any questions about these charges, please contact CCC [Customer Service](#) using the information below.

Sincerely,  
Cambridge University Press

Tel: +1-877-622-5543 / +1-978-646-2777  
CambridgeSupport@copyright.com  
[www.copyright.com](http://www.copyright.com)

 Copyright  
Clearance  
Center

 RightsLink®

# Step Three

## APC transaction

### Pay your APC

This option is for authors who wish to pay for their APC in full.

Follow the onscreen instructions and click to pay the Open Access charge.

Copyright Clearance Center RightsLink®

? Help | Live chat | Search

PAY AUTHOR CHARGES FOR

Author: [Redacted]  
Manuscript ID: [Redacted]

Manuscript Details

Charges Estimate | Billing Details | Order Review | Confirmation

**Available Charges**

Congratulations on having your manuscript accepted for publication. Cambridge University Press has partnered with Copyright Clearance Center's RightsLink service to offer authors an automated interface to pay any applicable author charges.

**Open Access charge** (mandatory) 1,000.00 USD

Prompt payment is required as the article will not be published until payment is received. Further information is available here.

**TOTAL DUE:** 1,000.00 USD\*

Currency: USD

\* Does not include tax/VAT. Tax/VAT is applied in the Billing Details step during checkout.

Apply Discounts

Next

# Step Three Payment

## Apply discounts

If you have a waiver or discount for your 'country', 'institutional affiliation' or a 'promotion campaign code', you can enter these within the payment portal.

For example, authors from low and middle-income countries, based on the [Research4Life](#) country list, are eligible for discounts in fully Gold OA journals.

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

Cambridge University Press RightsLink®

PAY AUTHOR CHARGES FOR

Author: [redacted] Manuscript ID: [redacted]

Charges Estimate Billing Details Order Review Confirmation

Available Charges

Open Access charge 1,000.00 USD

TOTAL DUE: 1,000.00 USD\*

Apply Discounts

Apply Discounts

Be sure to review and update your information provided below and/or enter promo codes. Once you **Apply Discounts**, your charges will reflect any author discounts applied.

Country Discount: No Discount

Country Discount

Select your country

Affiliation Discount: No Discount

Institution Name

Type and select your institution

Can't find your institution?

Promotion Code Discount: No Discount

Enter discount code below

Enter a promo code Enter

Close Apply Discounts

# Step Three

## APC transaction

### Seek funding from your institution

Authors affiliated with an institution that has an OA publishing agreement with Cambridge University Press have the option to seek funding from their institution.

*Rightslink* will present you with your funding options. You may seek funding from your institution or choose to decline funding.

The screenshot shows the 'PAY AUTHOR CHARGES FOR' page on the RightsLink platform. The page header includes the Copyright Clearance Center logo and 'RightsLink®'. A navigation bar at the top right contains links for '? Help', '🗨 Live chat', and a search icon. Below the header, the page title is 'PAY AUTHOR CHARGES FOR' with a manuscript ID. A progress bar indicates the current step is 'Funding Options', with other steps being 'Charges Estimate', 'Billing Details', 'Order Review', and 'Confirmation'. The main content area is titled 'You may be eligible for funding support under one or more agreements.' and contains instructions on how to seek funding from an institution or funder. It includes a note that funding from the institution is preferred and that the published article must comply with the Foundation's Open Access Policy. There are two radio button options: 'Seek Funding From [redacted]' and 'I choose to decline funding from my institution, please bill me'. A 'Show address' link is also present. A 'NEXT' button is located at the bottom right of the form.

Copyright Clearance Center RightsLink®

? Help | 🗨 Live chat | 🔍

PAY AUTHOR CHARGES FOR  
" [redacted] "  
Manuscript ID: [redacted] Manuscript Details

Author: [redacted]  
Manuscript ID: [redacted]

Funding Options | Charges Estimate | Billing Details | Order Review | Confirmation

**You may be eligible for funding support under one or more agreements.**

If you would like to **seek funding support from your institution or funder**, please make the appropriate selection below. When funding is approved, your institution or funder will be billed directly and you will be notified by email. Please use the contact information provided if you have questions about the funding or your eligibility. 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.

Alternatively, if you don't wish to pay your open access charges using an existing agreement, please choose **Bill Me**.

Seek Funding From [redacted]

**Note from your Institution:**  
You can seek funding directly from the [seller](#) for article processing charges and other publishing fees. If you have questions about the funding requirements or your eligibility, use the contact information provided. Your APC fees and other charges will be calculated on the next page.

To be eligible, the published article must comply with the Foundation's Open Access Policy: CC-BY license and open access with no embargo.  
Charges Covered: Open Access, Page, Color and Additional Services

I choose to decline funding from my institution, please bill me

**Institution Contact Information**  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[Show address](#)

**NEXT**



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

**TOTAL DUE:** **2,112.00 USD**

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

Payment method: **Institutional account**

Organization Contact: **[REDACTED]**  
Email: **[REDACTED]**  
Phone: **[REDACTED]**

Order Reference or Purchase Order Number: **[REDACTED]**

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I have read and accept the terms and conditions

[« Back](#)   [X 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 can contact your organisation, make appropriate changes and request funding again, or pay the APC yourself.

# Step Four

## Confirmation

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



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*Your APC funding request has been approved.*

Dear [REDACTED]

Your APC funding request has been approved by [REDACTED]

**Request Details**  
Request Date: [REDACTED]  
Order Number: [REDACTED]  
Publisher: [REDACTED]  
Publication: [REDACTED]  
Article Title: [REDACTED]


Organization Contact Name: [REDACTED]  
Organization Contact Email: [REDACTED]  
Organization Contact Phone: [REDACTED]


For more details, please [click here](#) to view your order confirmation page.

Unless your order confirmation page indicates additional publication charges are available to you, you do not need to take any other action at this time. Your organization will be billed directly.

Sincerely,  
Cambridge University Press

Tel.: +1-877-622-5543 / +1-978-646-2777  
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www.copyright.com

 Copyright  
Clearance  
Center

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For more information visit: [cambridge.org/publishoa](https://www.cambridge.org/publishoa)

email: [oaqueries@cambridge.org](mailto:oaqueries@cambridge.org)

or contact your librarian



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