

Read and Publish 开放获取出版流程

作者出版流程与机构管理员指南

目录

本文件包含以下内容：

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该平台可识别哪些作者有资格获得 APC 折扣或完全免除，并允许作者通过平台向所属机构寻求资金支持。

机构管理员也可以通过该平台审核并批准作者提交的 APC 资金支持申请。

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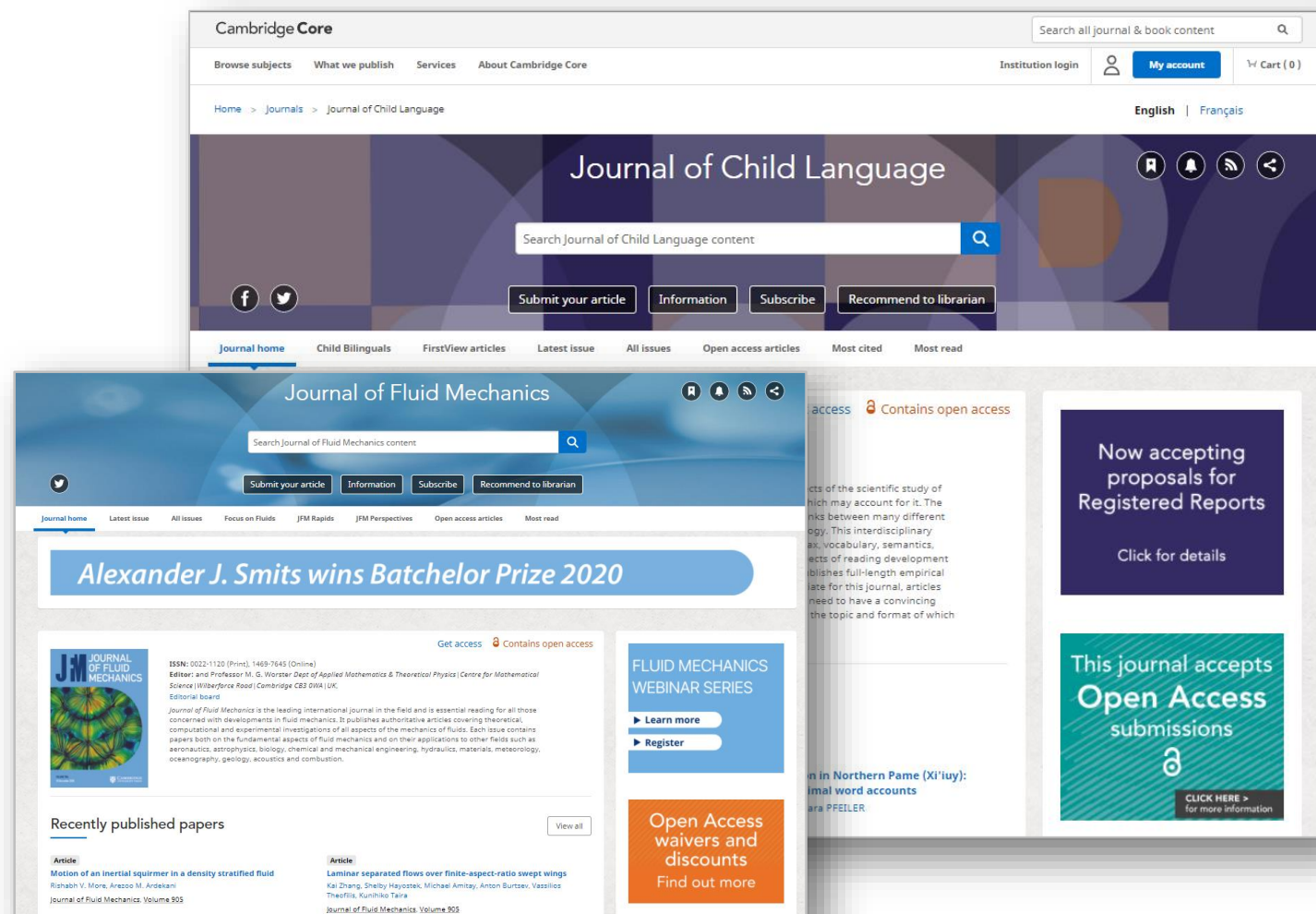
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The screenshot shows the 'Journal of Child Language' website. The top navigation bar includes 'Home', 'Journals', 'Journal of Child Language', 'Information', and 'Open Access Policy'. The main header features the journal title, a search bar, and social media icons. A sidebar on the left lists various links, including 'Open Access Policy'. The main content area displays the 'Open Access Policy' page, which includes sections for 'Preprints' and 'Open Access'. A modal window titled 'Open Access Funding Support' is overlaid on the right side, prompting users to check their eligibility for an APC discount or waiver. The modal includes a 'Find out more' button and an 'Ignore' link. A mouse cursor is pointing at the 'Find out more' button.



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- Estonia: ELNET
- France: Couperin (from 2021)
- Germany: BSB - DFG supported
- Germany: MPG
- Greece: HEAL-Link
- Hungary: EISZ
- India: e-Shodh Sindhu (eSS)
- India: Indian Institute of Management (IIM)



稿件准备

机构协议页面详细列出了协议各项参数，以及作者如何获得该协议下的开放获取出版支持，以享有APC完全免费或折扣。

Home > Services > Open access policies > Read and publish agreements > OA agreement - NTU, Taiwan

OA agreement - NTU, Taiwan

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- 4. Seek funding**

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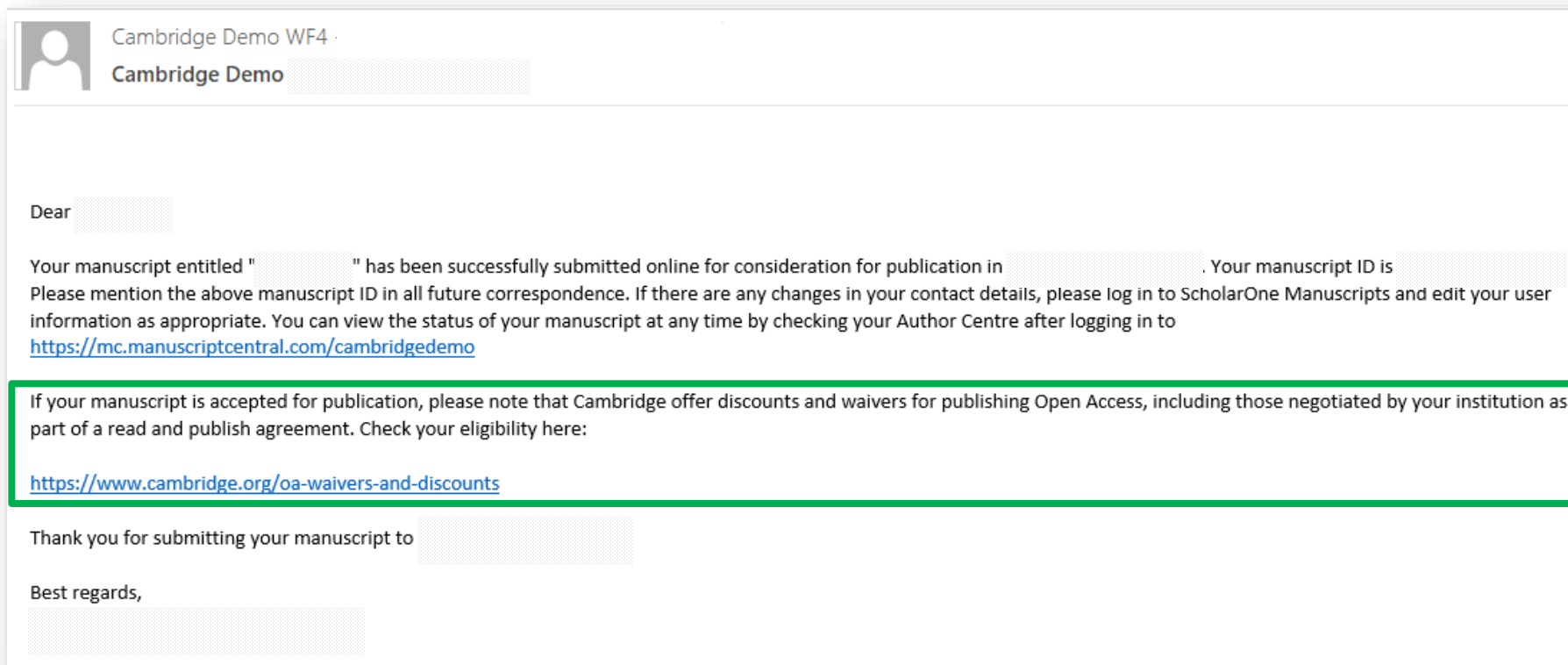
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稿件评审结果 – 流程变更

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Ironclad 是一个端对端合同生命周期管理数字平台，涵盖了合同的创建、签署和存档等环节。

第一阶段（2020年11月），18种剑桥期刊启用Ironclad签署并管理作者出版合同；

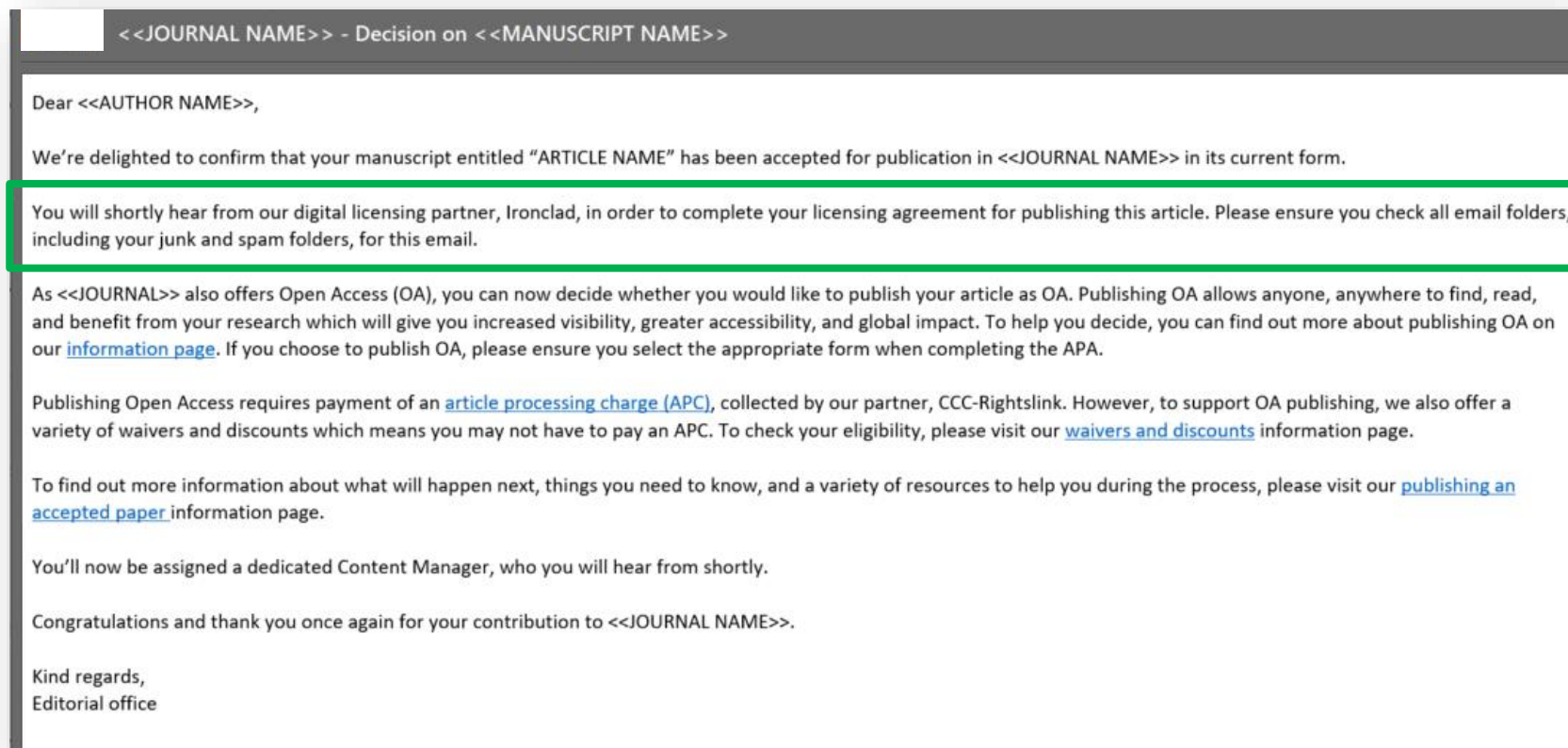
第二阶段（2021年1-3月），剑桥自有期刊、学协会合作出版期刊也将陆续启用Ironclad平台。



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稿件评审结果 – 流程变更

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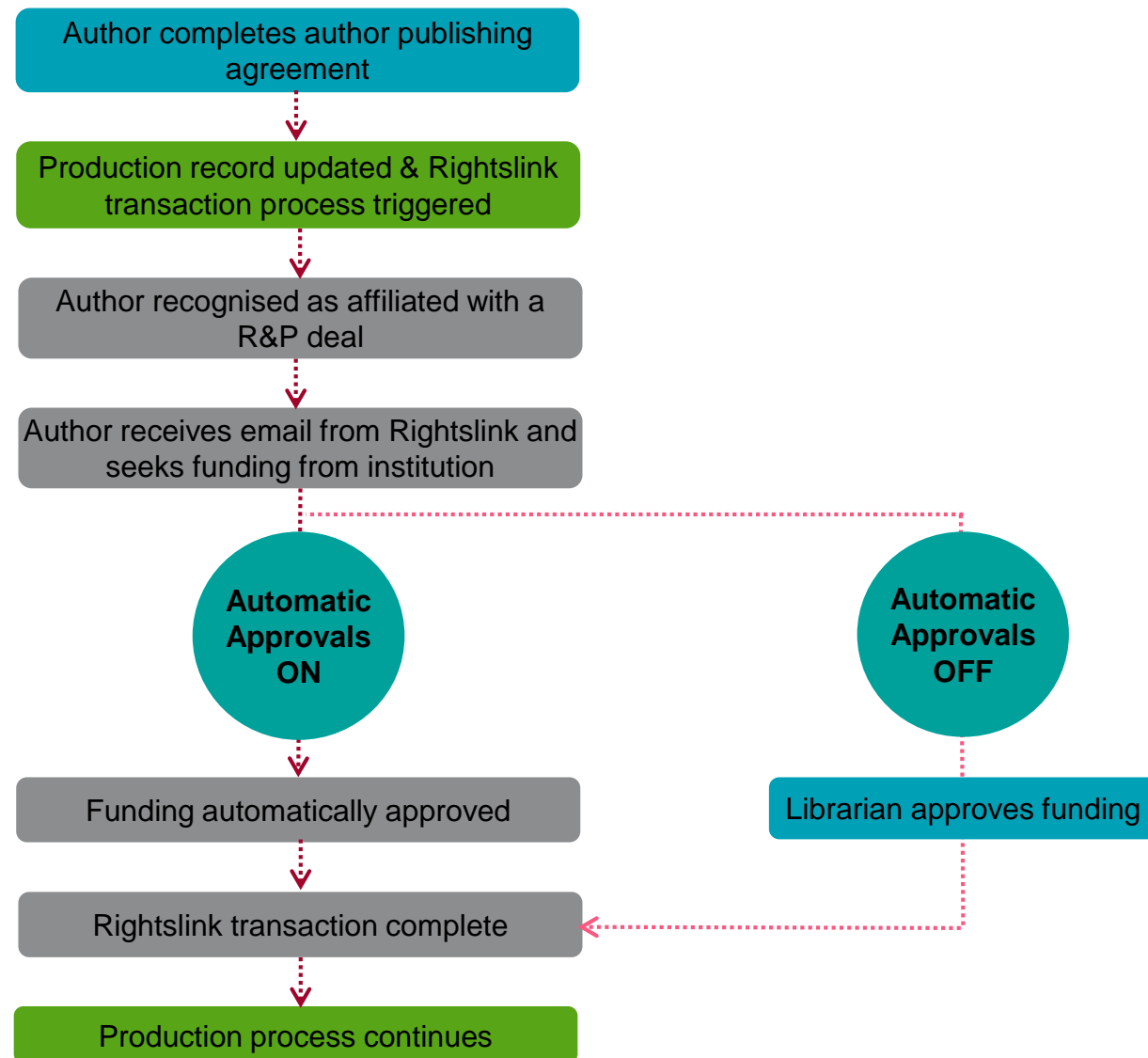


付款流程

根据通讯作者的隶属机构，将为文章分配**GRID ID**。

一旦作者完成了OA许可协议，将自动进入*Rightslink*®的APC付款流程。

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之后，机构管理员将收到有新申请提交的通知。

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Order date: 06-Aug-2019

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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:

Name

Address

Customer location:

Name

Address

VAT ID:

VAT ID

TOTAL DUE:

APC organizational contact:

0.00 GBP

Name

Email address

Phone number

Terms and conditions

Invoice payment instructions

机构账户管理

- 机构账户管理员/图书馆员批准或拒绝APC资助申请



机构账户管理

机构用户可以选择：

- 无需验证自动审批APC资助申请
- 订阅邮件提醒，接收APC资助申请批准或拒绝的通知邮件

邮件提醒可以在机构账户设置页面启用或停用

Your author has requested APC funding.

Dear [redacted]

Your author has requested funding from [redacted]

Request Details

Request Date: [redacted]

Publisher: Cambridge University Press

Publication: [redacted]

Article Title: [redacted]

Author(s): [redacted]

Please [click here](#) to view details and respond.

Sincerely,
Cambridge University Press

KEY CONTACTS

Specify the organizational contact(s) who should receive notifications of manuscript acceptance and of pending funding requests.

Organization Contact Name *

Organization Contact Email *

Organization Contact Phone *

☒ Primary Contact ☐ Suppress Email Notifications

Organization Contact Name *

Organization Contact Email *

Organization Contact Phone *

☐ Primary Contact ☐ Suppress Email Notifications

Please specify who this organization should contact if they have questions about the profile or special billing arrangement.

Publisher Contact Name *

Publisher Contact Email *
OAcquiries@cambridge.org

Publisher Contact Phone *

☐ I consent to have my contact information shared with my publisher and/or funding organization, as needed, to facilitate APC payment(s), reporting and customer care. If I am entering contact information on behalf of another party, I have obtained any necessary consents from that party to provide you with such information for the uses stated above.

☒ I confirm my country's VAT rules allow aggregated invoicing. Invoices under this billing arrangement will be sent to the organization on record rather than the author of the manuscript.



RightsLink®





机构管理平台

机构管理员/图书馆员可在此页面下：

- 查看所在机构研究人员提交的OA出版资助申请
- 批准或拒绝资助申请

The screenshot displays the 'Institutional Portal' for the Copyright Clearance Center. The user is logged in as 'CUP University Operations' with account number 7001906224. The page shows a list of funding requests under the 'Reports' tab. An orange arrow points from the '批准或拒绝资助申请' (Approve or Deny funding request) bullet point to the 'APPROVE' and 'DENY' buttons in the table.

Welcome to the RightsLink® Institutional Portal. Use the **Billing Profiles** tab to view the special billing profiles we have on file between your institution and RightsLink® client publishers. Use the **Funding Requests** tab to review and act on your queue of funding requests for researchers affiliated with your institution. Use the **Reports** tab to search and download a report of the APC transactions associated with your account. In the future, there will be an **Invoices** tab for you to review and pay your invoices online.

Account Name: CUP University Operations
Account #: 7001906224

Billing Profiles | **Funding Requests** | **Reports**

The table below includes any funding requests that have been matched to one of your special billing profiles.

APPROVE When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.

DENY If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.

Results 1 - 2 of 2

Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions
06-Aug-2019	Title 364	Testing, July 2019		Cambridge University Press	02-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	APPROVE DENY
02-Aug-2019	Title 577	Testing, July 2019		Cambridge University Press	01-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	APPROVE DENY

Results 1 - 2 of 2



拒绝资金申请

Deny Request

Article Title: Title 137

Please select the reason for the request denial.

Select from the drop down list

- APC exceeds max fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning Author Affiliation
- Other (note below)

CANCEL **DENY**

Deny Request

Article Title: Title 137

Please select the reason for the request denial.

Missing required Creative Commons license

Additional instructions and information for my researcher.

CC BY license required

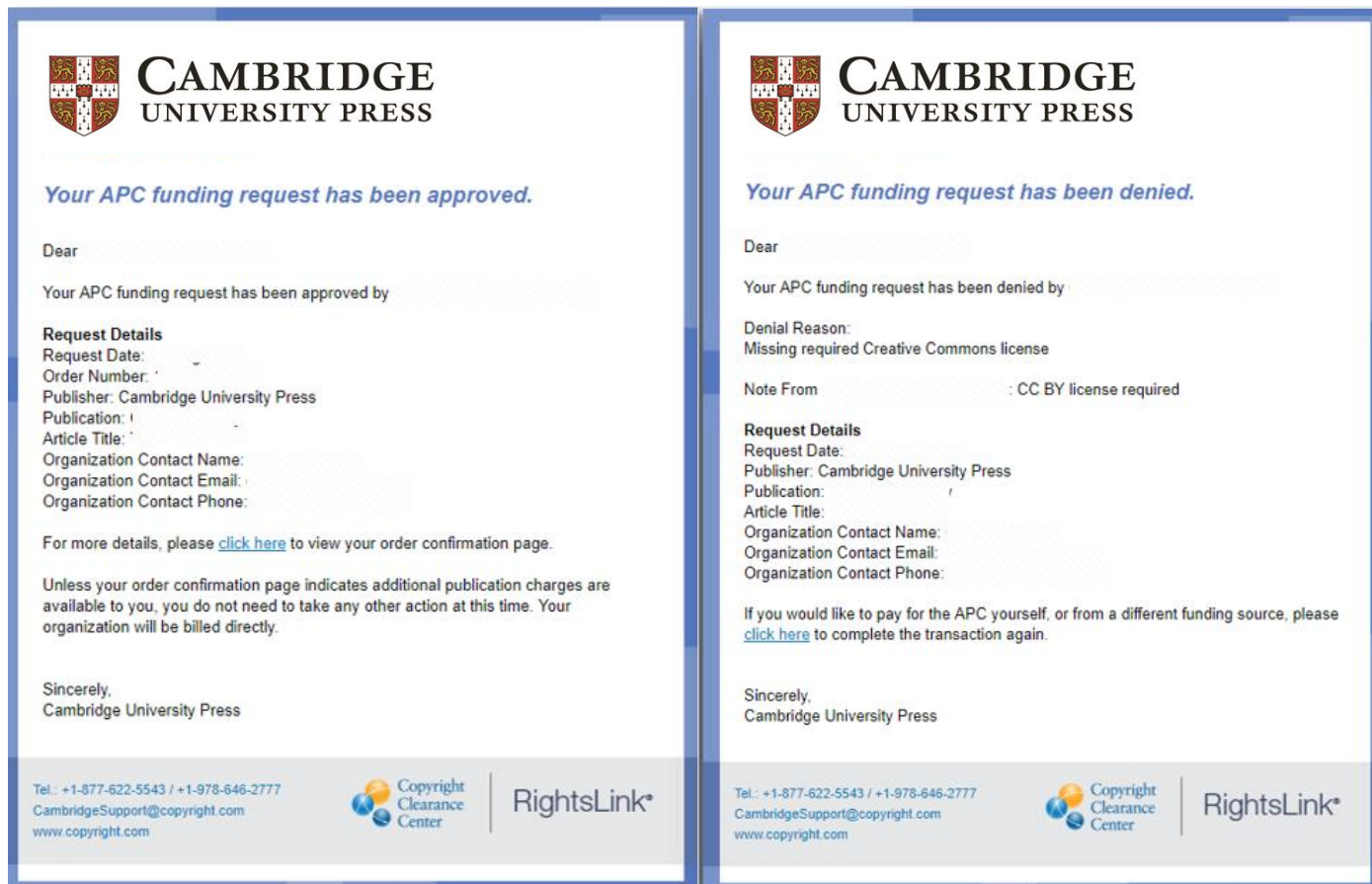
CANCEL **DENY**



发送自 *Rightslink*® 的作者确认邮件

作者将收到一封最终确认邮件，通知作者APC资助申请已被批准（或拒绝），并确认他们的文章将以开放获取形式出版。

如申请被拒绝，管理员在机构管理平台Agreement Manager上输入的拒绝理由将通过电子邮件发送给作者。



文章出版

- 文章在Cambridge Core平台以开放获取形式在线出版

统计报告

剑桥将为您提供月度统计报告，包括隶属于贵机构的通讯作者所出版的OA文章和非OA文章的数据。

Consortia	Institution	Article Details									
		Manuscript Title	DOI	Corresponding Author Affiliation	Corresponding Author Email Domain	Article Type	Date Article Accepted	Copy Received Date	Online Publication Date	Creative Commons License Type	Open Access?
Consortia Name	Institution 8	Example 8	DOI 8	Institution 8	institution8.org	Research Article	08/11/2018	09/11/2018	14/03/2019		no
Consortia Name	Institution 3	Example 3	DOI 3	Institution 3	institution3.org	Research Article	20/01/2019	01/02/2019			no
Consortia Name	Institution 6	Example 6	DOI 6	Institution 6	institution6.org	Book Review	15/01/2019	03/02/2019	18/02/2019		no
Consortia Name	Institution 7	Example 7	DOI 7	Institution 7	institution7.org	Research Article	01/02/2019	05/02/2019	18/03/2019		no
Consortia Name	Institution 12	Example 12	DOI 12	Institution 12	institution12.org	Review Article	12/01/2019	06/02/2019	29/04/2019	CC BY	Yes
Consortia Name	Institution 9	Example 9	DOI 9	Institution 9	institution9.org	Research Article	11/02/2019	12/02/2019	13/03/2019	CC BY	Yes
Consortia Name	Institution 4	Example 4	DOI 4	Institution 4	institution4.org	Review Article	22/03/2019	26/03/2019			no
Consortia Name	Institution 11	Example 11	DOI 11	Institution 11	institution11.org	Research Article	05/04/2019	08/04/2019	29/04/2019	CC BY	Yes
Consortia Name	Institution 1	Example 1									
Consortia Name	Institution 2	Example 2									
						Transaction Details					
		Eligible?	Status	Date Contacted for OA	Notes	Agreement Manager Profile Name	RightsLink Product	Transaction value before discount	Transaction Subtotal	Transaction Currency	Approval Status
		Yes	OA under deal			Institution Agreement Manager Name	Open Access charge	1000	0 USD		Approved
		Yes	OA under deal			Institution Agreement Manager Name	Open Access charge	1870	0 GBP		Approved
		Yes		09/10/2019							
		Yes		14/10/2019							
		Yes		09/10/2019							
		Yes		14/10/2019							
		No	OA under deal			Institution Agreement Manager Name	Open Access charge	1750	0 USD		Approved
		Yes		14/10/2019							
		Yes		14/10/2019							
		Yes	Open Access under other promotion				Open Access charge	1000	0 USD		
		Yes	OA under deal			Institution Agreement Manager Name	Open Access charge	1870	0 GBP		Approved
		Yes	OA under deal			Institution Agreement Manager Name	Open Access charge	1750	0 USD		Approved

Agreement Manager 机构管理平台

Read and Publish协议下，机构管理员可以：

- 查看并更新账户信息
- 启用或停用自动审批
- 设置电子邮件提醒

付款账户（Billing Profiles）

在“付款账户（Billing Profiles）”标签下，您可以看到您拥有管理权限的机构列表。如果您希望启用“自动审批（Automatic Approvals）”功能，请勾选对应复选框。



Billing Profiles | Funding Requests | Reports

Below you will find a list of special billing profiles that publishers have setup with your organization.

From this page you can:

- Select any Profile Name to view the details of that profile.
- Assign an internal nickname to each profile. This value will appear on your invoices to ease identification.
- Double-click on any existing nicknames to make changes.
- Enroll a profile in automatic approvals. Please note, checking the automatic approvals box will approve funding for any manuscript that is matched and submitted under that billing profile.

Results 1 - 6 of 6

	Profile Nickname	Profile Name	Publisher	Invoicing Frequency	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications
>	Click to add		CAMBRIDGE UNIVERSITY PRESS (UK)	Monthly	26-Apr-2018	N/A	Active	<input checked="" type="checkbox"/>	
>	Click to add		CAMBRIDGE UNIVERSITY PRESS (UK)	Daily	10-Apr-2019	N/A	Active	<input type="checkbox"/>	

付款账户

如需查看您的机构账户信息，请点击机构名：

Profile Nickname	Profile Name	Publisher	Invoicing Frequency
> Click	Creation Date 04-Apr-2018 21:13 by aedwards@copyright.com	CAMBRIDGE UNIVERSITY PRESS (UK)	Monthly
> Click to add	<u>CUP University_</u> <u>Test 01</u>	CAMBRIDGE UNIVERSITY PRESS (UK)	Monthly

在机构账户信息页面上，您可以编辑您的联系方式。如您需变更登录 Agreement Manager所使用的电子邮件地址，请与我们联系修改：

CONTACTS			
Organization Contact Name *	Andy Edwards	Publisher Contact Name *	Melissa Cox

账户配置（Profile Attributes）

在此页面，您可以看到机构账户配置信息，包括您的机构协议所涵盖的期刊。
您还查看与您的机构相关联的机构识别码。

ORG IDENTIFIERS		
Institution Name *	CUP	
Identifier *	Other ID	grid.123.45
	OR Author Email Domain	cambridge.org


PROFILE ATTRIBUTES

Start Date *	31-Jul-2019
End Date	31-Dec-2019
Invoice Grouping * ?	Aggregated
Invoice Frequency * ?	Daily
Invoice Currency *	GBP

Eligible Product(s) *	Open Access
Eligible Journal(s) *	Advances in Archaeological Practice, Africa: Journal of the International African Institute, African Studies Review, Ageing & Society, American Antiquity, American Political Science Review, Ancient Mesoamerica, Anglo-Saxon England, Annals of Actuarial Science, Annual Review of

邮件提醒设置

如需启用“已使用金额”、或“已使用/剩余APC资助名额”邮件提醒，请点击“铃铛”图标进行设置。

Profile Nickname	Profile Name	Publisher	Invoicing Frequency	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications
> Click to add	Andy Test	CAMBRIDGE UNIVERSITY PRESS (UK)	Monthly	26-Apr-2018	N/A	Active	<input checked="" type="checkbox"/>	

点击“Create Notification”，以创建新的邮件提醒。

Manage Notifications for CUP University Test 01

From this page you can create custom notifications for CUP University Test 01. When a notification has been triggered, it will be greyed out in this list and will not send a

CREATE NOTIFICATION

邮件提醒设置

从机构管理员列表中，选择一名联系人，以接收邮件提醒。

设置您希望获取的邮件提醒。例如，当已使用/剩余的APC资助名额达到某一阈值时，或当已使用/剩余的资金（英镑）达到某一阈值时。

点击“Save”，保存设置。

1. SELECT CONTACTS

Select Contact

Andy Edwards

Melissa Cox

Other

2. SELECT TRIGGER

Trigger this email when

☐ Amount Approved for Invoicing

☐ Number of APC Tokens Used

☐ Number of APC Tokens Remaining

☒ APC Threshold - Funds Remaining

has reached

500

CANCEL

SAVE

营销与推广支持

向读者推广贵机构的Read and Publish协议

您可以在我们的网站上获取自助营销推广资源，包括海报、图片等：

cambridge.org/rapresources

您也可以与剑桥客户代表联系，获取更多支持。

Making the most of your Read and Publish Agreement

Thank you for joining us on our journey to make academic research more open.

Your agreement will allow you to sustainably convert your institution's publishing to Open Access and enable the research community and beyond to benefit from findings by your researchers. At the same time, your patrons will have continued access to high quality, peer-reviewed journal collections.

This page is dedicated to providing resources, messaging and training to help make your deal a success. We hope you find it helpful and informative. If you have ideas about resources we can add to this page, please email librarymarketing@cambridge.org.

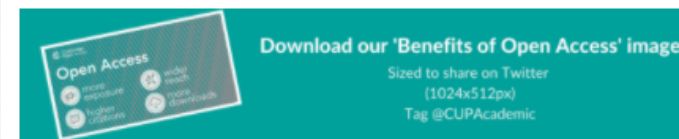
Promote Open Access publishing

Did you know that 75% of OA articles get more citations than their non-OA equivalents, receiving on average 30-50% more citations!

A range of resources and information are available across our site to help increase understanding of OA, including a glossary of OA terms, the benefits of publishing OA, and a step-by-step guide to publishing OA with Cambridge. We've highlighted some 'trending resources' on this page - you can add links to these on your web pages, or share in emails or on social media. If you need any banners or buttons to support this work, please email library.marketing@cambridge.org.

Find out more:

- [What is Open Research?](#)
- [What is Open Access?](#)
- [Publishing OA information for authors](#)
- [Open Access resources for authors](#)



Raise awareness of APC funding support

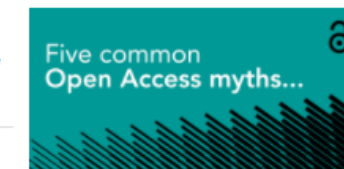
You've worked hard to negotiate a deal that allows you to sustainably transform your publishing to OA, now you just need authors to take advantage of what's on offer!

We've compiled some messaging suggestions for you to post on social media:

- [Click here for messaging where APCs are 100% discounted](#)
- [Click here for messaging where APC are partially discounted](#)

Trending resources:

Share on your social sites or add to your web pages.



营销与推广支持

作者资源

作者开放获取出版相关资源与帮助：cambridge.org/publishoa

讲座与培训

- 为图书馆员/机构管理员：讲座主题涵盖包括帮助您了解作者出版流程、如何使用Agreement Manager机构管理平台
- 为作者：讲座主题涵盖什么是开放获取、为什么要以开放获取形式出版，以及如何出版OA文章等
- 如需为您的机构安排专场讲座与培训，请联系您的剑桥客户代表。

查看剑桥讲座与培训日程表：cambridge.org/upcoming-product-webinars