

오픈 액세스 출판  
업무 흐름

# 목차

내용은 아래와 같습니다:

- 저자의 출판 과정
- *Rightslink* OA 계약 관리자 프로그램을 사용해서 아티클을 승인 또는 거부하는 방법
- 거래 후 지원

# OA 출판의 장점

OA 출판은 누구든지, 어디에서든 연구 결과를 출판하고 이용함으로써, 그 혜택을 폭 넓게 가능케 합니다.

OA 아티클은:

- OA가 아닌 아티클보다 평균적으로 3배 더 많이 다운로드되고,
- 30-50% 더 많이 인용되며,
- 세계 어디에서든 온라인으로 무료 이용이 가능합니다.



# 오픈 액세스 출판 업무 흐름

세계 최고 수준의 높은 품질을 유지하기 위해서 케임브리지대학 출판부에 제출된 모든 아티클은 엄격한 동료심사(Peer Review) 과정을 반드시 거칩니다.

논문 출판 결정은 오픈 액세스나 유료 사이트 출판 여부에 영향을 받지 않습니다.



# APC 지불처리 과정

Cambridge Read and Publish는 *Rightslink*<sup>®</sup>-CCC와 협력하여  
아티클출판비용(APCs) 업무를 수행합니다. 구독과 출판(Read and  
Publish)계약에 협약 맺은 기관과 소속저자는 재무처리를 더욱 원활하게  
하기 위한 목적으로 만들어진 *Rightslink*의 OA 계약 관리자 프로그램을  
사용할 수 있습니다.

이 프로그램을 사용하여 APC(아티클출판비용) 할인/면제 자격 요건이 되는  
저자를 확인하고,

기관은 APC(아티클출판비용) 자금지원 신청을 검토하여 승인할 수 있습니다.

# 아티클 원고 준비 및 제출

## 저자는

- 저자 안내서를 검토한다
- 형식에 맞게 아티클 원고를 작성한다
- 아티클 원고를 제출한다

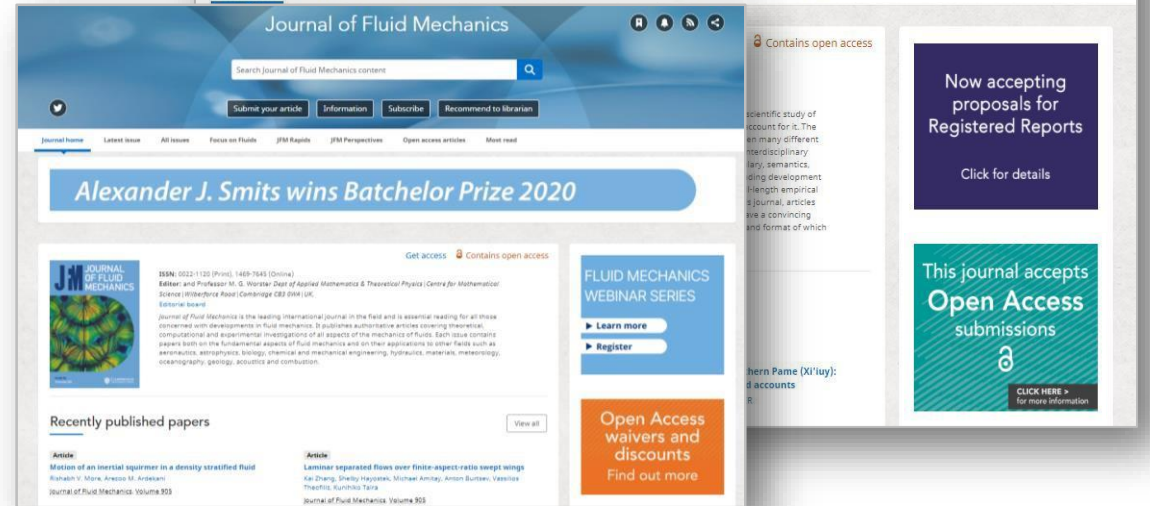


# 아티클 원고 준비 및 제출

저자의 아티클 원고 준비 및 제출 단계는 구독과 출판(Read & Publish)에 의해 전혀 영향을 받지 않습니다.

제출 지침에 대한 정보는 케임브리지 코어(Cambridge Core)의 해당 저널 홈페이지에서 확인할 수 있습니다.

제출된 아티클 원고는 동료심사(Peer Review) 과정을 거치며, 이 과정은 모든 저널에 동일하게 적용됩니다.





# 아티클 원고 준비 및 제출

각 단계마다 저자에게 필요한 다음과 같은 OA 정보 페이지를 찾을 수 있습니다:

• 기관 계약 페이지:

[www.cambridge.org/read-and-publish](http://www.cambridge.org/read-and-publish)

• OA 면제 및 할인 프로그램 (\*새 페이지\*)

[www.cambridge.org/oa-waivers-and-discounts](http://www.cambridge.org/oa-waivers-and-discounts)



## 아티클 원고 결정

저자는

- 게재 승인 이메일을 수신한다
- 크리에이티브 커먼즈 라이선스를 선택한다
- 논문이 출판 단계에 들어간다



# 아티클 원고 결정

논문 게재 승인을 받은 저자는 저자 출판 계약(Author Publishing Agreement)을 완료해야 합니다.

이 단계에서 저자는 논문의 OA를 결정하게 됩니다.

저자는 골드 오픈 액세스 계약을 완료하고 크리에이티브 커먼즈 라이선스를 선택해야 합니다.

상기 단계가 모두 완료되면,

케임브리지의 아티클 생산 추적 시스템에 기록이 생성됩니다.

### Author publishing agreement

Before Cambridge University Press can publish a journal article (or any other journal content type) we need a signed licence to publish. To find the right form, start by considering whether or not your article will be published as open access or non-open access and then select the most appropriate option.

#### Non-Open Access Articles

So that we have the necessary rights to publish your article, we ask you to grant an exclusive licence to publish. (We do not ask you to transfer your copyright to us.) An exclusive licence means that the rights needed to publish the article are granted to the journal owner on exclusive basis and the ownership of the copyright remains unchanged. Select the correct form from the choice of three:

Who are you and who owns the copyright?	Correct Forms	Who Signs?
I am the sole author and <b>I own</b> the copyright in the article <b>OR</b> I am one of two or more authors and <b>we jointly own</b> the copyright in the article		One author
I am the sole author and my <b>non-government employer</b> owns the copyright in the article <b>OR</b> I am one of two or more authors and one or more of our <b>non-government employers jointly own</b> the copyright in the article		Each author and each employer
I am the sole author and my <b>government employer</b> owns the copyright in the article <b>OR</b> I am one of two or more authors and one or more of our <b>government employers jointly own</b> the copyright in the article		Each author and each employer

#### Open Access Articles

So that we have the necessary rights to publish your article, we ask you to grant a non-exclusive licence to publish. (We do not ask you to transfer your copyright to us.) A non-exclusive licence means that the rights needed to publish the paper are granted to the journal owner on a non-exclusive basis and the ownership of the copyright remains unchanged. Select the correct form from the choice of two in the table below.

In open access there is a fundamental principle that content should not only be accessible but also be freely reusable for the good of research and humanity. We comply with this principle by asking you to select, within your form, a [Creative Commons licence](#). The CC licence you choose will determine how readers can use your article.

Who are you and who owns the copyright?	Correct Forms	Who Signs?
I am the sole author and <b>I own</b> the copyright in the article <b>OR</b> I am one of two or more authors and <b>we jointly own</b> the copyright in the article		One author
I am the sole author and my <b>employer (government or non-government)</b> owns the copyright in the article <b>OR</b> I am one of two or more authors and one or more of our <b>employers (government or non-government) jointly own</b> the copyright in the article		Each author and each employer



# 아티클 원고 결정 - 처리과정 변경

당사는 현재의 라이선싱 과정을 업그레이드된 디지털 라이선싱 솔루션으로 교체 중입니다.

새로운 솔루션은 저자의 경험뿐만 아니라, 구독과 출판(Read and Publish) 관련 특정 메시지를 사용하여 저자가 하이브리드 저널에서 OA 출판 옵션을 선택할 수 있는 능력을 제시하기 위함입니다.

하이브리드 저널용 메시지(R&P):

## Access Information

Please select your preferred access type\*

Your institution and Cambridge University Press have signed a read and publish agreement which covers the article processing charge (APC) relating to your article. This means you can publish your article Gold Open Access at no cost to you and your research will benefit from considerably wider readership. Gold Open Access means that, on publication, the article will be made freely available for anyone to access and view under a Creative Commons licence. You can find out more about the read and publish agreement at [www.cambridge.org/oa-waivers-and-discounts](http://www.cambridge.org/oa-waivers-and-discounts)

- Gold Open Access
- Subscription

## Creative Commons Licence

Please confirm the Creative Commons licence under which the article should be published for Gold Open Access. Please note that your funder or institution may require you to select a particular licence, e.g. CC-BY. To find out more, please visit: [www.cambridge.org/creative-commons](http://www.cambridge.org/creative-commons)

- CC BY (Attribution)
- CC BY SA (Attribution - ShareAlike)
- CC BY NC (Attribution - NonCommercial)
- CC BY ND (Attribution - NoDerivatives)
- CC BY NC SA (Attribution - NonCommercial - ShareAlike)
- CC BY NC ND (Attribution - NonCommercial - NoDerivatives)

## 지불 처리 과정

- *Rightslink*<sup>®</sup>가 저자에게 이메일을 발송한다
- 저자는 *Rightslink*<sup>®</sup>를 통해서 면제/할인 요청을 완료한다

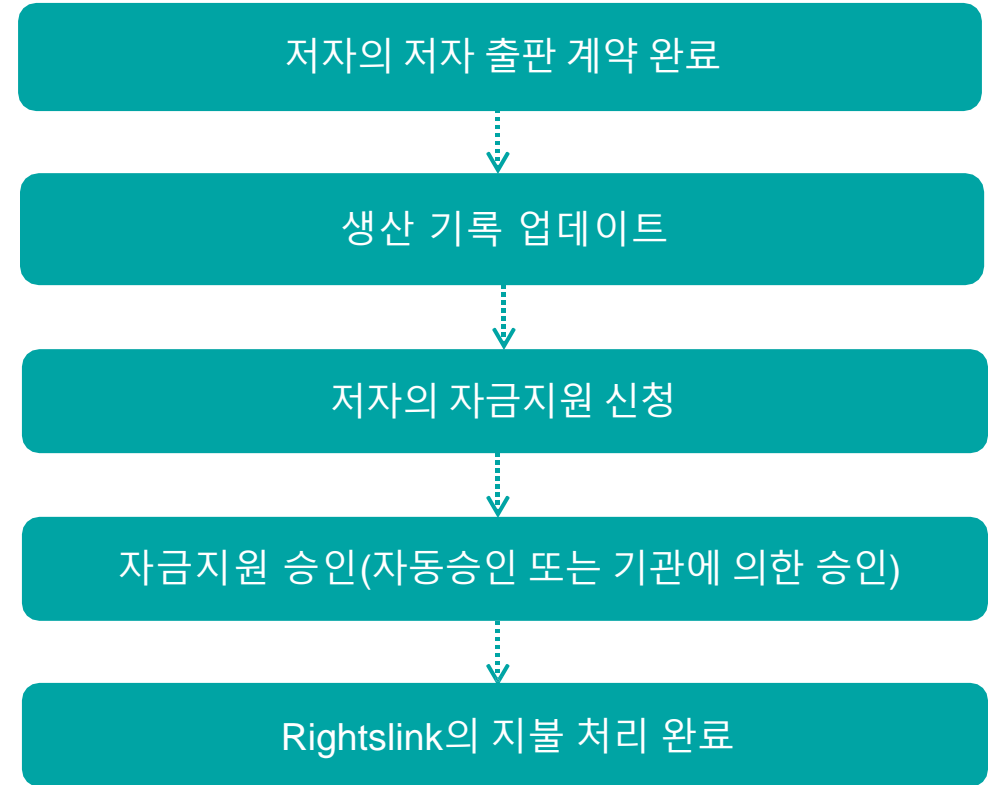


# APC 지불 처리

저자의 OA 라이선스 계약이 완료되고 나면 Rightslink®의 지불 처리과정이 시작됩니다.

Rightslink®는 해당 아티클에 적합한 출판 계약을 찾아서 저자가 소속 기관의 자금지원을 신청할 수 있는 옵션을 제공합니다.

아티클이 자동으로 승인되거나, 각 기관이 자금을 지원을 승인 또는 거부할 수도 있습니다. 이러한 승인은 계약 기간 중 언제든지 설정 또는 해제될 수 있습니다.





# Rightslink 이메일

저자 출판 계약으로 논문 기록이 업데이트된 후 48시간 이내에 *Rightslink*®에서 APC(아티클출판비용) 지불을 요청하는 이메일을 저자에게 발송합니다.

*Rightslink*® 계정이 없는 저자는 간단한 과정을 통해서 반드시 등록해야 합니다.



CAMBRIDGE  
UNIVERSITY PRESS

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 [OA 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

로그인을 하면 저자가 소속 기관에 자금지원을 요청하거나 APC(아티클출판비용)를 지불할 수 있는 알림창이 나타납니다.

Copyright Clearance Center RightsLink®

? Help | Live chat | User profile

PAY AUTHOR CHARGES FOR

" [Redacted Title] "

Author: [Redacted]

Manuscript ID: [Redacted]

Manuscript Details

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 [Redacted] 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.

**Institution Contact Information**  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

Show address

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

» NEXT

OA 출판 계약에  
관한 정보

기관에서 온  
메시지

문의처 정보

마지막으로, *Rightslink*®가  
기관에 자금지원 승인을  
요청했음을 확인하는 화면이  
나타납니다.

**ORDER CONFIRMATION** [Print Friendly Format](#)

Order number: *Not available until funding is approved*  
Order reference number: CUP RAP 2019  
Order date: 06-Aug-2019

**TOTAL DUE: 0.00 GBP**

**Thank you for your order! We have requested funding approval from your institution.**  
If approved, you will receive a request confirmation email with your order number.  
If not, we will notify you of the reason your institution has not funded your request and you will be invited to pay your order on your own.

Charge	Original Fee	Discounts	Tax/VAT *	Total Due
Open Access	1,925.00 GBP	(1,925.00 GBP)	0.00 GBP	0.00 GBP
<b>TOTAL</b>	<b>1,925.00 GBP</b>	<b>(1,925.00 GBP)</b>	<b>0.00 GBP</b>	<b>0.00 GBP</b>

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

Billing address:

Customer location:

VAT ID:

**TOTAL DUE:** **0.00 GBP**

APC organizational contact:

[Terms and conditions](#)

[Invoice payment instructions](#)



## 기관 상호작용

- 기관의 관리자가 APC(아티클출판비용) 요청을 승인 또는 거부할 수 있다

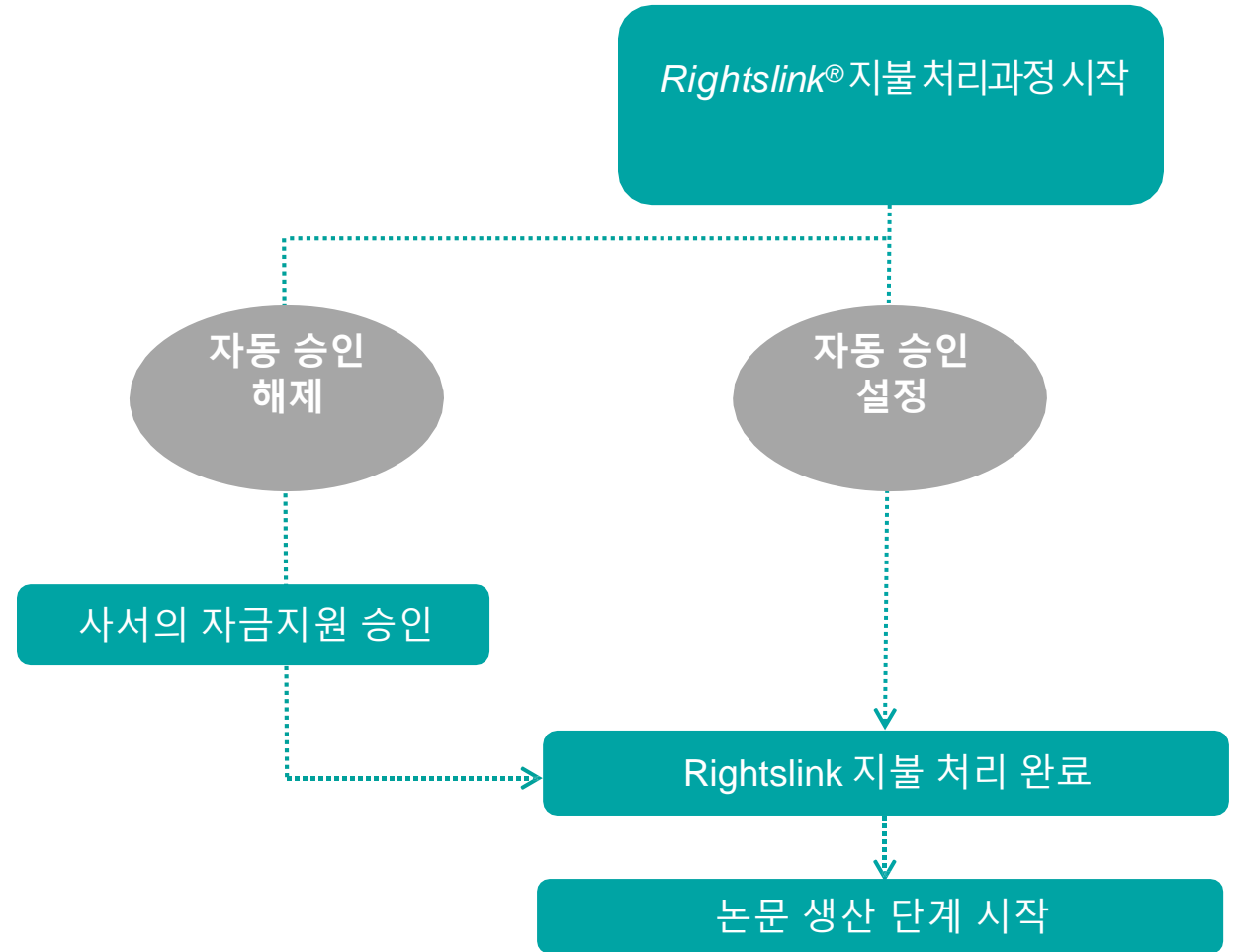


# 기관 상호작용

각 기관은 논문이 자동 승인되도록 (“불간섭” 접근법) 선택할 수 있습니다.

자동 승인이 해제된 경우에는 관리자가 계약 관리자 프로그램을 통해서 자금 지원을 승인하거나 거부해야 합니다.

자동 승인은 계약 기간 중 언제든지 설정 또는 해제할 수 있습니다.





# 기관 상호작용

자동 승인 상태에 관계 없이, 관리자는 이메일 알림을 받게 됩니다.

이메일 알림은 기관 프로필에서 해제 가능합니다.

**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 \*

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.



## CAMBRIDGE UNIVERSITY PRESS

*One of your researchers has had a manuscript accepted for publication.*

Dear ADMINISTRATOR,

A recently accepted manuscript has been matched to your special APC billing profile, CUP Read and Publish University of Michigan - Ann Arbor 2021. The author(s) will be notified of acceptance and given the opportunity through the RightsLink platform to request funding from you for applicable APC charges. If they do, you will have the opportunity to approve or deny the request from your RightsLink [Funding Requests](#) page.

### Manuscript Details

Accept Date: 20-Jan-2021

Publisher: Cambridge University Press

DOI: 10.example

Publication: Journal of Examples

Article Title: Testing email functionality for webinars

Author(s): Author Name [authrorname@emailaddress.com](#)

Please [click here](#) to preview the APC charges.

Sincerely,  
Cambridge University Press

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

[CambridgeSupport@copyright.com](mailto:CambridgeSupport@copyright.com)

[www.copyright.com](http://www.copyright.com)



RightsLink®





# 기관 포털

관리자는 OA 자금지원 승인이 필요한 모든 논문을 기관 포털에서 확인할 수 있습니다.

자동 승인이 해제되면 이 포털을 통해서 논문을 승인 또는 거부할 수 있습니다.

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 'Funding Requests' tab. An orange arrow points from the text '통해서 논문을 승인 또는 거부할 수 있습니다.' 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	<b>APPROVE</b> <b>DENY</b>
02-Aug-2019	Title 577	Testing, July 2019		Cambridge University Press	01-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	<b>APPROVE</b> <b>DENY</b>

Results 1 - 2 of 2



# 자금지원 요청 거부

**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



# Rightslink®의 저자 확인 이메일

APC(아티클출판비용) 할인이 승인(또는 거부)되어 아티클의 OA 출판이 진행됨을 확인하는 최종 통지가 저자에게 발송됩니다.

신청이 거부된 경우에는 계약 관리자 프로그램에 입력된 거부 사유가 저자의 이메일로 전달됩니다.



**CAMBRIDGE UNIVERSITY PRESS**

*Your APC funding request has been approved.*

Dear [Name],

Your APC funding request has been approved by [Name].




**Request Details**  
 Request Date: [Date]  
 Order Number: [Number]  
 Publisher: Cambridge University Press  
 Publication: [Title]  
 Article Title: [Title]  
 Organization Contact Name: [Name]  
 Organization Contact Email: [Email]  
 Organization Contact Phone: [Phone]

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  
 CambridgeSupport@copyright.com  
 www.copyright.com

**CAMBRIDGE UNIVERSITY PRESS**

*Your APC funding request has been denied.*

Dear [Name],

Your APC funding request has been denied by [Name].

Denial Reason:  
Missing required Creative Commons license



Note From [Name]: CC BY license required

**Request Details**  
 Request Date: [Date]  
 Publisher: Cambridge University Press  
 Publication: [Title]  
 Article Title: [Title]  
 Organization Contact Name: [Name]  
 Organization Contact Email: [Email]  
 Organization Contact Phone: [Phone]

If you would like to pay for the APC yourself, or from a different funding source, please [click here](#) to complete the transaction again.

Sincerely,  
Cambridge University Press

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

## 아티클 출판

- 케임브리지 코어(Cambridge Core)에 논문이 출판된다

# 지원 서비스



# 보고서 발송

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PII	Publication Status	DOI	Article Title	Article Type	OA Article	OA Licence Type	Journal Mne	Journal Title	Journal Subject	HSS STM
S0007123420000356	first-view	<a href="https://doi.org/10.1017/S0007123420001234">10.1017/S0007123420001234</a>	Title 1	Research-Article	Yes	CC-BY	JPS	Journal title 1	Subject 1	HSS
S0963548320000358	first-view	<a href="https://doi.org/10.1017/S0963548320001235">10.1017/S0963548320001235</a>	Title 2	Research-Article	Yes	CC-BY	CPC	Journal title 2	Subject 2	STM
S0963548320000590	first-view	<a href="https://doi.org/10.1017/S0963548320001236">10.1017/S0963548320001236</a>	Title 3	Research-Article	Yes	CC-BY	CPC	Journal title 3	Subject 3	STM
S1755048320000644	first-view	<a href="https://doi.org/10.1017/S1755048320001237">10.1017/S1755048320001237</a>	Title 4	Research-Article	Yes	CC-BY	RAP	Journal title 4	Subject 4	HSS
S1742170520000356	first-view	<a href="https://doi.org/10.1017/S1742170520001238">10.1017/S1742170520001238</a>	Title 5	Review-Article	No		RAF	Journal title 4	Subject 5	STM

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Hybrid OA	19/06/2020	18/11/2020	grid.34421.xx	University 1	United States	Departments of Physics, University 1	Author 1	Rightslink Author	RIGHTSLINK
Hybrid OA	08/07/2020	12/10/2020	grid.34421.xx	University 1	United States		Author 2	Rightslink Author	RIGHTSLINK
Hybrid OA	09/10/2020	10/11/2020	grid.34421.xx	University 1	United States		Author 3	Rightslink Author	RIGHTSLINK
Hybrid OA	16/11/2020	15/12/2020	grid.34421.xx	University 1	United States		Author 4	Rightslink Author	RIGHTSLINK
Hybrid OA	02/11/2020	27/11/2020	grid.34421.xx	University 1	United States	Departments of Agronomy and Horticulture, University 1	Author 5	Corresponding Author	CORE

# 자료

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