

# Free article processing charge in Cambridge University Press journals

## 【Feature】

- If the first author is a member of Ritsumeikan University, the APC required for open access will be free.
- 337 journals (as of October 30, 2019) in a wide range of academic fields from natural sciences to the humanities and social sciences published by CUP are eligible for APC free (The title list can be downloaded from the following URL.)
- The average APC for 337 journals is £ 1820 per article, but they are free.
- During the contract period from January 1, 2020 to December 31, 2020, APC is unlimited and free.
- In order to make an article open access, the first author belonging to Ritsumeikan University needs to perform procedures in the CUP system.

【A list of journals (337 journals) subject to APC free】

<https://secure.ritsumei.ac.jp/students/library/service/research/apc/>



## 【CUP system procedures (overview)】

In order to submit an article as the lead author, you must first create a CUP system account.

Whether you belong to Ritsumeikan University (whether it is eligible for free) is determined by the profile information (email address domain, institution name, ORCID, etc.) registered in your account. Please register your email address provided by Ritsumeikan University.

## Workflow communication points



After registering your profile, a message will appear on the system stating that you can open access your article for free.



## APC Payment

### Author logs-on to RightsLink

Welcome: Gwendolen Grant

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

Cambridge University Press has negotiated open access publication deals with institutions and consortia. In this workflow, please seek funding approval from your institution so that you can take advantage of our agreement terms and centralized APC funding. When funding is approved by your institution, your institution is billed directly and you are notified by email. 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 pages 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.

☐ Bill Me

☒ Seek Funding From CUP University Operations  
CHARGES COVERED: Open Access

**Agreement Details and Organization Contact Information**

CUP University Operations Shaftsbury Road United Kingdom CB2 8BS Cambridge	Gwen Grant ggrant@cambridge.org 01223 326334
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If you have any questions regarding this agreement please use this organization contact information.

If you have registered your Ritsumeikan University information in your profile, you will see a message that you can make APC payments free (green frame).

Select free APC (red frame) and click “OK” in the lower right.



## APC Payment

### Author submits funding request for approval

**Cambridge JOURNALS**

**Title 354**

Publication:	China Quarterly	Publisher:	Cambridge University Press
Publication ID:	1406-2645	Author:	July 2019 Testing
Manuscript DOI:	10.1017/S0022377819017001710	ORCID ID:	
Manuscript ID:	90305741017001710	Institution ID:	OTHER-gnd.123.45
Publication Date:		Co-Authors:	
OA License(s):	CC BY		

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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.

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☐ I have read and accept the terms and conditions

The APC will be reduced to 0 by the agreement between Ritsumeikan University Library and CUP. Click “SUBMIT FOR APPROVAL” in the lower right.

When the first author completes the payment procedure, CUP will send an email to Ritsumeikan University Library. The Ritsumeikan University Library will check whether the applicant is a researcher at Ritsumeikan University according to the email sent by CUP. After confirming with Ritsumeikan University Library, all payment procedures are completed.

\* For details on the procedures for the CUP system, please refer to the CUP creation manual posted on the library website.