

# Setting yourself up for TA Success

TA Support Workshop

2024

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Senior Training Executive

# Before we begin...



This session is being  
recorded



Have questions? No  
problem!

We've scheduled in time  
for your questions!



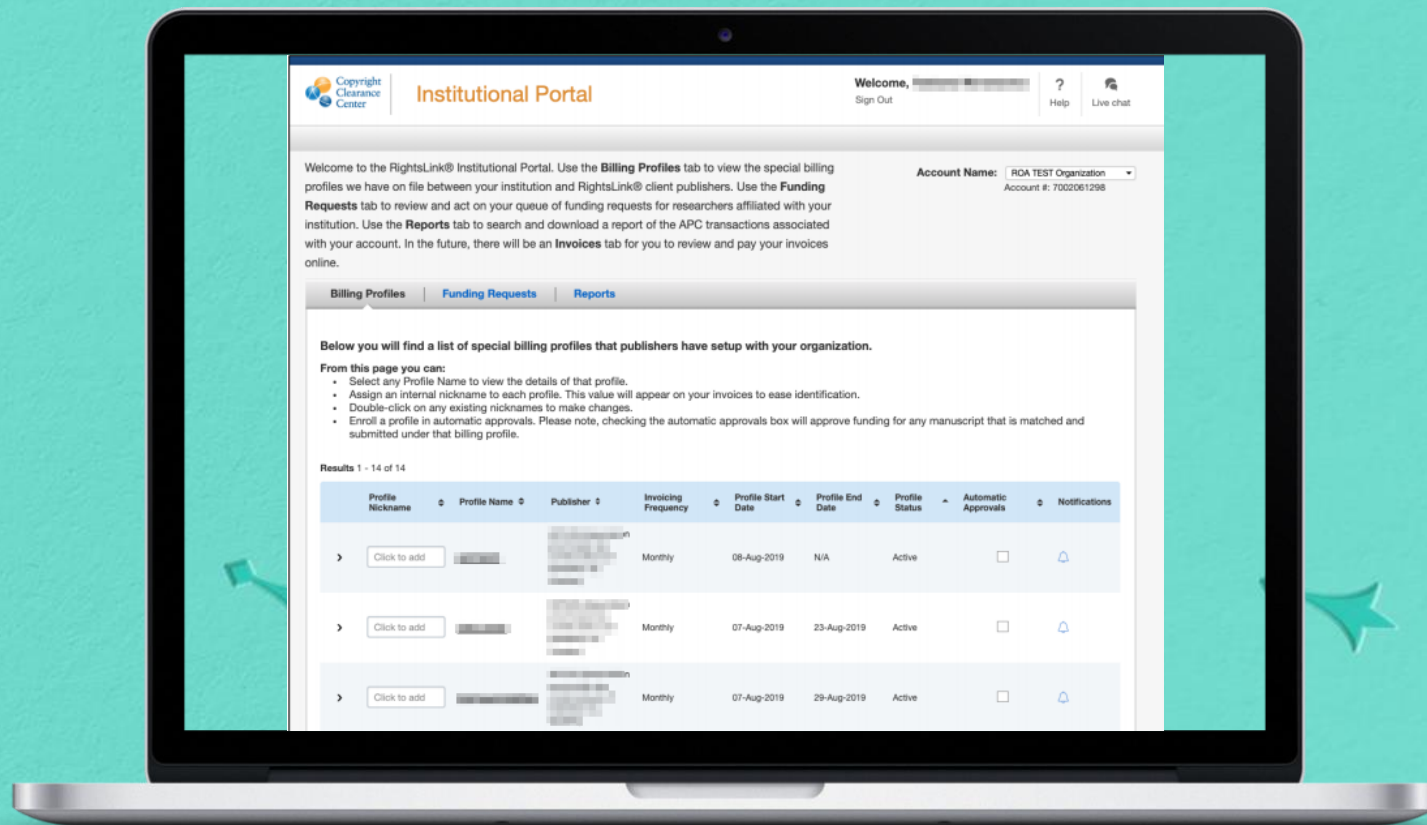
Please complete the exit  
survey

## 3 Quick ways to set your TA up for success

1. Complete your RightsLink set up
2. Promote your TA and raise awareness
3. Use your TA with confidence: Answers at the ready

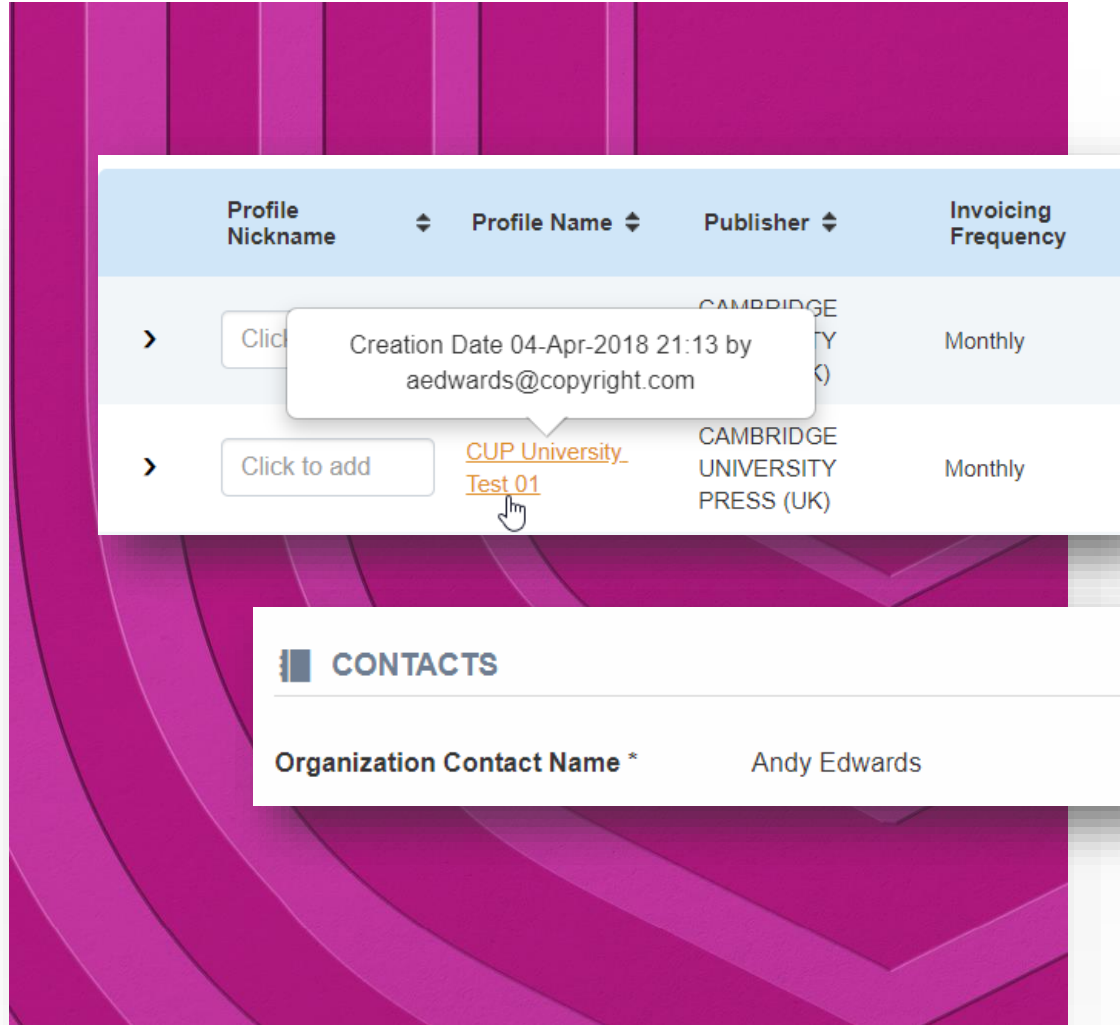
## Step 1. Complete your RightsLink set up in less than 10 minutes

- ✓ Ensure all contacts are added
- ✓ Turn on automatic approvals
- ✓ Set notifications
- ✓ Reporting options



## RightsLink is your OA agreement manager tool

- We'll run the eligibility checks for you - meaning a 'touch free' journey for the author and the TA administrator.
- Institutions may also review and authorise APC funding requests.



The screenshot displays a contact management interface. At the top, there is a table with columns: Profile Nickname, Profile Name, Publisher, and Invoicing Frequency. Below the table, a modal window is open, showing details for a contact. The modal has a title 'CONTACTS' and a form with a field 'Organization Contact Name \*' containing the value 'Andy Edwards'.

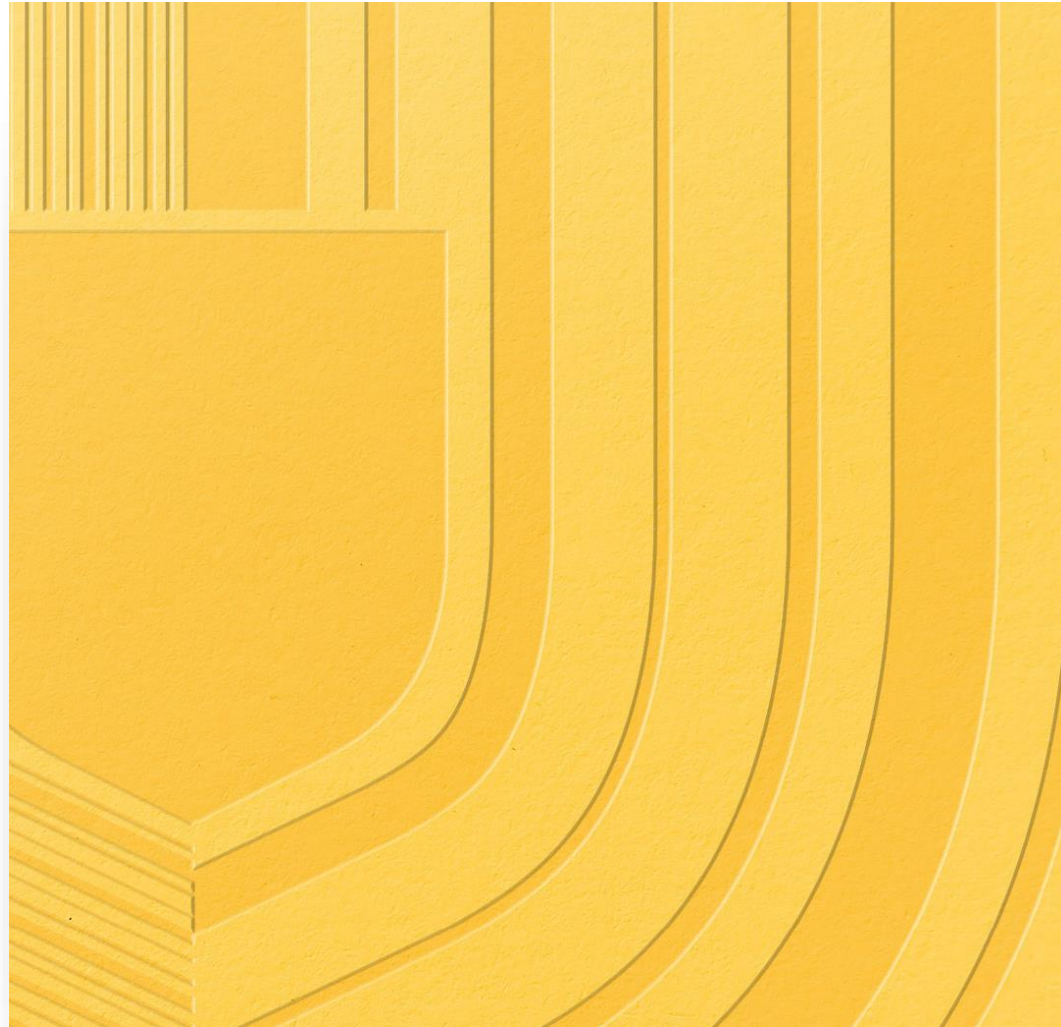
Profile Nickname	Profile Name	Publisher	Invoicing Frequency
> Click to add	Creation Date 04-Apr-2018 21:13 by aedwards@copyright.com	CAMBRIDGE UNIVERSITY PRESS (UK)	Monthly
> Click to add	<a href="#">CUP University Test 01</a>	CAMBRIDGE UNIVERSITY PRESS (UK)	Monthly

**CONTACTS**

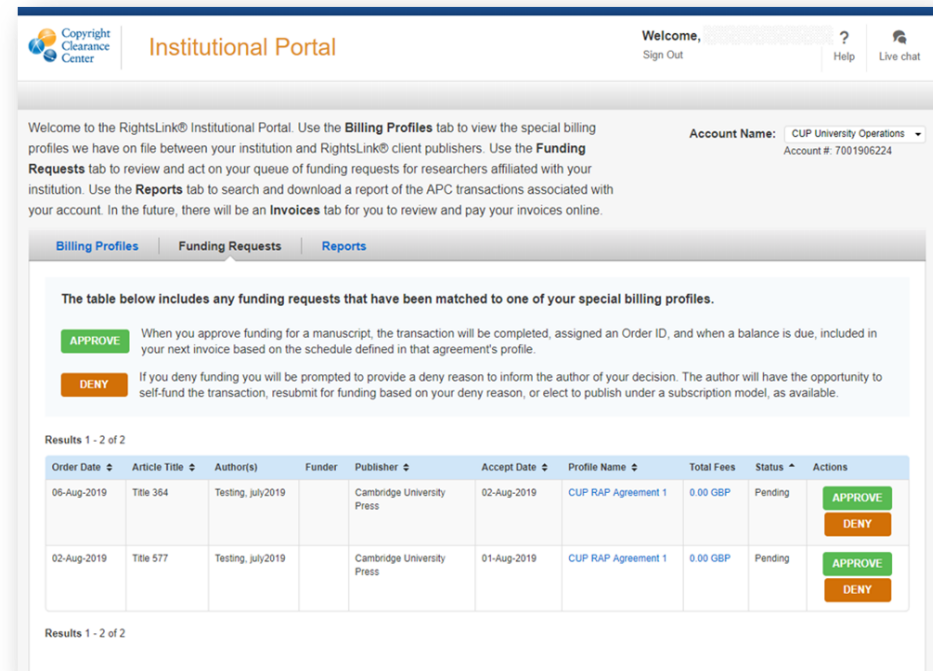
Organization Contact Name \* Andy Edwards

## Ensure all contacts are added

- To see details held on your billing profile click the Profile Name link.
- You can edit your contact information within this space.
- If you wish to change the email address that you use to log in to Agreement Manager, please get in touch with us.



# Turn on automatic approvals



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

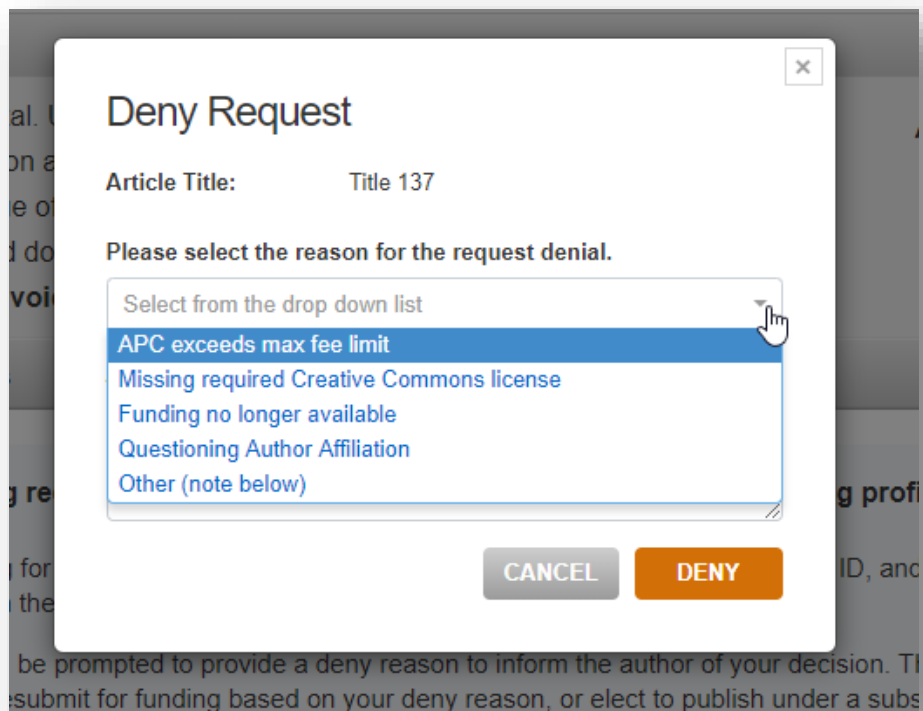
Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions
06-Aug-2019	Title 364	Testing, July 2019		Cambridge University Press	02-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	<b>APPROVE</b> <b>DENY</b>
02-Aug-2019	Title 577	Testing, July 2019		Cambridge University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

Results 1 - 2 of 2

- Save yourself time: 'Notifications' feature

# Denials

If denying, a reason for denial must be given. This information is sent to the author in a denial notification email.



**Deny Request**

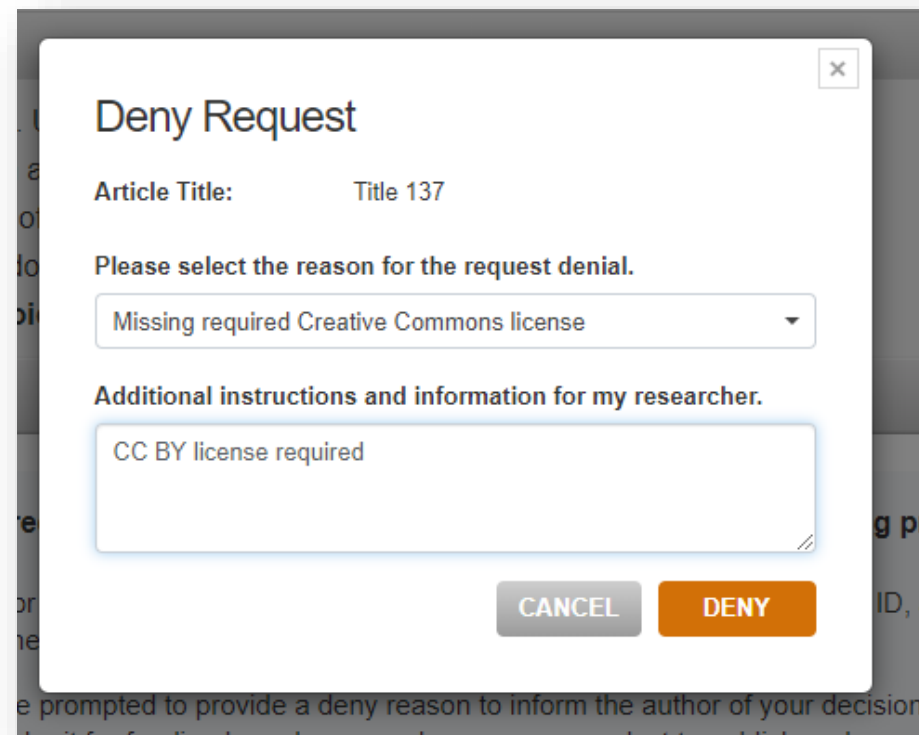
Article Title: Title 137

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



# Over to you, let's complete and check the set up

1. Locate e-mail and log in



2. Ensure all contacts are added



3. Turn on auto approvals



4. Set notifications



5. Locate report button



6. Bookmark the page



## 2. Promote your agreement

# Open Access Publishing Workflow



All articles submitted to Cambridge University Press undergo the same **rigorous peer-review** to sustain the high quality of our journals.

The decision to publish an article is not affected by whether it will be published Open or behind a paywall.



# Key author touchpoints



**Upon submission:** Authors are supported through the submission process and advised that eligibility is based on the affiliation information provided

**Contracting stage:** Authors are advised of their eligibility to publish OA under a deal (at no cost to them) at key decision points including contracting

**Tailored messaging:** Authors received messaging specific to them, the journal they are submitting to and the agreement they are covered by

**Dedicated OA support:** Our OA support team are on hand to support you and your academics  
[OAqueries@cambridge.org](mailto:OAqueries@cambridge.org)





We've collated all of this information in our Librarian toolkit

[Available here](#)

# Promoting your agreement to researchers and faculty



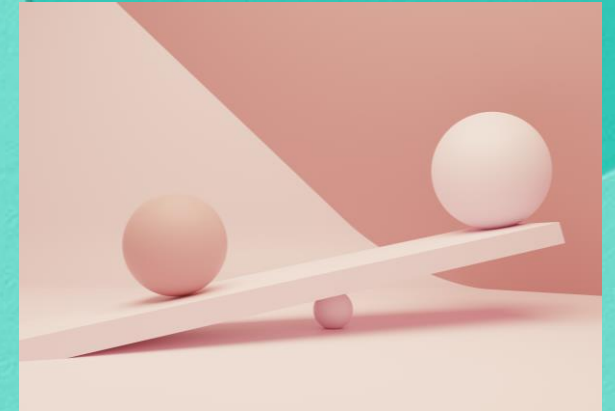
**Share the news:** Use our template messaging suggestions and graphics for social media, web channels and newsletters



**Raise awareness of the agreement:** Link out to your dedicated agreement page covering all the important information in one place



**Grow support for Open Access on campus:** Our resources clearly outline the basics and benefits of OA.



**Myth busting OA information:** Share these resources with your and confidently answer OA-related questions

## Where do I start?

1

Share the news  
on your  
established  
channels

2

Link out to your  
agreement page  
containing key  
information

3

Add links to key  
Cambridge  
resources to  
author guidance  
pages

3. Use your TA with  
confidence - Answers at the  
ready



# Author FAQs



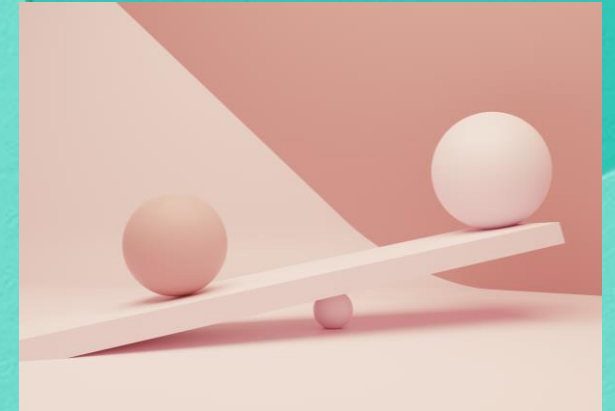
Am I still eligible to publish if I am a student/visitor/other?



Am I still eligible if I am no longer affiliated with my institution?



Which creative commons license can I use?



My library declined my funding request. What can I do?



CAMBRIDGE  
UNIVERSITY PRESS

# How Cambridge will support your TA

# Retroactive OA

Cambridge contacts authors of articles that were eligible to publish under your TA but have not yet taken up the opportunity.

Our communications, sent automatically to the corresponding authors e-mail address – provides a timely reminder of the no cost OA option available and how to take advantage of it.

This author outreach is ongoing and will continue throughout the year.

74%  
response  
rate

## Convert your article to Open Access

Dear [Author Name](#),

This message is regarding your article, '[Article Name](#)', in [Journal Name](#). Through your affiliation with [Institution Name](#) and its [publishing agreement](#) with Cambridge University Press, you are eligible to make your article Open Access (OA) [at no cost to you](#).

So that you don't miss out, we've made it easy for you to take advantage of this opportunity:

Simply select a creative commons licence by [completing this online form](#).

As the corresponding author, you must have full authority to execute this form on behalf of any co-authors. If you do not complete this form, we will not take any action to convert your article to OA.

If you have any questions, please [read our FAQs](#) or email [OAqueries@cambridge.org](mailto:OAqueries@cambridge.org).

### Why publish Open Access?

Publishing OA allows anyone, anywhere to find, read, and benefit from your research. OA articles:

- are downloaded three times more than non-OA articles, on average
- receive 30-50% more citations
- are freely available online globally

You can find out more on our [Publishing OA information page](#).

Kind regards

**OA Queries**

Cambridge University Press

## Open Access



more exposure



wider reach



higher citations



more downloads



# Supporting your TA

## Reporting

We will support your institution throughout the term of a transformative agreement with quarterly publishing updates

- Stay informed - Publishing activity with article-by-article information
- Collated key information to support internal reporting including article DOI and license information



## We're here to help

OA queries inbox

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

Help and Training (multi-  
language resources)

[https://www.cambridge.org/core/  
help/training](https://www.cambridge.org/core/help/training)

## What we covered

1

TA Account  
Setup

2

Agreement  
Promotion and  
Resources

3

Author  
questions and  
support from  
Cambridge



Thank You!

Questions/Comments?