



Guidelines for Sponsored Supplement and Special (Themed) Collection Submission to Cambridge University Press

Overview

These guidelines outline the requirements for submitting sponsored supplements and special (themed) collections to Cambridge University Press, ensuring editorial integrity through clear standards for content quality, disclosure, review, transparency, and alignment with the journal's mission.

Cambridge University Press assigns a dedicated project manager to oversee each project, ensuring personalized oversight throughout the entire process.

For more details, contact us directly at Sponsorship@cambridge.org.

Submitting a Proposal for a Sponsored Supplement or Special (Themed) Collection

All proposals are initially reviewed by the journal's Editor(s)-in-Chief. Upon approval in principle, a preliminary cost estimate will be provided. Final acceptance of supplement/special collection proposals and content is subject to Editor(s)-in-Chief approval, and all full articles will undergo peer review.

[Submit your proposal >](#)

Publication Models and Formats Offered for Sponsored Supplements/Special (Themed) Collections

The format and availability of supplements are subject to the individual journal's own publication model. Options may include:

Supplements

Journal Model	Supplement Model	Online Delivery	Print Delivery
Fully Open Access	Fully Open Access	Yes, available to all	No
Hybrid (Online-Only)	Fully Open Access	Yes, available to all	No
	Not Open Access	Yes, to subscribers	No
Hybrid (Print + Online)	Fully Open Access	Yes, available to all	Yes (or optional)
	Not Open Access	Yes, to subscribers	Yes (or optional)

Special (Themed) Collections

Journal Model	Themed Collection Model	Online Delivery	Print Delivery
Fully Open Access	Fully Open Access	Yes, available to all	No
Hybrid (Online-Only)	Fully Open Access	Yes, available to all	No
	Not Open Access	Yes, to subscribers	No
Hybrid (Print + Online)	Fully Open Access	Yes, available to all	Yes, to subscribers
	Not Open Access	Yes, to subscribers	Yes, to subscribers

Notes:

- **Not Open Access** content is restricted to journal subscribers.
- **Fully Open Access** supplements and collections, published under a Creative Commons license, are freely available online to all readers.

The sponsorship fee will be determined based on the specific requirements and details provided by the Sponsor. Final pricing will depend on the total number of pages and articles included. Once a cost estimate is mutually agreed upon, Cambridge University Press (Publisher) will issue a Memorandum of Agreement (MOA) to be signed by both parties. This document will outline the agreed charges and the services to be delivered.

Abstract Supplements

To publish conference abstracts or summaries, the standard format is electronic only, available via the journal homepage on Cambridge Core. For more information on publishing your conference abstracts as a supplement, click [Guidelines for Abstract Supplement Submission](#).

Editorial procedures

Submissions for supplements and special collections are managed by Guest Editors, who must disclose any potential conflicts of interest with the authors or subject matter. Guest Editors are responsible for managing the peer review process and providing recommendations on manuscript acceptance or rejection. However, the final decision rests with the journal's Editor(s)-in-Chief, who retain full editorial control.

Guest Editors are expected to follow the journal's, and Cambridge's, established editorial standards and [ethical policies](#).

The cost of using the journal's submission system is included in the quoted price. A Guide for Editors is available to assist Guest Editors navigate the system, and the Publisher offers support as needed.

Submission deadlines, including final and intermediate milestones, are determined by the Publisher in coordination with the Sponsor's requirements.

Authors must submit their complete manuscripts through the journal's submission system. Detailed submission instructions are sent to the Sponsor, who is responsible for communicating these requirements to the authors.

At submission, manuscripts are evaluated for presentation and formatting. If necessary, they are returned to authors for revision to meet formatting standards before proceeding to peer review. Once approved, manuscripts are assigned to the Guest Editors for peer review.

After peer review, Guest Editors make their final recommendations, and the Editor(s)-in-Chief issue the official final decision on acceptance or rejection.

Accepted manuscripts then proceed to the production stage, where they undergo copyediting and typesetting. For full-article supplements and special collections, authors will receive proofs of their article for review.

Each supplement or special collection may include a brief editorial introduction, typically written by the Guest Editors.

Accepted articles may be published individually in **FirstView** (when available within a journal) when ready or held for collective publication once all associated content is complete.

Author publishing agreements

Before a full article can be published, a signed **Publishing Agreement** must be obtained. Authors will receive this directly via a digital workflow.

Gold Open Access

Open access (OA) has become an important way to make research findings freely available for anyone to access. Whole supplement issues can be published as gold open access under Creative Commons (CC) licences, thereby enabling readers to freely access, share, and re-distribute the articles within the issue.

Each author must still approve the publication of their individual paper as open access and submit a signed **Gold Open Access Publishing Agreement**. The article processing charge (APC) for the author will be waived, as the Sponsor will cover the cost through the sponsorship fee. The total amount will be invoiced directly to the Sponsor.

Please note that supplement articles are not eligible for funding under transformative agreements (TAs). Only articles published in regular journal issues, including those published as part of special collections (curated group of articles on a specific theme within a regular issue) qualify for such funding.

Production requirements

A production schedule for the sponsored supplement or special collection will be agreed upon in advance. Cambridge will provide the Sponsor with a reasonable publication timeline, based on mutually agreed requirements and deliverables.

At the point of submission, the Sponsor is expected to confirm or provide the following to the Publisher:

- The intended title of the supplement or special collection
- The copyright line to be used (if not published open access)
- Name of any Guest Editor(s) and/or Sponsor or Organiser(s) to be credited
- Any introductions or editorials, submitted via the journal's submission system
- Any unique cover design elements or logos (logos to be supplied as high-resolution attachments)
- Any additional preliminary materials relevant to the supplement or special collection

Please complete and return the **Journal Supplement Checklist** to the Cambridge Supplements Manager.

Service options

- **Production and Formatting Services:** Includes copyediting, typesetting, and layout in the same style and to the same standards as the journal's regular issues.
- **Bulk Print Copies:** Sponsors may purchase additional printed copies of the full supplement (for journals available in print) or individual articles (mono, or colour at extra cost) for internal use or to distribute to a selected audience. All copies will be delivered in bulk to a single address.
- **Limited Online Access:** Supplement can be made freely accessible online for a defined period.

Ethical requirements

All funding sources and any exceptions to the journal's standard peer review process must be disclosed. This information will be included on the title page of the sponsored supplement and stated in the Acknowledgements section of each manuscript. This text will be added by the Publisher.

The Sponsor's logo may appear on the title page of the supplement, subject to editorial approval.

All authors and editors must declare any potential conflicts of interest at the conclusion of the article.

All supplements and special collections are subject to Cambridge's publication ethics policies, which can be found [here](#).

After publication

After publication, author questions should be directed to the Sponsor/Conference Organiser.

Any change requests will be subject to our corrections policy, which can be viewed [here](#).