

## Obtaining permissions for reusing content from journal articles

Getting permissions to reuse a table, figure or other content from a published journal article in your own work should be straightforward and in many cases does not incur a fee.

### RightsLink (Copyright Clearance Center)

Navigate to the journal article containing the content you want to reuse. Each journal page is different, but there should be a link to “Request permission”, “Rights and permissions”, “Get rights and content” or similar – there is a list at the bottom of the guide explaining where to find the link for different publishers.

Clicking the link opens the Copyright Clearance Center's RightsLink form, with boxes for you to complete. This guide focuses on “I would like to reuse in a journal/magazine” but you will see there are other options that may apply to you, e.g. reusing content in your thesis/dissertation.

Please see the different sections below for STEM and Social Science/Humanities/Art publishers

### STEM publishers

Many STEM publishers have signed the STM Permissions Guidelines, which allow reuse of a maximum of 3 figures/tables/images from an individual journal article. free of charge. This also applies to book chapters. Please see the full guidelines and a list of included publishers at: <https://www.stm-assoc.org/intellectual-property/permissions/permissions-guidelines/>

If this applies to you, navigate to the Copyright Clearance Center's RightsLink form from the journal article containing the content you want to reuse:

- start completing the form on the RightsLink page and in the Requestor Type box, select Publisher (STM signatory), then choose your publisher in the new dropdown box that appears
- complete the rest of the form and click on Quick Price. You will hopefully see the message "[Publisher] is a signatory to the STM Permissions Guidelines, which enable fellow signatory publishers to reuse up to 3 figures/tables free of charge. If you require a grant of license please complete your order. You will not be charged for this permission."
- click continue to finish the process and receive an acknowledgement that permission has been granted. You may be asked to login to RightsLink CCC, so if you do not already have a login you can register for free.

If your chosen publisher is not in the list, change the Requestor type to University/Academic and complete the form

The form should have a link to the publisher if you need further help. You should keep a copy of any letters or e-mails you received from rights holders.

### Humanities/Arts/Social Science publishers

Navigate to the Copyright Clearance Center's RightsLink form from the journal article containing the content you want to reuse.

Select Requestor type to University/Academic and complete the form.

If there are no links from the article (or book) webpage, you will have to contact the publisher's permissions and rights department. You should keep a copy of any letters or e-mails you received from rights holders.

## Open Access journal articles with a CC BY licence

The CC BY licence means that anyone can reuse and build on the content providing they acknowledge the original source. You will not need to obtain explicit permission for reuse, and if you follow the RightsLink steps above you should see this message: "This is an open access article distributed under the terms of the Creative Commons CC BY 4.0 license, which permits unrestricted use, distribution, and reproduction in any medium, provided the original work is properly cited.

You are not required to obtain permission to reuse this article."

## Questions?

Contact us at [eprints@soton.ac.uk](mailto:eprints@soton.ac.uk)

## Where to find Rights & Permissions on a journal article webpage

**ACS:** click on 'Rights & Permissions' below the article title and author information.

**BioMed Central:** scroll down the Sections column on the right, select Rights and permissions, then click on 'Reprints and Permissions' to confirm "*This is an open access article distributed under the terms of the Creative Commons CC BY license, which permits unrestricted use, distribution, and reproduction in any medium, provided the original work is properly cited.*

*You are not required to obtain permission to reuse this article."*

**CUP (Cambridge University Press):** Click on 'Rights & Permissions' above the abstract.

**Elsevier:** click on 'Get rights and content' next to the DOI, immediately below the article title and author information.

**Hindawi:** all articles are open access; see the Copyright section at the bottom to confirm which licence.

**IEEE:** click on the copyright icon © above the abstract.

**IoP (Institute of Physics):** click on 'Get permission to re-use this article' to the right of the article title.

**MDPI:** all articles are open access; check the licence under the abstract.

**Nature:** scroll down the Sections column on the right, select Rights and permissions, then click on 'Reprints and Permissions'.

**OUP (Oxford University Press):** click on 'Permissions' below the article tile, author etc information.

**Royal Society:** scroll down the column on the right of the page and click 'Get Permission'

**RSC (Royal Society of Chemistry):** scroll down the column on the right and click on 'Request permissions' in the Article Information section.

**SAGE:** scroll down the Article Menu in the left column and click on 'Request permissions'.

**Springer Nature:** scroll down the Sections column on the right, select Rights and permissions, then click on 'Reprints and Permissions'.

**Taylor & Francis:** click 'Reprints and Permissions' below the article title, authors etc.

**Wiley:** click on Tools next to the PDF link, then select Request permission.