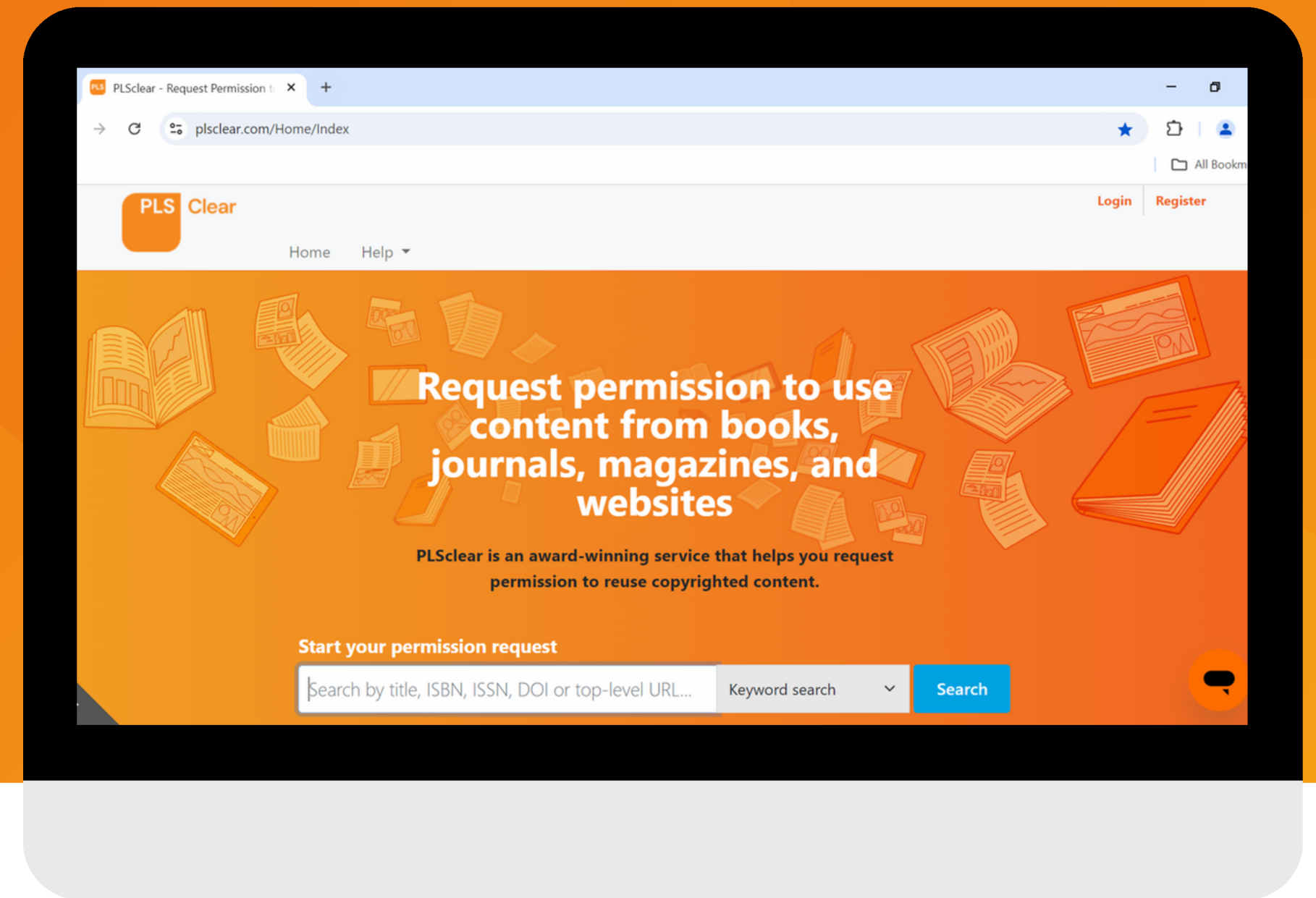


Submitting Permissions Requests Using



www.plsclear.com

STEP 1

Searching for a Title

You can search by title, ISBN/ISSN, DOI, website address or keyword.

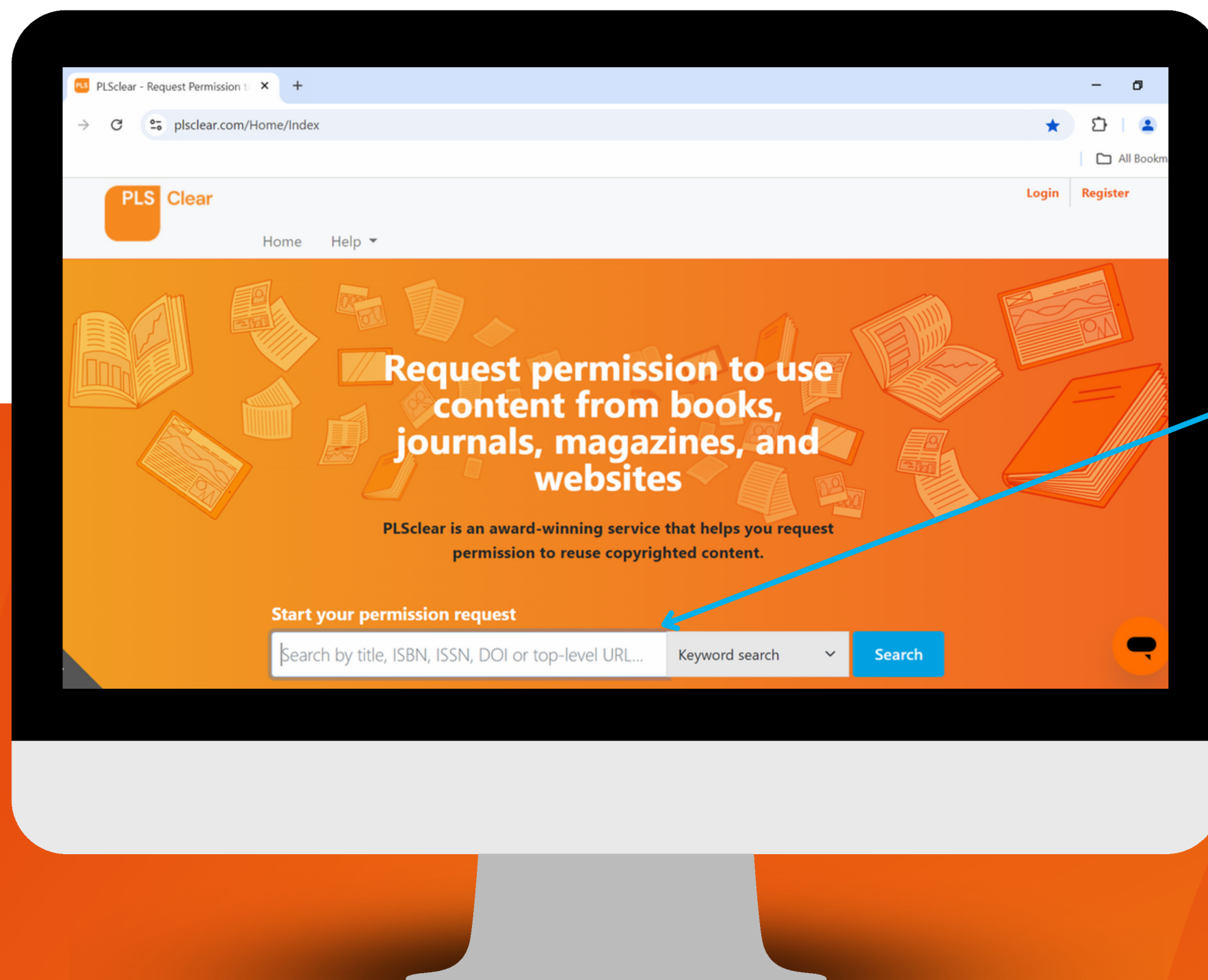
Search Tips!

If you want to use a **journal article**, search for the title, ISSN of the journal or the article's DOI.

If you are using a **poem**, search for the title or ISBN of the book the poem is in.

If you want to use a **book chapter**, search for the title or ISBN of the book or the chapter's DOI.

If you are using content from a **website**, search for the top-level domain, without any hyphens or spaces.



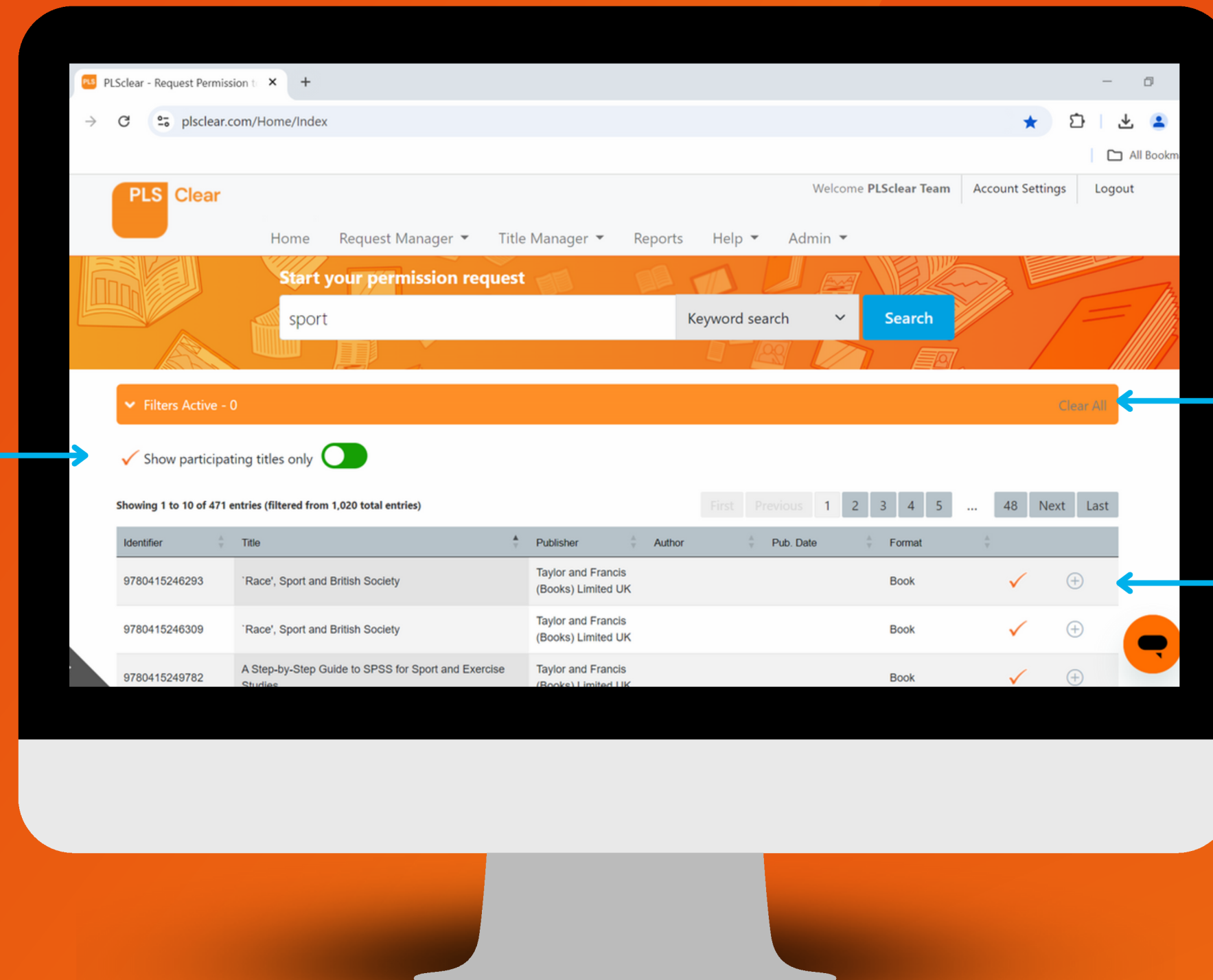
Refining Search Results

Titles by PLSclear participating publishers are returned first. This is indicated by the toggle at the top of the search results being 'on'  and an orange tick next to the title 

Participating Publishers

If your search does not return the result you want, turning the toggle 'off' will show all titles related to your search, including those not opted into PLSclear.


You can still make a request for these titles, but your request may take longer to process.



Filtering Results

You can filter results by: publisher, date, author and or format.

Choosing a Title

Select the title that you want by clicking the plus sign .

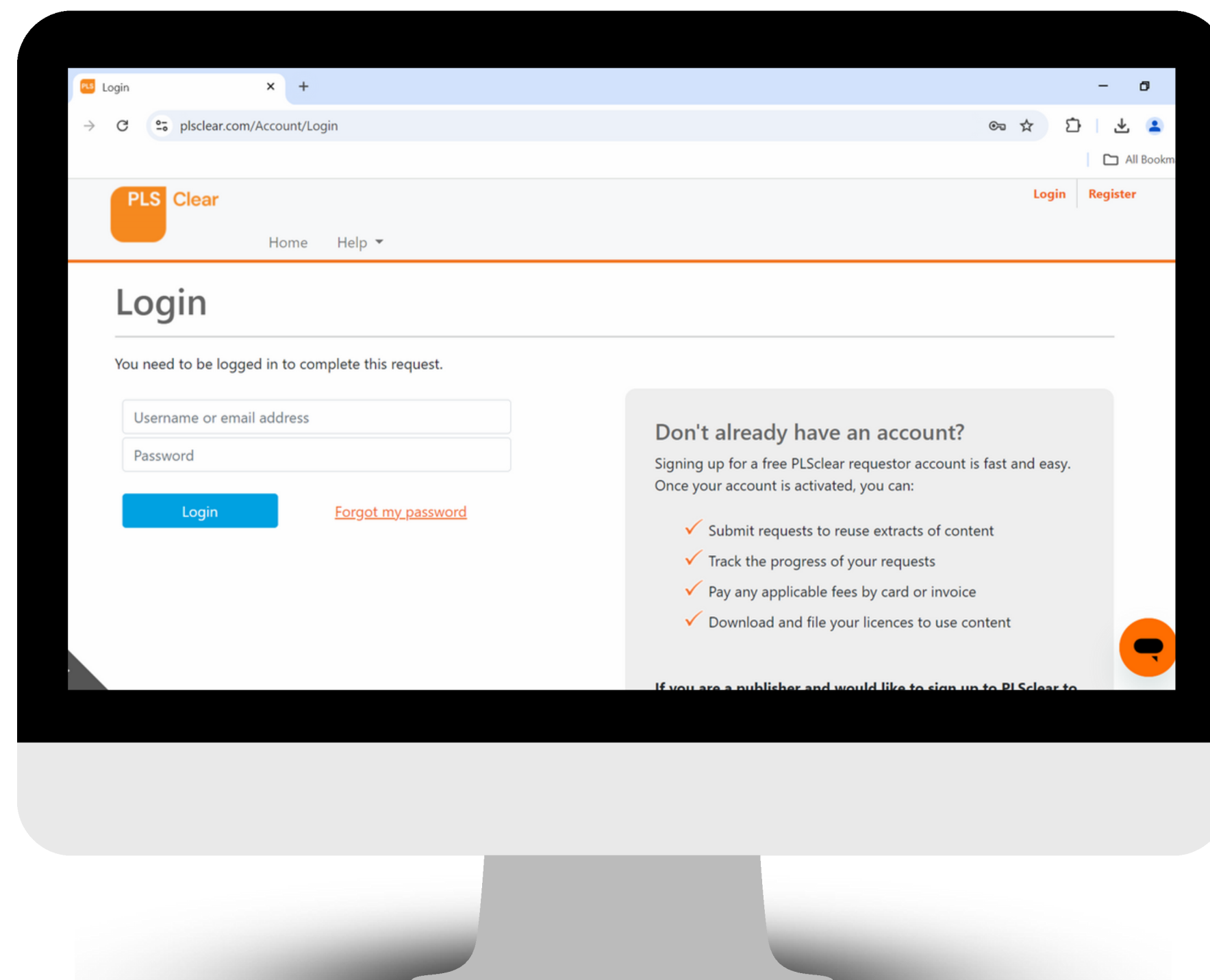
STEP 3

Login or Register

To submit a request, you will need to login to your PLSclear account or register for a new account.

Clicking 'Register Now' will redirect you to a Account Registration page; follow the instructions on this page.

If you have just created a PLSclear account, you will receive an email asking you to confirm your email address. If you do not confirm your email address, your request will not be submitted to the publisher.



Select Your Content

Choose your content type from the dropdown menu and then click the 'Add' button.

Save As Draft

Not got time to complete the form? Or need to get more details from your publisher? No problem! You can save your progress at any point by clicking 'Save As Draft'.

The screenshot shows a web browser window with the URL 'PLSclear - Request Permission'. The page has a navigation bar with tabs: 'Content Details', 'Usage Details', 'Summary', and 'Personal Details'. Below the navigation bar, there is a search bar with the text 'Search for new title / Bulletin of Physical Education'. A dropdown menu is open, asking 'What type of content do you want to license from this title?'. Below this, there is a note: 'Fields marked with an asterisk * are required.' A highlighted box contains the text 'Choose what kind of content you are using and click 'Add''. Inside this box, there is a dropdown menu with the text 'I want to use...' and an 'Add +' button. Below this box, there is another dropdown menu asking 'Are you requesting to use this content under the STM Permissions Guidelines?'. At the bottom of the form, there are two buttons: 'Save As Draft' and 'Next'. A blue arrow points from the 'Save As Draft' button to the text 'Save As Draft' on the left. Another blue arrow points from the 'Add +' button to the text 'What Content Are You Using?' on the right. A third blue arrow points from the information bubble on the right to the dropdown menu.

Need More Help?

Click on the information bubble and additional guidance will be provided.

What Content Are You Using?

You can choose from text extracts, poems, images, tables, printed music or chapters.

Request Wizard v5.0 - PLSclear

Search Google or type a URL

* Number of words

* Page numbers

* Number of pages

Identifier / First few words

Are you reusing the full article or chapter? Yes No

Author of original work

Are you the author of the content that you are requesting to reuse? Yes No

Additional Information

Will you be changing or editing the text?

Choose what kind of content you are using and click 'Add'

I want to use... Add

Save As Draft Next Help

STEP 5

Content Details

Complete the pre-set questions, providing specifics about the content you want to use.

Need to add more content?

For example, if you want to use two text extracts, select 'text' from the dropdown menu, click 'add' and repeat for the second extract.

You can select 25 of each content category under one request. If you need to request more than 25 extracts, you will need to submit more than one request.

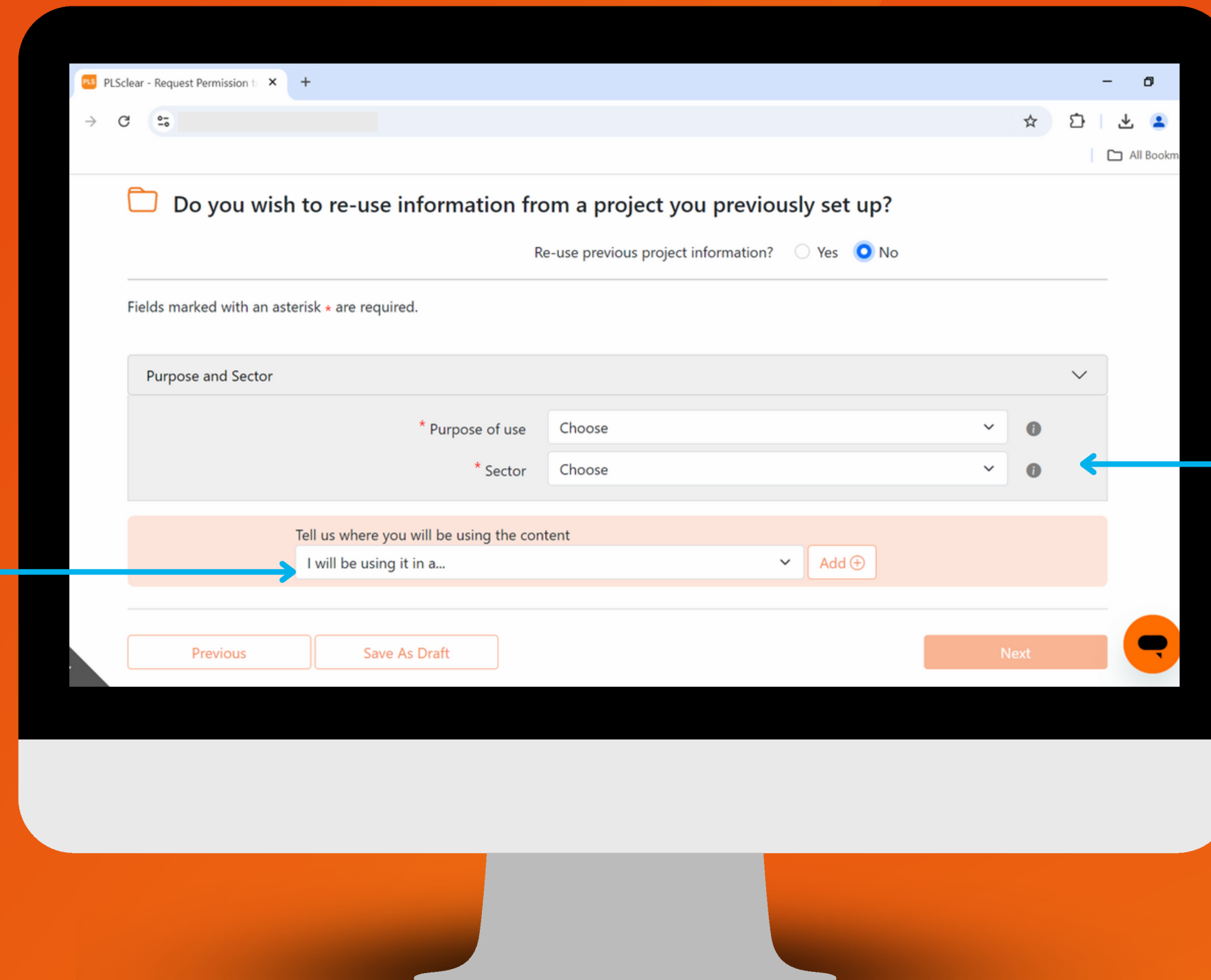
Usage Details

Tell us how you will be using the content from the options available in the dropdown menus.

Select your reuse


If you are unable to find the format you need, please select one that is the closest match.

You will be able to provide additional information describing your project later in the form.



The screenshot shows a web browser window with a form titled "Usage Details". At the top, there is a question: "Do you wish to re-use information from a project you previously set up?" with radio buttons for "Yes" and "No" (selected). Below this, a note states "Fields marked with an asterisk * are required." The main section is titled "Purpose and Sector" and contains two dropdown menus: "* Purpose of use" and "* Sector", both with "Choose" selected. To the right of each dropdown is an information icon (i). Below these is a section titled "Tell us where you will be using the content" with a dropdown menu showing "I will be using it in a..." and an "Add +" button. At the bottom, there are buttons for "Previous", "Save As Draft", and "Next", along with a chat icon.

Need additional help?

Click on  and additional guidance will be provided.

Request Wizard v5.0 - PLSclear

Tell us more about your extract from 100 GREATEST SPORTS CHAMPIONS

* Number of words

* Page numbers

* Number of pages

Identifier / First few words

Are you reusing the full article or chapter? Yes No

Author of original work

Are you the author of the content that you are requesting to reuse? Yes No

Additional Information

Will you be changing or editing the text?

Choose what kind of content you are using and click 'Add'

I want to use...

STEP 7

Reuse Details

Complete the pre-set questions, providing specifics about your reuse.

Need to add more reuse formats?

Select additional reuse formats from the dropdown menu, click 'add' and complete the questions for that format.

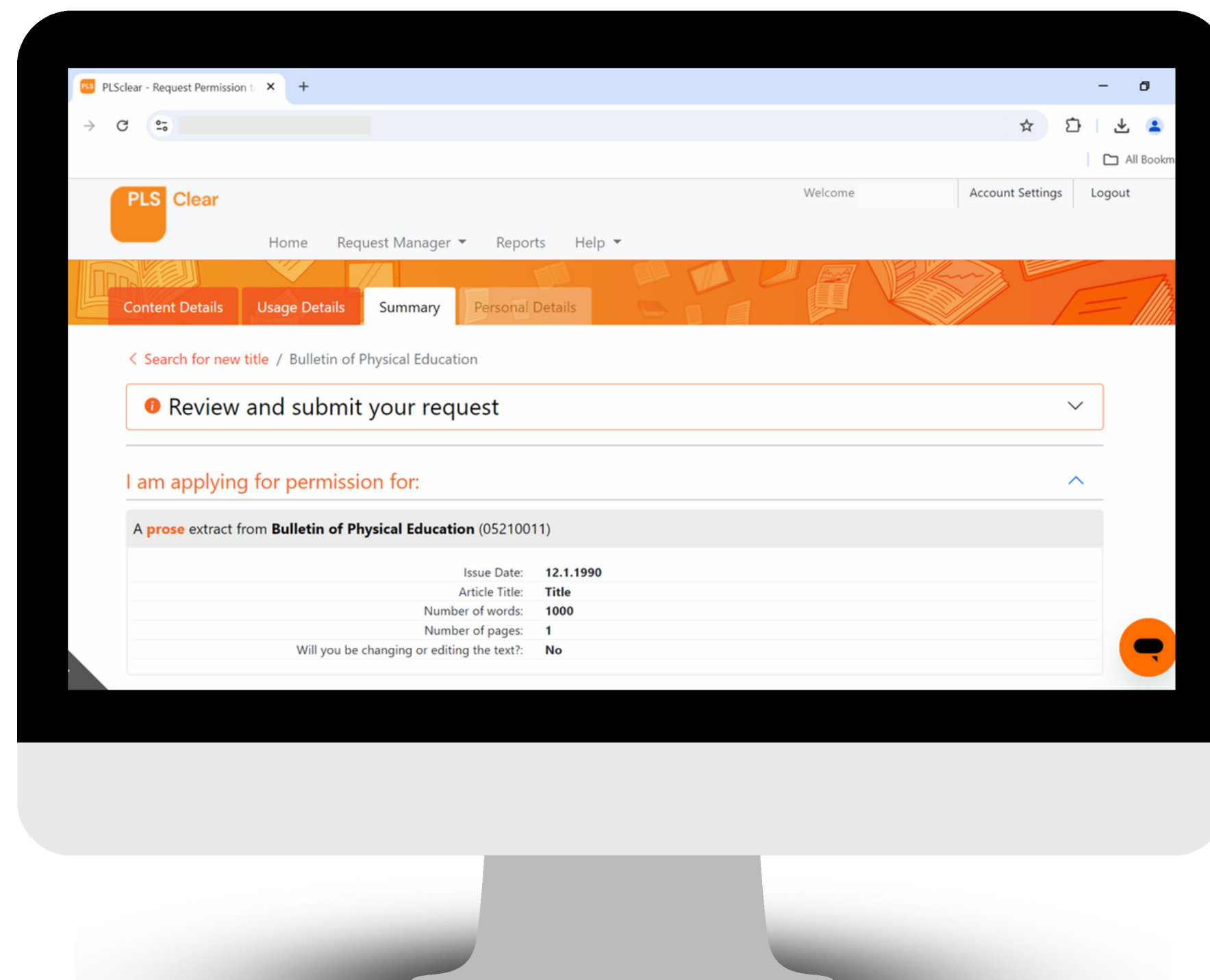
If you do not have information such as print run or retail price, please check with your publisher as the rights holder may not be able to issue a licence without these details.

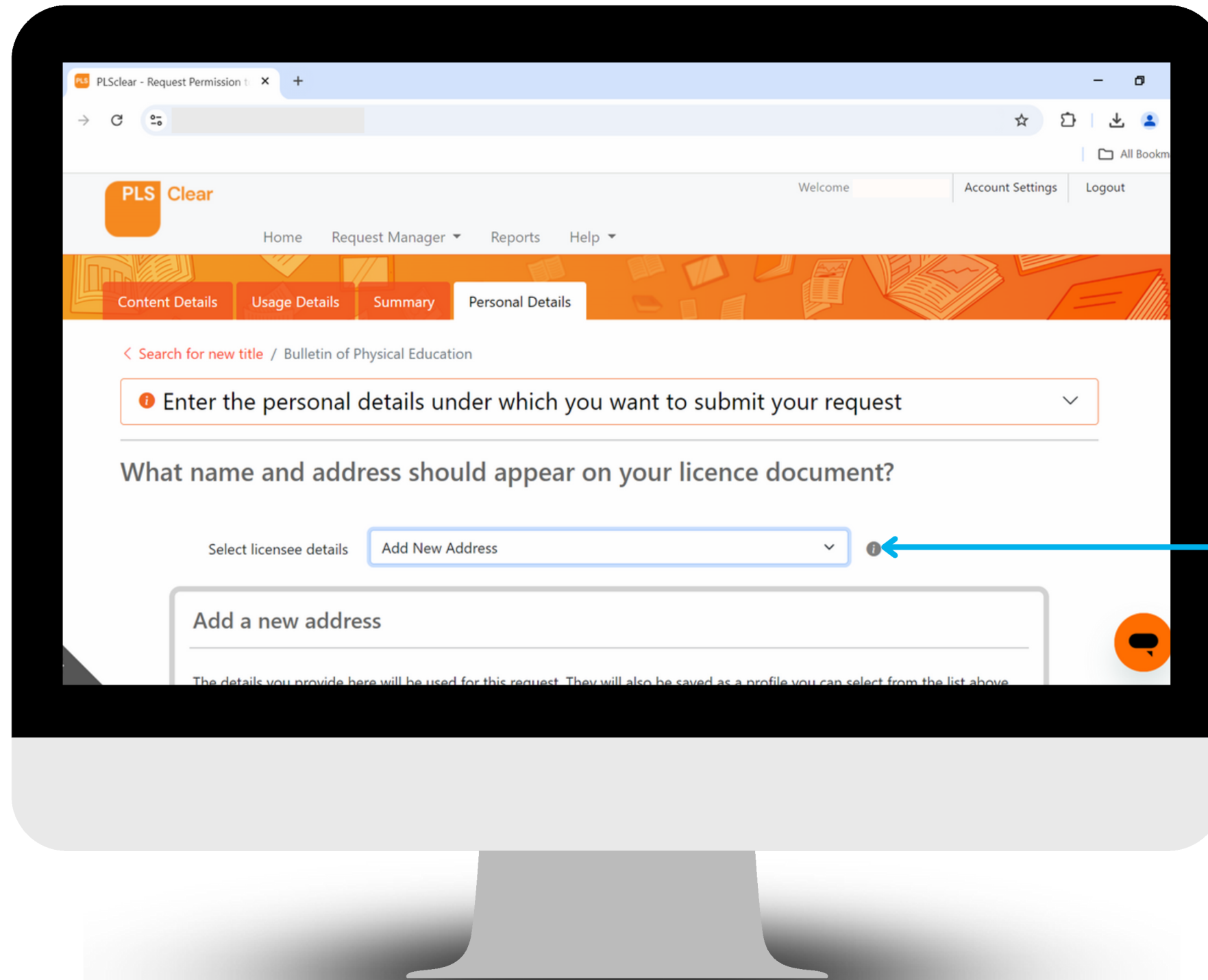
STEP 8

Review Your Request

Review the information you have provided before submitting your request, as the details entered here will appear on the licence.

Please note that you might not be able to edit these details after your request has been submitted.





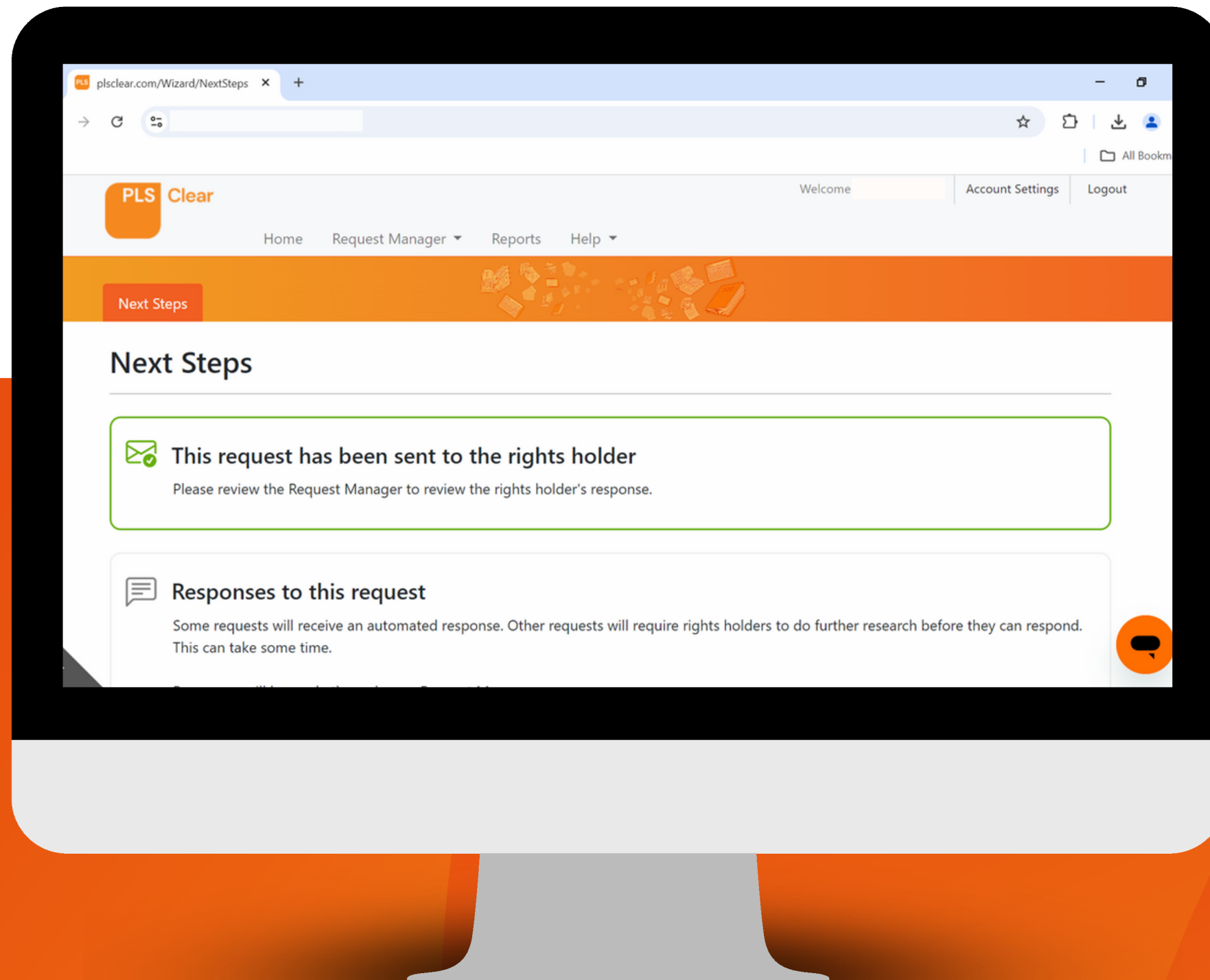
STEP 9

Licensee Details

Enter the personal details under which you want to submit your request.

You can select a pre-saved profile or enter a new set of details. The details selected will be used as the licensee for this request.

When finished, press 'Submit' to complete your request.



STEP 10

Next Steps

You will be notified that your request has been submitted.

Remember!

If you have just created a PLSclear account, you will receive an email asking you to confirm your email address. If you do not confirm your email address, your request will not be submitted to the publisher.

Need More Help?

Visit our help page

PLS

Clear