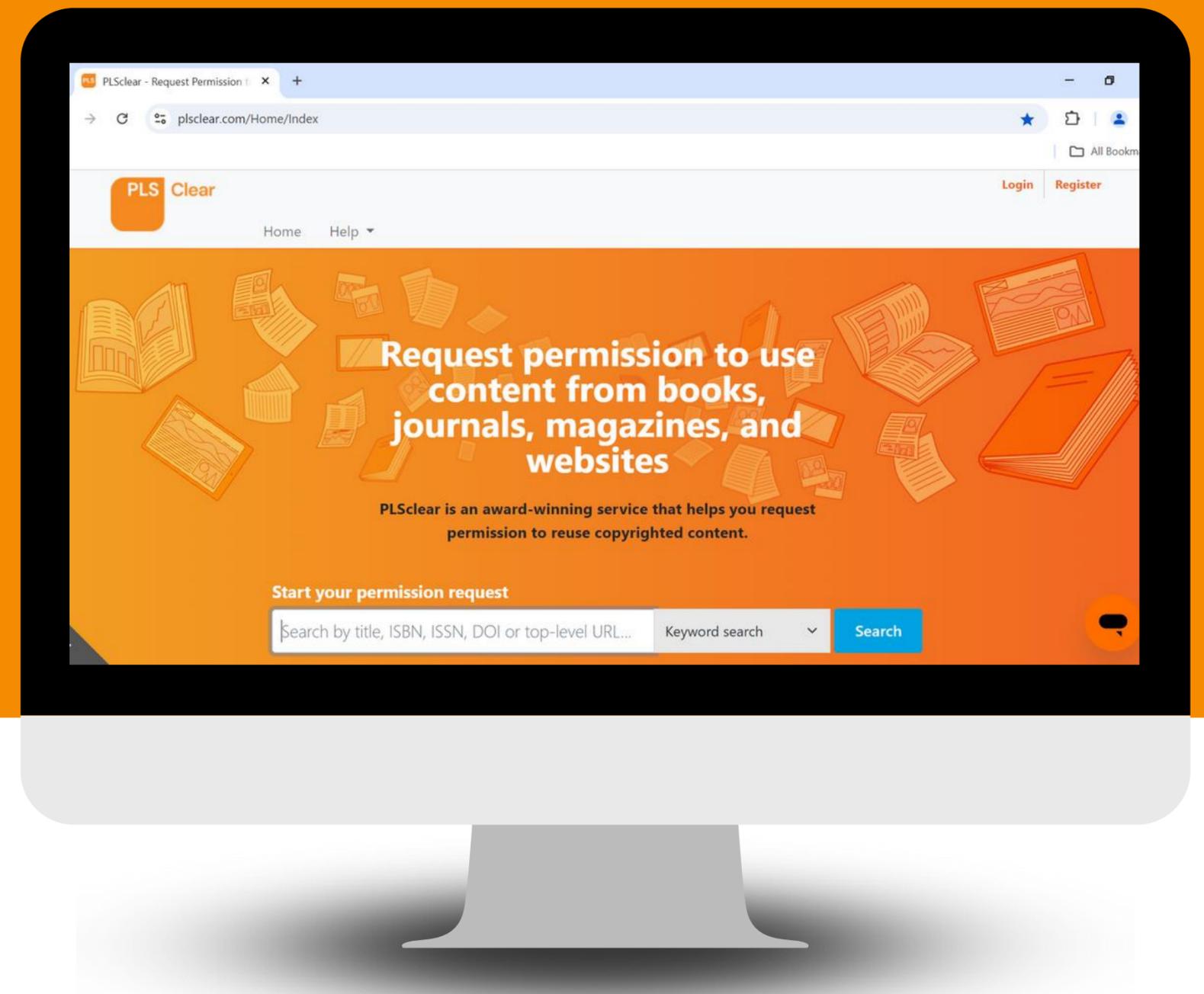


# Submitting Permissions Requests Using



[www.plsclear.com](http://www.plsclear.com)

## STEP 1

# Searching for a Title

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

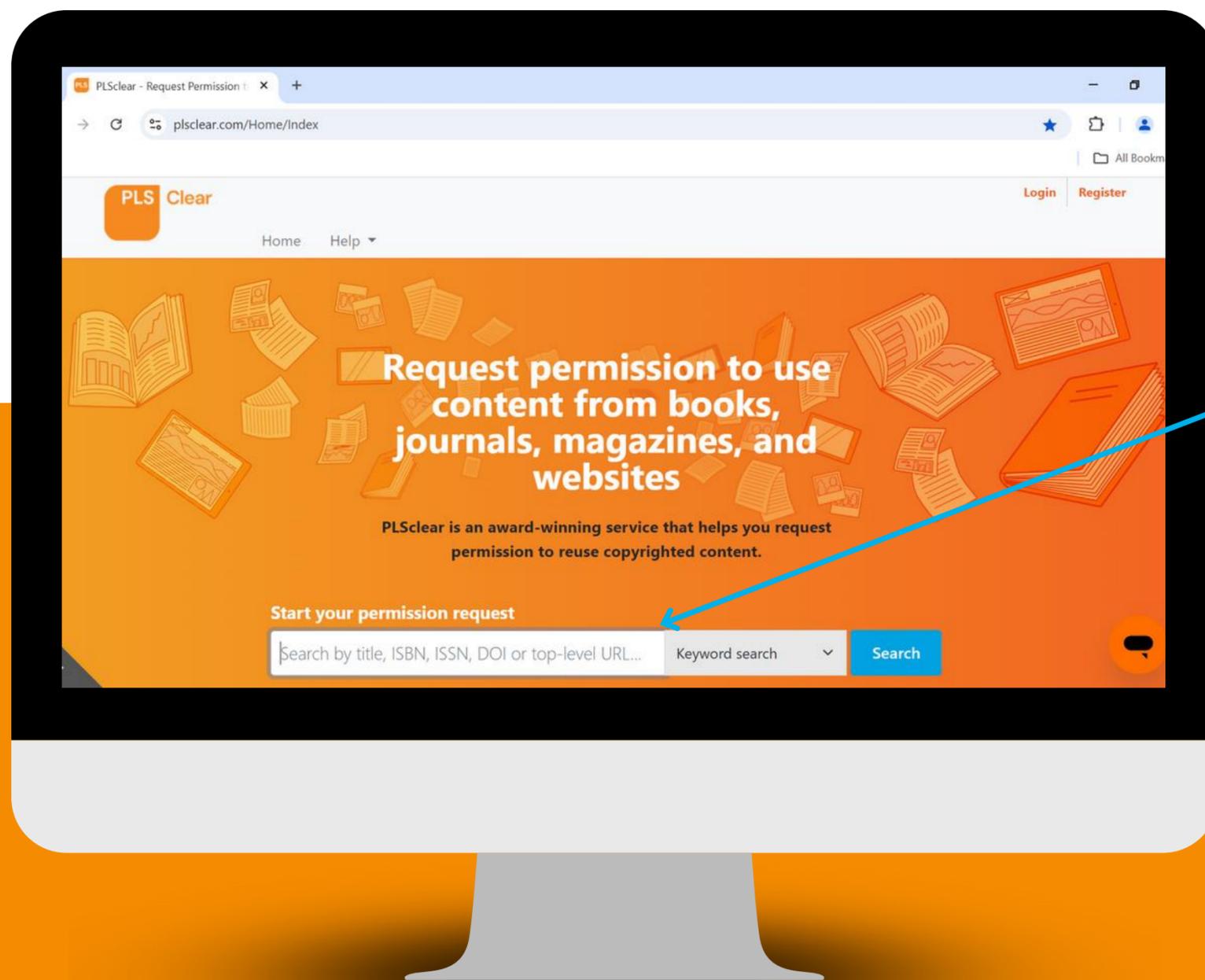
## Search Tips!

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.



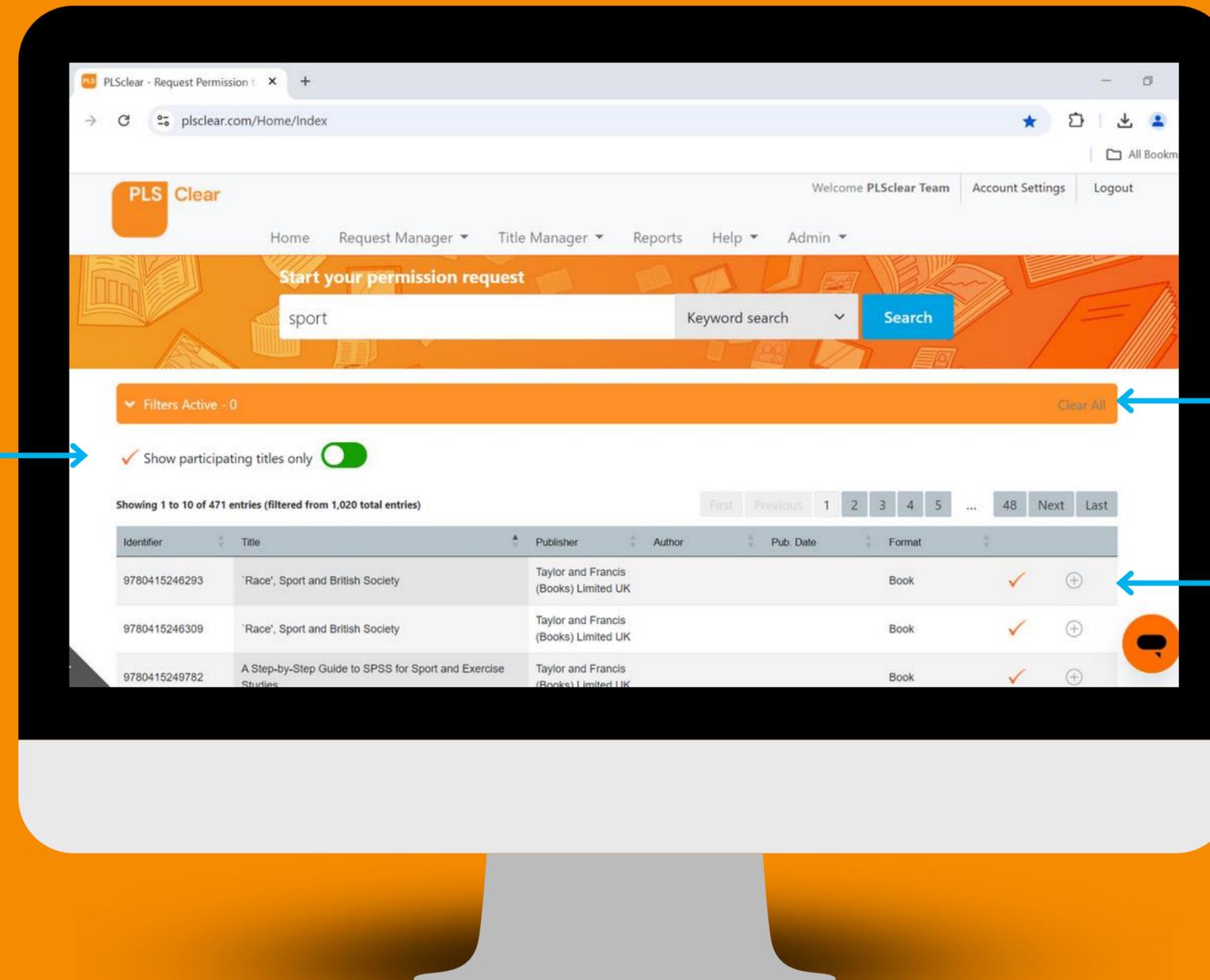
# Refining Search Results

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 

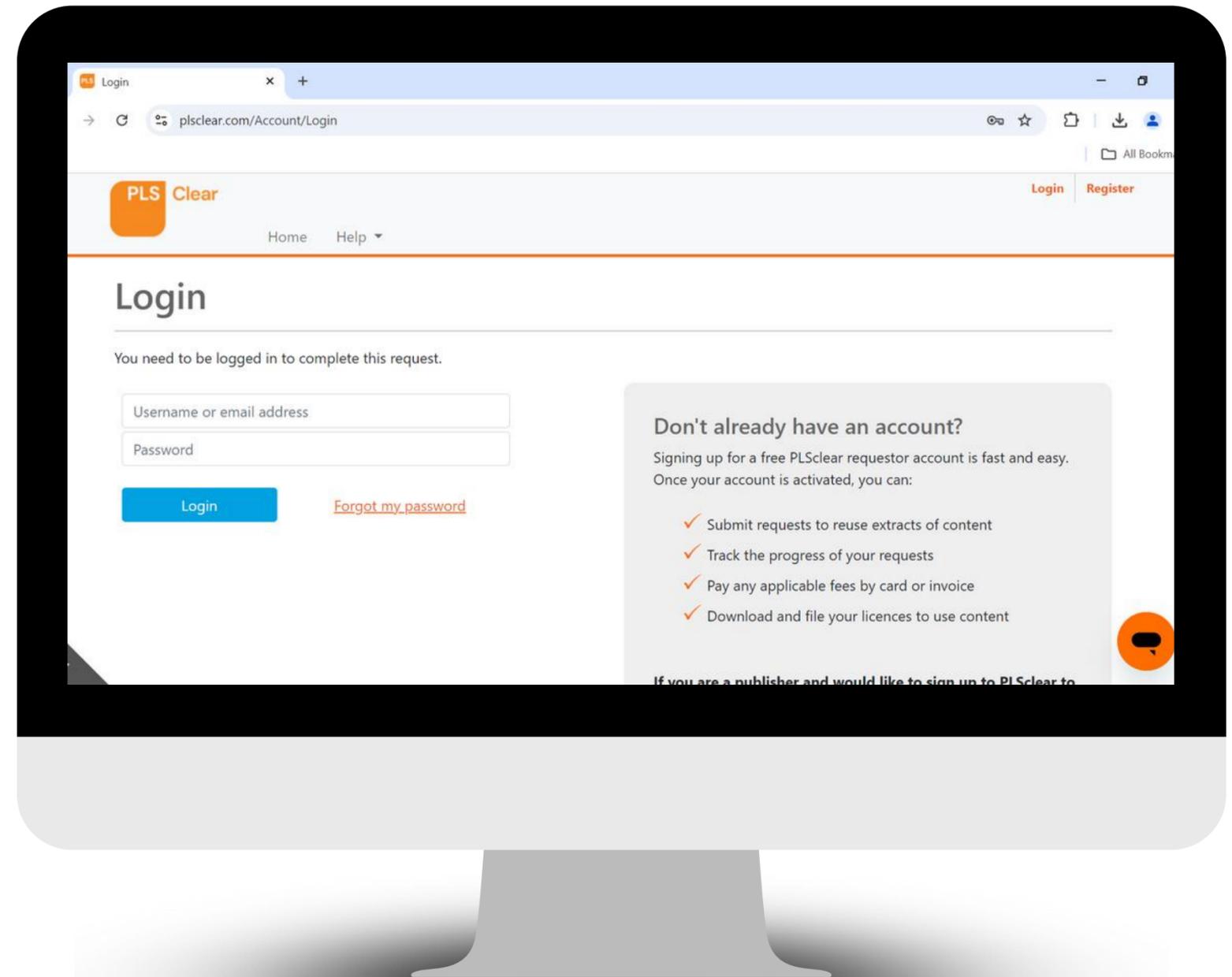
## STEP 3

# 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'.

PLSclear - Request Permission

Content Details Usage Details Summary Personal Details

< Search for new title / Bulletin of Physical Education

What type of content do you want to license from this title?

Fields marked with an asterisk \* are required.

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

I want to use... Add

Are you requesting to use this content under the STM Permissions Guidelines?

Save As Draft Next

## 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

Type here to search

22°C Partly sunny

11:49

21/06/2023

## 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 the following content:

- Browser tab: PLSclear - Request Permission 1
- Page title: Do you wish to re-use information from a project you previously set up?
- Form element: Re-use previous project information?  Yes  No
- Text: Fields marked with an asterisk \* are required.
- Section: Purpose and Sector (dropdown menu)
- Form elements:
  - \* Purpose of use: Choose (dropdown menu) with an information icon (i)
  - \* Sector: Choose (dropdown menu) with an information icon (i)
- Section: Tell us where you will be using the content
- Form element: I will be using it in a... (dropdown menu) with an Add (+) button
- Buttons: Previous, Save As Draft, Next
- Help icon: A speech bubble icon in the bottom right corner.

## 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.

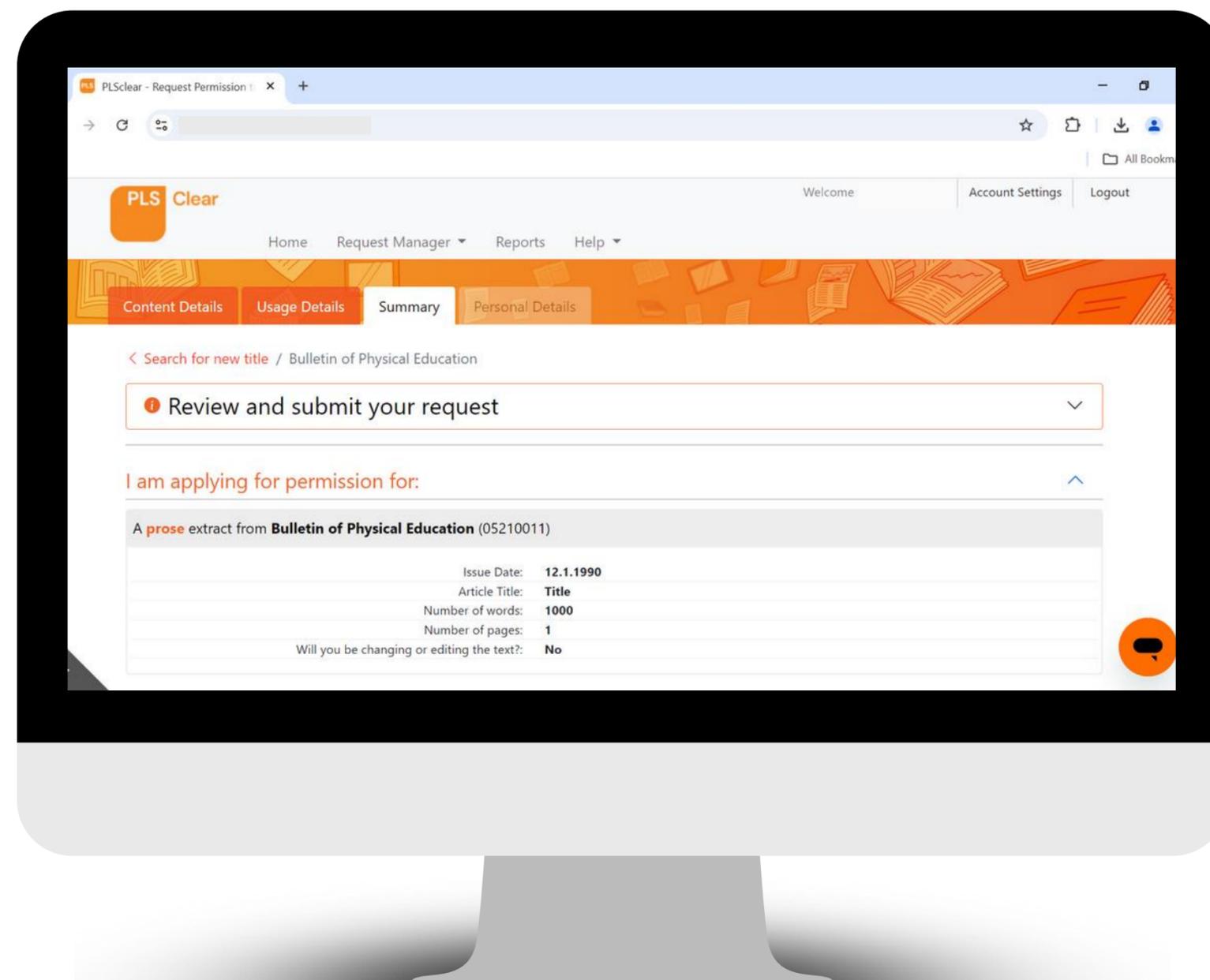
If you do not have information such as print run or retail price, please check with your publisher as the rights holder may not be able to issue a licence without these details.

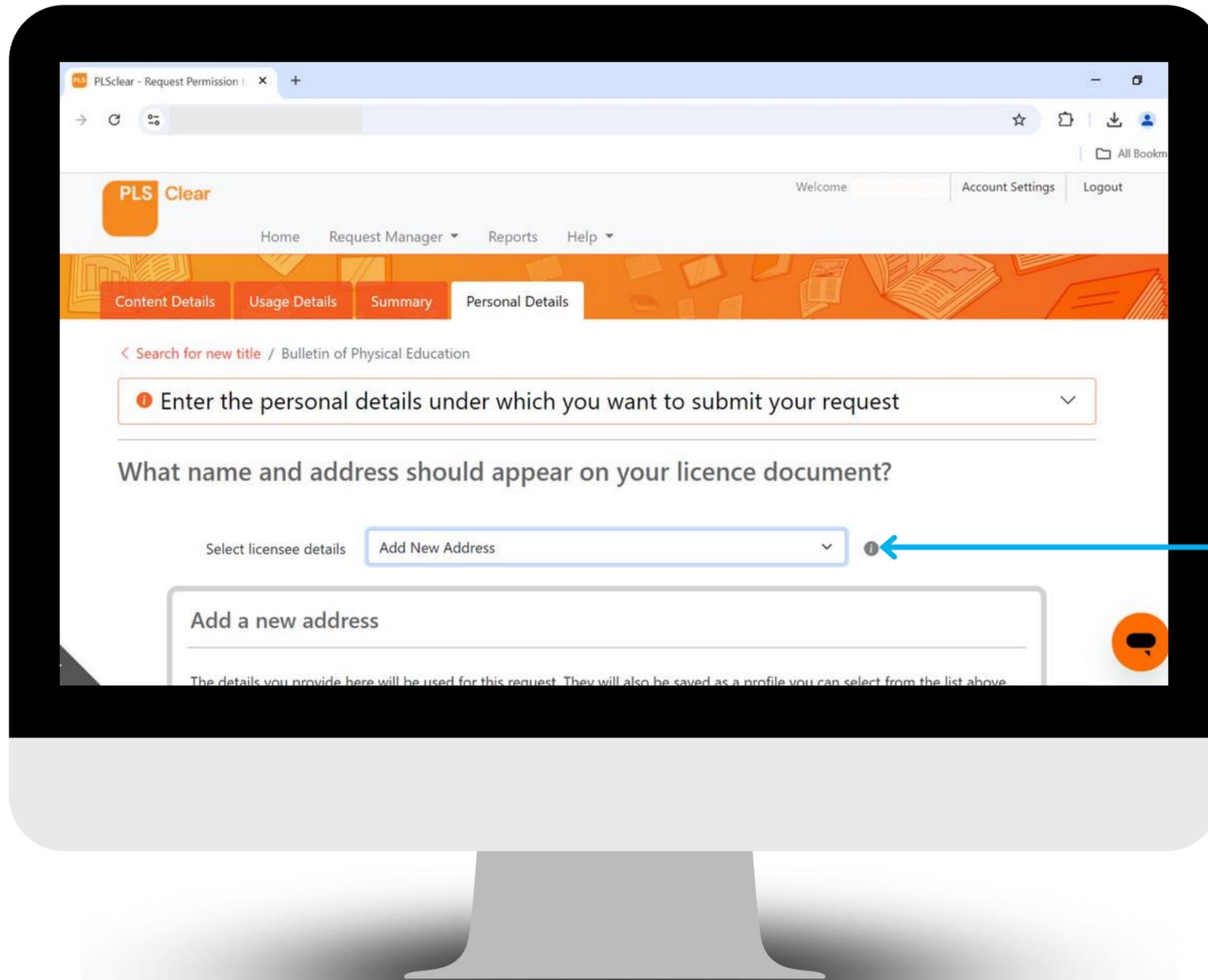
## STEP 8

# 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.





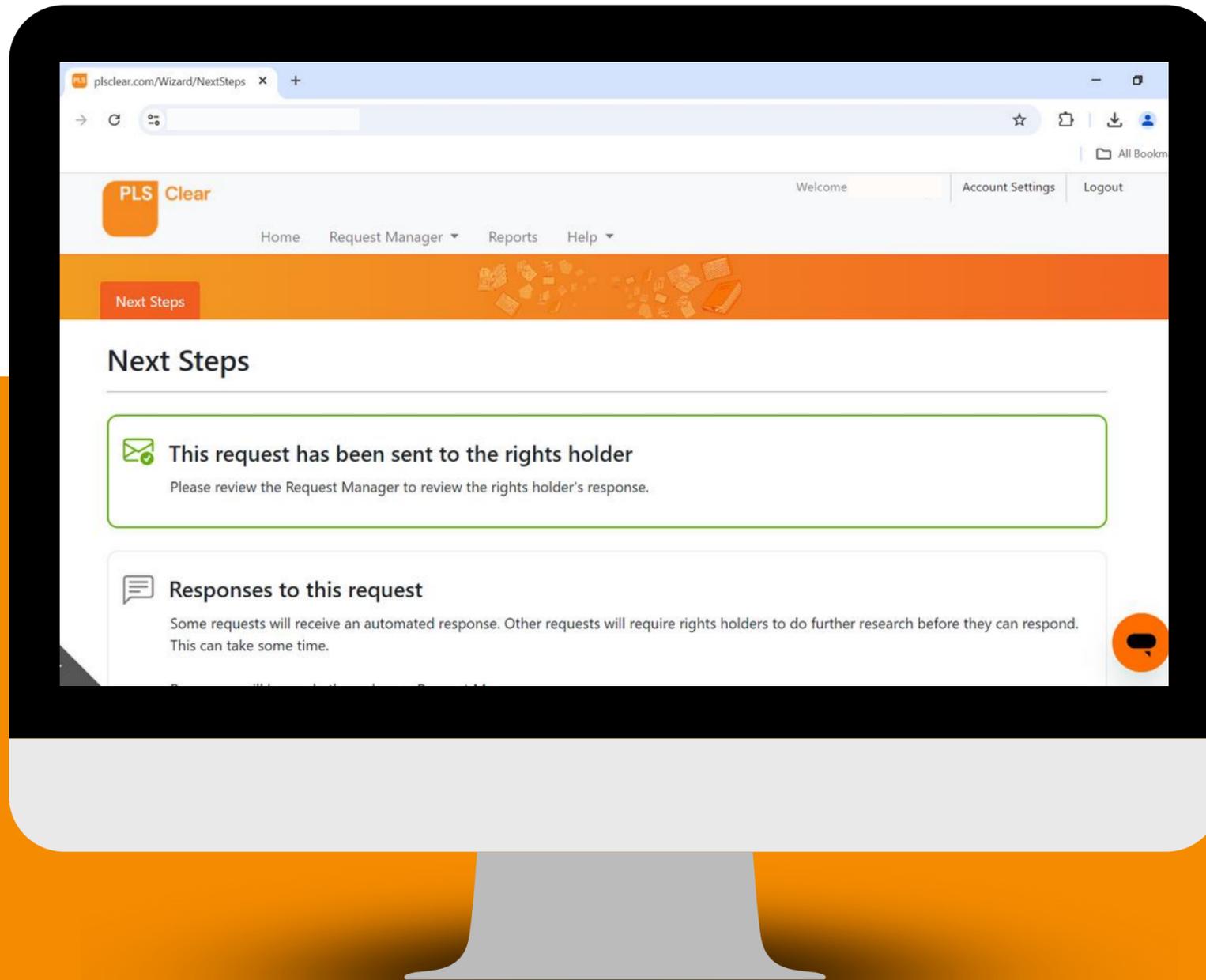
## STEP 9

# 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