Submitting Permissions Requests Using





www.plsclear.com



02.

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.

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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 (+)

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'.

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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.

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ed to add more content?

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

u can select 25 of each content category der one request. If you need to request are than 25 extracts, you will need to submit are 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.

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Need additional help? Click on 🌒 and additional guidance will be provided.



Tell us more about your extract from 100 GREATEST SPORTS CHAM	PIONS		
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Reuse Details

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ed to add more reuse formats?

ect additional reuse formats from the pdown menu, click 'add' and complete the estions for that format.

ou do not have information such as print run or ail price, please check with your publisher as rights holder may not be able to issue a ence without these details.

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.





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EP 9

icensee Details

nter the personal details under which you want submit your request.

ou can select a pre-saved profile or enter a new et of details. The details selected will be used as ne licensee for this request.

'hen finished, press 'Submit' to complete your quest.

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🗐 Respon	ses to this request				
Some reque	ests will receive an automated	ed response. Other requests will re	equire rights holders to do further	research before they can resp	ond.
This can tak	e some time.				

You will be notified that your request has been submitted.

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.

STEP 10 Next Steps

Remember!

Need More Help? Visit our help page

