What do you need to know before you can request permission?

A checklist for requesting permissions using PLSclear

There is certain information you'll need to know before you can start making requests via PLSclear.com. The PLSclear team has put together a checklist to help you know if you're ready to start clearing permission or if you need to go back to your publisher for further information.

What you need to know about the <u>content you're requesting</u> to reuse

- ☐ The title or ISBN/ISSN of the work you are requesting
- ☐ The page numbers that contain the content you are reusing
- ☐ The word count and page count of the quotes you are using (if requesting text)
- ☐ The figure number or caption of any images you are requesting

What you need to know about <u>your new publication</u>

- ☐ The title of your new work
- ☐ The author or editor of the new work
- ☐ What formats will your work be published in? (For example: hardback, eBook, or audiobook)
- ☐ The print run or circulation for each format
- ☐ The retail price of each format

Why do you need to provide this information?

The publisher responding to your request will include this information on your licence document. So for example in the case of "Format", if the formats you want to publish in are not included on the licence, you do not have permission to publish in that format.

They may also use the information to calculate a quote for a licence fee that you will need to pay before you can reuse the content.

What do you do if you don't have this information?

If you don't know the information in the checklist above, talk to your publisher or editor who can help provide the information you are missing. If you cannot provide the information above, you may not be granted a licence as your request will be too vague.

If you do not know the word count of text you are quoting, you can calculate an estimate using 450 words per page.