Using Copyright Clearance Center (CCC) / RightsLink

- 1. Firstly, you will need to register to use the <u>CCC Marketplace website</u>. Click on 'Sign in', then the 'need to register?' link and select 'individual user' to sign up. Alternatively, go through the process below and register while placing your order (after stage 8 of the process).
- 2. Navigate to your chosen article.
- 3. Locate the 'get permissions' link on the article page.

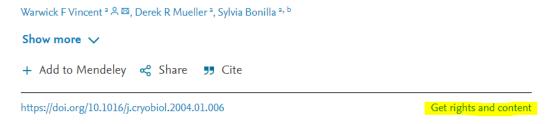
You will find this in a variety of different places. Below you will find some examples of where to look.



Example 1 - GeoScienceWorld https://doi.org/10.1144/gsjgs.148.5.0825



Ecosystems on ice: the microbial ecology of Markham Ice Shelf in the high Arctic ★



Example 2 - Elsevier https://doi.org/10.1016/j.cryobiol.2004.01.006





Example 3 - Springer Nature https://doi.org/10.1038/ngeo355

 You should now be on the CCC website. Check that the details about the journal article are correct before proceeding. If ok, click on 'request permission'.

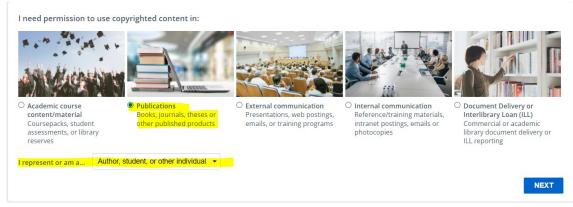
For illustration, we are requesting permission for an item in the article from Example 1 https://doi.org/10.1144/gsjgs.148.5.0825



5. Select 'Publications'. If this option is not available, choose any which states that you need the copyrighted content for a thesis/dissertation.

Select 'author, student...' from the dropdown menu. DO NOT select 'academic organization'.

Click 'Next'.

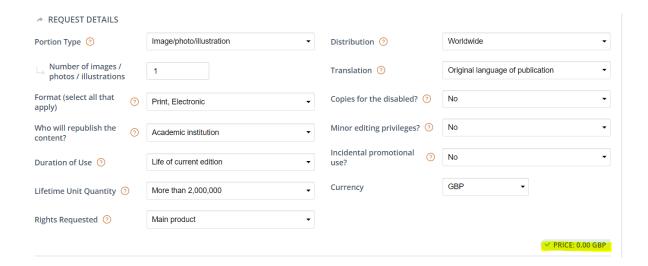




6. Choose 'republish in a thesis/dissertation' from the dropdown list under 'Type of Use (TOU).



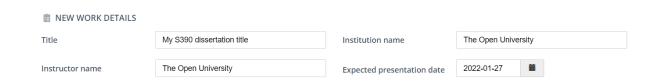
- 7. Select the following criteria. Once complete, you should see a ZERO GBP price. If you do not, check your selection.
- Portion type you can also select chart/graph/table/figure if applicable.
- Number of images etc. type in how many you wish to use from the article.
- Format choose both print and electronic. If this affects price, choose just electronic.
- Who will republish? choose academic institution.
- Duration of use life of current edition.
- Lifetime unit quantity choose the highest unit quantity available. If this affects price, reduce it.
- Rights requested main product.
- Distribution worldwide.
- Translation original language of publication.
- Copies for the disabled? No
- Minor editing privileges? No is usually the answer. But if you have made any changes to the content, such as any lines or text, select yes here.
- Incidental promo use? No.
- Currency GBP (necessary to generate the ZERO GBP Price.



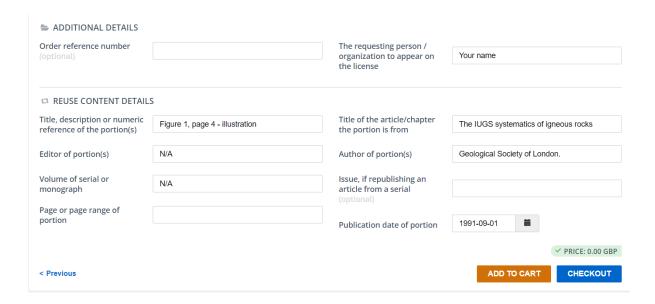
8. New work details.

Type in the title of your thesis/dissertation, add The Open University to both the instructor and institution fields, and choose today's date.

Click Next.



- 9. At this stage, you will either be asked to register or sign in to CCC (if you're not already signed in).
- 10. The final stage of the order before checkout.

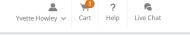


- Order reference only add a reference number here if it is helpful to you to track all of your requests.
- The requesting person add your name here (not the OU).
- Title, description, or numeric reference... type in the Figure/Table/Illustration number here and a description of it.
- Editor of portions type in N/A if not applicable.
- Volume of serial... type in N/A if not applicable.
- Page or page range type in the page number where the item is positioned in the article.
- Title of the article type the article title here.
- Author of portions this field was already populated. If it isn't, type in the publisher's name.
- Issue, if republishing this is optional, leave blank.
- Publication date of portion select the date of publication. In this case, 1st September 1991.
- 11. You have two choices. You can add your order to your cart, or you can checkout.

If you have several permissions to request, it may be useful to add it to the cart and check them all out at the same time. You can see the number of items in your cart on the cart icon.







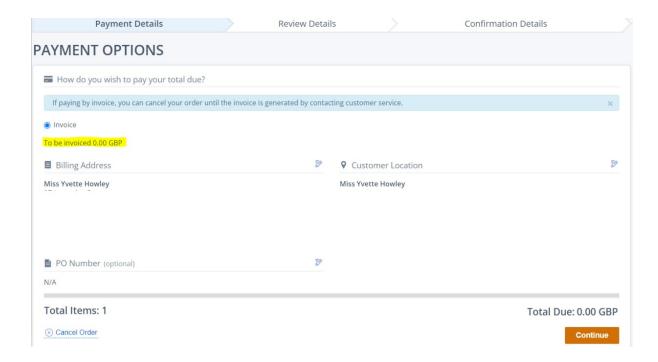


12. Checkout!

Check again that the invoice amount is ZERO. Do not proceed if a fee is showing.

Check the total number of items is correct.

Click Continue.



13. This is your final chance to check that all the details are correct, including the selections you made for how you wish to reuse the article. Click on the 'view details' link.

Check the box to confirm you have read and accept the terms and conditions. Point 3 of the terms and conditions is the most important one:

"Unless otherwise provided in the Order Confirmation, a proper copyright notice will read substantially as follows: "Used with permission of [Rightsholder's name], from [Work's title, author, volume, edition number and year of copyright]; permission conveyed through Copyright Clearance Center, Inc." Such notice must be placed immediately adjacent to the Work as reproduced (for example, as part of

a by-line or footnote but not as a separate electronic link), in a reasonably legible font size."



Click Submit when ready.

14. You have the option to print the order confirmation, and the license.

N.B.: you may also receive additional guidance from the publisher, who may request a specific wording for the copyright notice/acknowledgement. If you do, please use that instead of the standard CCC recommendation.

