

EBOOKS COPYRIGHT AND PERMISSIONS GUIDE

CONTENTS

1. Overview	1
2. When do I need permission?.....	1
3. Who owns the copyright?.....	1
4. Filling out the Permission Clearance Form	2
5. STM Permissions Guidelines.....	3
6. Using RightsLink.....	3
7. Credit lines.....	6
8. Special cases.....	6
8.1. IOP journals.....	6
8.2. AAS journals.....	6
8.3. Other IOP Partners.....	7
8.4. NASA images	7
8.5. Public domain and freely-licensed content	7
9. New editions.....	8
10. Permissions request example.....	8
11. Publisher copyright and permissions information.....	9

I. OVERVIEW

As you work on your manuscript, you may decide to include figures, tables, and/or long quotations to complement the text. It is very important that you make sure that IOP Publishing is allowed to publish any material you include. Your manuscript will be thoroughly checked upon submission, and your book cannot be published until we confirm we have the right to publish every figure, table and quotation that has been included.



Any material in your manuscript that has not been created by one of the authors, or that has already been published elsewhere, is likely to be under copyright. This means that you may need to get permission from the copyright holder to use the material. (For a full list of cases where you might need permission, see **Section 2**.) If copyrighted material is published without permission, the copyright holder has the right to take down this material and even pursue legal action.

You will need to apply for permission on behalf of IOP Publishing Ltd (see a template e-mail you can use in **Section 10**). It is important to note that while IOPP does gift-aid its profits to the IOP, it is not technically a non-profit itself. You will therefore need to ensure that any permissions you obtain cover commercial use.

Permissions can often be obtained at no cost (see **Section 5**), but it depends on the policy of the copyright holder. Unless stated otherwise in your agreement, IOP Publishing will not pay for these expenses. For authored books, the authors are responsible for any costs related to permissions. For edited books, contributors are responsible for paying their permissions costs for their own chapters.

This guide includes most of the information you will need to apply for permissions, but if you have any questions check the Publishing Support Permissions FAQs (<https://publishingsupport.iopscience.iop.org/permissions-faqs/>) or get in touch and we'll be happy to help.

2. WHEN DO I NEED PERMISSION?

You may need permission for:

- Any previously published material. This includes material published previously by an author, as well as any images obtained online.
- Material created by someone other than the author, including a colleague or friend.
- Material created by someone that is employed by a company or government agency which owns the rights to any work they produce.
- Figures created by an author that include 3rd party elements. For example, a diagram or flow chart that includes clipart from the internet.

3. WHO OWNS THE COPYRIGHT?

For most journals and scientific publications, copyright is owned by the publisher. However, this is not always the case and you should check for a copyright line (e.g. © 2020 IOP Publishing Ltd), credit line or attribution. You will also need to check the individual figure caption, if reusing a figure, as it may be owned by a third party different to the publisher of the book or journal. Permission would then need to be obtained from them.

If you wish to use material you created but have published elsewhere you may still need to request permission from the original publisher. This is because a publisher often takes ownership of the copyright in anything they publish and therefore you may no longer have the right to use the work without permission. Check any contract or copyright assignment related to the first publication of the work as you may have retained some rights. If in doubt check with the original publisher.

Copyright in works of deceased authors is usually passed to their heirs for a period of time from their death. Copyright normally lasts for 70 years from the death of the author or last remaining author (if the work was produced by multiple authors).

Note: Make sure you check the source of any artwork you'd like to use, even if it's relatively old. The artwork itself may be out of copyright, but the photograph of the artwork could be more recent and copyrighted by the photographer.

4. FILLING OUT THE PERMISSION CLEARANCE FORM

If your manuscript contains any figures requiring permission, you will need to complete a Permission Clearance Form and submit it to Editorial alongside your manuscript. It is a good idea to keep track of where you get each figure from as you write, since every figure in the manuscript should be listed in this spreadsheet. It should be filled out as follows:

- You should type 'Original - author's own' in the source column next to any figures that have been created by one of the authors **and** haven't been previously published.
- The rows for any figures taken from journal papers/books should be filled out in full. State the figure number in the manuscript, the source/full paper reference and web link if there is one, the figure number in the source work, the publisher and the permissions status.
- If you are using any open access figures that you do not require permission for, make sure you state the license in the source column along with the other source details.

You will also need to fill out the information at the top of the spreadsheet and tick the box to confirm that you are obtaining the permissions.

Permission Clearance Form						
This must be completed for all content (figures, tables & text extracts), and submitted with the manuscript.						
Book title:			Date:			
Name:			Signature (please type name here):			
By typing your name in this box you are agreeing that it shall act as your signature, that the information contained in this form is a complete and accurate list of the permissions required (or already obtained) for your work, and that you will obtain the outstanding permissions detailed in this form.						
<input type="checkbox"/> I shall obtain permission from the copyright owner for any material included in my manuscript that has been published before and requires permission, and these are outlined below:						
Figure/ table number in your book	Source Information			Permission has been:		
	Source/Completed Reference and Web Link	Figure Number In Source Work	Publisher	Requested	Received	Credit Line
E.g. Fig 1.1	Munari U and Tomasella L (1999), A&A Suppl. 137, 521 https://doi.org/10.1051/aas:1999490	Fig 1	A & A	Yes	Yes	[3], reproduced with p...
E.g. Fig 1.2	Original - author's own					
E.g. Fig 1.3	Markoff S et al. (2015) ApJL, 812, L25 https://doi.org/10.1088/2041-8205/812/2/L25	Fig 1a	IOP/AAS	Yes	Yes	Reproduced from [7].
E.g. Fig 2.1	Publicly available NASA image. The Crab Nebula: Observations Through Time https://www.nasa.gov/image-feature/the-crab-nebula-observations-through-time	N/A	NASA	N/A	N/A	Image Credit: X-ray: N...

5. STM PERMISSIONS GUIDELINES

IOP Publishing and many other publishers are signed up to the STM Permissions Guidelines, an agreement that makes it easier and cheaper to obtain permissions from publishers that have signed (<https://www.stm-assoc.org/intellectual-property/permissions/permissions-guidelines/>). Participating publishers (also known as ‘STM Signatories’) should grant permission, free of charge, for you to:

- Use up to three figures (including tables) from a journal article or book chapter, but:
 - ♦ not more than **five** figures from a whole book or journal issue/edition;
 - ♦ not more than **six** figures from an annual journal volume; and
 - ♦ not more than **three** figures from works published by a single publisher for an article, and not more than **three** figures from works published by a single publisher for a book chapter (and in total not more than thirty figures from a single publisher for re-publication in a book, including a multi-volume book, with different authors per chapter)
- Use single text extracts of less than **400** words from a journal article or book chapter, but
 - ♦ not more than a total of **800** words from a whole book or journal issue/edition

A single figure that is broken up into several parts still counts as one figure in the limits above, so if you use multiple parts of the same figure you will only need permission for one figure.

Note: It is important to note that any request that exceeds the free limit under the STM Guidelines is likely to attract a fee. You should still receive the figures within the free limit free of charge, but those figures above the limit are likely to require the payment of a fee.

Some publishers are not signed up to the STM Guidelines, and they often require payment for re-use of their content. Some (though not all) notable publishers who are not signed up to the STM Guidelines at time of writing are listed below:

- AAAS (American Association for the Advancement of Science)
- IEEE (Institute of Electrical and Electronics Engineers)
- PNAS (Proceedings of the National Academy of Sciences)
- SPIE (Society of Photo-Optical Instrumentation Engineers)

6. USING RIGHTSLINK

Many academic publishers make applying for permissions easy by using online permission services, which usually allow you to enter a few key details about the book and get permission instantly. The Copyright Clearance Center (CCC) is the biggest provider of these licensing services.

There are two ways to apply for permissions through the CCC:



1. Go to the relevant journal article webpage and click through to reprints/permissions to access RightsLink.
2. Visit the CCC Marketplace at marketplace.copyright.com and search for the publication title.

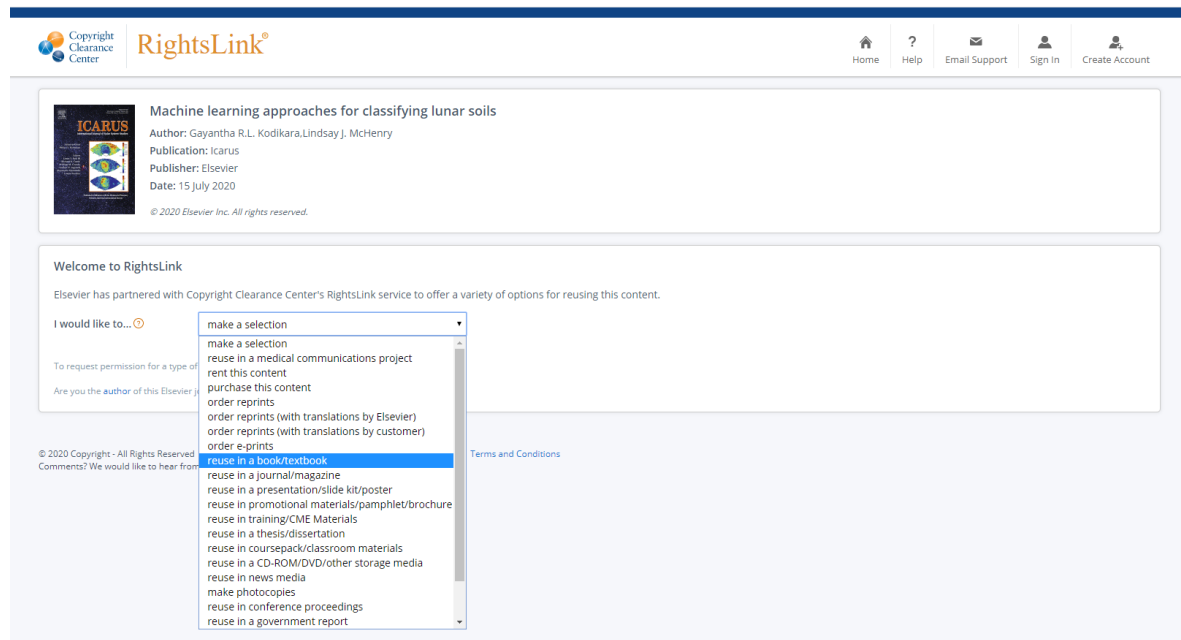
It is often more straightforward to apply from the article page, since applying through the Marketplace can bring up multiple publications with the same name. You might also find that applying directly through Marketplace can result in charges for figures that should be available for free.

You can usually find the rights/permissions link below the title on the journal article page, in the right-hand toolbar, or at the bottom of the article:



Screenshot used with permission from Elsevier.

When you have clicked through to the RightsLink page, you will need to first select the option to reuse in a book or textbook:



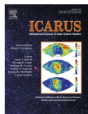
Screenshot used with permission from CCC.

You will then need to fill in further details, which vary depending on the publisher. These fields should be filled in as follows:

Publisher	Publisher, STM or, if the option above is not available: Publisher / Commercial (for-profit)	Creation of copies for the disabled	No
Name of Publisher	IOP Publishing or, if the option above is not available: Institute of Physics Publishing	Minor editing privileges	No
Circulation / unit quantity	Up to 999	Distribution	Worldwide
Rights required for	Main product and any product related to main product	Language / Translation	Original language of publication / no translations
Format	Both print and electronic	Incidental promotional use	No
Duration of use	Life of current edition and future editions		

You may also need to state the content type, the number of figures/tables you are using, that IOPP is an STM Signatory, whether or not you are the author of the article and your preferred currency.

Once you have filled in all the fields, select 'Quick Price'. In most cases there will be no charge. Click 'Continue'.



Machine learning approaches for classifying lunar soils

Author: Gayantha R.L. Kodikara,Lindsay J. McHenry

Publication: Icarus

Publisher: Elsevier

Date: 15 July 2020

© 2020 Elsevier Inc. All rights reserved.

Quick Price Estimate

This service provides permission for reuse only. If you do not have a copy of the content, you may be able to purchase a copy using RightsLink as an additional transaction. Simply select 'I would like to....' 'Purchase this content'.
Unclear about who you are?

A single table with multiple images should be treated as '1'. If you are using multiple unique figures, tables or illustrations, please enter the number being used.

<p>I would like to... ⓘ</p> <p>I am a/an... ⓘ</p> <p>The intended publisher of new work is...</p> <p>I would like to use... ⓘ</p> <p>My number of figures/tables/illustrations ... ⓘ</p> <p>Circulation</p>	<p>My format is... ⓘ</p> <p>I am the author of this Elsevier article... ⓘ</p> <p>I will be translating... ⓘ</p> <p>My currency is...</p> <p>Quick Price</p>
---	--

QUICK PRICE
CONTINUE

Screenshot used with permission from CCC.

You will then be asked to log in, so you will need to set up an account. There is no fee for registering with CCC.

Once your account is set up, fill in the details for the book and then state the figures/tables that will be reused. You will then be able to review the order details before clicking through to 'accept'.

When your order is completed and you are granted a license, select 'Printable Details'. This should bring up a pop-up window that lists all details of the permission. Select 'Print This Page' at the bottom of the window and save as a pdf. Make sure you give the file an identifiable name, e.g. 'Fig 1.1 – Elsevier'. You will need to keep this receipt so that it can be sent along with the Permissions Clearance Form when the manuscript is submitted. If the receipt includes a credit line, add it to the figure caption in your manuscript.

7. CREDIT LINES

Copyright holders often ask for a particular credit line to be printed alongside their copyrighted material, either on their website or in the terms and conditions of the permission. Make sure you include this credit line in the caption for the figure or table in the manuscript, or in the text for a quotation.

If you are including a figure that has not changed at all from the previously published version you will usually need to state it is 'reproduced' or 'reprinted'. If you've altered or traced it you should state it is 'adapted'.

If the publisher's preferred credit line includes reference details for the source, you should insert a citation at that point. Reference details for the source should be included in the reference list at the end of the chapter, and the citation should correspond to this reference.

Credit lines should be included in the submitted manuscript. If any corrections need to be made to credit lines after the manuscript has been accepted and transferred to production, these will need to be done at the proofread along with any other corrections.

Note: If the copyright holder has not provided a credit line, state 'Reprinted with permission from [xx]' or 'Adapted with permission from [xx]', with [xx] replaced by a citation to the correct reference.

8. SPECIAL CASES

8.1. IOP JOURNALS

For figures previously published in an IOP-owned journal, we can approve permission on your behalf. Just fill in the details in the Permission Clearance Form and your Editor will take care of it.

8.2. AAS JOURNALS

A number of IOP journals are published in partnership with the AAS. At time of writing, these are:



- The Astronomical Journal (AJ)
- The Astrophysical Journal (ApJ)
- The Astrophysical Journal Letters (ApJL)
- The Astrophysical Journal Supplement (ApJS)
- Research Notes of the AAS (RNAAS)

The AAS holds the copyright on all copyrightable materials published in its journals, but the Society grants control of the right to reproduce the material to the original authors as long as they are alive.

This means that if you would like to use material from a AAS-IOP paper, you will need to obtain consent from one of the authors of the paper. It is worth noting that this doesn't necessarily need to be the lead author.

If the author(s) are deceased or unavailable, let your Editor know and they may be able to obtain permission from the IOP Rights and Permissions Department.

8.3. OTHER IOP PARTNERS

As with other IOP journals, we can approve most permissions for IOP partner journals ourselves so long as you provide the relevant details in the spreadsheet. However, there are some exceptions (such as AAS journals, covered above).

You can find an up-to-date list of IOP partner journals for which we can self-grant permissions here: <https://publishingsupport.iopscience.iop.org/questions/partner-owned-journals-titles-which-iop-handles-permissions-requests/>

Instructions for obtaining permissions for all other partner owned journals are provided here: <https://publishingsupport.iopscience.iop.org/questions/partner-owned-journals-titles-which-iop-does-not-handle-permissions-requests/>

8.4. NASA IMAGES

NASA provide Media Usage Guidelines that dictate how NASA content may be used (<https://www.nasa.gov/multimedia/guidelines/index.html>).

If you wish to use a NASA image, you should:

- Check that the image is published and available online if you haven't done so already. Make sure you provide a link in the permissions spreadsheet.
- Check the credit line- if NASA/a NASA subsidiary is credited in the line, then you can usually assume it is fine to use. If not, try and find out who the credited party is and seek permission from them if necessary. Make sure you include the credit line in the Permission Clearance Form.

If you cannot find the image online, carefully consider whether it is needed in the book. The NASA legal team need to approve all NASA content before it is made publicly available, and it may take them some time to review the material. If you decide that NASA content requiring approval will add significantly to the book and you would like to include it, let your Editor know and contact Bert Ulrich at NASA to discuss your request (bert.ulrich@nasa.gov).

8.5. PUBLIC DOMAIN AND FREELY-LICENSED CONTENT

Some content is available for others to use and publish for free. This is often because the copyright has expired, or because it is published under a Creative Commons license or other open access license. If you would like to reproduce content that appears freely available, make sure you check the small print carefully and note the source details in the Permission Clearance Form.

If you would like to use open access content, you should check the terms in the license to confirm that it allows commercial re-use and check the caption or file information to make sure the content is original. Material published under CC BY and CC BY-SA licenses can be used in your book without permission, while CC-BY-ND content can be used if the entire work is reproduced unchanged. Any material published under a license with non-commercial (NC) terms will require permission for use. You will need to state the license it was published under in the caption and include a reference to the source, whether or not permission is required.

Bear in mind that material that is stated to be in the public domain in a certain country may not be public domain for the rest of the world. If you would like to use public domain content, you should make sure it can be published worldwide. If you are unsure, you can get in touch with your Editor for guidance.

Some of the material hosted by websites such as Wikimedia isn't technically public domain or freely-licensed, but is instead stated to be 'fair use' in the file description. This is a legal term particular to the US and some other countries that would not provide much protection for use in your book (as we need to comply with UK copyright laws). You should generally avoid including fair use media in your manuscript without permission.

9. NEW EDITIONS

If you are writing a new edition of a previously published book, you should go back and check the permissions receipts from the previous edition to see if they are still valid for the new book. If the permission wording specifically mentions that it is valid for subsequent/future editions (as in the example request below), then it is valid for the new book and you do not need to re-apply.

If, however, it is stated that permission is granted 'individually', 'on a case-by-case basis', or similar, you will likely need to apply for permission again.

10. PERMISSIONS REQUEST EXAMPLE

Some copyright holders do not have an online system, such as RightsLink, for obtaining permissions. In these cases, you should find a suitable contact e-mail and contact them using the wording below:

Dear **NAME**,

I am preparing a work entitled **TITLE** (the 'Work') to be published by IOP Publishing Ltd, which trades as IOP Publishing of Temple Circus, Temple Way, Bristol BS1 6HG, UK.

I would like to include in my book the following material:

FIGURE DETAILS e.g. Figure/table number, article title, authors, journal title, volume number, issue number (if relevant), page range (or first page if this is the only information available) OR book title, authors, page number, ISBN and copyright year.

Permission is requested on a non-exclusive basis to reproduce the above material in this and all subsequent editions of the Work in English, in translations and in other derivative works based upon this Work that may arise, for worldwide distribution in all media now and in the future existing. I should be grateful for non-exclusive perpetual world rights in all languages and media. The original source will be acknowledged, and if you have a preferred credit line, please specify the wording.

In case you do not control these rights, I would appreciate it if you could let me know to whom I should apply for permissions.

For your information, IOP Publishing is a subsidiary of the UK Institute of Physics and is a signatory to the STM guidelines on use and republication of figures/tables in science publishing.

I look forward to hearing from you soon.

Yours sincerely,

NAME

II. PUBLISHER COPYRIGHT AND PERMISSIONS INFORMATION

Publishers generally state their copyright and re-use policies on their websites. We've provided a list of links below for your reference, but this information is not comprehensive and publisher policies and guidance may change.

	Authors reusing own figures	General reuse of figures	Get permission from	STM Signatory?	Information
AAAS (American Association for the Advancement of Science)	No need to seek permission.	Permission must be sought.	For Science or Science Translational Medicine use RightsLink. For everything else permissions@aaas.org	No	http://www.sciencemag.org/help/reprints-and-permissions https://www.sciencemag.org/site/feature/contribinfo/prep/4_2014LicenseToPublish_Final_6MAR2014.pdf
ACS (American Chemical Society)	No need to seek permission for reuse from Journal. Permission must be sought for Books.	Permission must be sought. Author permission must be sought if using more than 3 figures.	Use RightsLink. Queries to copyright@acs.org	Yes - notification still required	https://pubs.acs.org/page/copyright/permissions_journals.html
AIP Publishing (American Institute of Physics)	No need to seek permission.	Permission must be sought.	Use RightsLink. Queries to rights@aip.org	Yes - notification still required	https://publishing.aip.org/authors/author-permission-faq https://publishing.aip.org/authors/rights-and-permissions
APS (American Physical Society)	No need to seek permission.	Permission must be sought.	Use SciPris. Queries to customercare@aps.org	Yes - notification still required	https://journals.aps.org/copyrightFAQ.html https://journals.aps.org/authors/transfer-of-copyright-agreement
Cambridge University Press	Permission must be sought.	Permission must be sought.	For books, use PLSClear. For journals, use RightsLink. Queries to permissionssalesUK@cambridge.org	Yes - notification still required	http://www.cambridge.org/about-us/rights-permissions/permissions/ http://www.cambridge.org/about-us/rights-permissions/faqs/
DeGruyter	Permission must be sought.	Permission must be sought.	Use Rightslink. Queries to rights@degruyter.com	Yes - notification still required	https://www.degruyter.com/dg/page/rights-permissions https://www.degruyter.com/dg/page/308#4.retention_of_rights

EDP Sciences	Permission must be sought	Permission must be sought	<p>For journals owned by EDP, use this form.</p> <p>Some journals are not owned by EDP Sciences, and have a different permissions process.</p> <p>For A&A requests, obtain permission from the A&A Editor in Chief (aanda.paris@obspm.fr).</p>	Yes - notification still required	<p>https://www.edpsciences.org/en/contact-us#anchor_Request_permission</p> <p>EPL permissions information: https://ejournal.edpsciences.org/about-the-journal/copyright-and-permissions</p> <p>A&A: https://www.aanda.org/about-aa/copyright</p>
Elsevier	Permission must be sought above STM limit.	Permission must be sought above STM limit.	<p>If content is on ScienceDirect, use Rightslink.</p> <p>For content not on ScienceDirect use this form.</p> <p>Queries to permissions@elsevier.com</p>	Yes - notification NOT required except for Netter/anatomical charts	https://www.elsevier.com/about/policies/copyright/permissions
Emerald Publishing Group	No need to seek permission.	Permission must be sought.	<p>Use Rightslink.</p> <p>Queries to permissions@emeraldinsight.com</p>	Yes - notification still required	<p>https://www.emeraldgroupublishing.com/services/authors/author-policies/author-rights</p> <p>www.emeraldgroupublishing.com/licensing/permissions.htm</p>
IEEE	Permission must be sought.	Permission must be sought.	<p>Use RightsLink.</p> <p>Queries to pubs-permissions@ieee.org</p>	No	https://www.ieee.org/publications/rights/reqperm.html
Oxford University Press	<p>BOOKS: Permission must be sought.</p> <p>JOURNALS: Permission must be sought unless stated otherwise on journal homepage.</p>	<p>In most cases permission must be sought.</p> <p>MNRAS allow a limited number of figures to be used without seeking permission, see link for details.</p>	<p>BOOKS: Use PLSclear.</p> <p>JOURNALS: Use RightsLink.</p> <p>Queries to journals.permissions@oup.com</p>	Yes - notification still required	<p>BOOKS: https://global.oup.com/academic/rights/permissions/autperm/?cc=gb&lang=en&</p> <p>https://global.oup.com/academic/rights/permissions/?cc=gb&lang=en&</p> <p>JOURNALS: https://academic.oup.com/journals/pages/access_purchase/rights_and_permissions</p>
Nature	No need to seek permission.	Permission must be sought.	<p>Use RightsLink.</p> <p>Queries to journalpermissions@springernature.com</p>	Yes - notification still required	<p>NOTE: <i>Scientific American</i> is excluded from the STM Guidelines.</p> <p>https://www.nature.com/nature-research/reprints-and-permissions/permissions-requests</p>
PNAS (Proceedings of the National Academy of Sciences)	No need to seek permission.	Permission must be sought.	<p>For permission to reprint material in volumes 1–89 (1915–1992), requests should be sent to the original authors. For permission to reprint material in volumes 90–present (1993–), requests should be sent to PNAS at PNASpermissions@nas.edu</p>	No	https://www.pnas.org/page/about/rights-permissions

RSC (Royal Society of Chemistry)	No need to seek permission.	Permission must be sought.	JOURNALS: Use RightsLink. BOOKS: Submit a permission request form.	Yes - notification still required	https://www.rsc.org/journals-books-databases/journal-authors-reviewers/licences-copyright-permissions
Sage Publishing	Permission must be sought above STM limit unless stated otherwise in your signed Contributor Agreement.	Permission must be sought.	Use RightsLink in most cases. For all other titles use the SAGE Permissions Portal.	Yes - notification not required.	NOTE: <i>Context, Diogenes, Index on Censorship, Race and Class, Society and Mental Health</i> are excluded from the STM Guidelines. BOOKS: https://uk.sagepub.com/en-gb/eur/books-permissions JOURNALS: https://uk.sagepub.com/en-gb/eur/journals-permissions https://uk.sagepub.com/en-gb/eur/process-for-requesting-permission
SPIE (International Society for Optics & Photonics)	No need to seek permission.	Permission must be sought.	Contact reprint_permission@spie.org	No	https://www.spiedigitallibrary.org/article-sharing-policies?SSO=1 https://spie.org/publications/contact-spie-publications/reprint-and-re-use-permission?SSO=1
Springer	Permission must be sought except for Computer Science Proceedings (see list here)	Permission must be sought. Author consent requested.	Use RightsLink. For content not online contact: journalpermissions@springernature.com . bookpermissions@springernature.com .	Yes - notification still required	https://www.springer.com/gp/rights-permissions/obtaining-permissions/882
Taylor & Francis	Permission must be sought.	Permission must be sought.	Use RightsLink, PLSClear for books, or submit permission form. For journals in the UK contact: permissionrequest@tandf.co.uk . For journals in the US contact: USjournalpermissions@taylorandfrancis.com	Yes – notification still required. Some book imprints excluded, see guidelines for details.	BOOKS: https://taylorandfrancis.com/contact/rights-and-permissions/books/ JOURNALS: https://taylorandfrancis.com/contact/rights-and-permissions/journals/
Wiley, John Wiley & Sons, Blackwell	Permission must be sought unless stated otherwise in the author's licence agreement.	Permission must be sought.	Use RightsLink or a similar service, or contact permissions@wiley.com	Yes - notification still required. Some titles excluded, see guidelines for details.	https://authorservices.wiley.com/author-resources/Journal-Authors/licensing/licensing-info-faqs.html https://www.wiley.com/en-us/permissions/General-Permissions-Queries