This guide provides instructions for Springer Nature authors on how to place permission requests via CCC's RightsLink and Marketplace platforms as well as on PLSClear to receive a copyright licence to reuse content from their Springer Nature publication.

Authors should always refer to their publishing agreement for detailed information on when and under what circumstances they may require a copyright licence.
HOW TO PLACE A REQUEST VIA CCC RIGHTS LINK

Copyright Clearance Center’s RightsLink is Springer Nature’s primary partner for issuing copyright licences. This service may be accessed by clicking on the ‘Rights and Permissions’ or ‘Reprints and Permissions’ link available at the end of each article or chapter page hosted on either www.nature.com or https://link.springer.com/.

FINDING RIGHTS LINK ON NATURE.COM

On www.nature.com the RightsLink button may also be found in the ‘Sections’ menu under Rights and Permissions.

For content such as comments, letters, news, and views, this menu may not exist. To request permission to reuse any content without a RightsLink field please email journalpermissions@springernature.com.
FINDING RIGHTSLINK ON SPRINGERLINK.COM

Search for the article or book chapter on www.link.springer.com. The RightsLink button may be found in the 'Rights and Permissions' section at the bottom of the article/chapter page, or in the side bar.

Keep in mind: there is no link to RightsLink on the journal or book level page, it is important to find the correct article or chapter.

RightsLink redirect at the bottom of the article or chapter page.
SETTING UP A RIGHTSLINK ACCOUNT

If you do not have a RightsLink account, you will have to create one to receive your licence. A RightsLink account is necessary even if the permission will be granted for free.¹

Once you are logged into your account you will be able to provide information about your new project in the ‘About Your Work’ section as well as set up ‘projects’ for multiple requests.

Create your User ID using a valid e-mail address.
Your e-mail address must be in this format:

username@domain.com (or, for example, .net, .org, .edu).

Create a password using at least six letters and/or numbers.

If you check "Enable Auto Login", you will be automatically logged in during subsequent uses of RightsLink.

Two types of accounts can be set up with RightsLink — individual or corporate — available from a drop-down menu on the first of the Create Account pages. Accounts should be opened in the name of the person or entity who will be making the uses that are licensed. The individual or company listed during account setup is the legal licensee of the content being procured.

• **Individual Account**
  You will need to create an individual account if the Permission(s)/Reprint(s) are: (i) intended for personal use or (ii) you (as an individual) will be paying the expense incurred without corporate reimbursement.

• **Corporate Account**
  You will need to create a corporate account if the Permission(s)/Reprint(s) will be: (i) used for business purpose or (ii) the expense will ultimately be paid by your company, regardless of how it is initially paid. Corporate accounts will require the following information: industry type and organization status (for profit or non-profit). Note: this information is correct as of March 2021.

HOW TO FILL OUT THE RIGHTSLINK REQUEST FORM

Once you have accessed RightsLink via Nature.com or Springer Link, you will be redirected to the permission request form. You must first select what type of reuse you are requesting permission for, this will generate your licence type. For example, if you wish to reuse portions of your book in a new journal article, you would select 'reuse in journal/magazine'. If you are republishing your work with Springer Nature, you may select 'reuse in a Springer Nature imprint' or 'reuse in a book/textbook/journal/magazine' and select Springer Nature from the drop down list of publishers.

¹ Note: account instructions may also be found on the CCC website at https://s100.copyright.com/help/createaccount/whnjs.htm and are current as of May 2021.
Choose what type of product you are planning on publishing/creating

Next, select your request type under the 'I am a/an field.'

- Select 'publisher' in the 'I am a/an' field if you are publishing a new work with a publisher;
- Select 'academic' if you are requesting to reuse the work in an academic setting (i.e. thesis/classroom materials/conference proceedings).

Authors should be sure to select 'yes' to the 'Are you the author of this SN content' field.

On this page you may also view our general terms and conditions by clicking on the Terms and Conditions tab.
Examples on how to place common requests

**EXAMPLE REQUEST:** REUSE SPRINGER NATURE PUBLISHED WORK IN A NEW SPRINGER NATURE PUBLICATION

**EXAMPLE REQUEST:** REUSE SPRINGER NATURE PUBLISHED WORK IN TRAINING PROGRAMS, WORKSHOPS, CONTINUING EDUCATION, ETC
EXAMPLE REQUEST: REUSE YOUR PUBLICATION IN YOUR THESIS OR DISSERTATION

EXAMPLE REQUEST: RE-PUBLISH YOUR SPRINGER NATURE WORK WITH A THIRD PARTY PUBLISHER
Next you will be asked to input the details of your new work. Fill in the details to the best of your knowledge.

Then you will have an opportunity to include any additional information. **Only the ' Portions' is a required field.** In this field you may reference the content you are requesting to reuse by either page number, figure/table number, or other identifier.

You may leave the 'Order Reference Number' blank unless you have been provided with such by the Springer Nature Permissions Dept.

**High Res Image Files:** Please note, for some journal content Springer Nature may be able to provide high res image files, however there is a non-waivable file fee that varies from EUR 180 - EUR 220 per image for this service.
Finally, you will have an opportunity to review your request. Ensure that all the information is correct, and either hold the quote for later review or accept the licence.

If you are provided with a discount code by the Springer Nature Permissions Dept., you may also input it before accepting in the 'Customer Code' field.

Finally, you will then be provided with an opportunity to view or print your licence. Additionally, CCC RightsLink will email you with an order reference number and a link to your licence.

**THIS EMAIL SHALL HAVE YOUR LICENCE ATTACHED AND CONCLUDES THE PERMISSION PROCESS**

Journal authors may see the below message when making a request to reuse their own content. This explains that they do not require a licence in order to reproduce the requested material. If an author wishes to receive a licence despite this, please contact journalpermissions@springernature.com
HOW TO EDIT AN ORDER ON RIGHTSLINK

Most RightsLink permissions requests are automated; however, there are some permission requests that must be evaluated and processed by the publisher. In these cases, once the request is reviewed, a decision/request for additional information will be provided in 'RightsLink My Account' and updates sent to you automatically via email.

Occasionally, you may need to make changes to your permission request during, or after, evaluation by the publisher.

EDITING ORDERS BEFORE PUBLISHER REVIEW

If you need to edit your permission request BEFORE the publisher provides a final quote, go to RightsLink My Account and click on the order number for the order you want to edit (see below).

Double-check to ensure the order status is ‘Pending’ in the Order Status field.
From the Order Details page, click ‘Edit Order’ and follow the workflow, making changes where necessary. Your previous selections will be pre-populated.

**HOW TO EDIT ORDERS AFTER PUBLISHER REVIEW/MODIFICATION**

To edit your order after a publisher has approved your request and provided a quote, you will need to appeal directly to the publisher to make changes.

Go to RightsLink My Account and click on the order number for the order you want to edit (see below).
Then click ‘Review Offer’ on the Order Details page

From the review Order Page, you can communicate directly with the publisher by clicking ‘Contact Publisher’ at the bottom of the page. Enter your request for changes in the New Comment text box, add any relevant attachments, and click send.

CCC will email you with a notification when Springer Nature replies to your enquiry. You may use the link contained in the email to open your licence and review any comments/changes.

**CCC Technical Help**

If you are having difficulties creating an account or are encountering system errors, you may email CCC directly via springernaturesupport@copyright.com. This email is for technical help with the RightsLink system only and CCC will not be able to advise you on how to place a request.
HOW TO PLACE AN ORDER ON MARKETPLACE

Either because the title is unavailable on RightsLink or you are looking for particular ancillary rights, you may wish to place a permission request via CCC Marketplace.

Go to [www.marketplace.copyright.com](http://www.marketplace.copyright.com) to place your order. As this platform is handled on a journal/book level please search by title of journal/book, or for a more accurate search use the ISSN/ISBN.

Click Request permission on the title required. Select your type of use (license type), for example 'republish in a book'.
This will generate the form to input the details of your request. **Be sure to select 'author of requested content' in 'who will republish the content' field.**

<table>
<thead>
<tr>
<th>Type of Use (TOU)</th>
<th>Republish in a book</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUEST DETAILS</td>
<td></td>
</tr>
<tr>
<td>Portion Type</td>
<td>Image/photo/illustration</td>
</tr>
<tr>
<td>Number of Images / photos / Illustrations</td>
<td>3</td>
</tr>
<tr>
<td>Format (select all that apply)</td>
<td>Print, Electronic</td>
</tr>
<tr>
<td>Who will republish the content?</td>
<td>Author of requested content</td>
</tr>
<tr>
<td>Distribution</td>
<td>Worldwide</td>
</tr>
<tr>
<td>Translation</td>
<td>Original language plus all other translations</td>
</tr>
<tr>
<td>Copies for the disabled?</td>
<td>No</td>
</tr>
<tr>
<td>Minor editing privileges?</td>
<td>Yes</td>
</tr>
<tr>
<td>Incidental promotional use?</td>
<td>Yes</td>
</tr>
<tr>
<td>Currency</td>
<td>Make a selection</td>
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</tbody>
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<table>
<thead>
<tr>
<th>NEW WORK DETAILS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>New Book</td>
</tr>
<tr>
<td>Author</td>
<td>SN Author</td>
</tr>
<tr>
<td>Publisher</td>
<td>Springer Nature</td>
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</tbody>
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**Rights Requested Field:** Fill out this field if you are requesting derivative rights. Usually you will request 'Main Product' only if publishing a new article/book. If you are unsure what rights you may require, contact your editor.

You will then be provided with a quote, or be notified if it is a special request which requires the publisher to provide a price manually (as shown below).

If you receive the Special Request notification, the publisher will contact you for additional details via the Marketplace platform. Additionally, you will receive a notification via email directing you to Marketplace and prompting you for any required information. You may then reply, or add more details as requested.

Due to the nature of your request, a special order is required. You will be notified by email of the publishers decision. Please continue to submit your request.
You may review your request at any time from the 'Manage Account' page where you will also be alerted if there are any requests that require your attention.

Once you have completed the licensing process, you will be redirected to the payment options page if applicable. You can either pay by credit card or invoice if charges are incurred.

Add your billing and shipping address and review the details of your license. The final step is to submit the order. You will then be granted the license automatically, and you may also view your license on your account via the 'Manage Account' page.

EDIT YOUR REQUEST ON MARKETPLACE

Requestors can edit special requests within 'Manage Account' setting.

Requestors can make changes to a request if prompted by a publisher, rather than having to cancel the original request and submit a new one. The editing special requests process is as follows:

1) From within 'Manage Account', select 'edit' and navigate to the request details page. Here, you can make updates to the original request, including new work and original content questions. All fields can be edited except the Type of Use (TOU) i.e. 'republish in a book'. If an error was made inputting this field the request should be cancelled and resubmitted.

2) Updates will then be submitted to the publisher for review.

3) If changes to the request result in a priced response, customers can add the item to their cart and check out. The original request is then closed and marked as “converted to a priced item.”
HOW TO PLACE AN ORDER ON PLSCLEAR

In certain cases, and in particular for Palgrave Macmillan or Macmillan Education titles, you may prefer to place a request via PLS Clear.

Please visit https://plsclear.com/ to place your order. Search by title of book, author, or for more accurate results search by ISBN.

Select the title from which you wish to reuse content.

Specify the type of content you wish to reuse and select continue to proceed.
You will need to specify further details of the content you are reusing and exactly how much material you will be using – once filled in the next details box will automatically be provided.

Here, make sure to select 'Yes' to 'Are you requesting to reuse your own work', and input your name.

You may then select how you will be using the published material and will be able to expand upon the exact reuse of your new work (book/online content/presentation) by selecting one of the formats below.
Anything you select will be added to the MY ITEMS side bar – you will be able to select multiple formats if desired. Once you have selected all formats required then please click continue.

You will next be required to describe where and how you will be reusing the content. Please fill in the fields as per your requirements.
In the last steps you will be able to review and submit your request.

To finalise your submission, you will lastly need to create an account with PLS Clear.
Your request will be submitted and reviewed by a member of the Permissions team. Once your request has been reviewed you will receive a quotation depending on the details you have provided. Once accepted, PLSClear will offer payment options and provide the appropriate licence.

**QUESTIONS?**
For specific questions on how to receive permission for Springer Nature content please contact journalpermissions@springernature.com or bookpermissions@springernature.com