



## Permissions Request

# A step-by-step guide to submitting permissions requests to publishers

Submitting permissions requests has never been easier. However, if you've never used PLSclear to submit a request or you're not familiar with the permissions process, PLS have put together a convenient step-by-step guide to walk you through the full request process.

Download the full guide to learn how to submit your requests quickly and easily using [PLSclear.com](#) to clear permission from publishers.

If you are not sure what information you need before you can get started, check out our handy [permissions checklist for authors](#).

[Download the full guide now](#)

## How to Submit a Permission Request Using PLSclear

### Step 1: Searching for a Title

On the PLSclear.com homepage, enter the title, ISBN/ISSN or website address of the material you are seeking permission to reuse.

We recommend searching by ISBN or ISSN as it is most accurate.

- If searching by ISBN, search for the ISBN number without hyphens or spaces.
- If you are searching for a **journal article**, search for the title or ISSN of the journal not the article title or DOI. PLSclear does not currently hold article level data.

- If you are searching for a **poem**, search for the title or ISBN of the book that the poem is published in. We'll ask for the title of the poem later in the Request Wizard form.
- If you are searching for a **book chapter**, search for the title or ISBN of the book that the chapter is published in. We'll will ask you to provide chapter details later in the Request Wizard form.
- If you are looking to re-use content found on a **website**, search for the top-level domain, without any hyphens or spaces. For example, search for PLSclear.com instead of PLSclear.com/publishers.

## Step 2: Select the title you want to reuse

Select the title that you wish to seek permission from in the search results.

If there is more than one result, check the publisher column to ensure you are selecting the correct edition of the title.

A tick mark beside a title indicates the publisher is fully participating in PLSclear. You can still make requests for titles without a tick mark but response times may vary.

## Step 3: Select the type of content you want to reuse

Enter a number into the box indicating how many text extracts/quotes, poems, illustrations, tables and or chapters you are using from the title.

You can request up to 25 of each category on this page. If you need to request more than 25 extracts, you will need to submit more than one request.

If you are requesting a book or magazine cover, enter a number beside the 'image' option.

## Step 4: Provide more details about the content you are reusing

Fill in the required fields with the content you are using from the original work.

If you do not know the exact number of words you are using, estimate using 450 words per page. You can also use a [word count calculator](#).

## Step 5: Select how you will be reusing the content

Choose how you will be using the content from the options available.

If you are unable to find the format you require, please select one that is the closest match. You will be able to provide additional information describing your project later in the form.

## Step 6: Enter details about your new publication

Be sure to proofread your responses as the details entered here will appear on the licence!

If you do not have information such as print run or retail price, please check with your publisher. You can also provide estimate figures but please indicate that the numbers are estimates that may change.

## Step 7: Review and submit your request

Review the information you have provided before submitting your request as these details cannot be changed after your request is submitted.

If you are not logged into PLSclear, you will be prompted to log into your account or create a new PLSclear account at this time. Make sure the address details you enter are correct as these will appear on the licence.

After you have submitted your request, you will receive an email prompting you to set a password. You will need to set a password in order to receive your licence in the system.

## Step 8: Receive a response from the publisher

Once your request is submitted, it is kept in your Request Manager inbox. All responses from the publisher will be made through the Request Manager.

To help understand the various responses to a request, a key is available at the bottom of the Request Manager.

Click on the request to review responses from the publisher, download your licence documents, and pay any licence fees owed.

**Download the full guide now**

**Need more help? Visit our Help Section.**

© 2020 Publishers' Licensing Services

5th Floor, Shackleton House, 4 Battle Bridge Lane, London, SE1 2HX

Registered in England No: 1575236

VAT Registration No: 417 7687 16

[About PLS](#)

[PLSclear.com](#)

[Privacy Policy](#)