**Copyright information and permissions form**

The Royal Society of Chemistry must ensure that the material we publish does not infringe the copyright of others and must acquire the legal rights it needs to publish the material. This means:

 If you intend to reproduce any material from another source in your chapter (figure, diagram, scheme, table, text *etc.*) for which you do not own the copyright then **permission must be obtained** from the original publisher or copyright holder.

 An **acknowledgement** should be included in the figure caption in the format prescribed by the copyright owner.

 **It is the responsibility of the chapter author(s) to obtain these permissions, including paying any fees, and provide the appropriate acknowledgement text in the caption. It will not be done by us.**

 The chapter cannot be published until we receive a completed Permissions Confirmations Form (at the end of this document) verifying either permissions have been given or that no permissions are necessary.

Please note that permission is also required for figures which have been redrawn, unless the new figure is significantly different from the original. In the latter cases an acknowledgement must still be included in the figure caption.

A **Permissions Confirmation Form** is included at the end of this document. **PLEASE NOTE THIS MUST BE RETURNED TO US BEFORE WE CAN ACCEPT YOUR CHAPTER OR BOOK FOR PUBLICATION**

**Use of Royal Society of Chemistry material in book chapters**

Authors contributing to a Royal Society of Chemistry book do not need to formally request permission to reproduce an image contained in another of our publications. The correct acknowledgement should be given in the caption of the reproduced image as follows:

|  |  |
| --- | --- |
| All RSC publications except  NJC, PCCP or PPS\* | Reproduced/Adapted from ref. XX. |
| NJC | Reproduced/Adapted from ref. XX with permission from the Centre National de la  Recherche Scientifique (CNRS) and the Royal Society of Chemistry. |
| PCCP | Reproduced/Adapted from ref. XX with permission from the PCCP Owner Societies. |
| PPS | Reproduced/Adapted from ref. XX with permission from the European Society for  Photobiology, the European Photochemistry Association, and the Royal Society of  Chemistry. |

\* NJC = *New Journal of Chemistry*; PCCP = *Physical Chemistry Chemical Physics*; and PPS = *Photochemical & Photobiological Sciences*.

**Use of third party material in book chapters**

**1. Type of permission**

Permission is required to include the specified material in the book and in all subsequent editions of the book to be published by the Royal Society of Chemistry for distribution throughout the world, in all media including electronic and microfilm and to use the material in conjunction with computer-based electronic and information retrieval systems, to grant permissions for photocopying, reproductions and reprints, to translate the material and to publish the translation, and to authorise document delivery and abstracting and indexing services.

**2. Obtaining permissions**

Permissions can be obtained in a number of ways, please check how the third party publisher/copyright owner of the third party material wishes to receive permission requests. If unsure it is always best to check the publishers website directly.

**3. Signatories to STM Permissions Guidelines**

A number of other publishers have opted out of receiving express permissions as long as they fall under the [Rules of the STM Permission Guidelines.](http://www.stm-assoc.org/copyright-legal-affairs/permissions/permissions-guidelines/) The correct acknowledgement should still be given in the caption of the reproduced image. Please check the publisher’s website directly if you are unsure of anything.

**4. RightsLink**

For **journal material**, if the third party publisher is not a Signatory to the STM Permissions Guidelines, the majority of publishers now use [RightsLink](http://www.copyright.com/content/cc3/en/toolbar/productsAndSolutions/rightslink/rightslink_customers.html) from the Copyright Clearance Center (CCC) in the US to process their requests including the American Chemical Society, Springer and Taylor & Francis Group. You can obtain permission directly through the article on the publisher’s website.

To Use RightsLink:

1. Find the relevant article on the publisher’s website

2. Click on the permissions link

3. Follow the instructions in RightsLink

When entering details please note that the Royal Society of Chemistry is:

 A non-profit organisation

 A signatory to the STM Permission Guidelines

**5. Other publishers with request procedures**

If they are not a Signatory to the STM Permissions Guidelines and do not use RightsLink then they may have their own permission request forms and/or specify what information they need to process any permission request – please see their own websites for further information.

**6. Other Publishers without request procedures**

If the publisher/copyright owner does not have a specific procedure please complete and submit a [Permission](http://www.rsc.org/AboutUs/Copyright/Permissionrequests.asp)

[Request for non-RSC Material form](http://www.rsc.org/AboutUs/Copyright/Permissionrequests.asp) and send it to the permission administrator or editor of the relevant publication.

**Frequently asked questions**

***If I redraw an image do I still need to obtain permission?***

Yes and you should check if you are permitted to do so by the publisher. The correct acknowledgement should also be given in the caption for the reproduced image.

***Do I need permission to reuse my own images which have already been published?***

It depends on the publisher’s policy. Generally copyright is with the Publisher so you will have to check if permission is required.

**Copyright fees**

If the publisher requests payment for use of the material then **the author must pay** the copyright fees as agreed in the

Letter of Agreement for the chapter. You can try to get an exemption and the following wording can be used:

*I note that you request a payment of x for use of material y. The Royal Society of Chemistry is a registered charity (number 207890) devoted to advancing the chemical sciences. As a signatory to the STM Guidelines on Permissions and in the interest of facilitating the dissemination of chemical knowledge, we do not charge for re-use of our own material and we grant permission to requests such as this free of charge. Could you please consider waiving your fee in this instance?*

**Royal Society of Chemistry** Thomas Graham House Science Park, Milton Road Cambridge, CB4 0WF, UK

**Books**

**Permissions Confirmation Form**

**Tel** +44 (0) 1223 420066 [books@rsc.org](mailto:books@rsc.org)

[**www.rsc.org**](http://www.rsc.org/)

**TO COMPLETE AND RETURN WITH CHAPTER or BOOK**

If you intend to reproduce any material in your submission (figure, diagram, schemes, tables, text etc.) for which you do not own the copyright then it is **your responsibility as the author to obtain written permission** from the original publisher to reproduce that material and **include an acknowledgement** in the caption in the format prescribed by the copyright owner.

Please complete this form and, if necessary, fill in the details on the attached table for each image and return these together with copies of the publisher’s “permission granted” correspondence.

**The chapter cannot be passed for production until we receive a completed Permissions Confirmation Form either verifying permissions have been given or stating no permissions are necessary.**

If at any point you are having difficulty obtaining permissions then please contact us.

**Book title: Chapter title\*: Author name:**

**I**  All figures, schemes, tables diagrams and text in my typescript are either my own original work and have not previously been published or have previously been published and permission to reproduce these has been obtained as required by the original publisher.

**II**  The original source of all figures, schemes, tables, diagrams and any text previously published is detailed on the table below. Proof of all permissions granted is enclosed.

**Signed: Date:**

\*Not required if you are submitting a whole book

VAT Registration Number: GB 342 1764 71 Registered Charity Number: 207890



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Figure/Scheme/**  **Table number or location of text**  ***in your chapter*** | **Original source (book,**  **journal, website, image library, author's own previously unpublished drawing)** | **Previous publisher**  **or copyright holder** | **Full reference details (including**  **page and figure number for books/journals or website address)** | **Acknowledgement for**  **caption as required by the publisher of the original work. [This must be inserted in your typescript and repeated here]** | **Proof of**  **permission provided** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |