

# Guide to obtaining and acknowledging figure permissions

This document will advise you on whether permissions are required for your Royal Society of Chemistry book contribution and it will guide you through obtaining and acknowledging permissions from different publishers.

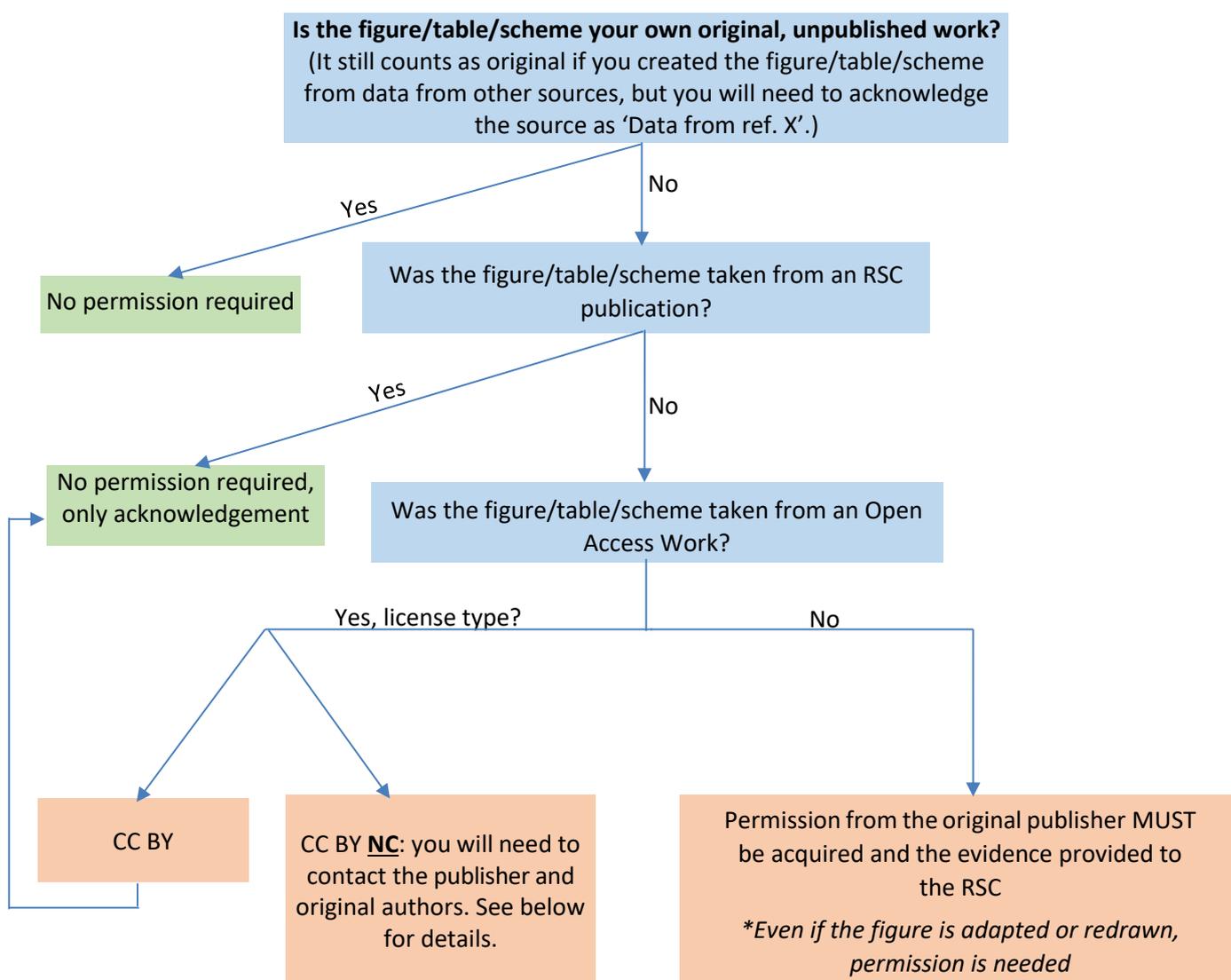
## Steps to Follow:

1. [Determine if permissions are required for your work](#)
2. [Obtain permission from the original publisher](#)
3. [Acknowledge the original source correctly in your work](#)
4. [Complete the Royal Society of Chemistry Permissions form](#)

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

The book will not enter production without this information being provided to the RSC.

## 1. Determine if permissions are required for your work



### Next steps

- **No permissions required:** If all figures, diagrams, schemes, tables and text in your book chapter are your own, original, unpublished work, please sign the Royal Society of Chemistry Permissions Form to confirm this.
- **Permissions required:** If you require permissions or acknowledgements for some or all of your figures, please obtain these permissions, acknowledge the original source correctly in your work, and complete the Royal Society of Chemistry Permissions Form.
  - **CC BY NC license:** NC stands for 'non-commercial', while we are publishing for commercial purposes. If the original article is published under an NC license, then you will need to contact the publisher and original authors to request permission for commercial use. Once you have obtained the permission, acknowledge the original source correctly in your work, and complete the Royal Society of Chemistry Permissions Form.

## 2. Obtain permissions from the original publisher

**It is the responsibility of the chapter author to obtain permissions, including paying any fees, for your figures, diagrams, schemes, tables and text. You must also provide the appropriate acknowledgement text in the caption in the format prescribed by the copyright owner (see [Step 3](#)).**

### Requesting permission

The easiest way to obtain permission to reproduce a figure is using [RightsLink](#). The majority of publishers use this service. If the publisher of the figure you wish to reproduce does not use RightsLink, you can request permissions directly from the publisher. There is often a link or email address on the publisher website for permission requests, which will either link you to RightsLink or to another method for obtaining permissions. If the publisher does not use RightsLink and does not have their own specific procedure for permissions requests, please complete the Permissions Request for non-RSC Material [form](#) and send it to [books@rsc.org](mailto:books@rsc.org) or the editor of the relevant publication.

Ensure that you allow plenty of time to obtain permission for re-used figures, as the permissions form and evidence should be supplied with your chapter to the Editor. It can take anything from a few minutes to several months to obtain permission, depending on the amount of material and the responsiveness of the sources.

#### Information you may need for RightsLink:

- The Royal Society of Chemistry is an STM signatory publisher.
- The Royal Society of Chemistry is a non-profit organisation, although books are sold commercially.
- Books will be published in both print and electronic formats.
- Book title and Editor/Author details.
- Print run/distribution.
- Length of book.
- Publication date.
- Price.
- ISBN.
- The book will not be translated.

The Editorial Office at [books@rsc.org](mailto:books@rsc.org) can provide any necessary details

## Obtaining permission through RightsLink

1. Go to the journal article that the figure has come from, and from there click “rights and permissions” (this may not always be on the front of the article page). You will have to sign up for your own RightsLink account.

The screenshot displays two journal article pages. The top-left page is from ACS Catalysis, titled "Enabling Pyrochlore-Type Oxides as Highly Efficient Electrocatalysts for High-Capacity and Stable Na-O<sub>2</sub> Batteries: The Synergy of Electronic Structure and Morphology". The 'Article Options' sidebar includes a red box around the 'Rights & Permissions' link. The top-right page is from Nature Chemistry, titled "Synthetic *nat*- or *ent*-steroids in as few as five chemical steps from epichlorohydrin". The 'Rights & Permissions' link is also highlighted with a red box. The bottom-left page is from Coordination Chemistry Reviews, titled "Advances in beryllium coordination chemistry", with a red box around the 'Get rights and content' link. The bottom-right page is from Environmental Toxicology and Chemistry, titled "Understanding sources of methylmercury in songbirds with stable mercury isotopes: Challenges and future directions", with a red box around the 'Request Permissions' link.

2. Once you have requested permission, a pop-up window should open so that you can apply via RightsLink. If you are unsure of any details, please contact [books@rsc.org](mailto:books@rsc.org).

The screenshot shows the RightsLink permission request form for two different articles. The left form is for an article from ACS Publications titled "Enhancing the Coverage of the Urinary Metabolome by Sheathless Capillary Electrophoresis-Mass Spectrometry". The right form is for an article from Springer titled "Method development and validation for rat serum fingerprinting with CE-MS: application to ventilator-induced lung-injury study". Both forms include a 'Quick Price Estimate' section with dropdown menus for 'I would like to...', 'Requestor Type', 'Portion', 'Number of Table/Figure/Micrographs', 'Format', and 'Select your currency'. There are 'QUICK PRICE' and 'CONTINUE' buttons at the bottom of each form. A note on the right form states: "No content delivery. This service provides permission for reuse only. Once licensed, you may use the content according to the terms of your license. Price quoted is an estimate based on this request for this title only. Final price will depend on the total amount of requested Springer material."

Rightslink® by Copyright Clearance Center - Internet Explorer  
 https://s100.copyright.com/AppDispatchServlet#formTop

Copyright Clearance Center  
**RightsLink®** Home Create Account Help

**Title:** Effects of processing and storage conditions on charged metabolomic profiles in blood  
**Author:** Akiyoshi Hirayama, Masahiro Sugimoto, Asako Suzuki, Yoko Hatakeyama, Ayame Enomoto, Sei Harada, Tomoyoshi Soga, Masaru Tomita, Toru Takebayashi  
**Publication:** Electrophoresis  
**Publisher:** John Wiley and Sons  
**Date:** May 18, 2015  
 © 2015 WILEY-VCH Verlag GmbH & Co. KGaA, Weinheim

**Quick Price Estimate**  
 Please review the credit lines for the requested figure/table. If the figure/table you wish to reproduce is credited to a source other than the author of the publication (i.e. third party material) you will need to obtain permission from that copyright holder, book or journal before making any use of the material. For the avoidance of doubt - any and all third party content is expressly excluded from this permission. Otherwise please proceed with your order.  
 Please use "Publisher (STM Signatory)" if you are an employee of an STM Signatory Publisher and/or an author publishing with an STM Signatory Publisher.  
 This license allows only minor adaptations as required by the new publication format (with no additions, deletions or modifications to the text that materially alter the meaning of what the author has written). If you wish to make more significant changes to the work please select "I don't see my intended use" and provide full details of your proposed adaptation for review by John Wiley and Sons.

**I would like to...** reuse in a book/textbook  
**Requestor Type** Publisher (STM Signatory)  
**STM publisher name** Royal Society of Chemistry  
**Is the reuse sponsored by or associated with a pharmaceutical or medical products company?** No  
**Format** Print and electronic  
**Portion** Figure/table  
**Number of figures/tables**  
**Will you be translating?** No  
**Circulation** 1000  
**Select your currency** USD - \$  
**Quick Price** Click Quick Price

**Content Delivery:** A copy of this content may be purchased following completion of your permissions order. High Res Image files - please contact Wiley

**ARTICLE TOOLS**  
 Get PDF (653K)  
 Save to My Profile  
 E-mail Link to this Article  
 Export Citation for this Article  
 Get Citation Alerts  
 Request Permissions  
 Share

3. With some publishers, you will need to enter further information about the book you are contributing to. If you are unsure of any of these details, please contact [books@rsc.org](mailto:books@rsc.org).

Copyright Clearance Center  
**RightsLink®** Home Account Info Help

**Title:** Advanced Photonic Processes for Photovoltaic and Energy Storage Systems  
**Author:** Maria Sygletou, Constantinos Petridis, Emmanuel Kymakis, Emmanuel Stratakis  
**Publication:** Advanced Materials  
**Publisher:** John Wiley and Sons  
**Date:** Aug 24, 2017  
 © 2017 WILEY-VCH Verlag GmbH & Co. KGaA, Weinheim

**LOGOUT**

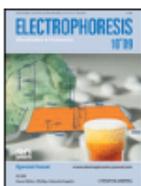
**About Your Book/Textbook**  
 Please enter, completely and accurately, the following information regarding the Book/Textbook you are currently working on. Any errors may delay or invalidate your license. All fields are required unless otherwise noted.

**Title of the book** Chemistry  
**Author of the book** A N Other  
**Publisher of your Book** al Society of Chemistry  
**Expected publication date** Jan 2018  
**Estimated size of your book (number of pages)** 350

**BACK CONTINUE**

4. You will then be able to review and accept your order.

 [Home](#) [Account Info](#) [Help](#) 



**Title:** Effects of processing and storage conditions on charged metabolomic profiles in blood

**Author:** Akiyoshi Hirayama, Masahiro Sugimoto, Asako Suzuki, Yoko Hatakeyama, Ayame Enomoto, Sei Harada, Tomoyoshi Soga, Masaru Tomita, Toru Takebayashi

**Publication:** Electrophoresis

**Publisher:** John Wiley and Sons

**Date:** May 18, 2015

© 2015 WILEY-VCH Verlag GmbH & Co. KGaA, Weinheim

Logged in as:  
Alice Toby-Brant  
Royal Society of Chemistry  
Account #: 3000206051  
[LOGOUT](#)

### Review Order

Please review the order details and the associated [terms and conditions](#).

No royalties will be charged for this reuse request although you are required to obtain a license and comply with the license terms and conditions. To obtain the license, click the Accept button below.

Title of new book	Capillary Electrophoresis-Mass Spectrometry
Publisher of new book	Royal Society of Chemistry
Author of new book	Editor: Rawi Ramautar
Expected publication date of new book	May 2018
Estimated size of new book (pages)	250
Requestor Location	Royal Society of Chemistry Thomas Graham House 290 Science Park Milton Road Cambridge, Cambridgeshire CB4 0WF United Kingdom Attn: Alice F Toby-Brant
Publisher Tax ID	EU826007151
Total	0.00 USD

[Edit Order Details](#)  
Edit Requestor Location This location may be used to determine your tax liability.

I agree to these [terms and conditions](#).

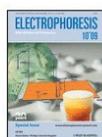
I understand this license is for reuse only and that no content is provided.

Customer Code (if supplied)  [APPLY](#)

[BACK](#) [DECLINE](#) [ACCEPT](#)

Please click accept only once.

5. Once you have accepted your order, you will receive an order confirmation. Please save the Printable License as a PDF and send this with your completed Permissions form to the Editor when you are submitting your chapter.



**Title:** Effects of processing and storage conditions on charged metabolomic profiles in blood  
**Author:** Akiyoshi Hirayama, Masahiro Sugimoto, Asako Suzuki, Yoko Hatakeyama, Ayame Enomoto, Sei Harada, Tomoyoshi Soga, Masaru Tomita, Toru Takebayashi

**Publication:** Electrophoresis  
**Publisher:** John Wiley and Sons  
**Date:** May 18, 2015  
 © 2015 WILEY-VCH Verlag GmbH & Co. KGaA, Weinheim

Logged in as:  
 Alice Toby-Brant  
 Royal Society of Chemistry  
 Account #: 3000206051  
 LOGOUT

**Order Completed**

Thank you for your order.

This Agreement between Royal Society of Chemistry -- Alice Toby-Brant ("You") and John Wiley and Sons ("John Wiley and Sons") consists of your license details and the terms and conditions provided by John Wiley and Sons and Copyright Clearance Center.

Your confirmation email will contain your order number for future reference.

[printable details](#)

License Number	4216411456694
License date	Oct 26, 2017
Licensed Content Publisher	John Wiley and Sons
Licensed Content Publication	Electrophoresis
Licensed Content Title	Effects of processing and storage conditions on charged metabolomic profiles in blood
Licensed Content Author	Akiyoshi Hirayama, Masahiro Sugimoto, Asako Suzuki, Yoko Hatakeyama, Ayame Enomoto, Sei Harada, Tomoyoshi Soga, Masaru Tomita, Toru Takebayashi

RightsLink Printable License - Internet Explorer  
 https://s100.copyright.com/AppDispatchServlet

**JOHN WILEY AND SONS LICENSE TERMS AND CONDITIONS**  
 Oct 26, 2017

This Agreement between Royal Society of Chemistry -- Alice Toby-Brant ("You") and John Wiley and Sons ("John Wiley and Sons") consists of your license details and the terms and conditions provided by John Wiley and Sons and Copyright Clearance Center.

License Number: 4216411456694  
 License date: Oct 26, 2017  
 Licensed Content Publisher: John Wiley and Sons  
 Licensed Content Publication: Electrophoresis  
 Licensed Content Title: Effects of processing and storage conditions on charged metabolomic profiles in blood  
 Licensed Content Author: Akiyoshi Hirayama, Masahiro Sugimoto, Asako Suzuki, Yoko Hatakeyama, Ayame Enomoto, Sei Harada, Tomoyoshi Soga, Masaru Tomita, Toru Takebayashi  
 Licensed Content Date: May 18, 2015  
 Licensed Content Pages: 8  
 Type of use: Book/Textbook  
 Requestor type: Publisher (STM Signatory)

[Print This Page](#)

If you need any assistance with RightsLink, information can be found at the following link:

<https://marketplace.copyright.com/rs-ui-web/mp>

*Next steps*

**Proof of permissions obtained:** Check your RightsLink license or relevant documentation for how the publisher wishes the figure to be acknowledged.

**Proof of permissions not obtained:** Contact the publisher directly or email [books@rsc.org](mailto:books@rsc.org)

### 3. Acknowledge the original source correctly in your work

You must sufficiently acknowledge the original source in the figure caption. If the permission license specifies that an electronic link to the article or a copyright line must be included, please do so.

#### Royal Society of Chemistry

Formal permissions do not need to be requested but the original source must be acknowledged in the figure caption as follows:

All RSC publications except those below	Reproduced (or 'Adapted' if changes have been made to the original) from ref. XX with permission from the Royal Society of Chemistry.
New Journal of Chemistry	Reproduced (or 'Adapted' if changes have been made to the original) from ref. XX with permission from the Centre National de la Recherche Scientifique (CNRS) and the Royal Society of Chemistry.

Physical Chemistry Chemical Physics	Reproduced (or 'Adapted' if changes have been made to the original) from ref. XX with permission from the PCCP Owner Societies.
Photochemical and Photobiological Sciences	Reproduced (or 'Adapted' if changes have been made to the original) from ref. XX with permission from the European Society for Photobiology, the European Photochemistry Association, and The Royal Society of Chemistry.

### Other publishers

Other publishers have their own requirements, and these can usually be found on the permission license. If they do not specify, please use the following as a template:

“Reproduced (or 'Adapted' if changes have been made to the original) from ref. XX with permission from [Original Publisher], Copyright [YEAR]”.

### Caption with Acknowledgment Example:

Figure 2.1 Fundamental stereoparent structures. Adapted from ref. 11 with permission from American Chemical Society, Copyright 2022.

## Frequently Asked Questions

- If I redraw an image do I still need to obtain permission?**  
Yes. You still need to check with the Copyright holder. You should also confirm with the original publisher that you are permitted to redraw the figure.
- 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.
- Do I need permission if all my figures are from Open Access articles?**  
It depends on the Open Access license. If the original article is published under a NC license (non-commercial) then you will need to contact the publisher and the original authors. You will also need to provide a link to the original license in your figure caption. See below for an example:

Figure 2.2 General structure of a membrane. Reproduced from ref. 11, <https://doi.org/10.1039/D3EE01265D>, under the terms of the CC BY 3.0 license, <https://creativecommons.org/licenses/by/3.0/>.

You can find more information about Open Access licenses here: <https://creativecommons.org/licenses/>.

- Does every author of a chapter need to sign the Copyright and Permissions Form?**  
Only the lead author need sign the form, as long as all figures in the chapter are covered.
- Do I need to submit a form if I have no images or tables in my chapter?**  
Yes, you still need to confirm that the text in your work has not been directly copied from another source.
- If payment of a fee is required to clear permission for the use of a figure does the Royal Society of Chemistry cover this expense?**  
If RightsLink is requesting payment for figure re-use, please ensure that your request has been completed correctly, as generally permission should be provided free of charge if the original publisher is an STM signatory. If payment is required, the Royal Society of Chemistry is unable to pay this on behalf of the authors.