

## THE STM PERMISSIONS GUIDELINES (2014)

### Preface

*These Guidelines are an updated version of the original 1996 STM Permissions Guidelines (as revised in 2003, 2009 and 2012). They concern the granting of permission by one signatory STM publisher to another signatory STM publisher to re-use limited amounts of material from primary published works in subsequent publications (print and/or electronic).*

*STM Permissions Guidelines are voluntary and reciprocal in nature and their purpose is to facilitate primary publishing of original materials with minimum administration for permissions clearance or multiple micro fees. However, each STM publisher who participates in this programme is only able to benefit from the STM Permissions Guidelines if the STM publisher is also prepared to offer on like terms primary publication content under the STM Permissions Guidelines. Permissions clearance for re-publication of primary publication materials in secondary or tertiary publications are generally beyond the scope of these STM Permissions Guidelines. For avoidance of doubt, not eligible for clearance under these STM Permission Guidelines are re-publication requests in relation to primary publication materials in secondary or tertiary publications where less than 70% of the total secondary or tertiary publications consist of original material and, thus, 30% or more of materials may be non-primary or originated by third parties.*

*STM publishers who are participating in this programme and adhering to these Guidelines are listed at the end of the Guidelines (with any restrictions noted on that list). The Guidelines set out general principles for working practice based on custom and practice, common decency and fairness. Adherence to the Guidelines is purely voluntary and it is not intended that they should in any way affect the ability of STM publishers to make commercial judgements about the re-use of their material. These Guidelines are to be used by signatory publishers in the process of clearing permissions for an individual article or chapter, not as a substitute for licensing arrangements or multi-article permissions.*

*These Guidelines should not be used as an automatic substitute for creating one's own illustrations, but used instead when it is necessary or vital to quote or reproduce the illustration for comparison, criticism or context.*

*In addition to these Permissions Guidelines (which deal with publisher-to-publisher permissions), it may be useful to review the STM/PSP Guidelines for Quotation and Other Academic Uses of Excerpts from Journal Articles, which were published in February 2008<sup>1</sup>. The STM/PSP Guidelines are concerned with the granting of permission by signatory STM/PSP publishers to researchers, other scholars and educators to re-use limited amounts of material from published journal articles in subsequent publications and for educational use including course-packs. Another useful resource is the Publishers Association guide on seeking permission to use published content, which is helpful in framing permission requests<sup>2</sup>.*

*In the 2009 version of the STM Permissions Guidelines we recognized that some publishers no longer wished to receive request for express permissions for re-use which otherwise are in accordance with these STM Permissions Guidelines, while others wish to continue receiving notice and granting express permissions. The list of publisher signatories (attached) must be reviewed carefully to confirm whether the permissions process for an individual publisher requires permission requests or not. In some cases, those publishers who do not require notice of permission requests will*

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<sup>1</sup> See <http://www.stm-assoc.org/documents-statements-public-co/2008.2%20Scholarly%20Publisher%20Guidelines%20for%20Quotation%20Other%20Academic%20Uses%20of%20Excerpts%20Ver%202.pdf>

<sup>2</sup> See [http://www.publishers.org.uk/en/home/copyright/copyright\\_guidelines/](http://www.publishers.org.uk/en/home/copyright/copyright_guidelines/)

*nonetheless have exceptions to this policy (i.e. will indicate where written permissions should still be sought for certain materials).*

*In the 2012 version, additional clarifying language was added dealing with the volume of requests directed to an individual publisher. This is consistent with the notion that the use of permissioned third party excerpts and illustrations should be used carefully and respectfully.*

*For this 2014 version, there is additional clarifying language about the continued validity or not of permissions granted for further editions of works where the signatory publisher transfers its rights in the work. Language relating to whether a signatory publisher requires to be notified of permission requests has been simplified.*

*When using these Guidelines STM publishers should regularly check the STM web site to ensure they are using the most up to date version and list of publishers (including checking to see if they have stated that they do not require notice of permission requests).*

*In the text below, the publisher is assumed to be the rightsholder. When the publisher is not the rightsholder, the principles may still provide useful guidance.*

## The Guidelines

STM believes it is in the interest of scholarly and professional publishers, their authors and the scholarly and professional community as a whole to facilitate the exchange of scholarly and professional information by setting out common general principles with respect to the granting of permissions between publishers. These principles are designed to encourage publishers to permit the use of limited amounts of material in other published works without charge, and with a minimum of administration.

STM publishers support an approach based on common decency and fairness as well as mutual trust. We recognize that scholarly works often require the direct reproduction of illustrative material (such as figures, tables, structures) for the purposes of discussion or comparison with or criticism of other data, and that the electronic version of a book or article needs to contain the same illustrative material in order to maintain the authenticity of the record in both print and digital form. While database content is not covered in these Guidelines, we note that publishers are providing journal and book content through online systems, whether proprietary or third party, and that the distribution of such content through such systems is the type of electronic version contemplated by these Guidelines.

We therefore recommend the following Guidelines as the best working practice for dealing with permissions:

### **1. Quantity limits for gratis permissions**

Permission is, or in the case of an express permission requirement, should be, granted free of charge, with respect to a particular journal article or book being prepared for publication, 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

Publishers can always seek express permission to go beyond such limits although in such instances the permission grant may require permission fees. The gratis amounts however should always be honoured, even if the permission requests extend beyond the gratis amount limitations.

## **2. Exceptions and exception-handling**

A signatory publisher should be mindful of and adhere to the caps and limits noted above. It is recognized that these are broad Guidelines that will not necessarily apply to every situation. Some examples for which a charge might be appropriate even within these quantities would be the re-use of material essential to the character of the previously published work or when re-use could compromise the sale of the previously published work (e.g. complex illustrations such as anatomical drawings; cartoons; maps; works of art; creative photographs). Of course if the re-use is of amounts in excess of the quantity limits noted above, then express permission should be requested. As noted, a publisher who has stated that it does not require notice of permission requests may still specify (by commenting in the chart below) any exceptional material that requires express permission.

A publisher re-using material from a publisher who does not require notice of permission requests must check carefully itself (or ensure that its authors check) that copyright in the material to be re-used was in fact owned by the publisher who does not require notice of a permission request (checking the copyright notice/line) and not by a third party with whose permission it was published previously. Any such third party rightsholder should of course be contacted directly by the party seeking to clear the permission. It is also the case that in some countries, authors and artists will continue to have certain rights in electronic media (even if they are not identified in the copyright line), and the signatory publishers cannot guarantee that such authors or artists may not bring a claim for compensation.

## **3. Author or artist permissions**

The granting of permissions is not contingent on receipt of written permission from the author or artist, except when the author or artist holds the copyright or specifically requests this right (as noted above, even for publishers that do not require notice of permission requests, the party seeking permission should carefully review copyright notices and lines to see if a third party rightsholder is involved). The requesting publisher should be aware that in certain jurisdictions, claims for compensation may be made where authors and artists continue to have certain rights in electronic media (even if they are not identified in the copyright line). In such cases the signatory publishers cannot guarantee that such authors or artists will not bring a claim for compensation and, if such a claim is made it is understood that this will be settled and met by the requesting publisher. Any re-use must maintain the integrity of the quoted material, and should include the notices described below in Section 6.

#### **4. Application to all media (including electronic) & means of distribution**

Permissions given for the re-use of material automatically include re-use for any electronic version of that work, provided that the material is incidental to the work as a whole, the electronic version is essentially equivalent to or substitutes for the print version, and embedded material (or a specific link to it) remains in situ and is not separately exploited (although an online “database” of electronic journal or book content is not considered a separate exploitation). Permissions given for re-use includes publisher-authorised distribution by third party distributors, aggregators or other licensees of the work as a whole (again with the work remaining in situ and the individual illustrations or extracts not being separately exploited).

#### **5. Further editions**

Any permission granted for a particular edition will apply also to subsequent editions and for editions in other languages, provided such editions are for the work as a whole in situ and does not involve the separate exploitation of the permitted illustrations or excerpts. It should be noted that permission to use a figure in a book does not constitute permission to use it as a cover or other promotional design. Such permission needs to be sought separately and explicitly.

Permissions granted for further editions (ie subsequent editions and translations) shall only be valid for further editions that are produced and published by a signatory to these Guidelines. Therefore a publisher or any other person who is not a signatory to these Guidelines and who wishes to release a further edition of a title in respect of which a permission had been granted under these Guidelines, must apply for an individual permission. Such an individual permission would, for example, be required in respect of future editions of editions or translations which exist at the time a title is transferred to a person who is not a signatory to these Guidelines or upon the current publisher ceasing to be a signatory to these Guidelines. If, however, the production of a further edition has commenced prior to cessation of the publisher being a signatory or prior to the transfer of the edition or translation and the relative future edition to a person who is not a signatory, the said further edition may be published under the previously granted permission, provided that it is published within 360 days of the cessation or transfer, as the case may be.

For avoidance of doubt, transfer of rights in a work (book or journal) which is the original source work for any permission granted under these Guidelines neither terminates any previously granted permission for any edition or further editions, nor authorises the transferee of the rights in that source work to revoke permissions granted prior to transfer under these Guidelines.

#### **6. Complimentary copies**

When granting permissions, STM publishers agree not to request a complimentary copy of the newly published work except in limited circumstances, for example where an author requests a copy because of the extent or character of the republished material.

## **7. Proper credits**

Full credit will be given to the author(s) and publisher(s) of the material(s) re-used. The “quoting” publisher should include the following information clearly referenced to the republished material:

- For material republished from books: author, title, edition, publisher, city, country, Copyright © year;
- For material republished from journal articles: author, title of article, title of journal, volume number, issue number (if relevant), page range (or first page if this is the only information available), date, publisher, and DOI or article number if required as noted below in the signatories section;
- For material being published electronically a link to the version of record (in particular for journal articles) should be provided back to the original article (via DOI).

## **8. Prompt response to notifications (express permission requests) including via e-mail**

Notification of requests for express permission (if necessary—note that some publishers do not require notification) will be responded to promptly, even if the publisher receiving the request will have to refer the request or does not control the rights itself.

E-mail or Web requests and grants (again, if necessary) may be made as long as the granting publisher has a system and policy that accommodates this.

## **9. Procedures for participating**

Publishers may add their names to the list of signatories of these STM Guidelines. To join, an STM member publisher should send a communication to the STM secretariat (email preferred at [beadle@stm-assoc.org](mailto:beadle@stm-assoc.org), or physical correspondence), indicating whether they do so on the basis of requiring notification of permission requests or whether they do not require such notification (and if the latter, whether there are any exceptions that should be identified).

In joining as a signatory, publishers are supporting the spirit of the Guidelines in facilitating the exchange of scholarly and professional information. Those publishers who indicate below that they continue requiring notification of permission requests, commit themselves to following these principles, but may decide against granting a specific request, or doing so on a gratis basis, as a matter of specific copyright policy or concerns. Those publishers who have not required notification by signing up to these Guidelines, confirm that they grant permission to other signatory STM publishers to re-use material strictly in accordance with all the above provisions, subject to any exceptions noted below.

## Signatories to STM Permissions Guidelines 2014

29 May 2019

Name of Publisher-STM Member	Notification Not Required ("automatic" process)	Notification Required	Permissions contact (or general web site); exceptions or other comments including concerning DOI or article number requirements
AIP Publishing		√	<a href="https://publishing.aip.org/resources/researchers/rights-and-permissions/permissions/">https://publishing.aip.org/resources/researchers/rights-and-permissions/permissions/</a>
American Association of Critical-Care Nurses (AACN)		√	<a href="http://www.aacnjournals.org">www.aacnjournals.org</a>
American Chemical Society		√	<a href="http://pubs.acs.org/copyright/index.html">http://pubs.acs.org/copyright/index.html</a>
American Physical Society		√	<a href="http://librarians.aps.org/permissionscopy.html">http://librarians.aps.org/permissionscopy.html</a>
American Psychological Association (APA)	√		With the exception of the following: "APA does not grant permission for use of the Publication Manual of the American Psychological Association and derivative products, the APA Dictionary of Psychology and derivative products, and publications from Magination Press. Permission is required to use measures, scales, tests, or instruments in part or in their entirety" <a href="http://www.apa.org/about/contact/copyright/index.aspx">www.apa.org/about/contact/copyright/index.aspx</a>
American Society of Civil Engineers		√	All requests should be sent by e-mail to: <a href="mailto:permissions@asce.org">permissions@asce.org</a> . <a href="http://www.asce.org/Books-and-Journals/Permissions/Permission-Requests">http://www.asce.org/Books-and-Journals/Permissions/Permission-Requests</a>
American Society of Mechanical Engineers (ASME)		√	All requests should be sent by e-mail to: <a href="mailto:permissions@asme.org">permissions@asme.org</a> <a href="https://www.asme.org/shop/journals/administration/permissions">https://www.asme.org/shop/journals/administration/permissions</a>
Anadem Publishing Inc.	√		<a href="http://www.anadem.com">www.anadem.com</a>
Apple Academic Press		√	All requests should be sent by e-mail to: <a href="mailto:permissions@appleacademicpress.com">permissions@appleacademicpress.com</a> <a href="http://www.appleacademicpress.com/">http://www.appleacademicpress.com/</a>
Begell House		√	All requests should be cleared via RightsLink or sent by email to <a href="mailto:permissions@begellhouse.com">permissions@begellhouse.com</a>  <a href="http://www.begellhouse.com">www.begellhouse.com</a>
BioExcel Publishing		√	All requests should be sent by e-mail to: <a href="mailto:david.hughes@bioexcelpublishing.com">david.hughes@bioexcelpublishing.com</a>  <a href="http://www.drugsincontext.com/">http://www.drugsincontext.com/</a>
BMJ		√	All requests should be cleared via RightsLink.

			<a href="http://company.bmj.com/rightsandlicensing">http://company.bmj.com/rightsandlicensing</a> Please note that <a href="#">infographics from The BMJ</a> are excluded from the Guidelines. Please email any queries to <a href="mailto:bmj.permissions@bmj.com">bmj.permissions@bmj.com</a>
British Small Animal Veterinary Association (BSAVA)		√	All requests should be sent by e-mail to: <a href="mailto:publications@bsava.com">publications@bsava.com</a> <a href="http://www.bsava.com">www.bsava.com</a>
CABI		√	Permission should be cleared in the first instance through PLSclear at <a href="https://plsclear.com">https://plsclear.com</a> . Any queries should be directed to <a href="mailto:permissions@cabi.org">permissions@cabi.org</a>
Cambridge University Press		√	<a href="http://journals.cambridge.org/action/rightsAndPermissions">http://journals.cambridge.org/action/rightsAndPermissions</a>
Cardiotext Publishing		√	All requests should be sent by email to: <a href="mailto:permissions@cardiotextpublishing.com">permissions@cardiotextpublishing.com</a> <a href="http://www.cardiotextpublishing.com">www.cardiotextpublishing.com</a>
ChemTec Publishing	√		<a href="http://www.chemtec.org/">http://www.chemtec.org/</a>
Clinical Pocket Reference Ltd		√	All requests should be sent by e-mail to: <a href="mailto:info@clinicalpocketreference.com">info@clinicalpocketreference.com</a> <a href="http://www.clinicalpocketreference.com">www.clinicalpocketreference.com</a>
CSIRO Publishing	√		<a href="http://www.publish.csiro.au/nid/50/aid/283.htm">www.publish.csiro.au/nid/50/aid/283.htm</a>
De Gruyter		√	All requests should be sent by email to: <a href="mailto:rights@degruyter.com">rights@degruyter.com</a> <a href="http://www.degruyter.com">www.degruyter.com</a>
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Dunedin Academic Press	√		<a href="http://www.dunedinacademicpress.co.uk">www.dunedinacademicpress.co.uk</a>
EB Medicine		√	All requests should be sent by email to: <a href="mailto:permissions@ebmedicine.net">permissions@ebmedicine.net</a> <a href="http://www.EBmedicine.net">www.EBmedicine.net</a>
EDP Sciences		√	All requests should be sent by email to: <a href="mailto:permissions@edpsciences.org">permissions@edpsciences.org</a> <a href="http://www.edpsciences.org">www.edpsciences.org</a>
Elsevier	√		For anatomical charts (especially “Netter” charts), Elsevier will continue to request express permission requests. <a href="http://www.elsevier.com/permissions">http://www.elsevier.com/permissions</a>
Emerald Group Publishing Ltd		√	All requests should be sent by email to: <a href="mailto:permissions@emeraldinsight.com">permissions@emeraldinsight.com</a> <a href="http://info.emeraldinsight.com/licensing/permissions.htm">http://info.emeraldinsight.com/licensing/permissions.htm</a> <a href="http://info.emeraldinsight.com/authors/writing/permissions.htm">http://info.emeraldinsight.com/authors/writing/permissions.htm</a>
European Respiratory Society		√	All requests should be sent by email to: <a href="mailto:permissions@ersj.org.uk">permissions@ersj.org.uk</a> <a href="http://www.ersjournals.com">www.ersjournals.com</a>

Future Medicine Future Science Newlands Press (Future Science Group)		√	<a href="http://www.future-science-group.com/contact/">http://www.future-science-group.com/contact/</a>
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Hapres	√		<a href="http://www.hapres.com/">http://www.hapres.com/</a>
Henry Stewart Talks		√	All requests should be sent by email to: <a href="mailto:permissions@hstalks.com">permissions@hstalks.com</a> <a href="http://www.hstalks.com">www.hstalks.com</a>
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ICE Publishing		√	All requests should be sent by email to: <a href="mailto:copyright@icepublishing.com">copyright@icepublishing.com</a> <a href="http://icevirtuallibrary.com">icevirtuallibrary.com</a>
Igaku-Shoin Ltd (including MEDSi)		√	<a href="http://www.igaku-shoin.co.jp/top.do">http://www.igaku-shoin.co.jp/top.do</a>
IOP Publishing and its subsidiaries		√	<a href="mailto:permissions@iop.org">permissions@iop.org</a>
IWA Publishing		√	All requests should be sent by email to: <a href="mailto:publications@iwap.co.uk">publications@iwap.co.uk</a> <a href="http://www.iwapublishing.com">http://www.iwapublishing.com</a>
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John Wiley & Sons Inc. and its subsidiaries, including John Wiley & Sons Ltd		√	Please note certain Wiley Publications are excluded from the Guidelines including:  Branded content such as the For Dummies series, use of measures, scales, tests or instruments; architectural graphic standards; all Tortora anatomical charts and surgical diagrams.  All titles by Strahler, Voet, Van Cleave, Noam (including Executive Editor Notes) DeBlij: Human Geography and articles from Leader to Leader.  All requests should be cleared via RightsLink or sent by email to <a href="mailto:permissions@wiley.com">permissions@wiley.com</a> <a href="http://www.wiley.com/WileyCDA/Section/id-403426.html">http://www.wiley.com/WileyCDA/Section/id-403426.html</a>
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The Optical Society (OSA)		√	All requests should be sent by e-mail to: <a href="mailto:copyright@osa.org">copyright@osa.org</a> . <a href="https://www.osapublishing.org/submit/review/copyright_permissions.cfm#">https://www.osapublishing.org/submit/review/copyright_permissions.cfm#</a>
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Royal Society of Chemistry		√	All requests should be sent by e-mail to: <a href="mailto:contracts-copyright@rsc.org">contracts-copyright@rsc.org</a> <a href="http://www.rsc.org/Publishing/copyright/permission-requests.asp">http://www.rsc.org/Publishing/copyright/permission-requests.asp</a>
SAGE Publications	√		Articles from the following publications are not included in the Guidelines: <ul style="list-style-type: none"> <li>• Context</li> <li>• Diogenes</li> <li>• Index on Censorship</li> <li>• Medical Decision Making</li> <li>• Race and Class</li> <li>• Society and Mental Health</li> </ul> More details can be found on the SAGE website: <a href="https://uk.sagepub.com/en-gb/eur/rights-and-permissions">https://uk.sagepub.com/en-gb/eur/rights-and-permissions</a>
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S. Hirzel Verlag		√	For S. Hirzel Verlag <b>Stuttgart</b> scientific and technical titles. All requests should be cleared through RightsLink or sent by e-mail to <a href="mailto:permissions@hirzel.de">permissions@hirzel.de</a> . A separate request is required for follow-up editions, reprints and other editions
Sinauer Associates, Inc.		√	All requests should be sent by email to: <a href="mailto:permissions@sinauer.com">permissions@sinauer.com</a>
SLACK Incorporated		√	Exceptions to the guidelines are the following two books: <ul style="list-style-type: none"> <li>- Phacodynamics: Mastering the Tools and Techniques of Phacoemulsification Surgery, 4th Ed (Seibel, 2004)</li> <li>- Gait Analysis: Normal and Pathological Function, 2nd Ed (Perry and Burnfield, 2010)</li> </ul> All requests should be sent by e-mail to: <a href="mailto:publishingpermissions@wyanokegroup.com">publishingpermissions@wyanokegroup.com</a>
Springer Publishing Company		√	<a href="http://www.springerpub.com/pages/Permissions-Request">http://www.springerpub.com/pages/Permissions-Request</a> Any queries should be sent by e-mail to: <a href="mailto:sales@springerpub.com">sales@springerpub.com</a>
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