Wolters Kluwer Permissions

A Guide to Ordering Permissions Using RightsLink®
Visit www.lww.com, select the content for which you would like to get permission and locate the RightsLink link. It will say “Request Permission” and have Copyright Clearance Center’s (CCC) logo:
Clicking the “Request Permissions” link will bring you to the RightsLink landing page. From here, you will be able to place a permission request for the content that you would like to reuse. Please note that receiving a copy of the content is not included in the RightsLink transaction. If you have any questions, simply click the blue question mark icon for help or contact CCC’s Customer Service department: customercare@copyright.com.
To begin, choose your **Type of Use** from the “I would like to...” drop-down menu. If your Type of Use is not listed, please contact the publisher at: permissions@lww.com.
Select the **Requestor Type** from the “I am a/an...” drop-down menu. Simply choose the option that most accurately describes you and/or your organization.
Next, select your **Portion Type** from the “I would like to use...” drop-down menu.
Choose the **format** in which you will be reusing the content from the “My format is…” drop-down menu.
Next, input the **circulation** (print quantity) of the reuse into the “**My circulation is…**” field. Note: This is a numeric field only and will not accept punctuation (i.e. “10,000” should be entered as “10000”).
Indicate whether or not you will be translating the content that you will be reusing by selecting “yes” or “no” from the “I will be translating…” drop-down menu.
Next, indicate if you are **reusing the content** from the current edition of the book or a previous edition by selecting the appropriate option from the “I am reusing from the current edition or a previous edition...” drop-down menu.
If you would like to change the currency that will appear on the license, please select the appropriate option from the “My currency is…” drop-down menu. Note: this will automatically default to USD.
Finally, click the “Quick Price” button. If the publisher has granted automatic permissions through RightsLink, clicking this button will show you the price. If you do not get a price, look for messaging that will direct you on how to proceed. The most common message will inform you that the permissions cannot be granted automatically, but requires review by the publisher. If this occurs, please continue with the order process. You will get a follow-up email from RightsLink once the publisher has had a chance to grant or deny your request.
To continue with your order, you must log in or create an account with RightsLink. You can log in with your user ID and password in the spaces provided at the bottom of the screen. If you need to create an account, simply click on one of the two “Create Account” links.
Once you have logged in, you may be asked some additional questions. Below is an example of some of these questions. Once you have filled in all of the fields with the appropriate information, click “Continue.”
Depending on your usage, there may be additional data necessary. Below is some sample data that may be requested. Once you are finished filling in the necessary fields, click “Continue.”
You will now be directed to the **Review Order** page. Take a moment to read the terms and conditions (also available on the printable version of your license) and the order details. If you need to edit anything about the order details, **do not click the “Back” button** in your browser, but instead click **“Edit Order Details”**. Before continuing on to the payment stage, you must agree to the terms and conditions, verify that you understand that there will be no content delivery with your RightsLink order and supply a customer code if the publisher has provided you with one. Once finished, click **“Choose Payment.”**
Once you have clicked “Choose Payment,” you will be brought to the Choose Payment Method screen. You can pay for a RightsLink order via credit card or invoice. If you want to add a credit card, simply click the button and follow the steps. If you choose to pay by invoice, the invoice will be delivered to the address that you specified as the Billing Address during your account creation. Once you are finished, click “Place Order.” You will be directed to an order confirmation page with the license or job ticket details.

Questions? Contact Wolters Kluwer at permissions@lww.com