

## CABI Cases - Permissions Guidelines

### Essential information for authors

This guide will take you through the necessary steps needed in order to ensure that your permissions process is as easy as possible.

- You **need** to apply for permission if...
  - You wish to use material that has been published by, or owned by, other authors and rightsholders.
  - This includes parts of the following material: text from books/journal articles, poetry, websites (including screenshots), pictures, maps, figures and tables.
  - You wish to re-use your work but it has previously been published by another publisher. You may need to apply for permission to publish this material with CABI because the previous publisher may hold the copyright to your work.
- You **do not need** to apply for permission if...
  - The material has been created or written by you and it has not been used in any previous publication.
  - The material is owned by the US Government, because this material is in the public domain. However, full acknowledgement must be given at the end of your figure caption.
  - The material has been published in the public domain or has been published as open access, preferably with a Creative Commons licence that allows it to be reused commercially and with modification.

Please do not cut and paste figures from the internet.

### When you start writing your Case Study

- Think at the beginning about the material for which you will need permissions as this will help with your planning and writing.
- Apply for permissions as you go because outstanding permissions queries can delay your Case Study going into production.
- Send requests as early as possible as it can take a couple of months to request and obtain permissions.
- Keep a record of your permission requests. CABI can provide you with a template for this and you may be asked to send a draft of this through to your CABI contact, so that we can see how you are getting on with your permissions requests.
- Submit your proof of granted permissions documents to CABI when you submit the final manuscript.

### Where to apply for permission to use material

- Use [PLSClear \(Publishers' Licensing Services\)](#), which offers a fast-track service linking to publishers' permission departments.

### Top tips

- If you do not know if you need to apply for permission, always contact the relevant publisher to check. It is much better to be safe!
- Even if the subject of a photograph is out of copyright (for example, a photograph of a painting by an 18th century artist), the photograph itself will be under copyright control by the photographer or their agent.

- Using tourist photographs: These are fine to use if people are in public places and tourist photos are being taken. However, if photos are clearly staged/posed, you should ensure that you have applied for and been given permission to use the photos.

### Adding the copyright information to the caption

- When you have got permission to use the material, add the source at the end of the figure caption, for example:
  - Figure used with permission from John Smith.
  - Adapted with permission from Matthews, 2014.
- If the permission requires you to use specific wording, e.g. to acknowledge the publisher, please be sure to do so.
- Keep a record of your granted permissions and send this through to CABI when you submit the manuscript.
- Include the Creative Commons licence terms if applicable, e.g. CC BY 4.0
- If you fail to gain permission you will need to remove the material or replace it.

### Finding images that you can freely re-use

- When finding usable images from Google, click Tools → Usage Rights → Labelled for Reuse.
- Then click on the image you wish to use and search for the copyright information. If it is free to use, just add the source and copyright information at the end of your caption.
- Always check the licence terms to ensure that the images are truly available as open access and may be used commercially.