

## Thesis Copyright Permissions – RightsLink instructions

RightsLink is a free online service that allows you to seek permissions by filling out an online form, it is typically available for journal articles in popular databases. You can use RightsLink to seek permission to include figures in your thesis.

### How to use RightsLink:

1. Open the webpage for the journal article that you are seeking permission for. On the article page, look for a link that says something along the lines of 'Get Permission', 'Rights and permissions', or 'Tools > request permission'. It will look different based on the journal you are accessing, here are some examples:

[Get rights and content](#)

[Reprints and Permissions](#)

[Reprints & Permissions](#)

2. Once you have located the link, open it to go to the external RightsLink site (if the Rights/Permissions link tells you that the journal is not available via RightsLink, you will need to email the publisher instead using the [Email template](#)). In the top right corner, select *Create account* to create a free account.

3. Where the request form says 'make a selection', choose the option '*reuse in a thesis/dissertation*'.

4. This will present several fields to fill out with your requirements (e.g. number of figures). When complete, select 'Quick Price'

I would like to... ?	<input type="text" value="reuse in a thesis/dissertation"/>	I am the author of this article... ?	<input type="text" value="No"/>
I would like to use... ?	<input type="text" value="figures/tables/illustrations"/>	I will be translating... ?	<input type="text" value="No"/>
My number of figures/tables/illustrations ... ?	<input type="text" value="1"/>	My currency is...	<input type="text" value="AUD - \$"/>
My format is... ?	<input type="text" value="electronic"/>	Quick Price	Click Quick Price

5. Your price should be \$0.00. If there is a price listed, there is no expectation or requirement for you to pay the fee, you still have the option to exclude the image to avoid the cost. If there was no charge, select *Continue*.

6. Depending on the publisher, you may need to specify the Figure you are using. You may also need to give information about your thesis, such as the title and completion date. Some publishers may present a message saying that if the thesis is being published, you should instead fill out 'reuse in a book' form.

7. Once you have completed the correct form, you will either be presented with an immediate permission/licence, or will need to wait for an email. The 'Order Confirmation' or 'Printable License' are confirmation that the permission has been granted.

8. You should now update the figure caption in your thesis to say "Reprinted with permission from [publisher name]", or use any specific wording from the publisher if they have provided it.