Emerald’s Permissions Clearance Flowchart
This workflow is merely an ideal scenario. In reality, there could be exceptions and allowances.

Within your manuscript, have you included any of the following that have not been specifically created for this manuscript?

- Adaptations
- Content authored by you, but assigned © elsewhere
- Tables/illustrations/figures/diagrams
- Quotes
- Photos
- Images from a website/screenshot

Yes

Does © belong to an STM publisher? (www.stm-assoc.org/permissions-guidelines/)

Yes

Have you adapted the content significantly?

No

Have you adapted the content slightly?

Yes

Have you adapted the content slightly?

No

Have you cleared permission from the original © owner?

Yes

Does it fall within the STM guidelines? (See the link above for details)

No

Does the STM publisher still require permission?

Yes

Contact STM publisher directly for permission. Has permission been granted?

No

Manuscript cannot be published until permission is granted*

Has permission been granted, have you attached/uploaded the written/e-mailed/faxed confirmation to ScholarOne?

Yes

View the “How to” guide to ensure that you include full and proper referencing

No

Manuscript cannot be published until confirmation has been submitted

Yes

Have you included full referencing/attribution? (see the “How to” guide)

No

Manuscript cannot be published until permission has been granted*

Proceed with publication

Note:
1. If you are using a photo, the © may belong to the photographer/agent. If the photo includes a product or logo, permission from the relevant company will also be required. If the photo is of a specific person, permission will also be needed from the individual.

www.emeraldinsight.com