

Title: *Bergey's Manual of Systematics of Archaea and Bacteria*

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Advice for Authors Clearing Permissions

Please note that the advice differs slightly depending on what type of publisher / rights holder is being contacted. As a result, there are two sections in this document: the first deals with material from signatory publishers of the STM Permissions Guidelines and the second covers all other publishers / rights holders. A third and final section provides a summary of key information to be aware of when clearing permission.

1. STM Permissions Guidelines signatory publishers

If you are completing a RightsLink form (or similar) with a signatory publisher of the [STM Permissions Guidelines](#), follow the advice below:

- I would like to
Select **reuse in a book/textbook** except for Wiley content where you should select "reuse in another Wiley Imprint/Publication" to avoid triggering a fee.
- Format – Print, Electronic (not audio)?
Select **Print, electronic or All media** (if available)
- Who will republish the content - Publisher for profit, or Publisher STM?
Select **Publisher STM**
- What is the name of the publisher?
John Wiley & Sons and its subsidiaries
- Who are the authors?
List all named authors/editors of the book.
- What is the market for the book?
Select **Educational**
- What is the price of the book?
Ask your managing editor (primary Wiley contact) to provide this. [Check Bergey's Manual of Systematics of Archaea and Bacteria | Major Reference Works](#)

- What is the expected publication date?
Add a date of 4-7 months from the time you plan to submit the draft manuscript for review.
- Duration of use - Life of current and all future editions?
Select **CURRENT And All future editions**
- Lifetime unit quantity – Up to 4,999, 9,999, 14,999, or 19,999, or 44,999, or 69,999?
Select **15,000 (14,999) in all instances except for Trade titles where minimum is 100,000 (99,999)**
Note that, while some STM Permissions Guidelines signatories may request a unit limit during the request process, the STM Permissions Guidelines supersede and grant life of all editions without limits.
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Select **Main product and any product related to main product**
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Note that the right to reuse in derivative products (e.g. custom, regional) is not covered by the STM Permissions Guidelines.
- Distribution – Worldwide?
Select **Worldwide**
- Translation – Original language plus all other translations?
Select **Original language plus all other translations**
- I will be translating – No; or Yes, with English rights; or Yes, without English rights.
Select **Yes with English rights**
- The number of languages I will translate into is – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, or >10
Select **6 or highest available number** (there is no upper limit imposed by one signatory of the STM Permissions Guidelines on another signatory)
If asked in which languages we may license translation rights our order of preference is Simplified Chinese, Japanese, Portuguese, Spanish, Korean, German. Restrictions below 6 can be accepted with languages being dropped in reverse order (i.e., German first).
- Copies for the disabled?
Select **Yes**
- Minor editing privileges?
Select **Yes**
- Incidental promotional use?
Select **Yes**

2. All other publishers / rightsholders

If you are directed to obtain permission via RightsLink or another similar platform, follow the advice as follows. Where this differs from the advice for STM Permissions Guidelines signatory publishers the wording is highlighted in green below.

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Select **Print, electronic or All media** (if available)
- Who will republish the content - Publisher for profit, or Publisher STM?
Select **Publisher STM or, if this isn't available, Publisher for profit or Publisher Commercial**
- What is the name of the publisher?
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- Who are the authors?
List all named authors/editors of the book.
- What is the market for the book?
Select **Educational**
- What is the price of the book?
[Check Bergey's Manual of Systematics of Archaea and Bacteria | Major Reference Works.](#)
- What is the expected publication date?
Add a date of 4-7 months from the time you plan to submit the draft manuscript for review.
- Duration of use - Life of current and all future editions?
Select **CURRENT AND All future editions | If the cost is considered too high this can be reduced to Current Edition**
- Lifetime unit quantity – Up to 4,999, 9,999, 14,999, or 19,999, or 44,999, or 69,999?
Select **14,999 in all instances except for Trade titles (minimum 99,999)**
- Rights requested – Main product OR Main product and any product related to main product OR Main product and other compilations/derivative products?
Select **Main product and other compilations/derivative products**
If the "Main product and other compilations/derivative products" option triggers a fee or a special request, then change to "Main product and any product related to main product"
If the "Main product and any product related to main product" option triggers a fee or special request, then change to the "Main product" option.

- Distribution – Worldwide?
Select **Worldwide**
- Translation – Original language plus all other translations?
Select **Original language plus all other translations**
- I will be translating – No; or Yes, with English rights; or Yes, without English rights.
Select **Yes with English rights**
- The number of languages I will translate into is – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, or >10
Select **6 or highest available number**
If asked in which languages we may license translation rights our order of preference is Simplified Chinese, Japanese, Portuguese, Spanish, Korean, German. Restrictions below 6 can be accepted with languages being dropped in reverse order (i.e., German first).
- Copies for the disabled?
Select **Yes**
- Minor editing privileges?
Select **Yes**
- Incidental promotional use?
Select **Yes**

3. General Advice

Free Sources

- Approved free sources of photo material can be found here: [preferred vendors](#).

Locating Online Sources for Content

- Wherever possible locate the material you want to reuse in the publisher's online content repository (the equivalent of Wiley Online Library) as normally this provides a link to RightsLink which will pull in the project metadata so that this doesn't need to be manually entered. If there is no "request permissions" link in the content repository, then find the how to clear permissions advice on the publisher's website and follow the directions.
- For advice on which imprint belongs to which publisher these are invaluable resources:
[2016 03 23 STM Imprint list.pdf](#)
https://en.wikipedia.org/wiki/List_of_English-language_book_publishing_companies.

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Wiley Permissions Request Form

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