

Marketplace Quick Reference Guide:

Request Article Reprints/ePrints

Marketplace: Request Article Reprints/ePrints

Request a quote for article or chapter Reprints and ePrints from Marketplace using these instructions. Once you submit a request form, CCC's Reprints Team reviews the request details and generates a quote for your review and approval, prior to the fulfilment of the request.

Please note: Reprints/ePrints quotes are available at the article/chapter level only, not at the publication level.

Log on by visiting: <u>http://marketplace.copyright.com</u>



1. Search for the Article/Chapter

- Go to http://marketplace.copyright.com
- In the search bar, enter the Title/Author/Keywords/PMID/ISSN/etc. for the article/chapter and click on Search
- Marketplace returns matches to your search, which may include publication and article or chapter matches. Review the search results to locate the article/chapter you need.
- Too many search results? Use the filters at the left to limit the results by Publication Type, Language, or Country.
- If the article/chapter/publication record includes the *Reprints/ePrints* option, click on it to open a request form.

Reprints/ePrints | Request permission >>

2. Complete the Reprints/ePrints Request Form

- Enter your contact information at the top of the form.
- From the drop-down, select either Reprints (physical copies of the article) or ePrints (digital copies of the article).
- Specify if you want Reprints shrinkwrapped by selecting the "Yes" or "No" radio button.
- Enter citation information for the specific article in the fields "Article Title" through "Pages".
- Type the quantity of Reprints/ e-Prints for which you want a quote.
- Click on Submit Request



3. Order Confirmation and Quotes

- You will receive a confirmation message on the screen and a confirming email to the e-mail address you provided.
- The CCC Reprints Team will research your request and provide a quote. Once you approve the quote, the Reprints/ePrints will be fulfilled.

Questions?

For general questions:

<u>Search the Knowledgebase</u> or <u>Contact Customer Service</u> or Use Live Chat, available in Marketplace

For questions about Reprints/ePrints requests already in process, email the <u>Reprints Team</u>

THIS DOCUMENT CONTAINS BOTH CONFIDENTIAL AND PROPRIETARY INFORMATION OF COPYRIGHT CLEARANCE CENTER, INC. AND ITS AFFILIATES ('CCC'). THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY CCC 'AS IS'. CCC MAKES NO REPRESENTATION OR WARRANTY WHATSOEVER THAT THE INFORMATION IS FIT FOR ANY PARTICULAR PURPOSE NOR AS TO THE ACCURACY, COMPLETENESS, OR PERFORMANCE OF THE INFORMATION OR THE PRODUCTS OR SERVICES DESCRIBED HEREIN, AND EXPRESSLY DISCLAIMS ANY SUCH REPRESENTATIONS OR WARRANTIES. ANY DISSEMINATION OR OTHER USE OF THIS INFORMATION WITHOUT THE EXPRESS WRITTEN PERMISSION OF CCC IS STRICTLY PROHIBITED. © COPYRIGHT CLEARANCE CENTER 2021. MPQRG-REPrints v.2