This is a guide for customers who wish to submit Permission request to the English Language Teaching Division (ELT) of Oxford University Press (OUP).

ELT Permission Request Guide
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Introduction

This is a guide for customers who wish to submit Permission request to the English Language Teaching Division (ELT) of Oxford University Press (OUP). Requests are processed using the Accessible format and Permission Request System (APRS).

Create an account

You must have an account to submit permission requests to ELT.

1. Navigate to https://requestbox.net/eltrights/registration
2. Enter your e-mail address. This e-mail address will be used to notify you of the progress of your requests.
3. Click Next step
4. Enter your details including a strong password.
5. Click Create account
6. An e-mail will now be sent to you from support@requestbox.net with a link. You must follow this link to enable your account. If the link is not followed within 24 hours then the account will be deleted.

Your new account has been created. You can now use it to login from the login page: https://requestbox.net/eltrights
Submit a request

Before you can submit a request, you must create an account. Please see the create account section of this document.

1. Login to the APRS system (https://requestbox.net/eltrights)

2. From the menu click the **Create a permission request** menu item:

![Create a permission request](image)

3. Enter **your reference** (optional). This can be used to easily identify your request in the future.

4. Fill in the contact details. If you are an agent please also indicate your customer’s name. You can set the default value for these fields on the **Contact details** tab on the **My Profile** page (https://requestbox.net/eltrights/myprofile).

5. Use the **Title** drop-down list to identify the title with the content you wish to use. Type the ISBN or the title in the drop-down list to search the list.

**Product Information**

Select the product which contains the content you wish to use. For multiple products please create multiple requests.

<table>
<thead>
<tr>
<th>Title</th>
<th>ISBN</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>not list</td>
<td>9780194333565</td>
<td>Bliemel</td>
</tr>
<tr>
<td>listed</td>
<td>9780194233569</td>
<td>OBW FACTFILES 2, GREAT MYSTERIES OF 20TH</td>
</tr>
<tr>
<td></td>
<td>9780194333566</td>
<td>Bliemel.ENG ADULTS 1 PROGRESS BOOK</td>
</tr>
</tbody>
</table>

If you are unable to locate the title in the drop-down list then check the **Title not listed** check box. Please note that processing time is less for titles which are identified from the list.

Complete the Title, Edition, Author and ISBN field if possible.
6. For bulk requests please check the **Title not listed** check box and in the **Title** field type **Multiple**.

7. In the **Extracts section** you can specify what OUP ELT content you wish to use. Click the Add button for each type of extract (text, image, audio, or video) you require and complete the fields provided. Create as many extracts of each type as you require.

   **Extracts**

   Add an item for each element of content required.

   - Add Text Item
   - Add Image Item
   - Add Audio Item
   - Add Video Item

8. In the **Publication section**, specify how our content will be used by you or your customer. Select the target territories, format and other details. Additional formats can be added by clicking the **Add Format** button. If our content will only be used in a website, please leave the format fields blank and refer to the **Website** section below.
9. Please identify if any of the content will be translated or displayed in a website. If the content will be translated, please specify the target language and if possible include the sample translation. If the content will be displayed in a website, please fill in the website address and specify whether or not the website is password protected.
10. In the Comments section add any questions you may have and include any information you were unable to add to the form.

11. You can also upload an attachment to your request. It can be your bulk permissions request spreadsheet, scanned material or sample pages of your publication.
12. **Confirmation of Request** section explains what happens after you submit your request. Notification emails will be sent to you each time the status of your request is changed.

**Confirmation of Request**

You will receive a notification e-mail from support@requestbox.net when your request is being reviewed. This is in **Progress** status. You will receive another e-mail when your request has been set to:

- **Approved** (for gratis requests) – You will be notified when an agreement is available and may proceed to use the requested content following your signature of this agreement.
- **Quoted** (for fee based requests) – Please login to accept or decline the provisional quote. If the provisional quote is accepted you will be notified when an agreement and invoice are available. **NOTE:** No permission is granted to use the requested content until the agreement is signed by both you and OUP.
- **Rejected** – A reason will be given for the rejection. Make any necessary adjustments and then resubmit the request if you wish.

At any time, you can login (https://requestbox.net/elrights/) and check the progress of your requests.

13. Review the form and then press the **Submit** button in the sidebar:

Any required fields which have been missed will be highlighted and must be completed before the request can be submitted.

**What happens after the request is submitted?**

Below is the workflow of the Permission request
You will receive a notification e-mail from support@requestbox.net when your request is being reviewed. This is **In Progress** status. You will receive another e-mail when your request has been set to:

a. **Approved** (for gratis requests) – You will be notified when an agreement is available and may proceed to use the requested content following your signature of this agreement.

b. **Quoted** (for fee based requests) – Please login to accept or decline the provisional quote. If the provisional quote is accepted you will be notified when an agreement and invoice are available. **NOTE:** No permission is granted to use the requested content until the agreement is signed by both you and OUP.

c. **Rejected** – A reason will be given for the rejection. Make any necessary adjustments and then resubmit the request if you wish.

At any time, you can login ([https://requestbox.net/eltrights/](https://requestbox.net/eltrights/)) and check the progress of your requests. Click the title text to see the request details:

### Permission Requests

<table>
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<tr>
<th>ID</th>
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<th>Submitted</th>
<th>Reference</th>
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</thead>
<tbody>
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<td>153</td>
<td>Submitted</td>
<td>9780194233453 - DETECTIVES 6 TITLE A</td>
<td>Demo Account</td>
<td>09/11/2018</td>
<td>Demo01</td>
</tr>
</tbody>
</table>

### Requesting permission from other OUP divisions

For permission to use material from titles published outside OUP’s ELT division, please contact the relevant departments:

- **Journals:** Journals Rights and Permissions
- **Sheet music and hymn books:** music.permissions.uk@oup.com
- **Educational and Children’s books:** For permissions queries please contact EDUK.permissions@oup.com; for any general rights queries, please contact Madeleine Chambers (Madeleine.Chambers@oup.com).
- For permission to use content from the **Academic** division, please visit their permissions page.

If you have any problems in submitting the requests or your requirement doesn’t fit into the system, please send an email to ELTPermissionsRights@oup.com.