

Information on images

a) Preparing images for publication

We are happy to publish any number of images (for related costs please see [Appendix III](#), p. 44 of the Author Guide). If you wish to include images in your book, please read carefully the instructions below.

Send us high resolution digital images as early as possible

It is not necessary to insert the images directly into the Word manuscript. Instead, please provide OBP with the original digital files (e.g. scans, photographs taken with a digital camera, and/or illustrations drawn with graphic editors such as Illustrator) via email or file transfer as early as possible.

If no images have been produced expressly for the forthcoming publication, it is possible to look for suitable illustrations online. Please refer to the section [Looking for images on the Web](#) at the end of this chapter. Bear in mind, however, that most online images **cannot** be reused freely. Unless they are in the public domain or explicitly licensed under an open license such as Creative Commons, you must obtain reuse permission. See the [Requesting permission to reuse images](#) section below.

Regardless of their provenance, all images should be sent to OBP in either JPG, TIFF, PNG or PDF format. You can provide an indication of the preferred size of each, but please bear in mind that:

- Full-page images, including the cover image, should be approx. 3200 x 2500 pixels;
- Half-page images should be at least 2100 x 1700 pixels;
- Smaller images should be at least 800 x 500 pixels.

To calculate the maximum size each image can be printed at you can divide the height and the width in pixel by 300 (the minimum dot/pixel density required for printing). So, for example, an image sized 800 x 500 pixels will print at 2.7 x 1.7 inches and not more.

Unfortunately, we will not be able to publish images smaller than 800 x 500 pixels. However we will be delighted to host them on a dedicated Additional Resources tab on the book's page our website, as a much lower resolution can be used for this. If you have any questions about image size, please contact Bianca (bianca@openbookpublishers.com).

Acquire image reproduction rights well in advance

It is your responsibility to provide us with complete information on each image, and to arrange the copyright for image reuse. Please refer to [Appendix I](#) below and to the free resource <http://copyrightuser.org> for more detailed information on copyright rules.

We suggest that reproduction rights are cleared as early as possible as this process is often lengthy. OBP will provide an image log for you to track the permissions and a permission request form. Please make sure to return the completed log filled in with the relevant information, and the permission request forms signed by right holders, to OBP along with the manuscript and the images. For more on this, see the [Requesting permission to reuse images](#) section below.

We are keen to publish all the images that you wish to include in your book/chapter. However, to avoid any legal issues, we will not be able to publish any image which is not accompanied with complete details and a permission letter signed by the copyright holder, where necessary. **Please note that the same applies to online images as well.**

Insert numbered captions and indication of size in the manuscript

When submitting the final manuscript, please make sure to:

1. Insert captions that include as many details as possible: figure number, artist/photographer, title, date, place it is held (if relevant), copyright statement (for more details on copyright see [Appendix I](#)). For example:

Fig. 1 Jean-Antoine Watteau, *Pilgrimage to Cythera* (1719), Charlottenburg Palace, Berlin. © Palace Museum.

If the illustration has been taken from an online source, the weblink to the page where the image is hosted online should also be provided:

Fig. 1 Mother cat suckling her kittens. Photo by Ashim 71 (2014), Wikimedia, https://commons.wikimedia.org/wiki/File:Mother_Cat_with_her_Kittens.jpg, CC BY 4.0.

Please err on the side of giving more information about figures, and we can edit as appropriate.

2. Place each caption in the exact position where the figure should be placed, also indicating its preferred size (full page, half page, 1/3 page or smaller). We will make every effort to insert it where you indicated, at the size you indicated. But please bear in mind that the pixel size of the images you have provided (see previous page), together with occasional layout requirements, may force us to make small adjustments.

3. Number the captions in sequential order as they appear throughout the manuscript. Please also make sure that the images you provided separately have also been named clearly.
4. Provide a complete List of Illustrations at the beginning of the manuscript. This list should include the same information recorded in the captions, including copyright details.

b) Requesting permission to reuse images

OBP will send you an Image Permission Log resembling the one below. We ask that you fill it in with the relevant information and submit it together with the images. (Please note that the table below is just a sample and that the actual log will be sent to you via email).

Fig. n. and position in forthcoming book	TO BE COMPLETED IF THE IMAGE REPRESENTS AN EXISTING BOOK, ARTEFACT OR WORK OF ART					INFO ABOUT THE SCAN/PHOTO PROVIDED TO THE PUBLISHER, COMPULSORY					Credit line requested by right holder (if any)	Type of supporting documentation (email/screenshot)
	Full description of the portrayed object (title, author, year)	Location/ Source	Copyright Holder	Date Permission Obtained	Type of License	Type of reproduction (scan/ photograph/ photocopy)	Author (Photographer) and Copyright holder	Date Permission Obtained	LICENSE			
e.g. fig. 3, chapter 2	e.g. <i>Portrait of Elizabeth, Countess of Craven</i> (1778), by George Romney. Oil on canvas.	e.g. National Portrait Gallery	e.g. public domain (copyright expired)	e.g. N/A	e.g. public domain	e.g. image found on Wikimedia Commons (http://commons.wikimedia.org/wiki/File:ElizabethC raven.jpg)	e.g. Wikimedia user John Smith	e.g. N/A	e.g. CC BY	e.g. N/A	e.g. screenshot (to be attached)	
e.g. fig. 13, chapter 6	e.g. Title page of the 1812 English edition of <i>Peter Simon Pallas, Travels through the southern Provinces of the Russian Empire</i> (London: John Stockdale, 1812).	e.g. copy owned by the author of the forthcoming book	e.g. public domain (copyright expired)	e.g. N/A	e.g. public domain	e.g. scan made by the author (you)	e.g. the author (you)	15-06-14	e.g. CC BY-SA	e.g. N/A	e.g. email	
e.g. fig. 7, chapter 8						e.g. photograph taken by John Smith	e.g. John Smith	15-06-14	e.g. All rights reserved	e.g. Photograph by John Smith, all rights reserved.	e.g. written permission issued by photographer (to be attached)	

It is a requirement for publication that permission be granted by the copyright holder to reuse any image that is under copyright. Also, the permission should not have an expiry date. We recommend that you use the standardised template provided by OBP (see below) to ask for permission. Please fill it in with the missing information and send it to the copyright holder of every copyrighted image that you wish to include in your text. Once these forms have been signed and sent back by the copyright holders, they need to be submitted to OBP as supporting documentation. Other forms of documentation that may be accepted are: copies of correspondence with rights holders, or (for web images) screenshots of the copyright statement that allows reuse.

We are keen to publish all the images that you wish to include in your book/ chapter. However, to avoid legal issues, we will not be able to publish any image which is not submitted along with a completed log and, if necessary, a permission form signed by the copyright holder (see next page for the template).

Image Permission Request Form Template

Dear [name of copyright holder],

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Authored/Edited by:

Published by: Open Book Publishers (CIC)

Scheduled Publication Date:

Estimated Page Length:

Print Run: Print-on-demand publication (less than 1,000 copies)

Sales territory: worldwide

Format: print, digital (ebooks), and online (html)

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Thank you for your time and cooperation, [Name and Affiliation]

I hereby grant permission for the use of the material as cited above. Also, I agree to license the material under the following license: _____

Signed _____ Date _____

c) Looking for images on the Web

Most online images **cannot** be reused freely. Unless they are explicitly licensed under an open license such as Creative Commons, you must obtain reuse permission. It is your responsibility to provide us with complete information on each image, and to arrange the copyright for image reuse. Please refer to [Appendix I](#) below and to the free resource <http://copyrightuser.org> for more detailed information on copyright rules.

The list below includes good sources of images that have been made freely available for academic reuse. Even if these websites offer resources that are mostly in the public domain or liberally licenced, we recommend that you always double-check the copyright statement of each individual image.

- Wikimedia: <http://commons.wikimedia.org>
- WikiPaintings: <http://www.wikipaintings.org>
- Flickr Creative Commons: <http://www.flickr.com/creativecommons>
- New York Public Library: [http://digitalcollections.nypl.org/search/index?filters\[rights\]=pd&keywords=\[1\]](http://digitalcollections.nypl.org/search/index?filters[rights]=pd&keywords=[1])
- The National Gallery of Art: https://images.nga.gov/en/page/show_home_page.html
- Yale Center for British Art's online collection: <http://britishart.yale.edu/collections/search>
- Wellcome Trust: <http://wellcomeimages.org>
- Rijksmuseum, Amsterdam: <https://www.rijksmuseum.nl/en/search>
- The Walters Art Museum: <http://art.thewalters.org>
- The Metropolitan Museum of Art: <http://www.metmuseum.org/collections/search-the-collections>
- Freemages: <http://www.freemages.fr>
- The Getty collection [NB only images belonging to the Getty's Open Content Program]: <http://search.getty.edu/gateway/search?q=&cat=highlight&f=%22Open+Content+Images%22&rows=10&srt=a&dir=s&pg=1>
- The online resource for visual arts (VADS): <http://www.vads.ac.uk/collections/AAVAA.html>
- <https://unsplash.com/collections>

The following websites can also be useful (but please bear in mind that it is usually necessary to request permission for image reuse from these sites):

- BildIndex: <http://www.bildindex.de/#|home>
- Europeana: <http://europeana.eu/portal>
- Farbdiaarchiv zur Wand- und Deckenmalerei (colour slide archive of wall and ceiling painting): <http://www.zi.fotothek.org/contents-of-the-image-database>

Images from Google Maps, Google Earth and Street View can be reused freely as long as they are in small number and correctly attributed. Please read carefully <https://www.google.co.uk/permissions/geoguidelines.html>, especially the section on Attribution, if you plan to include screenshots from any of these Google projects.

Please always check that any image you select for inclusion in your publication complies with our size requirements (see [above](#)).

Appendix I

Copyright: basic rules

[Note that in each case copyright period is to the **end** of the year in question]

a) UK and Europe

Since 1 January 1996, life of author plus 70 years except for Spain which, for authors who died before 7 December 1987, is life plus 80 years.

Digital images, photographs

As above. Copyright in any photograph taken before 1 June 1957 expired 50 years from the end of the year in which it was taken, whether or not it was published. See https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481194/c-notice-201401.pdf

Sound recordings, broadcasts

Still 50 years from date of release/broadcast.

Speeches, lectures, sermons etc

Only protected if they are recorded in some form; if they are, copyright belongs to the speaker (but ministerial speeches and articles subject to a waiver of copyright)

Interviews

Since 1 August 1989 it is the person speaking rather than the one writing down or records the words who is the owner of the copyright in the words as a literary work. Not an infringement in the case of interviews to use material for the purpose of reporting current events as long as various conditions are met (details: p 115 of HANDBOOK OF COPYRIGHT IN BRITISH PUBLISHING PRACTICE)

Revived Copyright

Authors who died between 1 January 1926 and 31 December 1995 went into the public domain after life plus 50; copyright revived on 1.1.96 for whatever period remained of the additional 20 years. In the UK publishers have a 'licence of right' to use the material provided they give notice in writing and pay a 'reasonable royalty'. The revival applies to every country in the EU plus a few others such as Norway and Switzerland, but the date of revival differs between countries (most had 1 July 1995; France was March 1998). No country other than UK has a licence of right. NB: this licence of right only applies to works which fell into the public domain for a period – doesn't apply to e.g. letters, diaries which weren't published during the author's lifetime.

Posthumous works

In the UK, copyright used to be eternal until first published, then for 50 years from first publication. The rules were changed under the 1988 Act, and now the maximum period protection is life plus 70. There are transitional arrangements: anything published posthumously and still in copyright in 1988 has protection of 50 years from publication, with anything unpublished at that date having protection until 31.12.2039. For revived copyright authors such as Kipling whose work was published posthumously, copyright lasts for 70 years from publication of the posthumous work or until 31.12.2039, whichever earlier.

Letters

Copyright in letters belongs to the person writing the letter (or his/her heir) not to the person having physical possession of it.

Paintings

Treated as artistic work and same rules as for prose.

Joint copyright

Now protected for 70 years from the end of the year in which the last surviving author dies.

b) US (see separate note on US Copyright)

Highly complicated. For books published since 1 January 1978, life plus 70. For books published before 1 January 1978, the maximum period of protection as from 1998 is 95 years from first publication but anything first published before 1 January 1923 is in the public domain in US. Many titles published within the last 75 years but before 1 January 1978 went into the public domain because they failed to meet certain criteria: they weren't published in America within specified period or registered for copyright or renewed, but on 1 January 1996 they were granted copyright protection again provided they were not first published in America or published there within one month of first publication.

In America, photographs follow same copyright rules as text (i.e. anything **published** before 1 January 1923 public domain, anything not yet published at that date protected).

See <http://www.copyright.gov/>

c) Canada, New Zealand, South Africa

All life plus 50; authors listed under (a) whose copyright is revived in Europe are in the public domain in these (and all countries other than Europe and, in some cases, the US).

d) Australia

Life plus 70 but not retrospective.