

Guidelines for Images

This document provides guidelines for images in English-language series on history and archaeology. This includes:

1. **Delivery of images:** preferred delivery format and mechanism.
2. **Technical requirements:** advice about the format and quality needed for images to be publishable, including guidelines concerning tables and graphs.
3. **Permissions requirements:** what you need to do in order to ensure that you have permission to publish an image in an academic publication.
4. **Layout:** how to specify the location, approximate size, and orientation of the images within your essay by the use of placement notes within your chapter.
5. **Captions:** specifications for required caption information, according to image type.

When the definitive typescript of a book is delivered (i.e. after peer review and with approval of an Editorial Board), somebody at Brepols will check to make sure that all images have been received, that they are of sufficient quality, that appropriate permissions have been attained, and that textual placement notes and correct captions are included in the typescript. Only once these issues are fully addressed will the text be passed to our pre-press team, so it is important to ensure that these matters are addressed as early as possible in the writing/editing process in order to avoid delaying the final publication of the book.

Images that are not suitable for publication, or that do not have appropriate copyright permission supplied, will be withdrawn.

1. *Delivery of images:*

All images should be supplied electronically. A contact at Brepols will assist you with the delivery of the image files and provide a number of options: files can be sent by USB stick, by email (if the file sizes are not excessive), or by a file transfer system such as WeTransfer.

Please supply all images as separate electronic image files. **Do not** embed images within a Word document.

For single-authored monographs one batch of images for the whole volume would be preferred. In the case of edited volumes/miscellany it may be appropriate and more convenient to supply separate batches for each article/chapter.

Each file should be clearly labelled according to the chapter and image type, for example:

- Ch. 2_Smith_Fig1.tif;
- Chapter1_Fig3.tif, etc.

In addition: Please supply a comprehensive list of **all** images in the volume (whether a monograph, collection of essays, or journal issue) separated by chapter/contributor, and then by image type:

- *Figures* (i.e. B&W images), including maps/plans
- *Tables* (these should include both separate files AND those that have been drawn within the Word document text, i.e. not supplied as a separate file)
- *Graphs*
- *Colour Plates* (the maximum number of colour images is specified in the volume contract)

2. Technical requirements:

The quality of your images will only be as good as the copy we receive. All images will be checked on delivery to Brepols and, if they do not appear sufficient for publication in the desired context, they will be rejected unless a better replacement is supplied.

If any photos, diagrams, drawings or other hard-copy images are not available in a suitable electronic format, this should be mentioned as soon as possible to the Brepols assistant, to arrange their scanning. There is no need to convert colour images to greyscale, this will be done in typesetting.

Please supply images to the following specifications:

The maximum dimensions for any image will be 178 mm x 225 mm for a full-, or half-page image. Single-column images will be reproduced with a width of 86 mm, and maximum height of 225 mm. Please ensure that all images submitted can be scaled to one of these sets of dimensions in order to permit layout to be maintained and for captioning.

- **Photographs:**

- In TIFF format.
- 300 dpi (dots per inch) **minimum**.
- A print-size of 178 mm x 225 mm (or 2102 px x 2657 px) **minimum**.

(These specifications can be confirmed by checking the 'properties' of the image file in Windows Explorer/Finder).

- **Line Art** that is **Author-created** (e.g. maps):

- In a **vector** format, EPS is preferred.
- All maps must conform to accepted cartographic standards and as a minimum must contain a **North arrow** and a **metric scale** appropriate to the size of the area shown (Brepols can supply you with editable versions of these in various file formats).
- **Place names** in maps must be spelt as they appear in the text, and according to the Brepols Style Sheet). Note that the legend/key should be in English.
- If providing Line Art as a vector file, and the formatting/font of embedded text is required to be retained, please ensure that all text is converted to outlines **before** submitting the images to Brepols.
- In exceptional circumstances, Line Art may be accepted in a raster format, please see the specification below for "Scanned Line Art".

- **Charts or Graphs** created using Excel:

- In .XLS or .XLSX format (i.e. editable format), not as an exported image.
- Personal or place names must be spelt as they appear in the text and according to the Brepols Style Sheet.
- Must include a clear legend (as required).

- **Images resulting from Scans:**
 - It is essential that all scanned material is derived from original images/drawings and not reproduced from printed materials.
 - Brepols will assume that all scanned images are intended to be reproduced at a **maximum** scale of 1:1 compared with the original material, the following specifications will ensure that such images reproduce at an acceptable quality.
 - **Line Art** (e.g. maps): scan at a resolution of 800 ppi (pixels per inch) in 8 BIT Greyscale. For small drawings, with fine detail, 1200 ppi is preferable.
 - **Greyscale images** (e.g. photographs/drawings/sketches): scan at a resolution of 300 ppi (pixels per inch) in 8 BIT Greyscale.
 - **Colour images** (e.g. photographs/drawings/sketches): scan at a resolution of 300 ppi (pixels per inch) in 24 BIT CMYK colour.

3. *Permissions:*

Authors/contributors are responsible for checking whether their images require formal permission (from a library or museum etc.), and should apply for and purchase those permissions themselves. Brepols cannot contribute payments for the acquisition of copyright/permission rights for figures/plates contained within the book. We can, however, offer up to a maximum of five free copies per volume to be given to institutions requiring a hard copy of the volume as part of the permission requirements. Please discuss this further with your Publishing Manager.

Please exercise caution when using images sources from the Internet or from existing publications. It is usually not sufficient to simply cite the publication or website and we expect authors to make all necessary efforts to acquire the required permission statements.

Museums, libraries, and galleries will often request/require certain information about the publication in order to decide upon whether to grant permission to reproduce images.

See the details below for this information:

- Print run: 250
- Worldwide distribution; one language (English)
- Print **and** online publication
- Academic publication

Permission statement: A copyright/permissions statement, or other source acknowledgement (such as 'photo/drawing by the author') must be provided in the caption so that we have confirmation that we may include the image in the publication. If the institution granting permission does not specify anything for a caption, the default statement "Reproduced with permission" can be used.

4. Placement Notes:

In order for the typesetter to know where to include your images within the flow of the narrative, please ensure that you have indicated in the text where each image is to be placed with a full highlighted caption/placeholder line, along with any preferences regarding size and orientation, i.e:

[Figure 1 goes here, approximately half page portrait]

followed by the caption, e.g.:

Figure 1. 'Mount from Veggerslev, Denmark, in the shape of a stylized horse', Copenhagen, Nationalmuseet. Seventh or eighth century. Photo courtesy of the Nationalmuseet.

The placeholder line should appear close to the relevant point in the text, located at the start or end of a paragraph. If you do not provide such indications, we will automatically place all images at the end of the book/chapter. Please do not embed images within a Word document – the placement note will suffice for arranging imagery within the text.

We require such placement notes for all B&W images – figures, maps, graphs, tables, musical examples, etc. Placement notes are not required for colour plates, which will be placed together in a separate section, usually towards the front of the book.

5. Captions:

Please note that captions must follow the templates below strictly in order to keep your images consistent with our style sheet (i.e. with the copyedited version of your text), and a permission or copyright statement is required:

Object (e.g. coin, sculpture, artefact from a museum or gallery):

[List and Number.] [Name of creator where known,] ['Description or title of object',] [Location of museum/gallery,] [Name of museum/gallery in its native form.] [Date of creation where known.] [Copyright ownership statement or Reproduced with the permission of X.]

Example:

Figure 1. 'Mount from Veggerslev, Denmark, in the shape of a stylized horse', Copenhagen, Nationalmuseet. Seventh or eighth century. Photo courtesy of the Nationalmuseet.

Maps/Drawings/Photos:[List and Number.] [Description of image.] [Copyright ownership statement.]

Example:

Figure 5. Map showing place names discussed in the text. Map by author.

Tables, Graphs, etc:

[List and Number.] [Title or description of table.]

Examples:

Table 3. Distribution of Buyers of Urban Bonds over Occupational Categories (Percentages); Our Sample (1584–1604) and Tracy's Sample (1542–65).

Graph 6. Interest Burden and Revenue in Holland, 1574–1794.

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[List and number.] [Title or description of image.] [Copyright statement.]

Examples

Figure 11.6: Part of the propylaeum as it appears today (2014). Photo by Michael Gunther, CC BY-SA 3.0, via Wikimedia Commons.

Figure 8.1: The water-dwelling inhabitants off the northern Norwegian coast. Detail from Olaus Magnus, *Carta marina*, Uppsala University Library. 1539. Digital version released into public domain by Uppsala University Library.

Paintings, Engravings etc.:

[List and Number.] [Name of artist,] [*Title of painting,*] [Location of museum/gallery,] [Name of museum/gallery in its native form.] [Date of composition where known.] [Copyright ownership statement or Reproduced with the permission of X.]

Example:

Plate 2. Sebastiano del Piombo, *Portrait of Giulia Gonzago*, Florence, Galleria degli Uffizi. 1530s. Courtesy of the Ministero Beni e Att. Culturali.

Historical maps:

[List and Number.] [*Title of Map where given,*] [Location of repository,] [Name of repository in its native form,] [Shelf-mark,] [Folio number or equivalent.] [Date of creation where known,] [Location of creation where known.] [Copyright ownership statement or Reproduced with the permission of X.]

Examples:

Map 14. *Map of Matthew Paris (copy)*, London, British Library, Cotton Nero D.V, pt. 1, fol. IV^r. Second half of the thirteenth century. Reproduced with the permission of the British Library.

Manuscript image:

[List and Number.] [‘Description or title of image’,] [Location of repository,] [Name of repository in its native form,] [Shelf-mark,] [Folio number (with recto/verso).] [Date of manuscript where known.] [Copyright ownership statement or Reproduced with the permission of X.]

Example:

Figure 12. ‘Exeter Book Riddle 74’, Exeter, Cathedral Library, MS 3501, fol. 127^r. Early eleventh century. Reproduced with permission of the Dean and Chapter of Exeter Cathedral.