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AUTHOR'S GUIDE II

Brill | Fink & Brill | mentis – Notes on Illustrations and Image Rights

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1 General information

We are happy to include illustrations in your book. It is important that details such as the number of illustrations, their colour and location either within the text or in a separate illustration section are discussed before-hand with the acquisitions editor. Any changes to these parameters could affect the retail price and may delay the production process.

2 Copyright and Image Research

When researching images, it is imperative to make sure that you are allowed to use the images and files. Copyrights (e.g. of artists) and ancillary copyrights (e.g. of photographers or museums) must be considered.

2.1 **Images in the public domain or with a Creative Commons license:** You can use a work without any restrictions if the work is 'in the public domain'. A work is ordinarily in the public domain if the copyright is expired due to the passing of the copyright-owner more than 70 years ago. Works with a Creative Commons (CC) license can also be used freely, in some cases under certain conditions. Furthermore, reproductions of public domain works (e.g. the photograph of such a work) are no longer protected in particular (https://www.gesetze-im-internet.de/urhg/_68.html). A reference to the author(s) of the reproduction – if known – is nevertheless advisable, e.g. in the list of figures.

A piece of advice: Take a look at the [Wikimedia Commons](https://commons.wikimedia.org/) platform online. The images uploaded here are either in the public domain or have a CC license, which means they can be used free of charge, and they are often available in sufficient file sizes. Perhaps your desired image is also deposited there! However, naming the photographer and citing the license may be a condition to use the image free of charge. Please read carefully.

2.2 **Requesting copyright permission:** You can use the following text to request printing permissions. It covers all important aspects for our books and distribution channels:

"I hereby request permission to use an illustration of the work [name of work] by [author(s) of the work] in the following scientific publication:

[title of publication as well as title of anthology, if applicable]

[Author(s) of the publication and additionally editor(s) of the anthology, if applicable]

[publisher, edition size and planned year of publication]



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Please authorize the use of the illustration for all editions or print-on-demand, unrestricted in time and space, for all languages and forms of publication, including without limitation mechanical, digital and visual reproduction, electronic storage and retrieval systems, forms of distribution via the Internet and intranets, and all other forms of electronic publishing currently known or invented in the future.”

- 2.3 **Quotation of images:** If public domain images are not sufficient for your purposes and printing permissions would entail high fees, you can legitimize the reproduction of the work by quoting it. However, this can only apply if the image is thoroughly embedded in the academic discussion of your manuscript, i.e. it must not be used for mere illustrative purposes. The citation right allows “the use of an illustration or other reproduction of the quoted work, even if it is itself protected by a copyright or related right”. (https://www.gesetze-im-internet.de/urhg/_51.html)

3 Graphic and technical requirements

- 3.1 **Image quality:** Please make sure that the image reproductions you receive and send us have a high resolution, meaning that they are not badly scanned or blurry. In cases in which the original document does not allow a flawless reproduction, e.g. due to its age, printing is still possible, but should be discussed in advance with the acquisitions editor. In cases of particularly poor reproductions, the editor reserves the right to intervene and, if s/he sees fit, might advise against printing the image for reasons of quality assurance.

- 3.2 **File format:** .jpg- or .tiff-files; for line drawings .eps is fine as well

3.3 **Resolution and image size (mandatory requirement for printing!):**

- Resolution of standard images (e.g. photographs, screenshots, reproductions of paintings): 300 dpi corresponding to a width of 12 cm (for maximum image size).
- Resolution of line drawings (e.g. illustrations of musical notes, woodcuts, copper engravings, graphics): 1200 dpi corresponding to a width of 12 cm is ideal. Sometimes, 600 dpi are sufficient for line drawings.
- For optical reasons and reasons of technical transmission and processing, the requirements for the image resolutions are strictly necessary and a condition for printing illustrations in your book!

A piece of advice: With an image editing program like GIMP (free of charge), you can easily determine the dpi number as well as the image size of your illustration: Drag the image into the program, select 'Image' and then 'Image Properties'. A tab will open showing the resolution of the image (in ppi). For .jpg- and .tiff-files, you can alternatively do a right click on the file in its storing location, then click on 'Properties' and 'Details' and find the resolution there.

- 3.4 **Colour illustrations:** Please decide which illustrations should be in colour and which in black-and-white and provide us with the according information using a list of figures.

! Colour images that are printed in black-and-white in the print edition will appear in colour in the e-book! Please ensure that you possess the necessary printing rights or provide the images in the desired colour from the start.



4 Formal aspects of submission

4.1 **Ready for typesetting:** We understand the illustrations you submit as ready for typesetting, meaning that they can be printed in the book without further editing. So please edit your images in the way you would like to have them appear in the book. If you have questions or need support, please consult with the editorial office.

4.2 Transfer:

- as e-mail attachment (for files with less than 5 MB)
- via WeTransfer or Cloud-services (if you have many images or very large files) or
- we provide you with a link under which you can upload your files

4.3 **Naming illustrations (or ‘figures’) and files:** Our layout design BTS (Brill Typographic Style has clear guidelines for the numbering and naming of illustrations:

- in monographs: illustrations need to be numbered consecutively in Arabic (Fig. 1, Fig. 2). This also applies in case of a separate image section (Plate 1, Plate 2).
- in anthologies: figure numbers should be numbered per chapter and consist of the number of contribution + figure number (Fig. 1.1, Fig. 2.1). Consequently, the first figure of contribution 5 will be named Fig. 5.1.
- Files have to be named accordingly to avoid confusion!
- File names must not contain any special characters or diacritics.

4.4 **Placement:** Illustrations should always be submitted as separate files, never pasted into an MS Word document as they will be down-sampled to 150 d.p.i. Therefore, indicate where in the text (or in the illustration section) the image should be placed. Please insert placeholders with the respective figure numbers in the corresponding places and mark them in a striking colour:

e.g. **[insert Fig. 1.1 here]** or **[insert Fig. 1 to Fig. 20 here]**

Please make sure that the placeholders and the corresponding image files have the same names! The typesetter will then insert the images in the places indicated by you.

4.5 **Image sizes in typesetting:** The following image sizes can be implemented during typesetting:

- *type area width (taw)* – illustration on the whole page (for vertical formats) or illustration on half a page (for horizontal formats)
- *whole page (1/1) rotated* – illustration spread across entire page 90° rotated to the left (for landscape/horizontal formats)
- *5–8 cm figure width* – illustration less than half a page (for vertical and horizontal formats)
- Please submit this information in the following way (see file „List of Figures Monographs“ or „List of Figures Anthologies“):

Figure	Size [Width]	Color or b/w	Remarks
Fig. 1	taw	Color	
Fig. 2	taw	b/w	
Fig. 3	5 cm	b/w	Please place next to Fig. 4
...			

The type area width is generally 11,5 cm. We advise not to go below an image width of 5cm so that a good visibility and readability can be ensured.



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Please take note: We understand your indications on image sizes as final. Changing or deleting illustrations will not be possible anymore once the typesetting process has started!

- 4.6 **Captions and sources:** Please either send the captions as a separate file or insert them below the placeholders at the desired spot in the manuscript. The captions should contain the figure number. If the sources of the illustration are not already included in the captions or in the text, please list them in the appendix or bibliography.

5 Checklist Illustrations

- The amount of illustrations is final and discussed with the acquisitions editor
 - The amount of coloured illustrations is definitive
- Permissions of use for all illustrations have been checked and, if necessary, printing permissions have been obtained
- File format:
 - .jpg- or .tiff-files
 - for line drawings .eps-files are fine as well
- All illustrations have the necessary resolution in relation to an image width of 12 cm
 - standard images: 300 dpi
 - line drawings: ideally 1200 dpi, but at least 600 dpi
- All desired illustrations are ready for typesetting (i.e. cut to size if necessary)
- All illustrations are numbered and named according to the above-mentioned requirements
 - monographs: continuously Arabic (Fig. 1, Fig. 2)
 - anthologies: consecutively per contribution, contribution no. + figure no. (Fig. 1.1, Fig. 2.1)
- All illustration *files* correspond to the appropriate way of numbering (monographs/anthologies)
- Placement of illustrations
 - The manuscript must not contain any images. Instead, colored placeholders (with corresponding figure number) indicate the position of images in the text
- The desired image sizes are listed in a table in a separate document
 - monographs: file „List of Figures_Monographs“
 - anthologies: file „List of Figures_Anthologies“
- Image captions
 - are inserted in each case below the placeholder for the respective figure
 - OR are collected in a separate document
- Illustration credits with information on copyright and source
 - are included in the caption
 - OR are attached at the end of the manuscript (in monographs) resp. at the end of each contribution (in anthologies) in the form of a list of figures
- All data on illustrations and all additional documents are transferred together with the manuscript, according to the guidelines of the handout **Notes on Manuscript Submission**