

## Guidelines for Images

This document provides guidelines for images in English-language series on Medieval and Early Modern Studies. This includes:

- 1. Delivery of images:** preferred delivery format.
- 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), a Brepols assistant will make sure all images are available, that they are of sufficient quality and that appropriate permissions have been attained, and that textual placement notes and correct captions are included in the essays. Only once these issues are fully addressed will the text be passed to our pre-press team, so it is important to check into these matters 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Images that are not suitable for publication, or that do not have appropriate copyright permission supplied, will be withdrawn in order to avoid major delays with the publication process. Page **2** of **5**

### **1. Delivery of images:**

All images should be supplied electronically, ideally in a single batch for the whole volume/issue. 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 CD, by email (if the file sizes are not excessive), or by a file transfer system (we will have set up an FTP site for the volume).

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

- NMS55-Smith-Fig1.tif;
- DISPUT18-Chapter1-Map1.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)
- *Maps*
- *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.*** Therefore, please ensure you send us images of the highest quality possible. 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.

Please supply all images as separate electronic image files and do not embed images within a Word document. 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 images to greyscale. This will be done by the typesetter.

Please supply images to the following specifications, according to the categories listed below:

- **Photographs:**
  - In TIF format or high-resolution JPGs
  - 300 dpi (dots per inch) **minimum**
  - 1Mb file size **minimum**

(You can check these specifications by opening the image file and checking 'properties')

- **Line Art or Text** that is **Author-created** (e.g. maps):
  - In EPS, AI, or PDF (i.e., editable format)
  - All maps must contain a **North arrow** and a **scale in kilometres** (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 (i.e. the native form, in most cases). Note that the key should be in English
- **Charts or Graphs** created using Excel:
  - In .XLS or .XLSX format (i.e. editable format), not as an exported JPG
  - Personal or place names must be spelt as they appear in the text and according to the Brepols Style Sheet (i.e. the native form, in most cases)
  - Must include a clear legend (as required)

- **Scans:**
- **Line Art** illustrations e.g. maps (black and white without any grey): scan at a resolution of 800 ppi (pixels per inch) and at a bit depth of 1
- **Greyscale illustrations** (black and white with different shades of grey): scan at a resolution of 300 ppi and a bit depth of 8
- **Colour images:** scan at a resolution of 300 ppi and a bit depth of 24

### **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 has no budget to contribute to copyright/permission rights for figures/plates contained within the book.

Please note that for images taken from the Internet or from an existing publication (such as a facsimile volume) permission should still be sought from the owner of the original object or, where that is not possible, from the publisher of the original volume – it is usually not sufficient to merely cite the publication or website.

When making requests for reproduction to museums, libraries, and galleries, they will often need certain information about the publication in deciding upon permission. See the details below for this information:

- Printrun: 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 can be “Reproduced with permission”.

### **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 Veggerslav, 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. 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:

#### **Manuscript image:**

[List and Number.] [‘Description or title of image’,] [Location of repository in its native form,] [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. 127r. Early eleventh century. Reproduced with permission of the Dean and Chapter of Exeter Cathedral. Page 5 of 5

#### **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 in its native form,] [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 Veggerslav, Denmark, in the shape of a stylized horse’, København, Nationalmuseet. Seventh or eighth century. Photo courtesy of the Nationalmuseet.

#### **Paintings, Engravings etc.:**

[List and Number.] [Name of artist,] [*Title of painting,*] [Location of museum/gallery in its native form] [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*, Firenze, Galleria degli Uffizi. 1530s. Courtesy of the Ministero Beni e Att. Culturali.

#### **Maps:**

[List and Number.] [*Title of Map where given,*] [Location of repository in its native form,] [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. IVr. Second half of the thirteenth century. Reproduced with the permission of the British Library.

**Tables, Graphs, and suchlike:**

[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.