

Information on Illustrations

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1 General information

We will gladly include illustrations in your book. It is important that details such as the number of illustrations, their color and location either within the text or in a separate illustration section are discussed beforehand with the acquisitions editors. Any changes to these parameters concerning the illustrations will affect the retail price and may delay the production process.

Please take note: We will gladly discuss with you the layout or design of your book and work together on ideal solutions. We do, however, also ask you to kindly understand that the publisher makes the ultimate decision regarding the external design for reasons of production and sales.

2 Copyright and Image Research

When using photos, maps, charts, figures, or texts, always check whether they are subject to copyright (e.g. by artists) or ancillary copyright (e.g. by photographers or museums).

2.1 Images in the public domain: You can reuse a work without any restriction if a 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 over 70 years ago.

Take note: Even if a work is in the public domain that does not necessarily apply to digital reproductions: Unpublished works of artists are often managed by museums or agencies which may claim an ancillary copyright for providing reproductions (e.g. of scans or a photography) and request a fee for producing the reproduction. So, for example, if you would like to use images from the homepage of a museum, you should direct an inquiry at them regarding the claimed rights of use.

A piece of advice: Images uploaded on [Wikimedia Commons](https://commons.wikimedia.org/) are generally in the public domain and can be used without any copyright permission to print. But do pay attention to information provided about any restrictions regarding their use, e.g. proof of acknowledgement of origin or licenses for use.

2.2 Requesting copyright permission: Most museums, publishers, archives, and agencies will have a standard procedure and form in place for requesting copyright permissions. When the institution that holds the copyright does not prescribe its own form, you can use this sentence to request permission:

“I hereby request permission to use photo X in the work entitled Y by Z, in all editions, in all languages, in book form and in any other form including, without limitation, mechanical, digital, electronic and visual

reproduction, electronic storage and retrieval systems, including internet and intranet delivery and all other forms of electronic publication now known or hereinafter invented.”

- 2.2 **Scholarly citation of images:** If you cannot find a fitting reproduction of your desired image online or the copyright permission is very expensive, you can invoke the right of so-called “scholarly citation” to legitimize the use of it. This, however, can only apply if the image is thoroughly embedded in an academic discussion in the text, i.e. not merely used for illustrative purposes.

3 Graphic and technical requirements

- 3.1 **Image quality:** Please make sure that the image reproductions you receive possess a high quality, which means that they are not badly scanned or blurry. In cases in which the original document itself already does not allow a flawless reproduction, e.g. because of its age, printing is still possible if so requested – this should, however, be discussed with the acquisitions editors. In cases of particularly bad reproductions the publisher reserves the right to say in the matter and might advise against printing an image due to reasons of quality insurance for their books.

- 3.2 **File format:** Please provide the illustration files in .jpg or .tiff format.

- 3.3 **Resolution and dimensions:** Standard images (e.g. photographs, film stills, screenshots, reproductions of paintings) require a resolution of 300dpi corresponding to a width of 12 cm (for maximum image size). Illustrations of musical notes, woodcuts, copper engravings, graphics or excerpts of text count as line drawings and must be provided in a resolution of 1200dpi with a width of 12cm. For optical reasons and those of technical realization and processing the requirements respecting the image resolution are strictly necessary and a condition for the inclusion of illustrations in your book!

- 3.4 **Color illustrations:** Please decide which illustrations should be in color and which in black-and-white and provide us the information accordingly.

! Color images that are printed in black-and-white in the book will appear in color in the eBook! Please ensure that you are in possession of the necessary rights or directly provide the images in the desired color(s).

4 Formal aspects of submission

- 4.1 **Ready for typesetting:** We take the illustrations you hand in as ready for typesetting. That means that they can be printed in the book without further editing. So please edit your images in the way you would like to see them later in the book. If you have questions or would like support with this, you can consult the acquisitions editors.

- 4.2 **Transfer:** You can send your illustrations to us via email, as long as they do not exceed 5mb in size. If you have many images or very big files, please transfer them via WeTransfer or Cloud-services. We will gladly provide you with a link under which you can upload your files.

Ideally, in addition to the files, you send us a table with information about size, color etc. in the following form (see example):

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

(taw=type area width)

4.3 **Naming illustrations (or 'figures') and files:** Our layout design BTS also has clear guidelines for the numbering and naming of illustrations:

- In *monographs* figures will simply be counted continuously (Fig. 1, Fig. 2). Also in case of a separate plate section (Plate 1, Plate 2).
- In *anthologies* figure numbers are constituted of the number of contribution/chapter + figure number (Fig. 1.1, Fig. 2.1). Consequently, if the first figure appears in chapter/contribution 5, it will be named Fig. 5.1.

Please also name the files accordingly, so that confusions can be avoided! The naming of files has to be consistent and there must not be any special characters or diacritics.

4.4 **Placement:** Illustrations can be placed within the running text (no text flowing round them!) or collected in a separate illustration/plate section (in a certain place within the text or at the end of the manuscript). Please do not insert the image files in the manuscript yourself, but instead indicate in which places in the manuscript the illustrations are supposed to come or where you wish the illustration section to be. Insert a placeholder in those places with the respective figure numbers. Please use square brackets for this purpose (e. g. [insert Fig. 1.1 here] or [insert Fig. 1 to Fig. 20 here]) and mark the placeholder in a conspicuous color (e.g. yellow). Please make sure that the placeholders and the belonging image files have the same names!

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

- *Type area width (taw)* – Illustration on the whole page (for 'portrait' [vertical] formats) or illustration on half a page (for 'landscape' [horizontal] formats)
- *Whole page (1/1) rotated* – Illustration spread across entire page 90° rotated to the left (for landscape formats)
- *5–8cm figure width* – Illustration less than half a page, flush left or right (for portrait and landscape formats)

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

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

A piece of advice: With an image editor, such as GIMP, you can determine the dpi and the size of scans and images very easily. After uploading the image, you select 'Image' and then 'Print Size'. Here you can set both the X and Y resolution to the desired number of pixels/inches. When you click 'Ok' the program calculates the actual print size at a certain resolution (dpi).

5 Checklist Illustrations

- ✓ All the desired illustrations are ready for typesetting
- ✓ The amount of illustrations is final and, if necessary, agreed upon with the acquisitions editors
- ✓ The amount of illustrations in color is decided
- ✓ Rights of use for the illustrations are clear and, if necessary, permissions for printing can be presented collectively
- ✓ All illustrations exist as either jpg or tiff file
- ✓ All illustrations have the right resolution in relation to an image width of 12cm
 - Standard images have a resolution of 300 dpi
 - Line drawings have a resolution of 1200 dpi
- ✓ All illustrations are numbered and named according to BTS standards
 - *Monographs*: continuous numbering
 - *Anthologies*: contribution/chapter number + number of illustration/figure
- ✓ All illustration files correspond to the chosen way of numbering
- ✓ The placement of illustrations is marked through colored placeholders in the manuscript
- ✓ The desired image sizes are listed collectively in a table in a separate document
- ✓ The (image) captions are collected in a separate document, or, in case of volumes, they are set underneath the image-placeholders in the individual contributions/chapters
- ✓ The illustration credits with information on copyright and origin are attached at the end of the whole manuscript or at the end of every contribution/chapter in volumes.
- ✓ All data on illustrations and additional documents is transferred together with the manuscript files according to the guidelines of the handed-out stylesheet