



Checklist: Illustrations & Copyrights

GENERAL INSTRUCTIONS

Using illustrations in a publication and clearing copyrights requires the special attention of the author, who bears the responsibility for the delivery of the complete manuscript. You will find the most important aspects of the correct use of illustrations and the clearance of copyrights listed below. If you use text excerpts and/or (photo)graphic illustrations (in the broadest sense of the word) emanating from a third party, you have to guarantee to the publisher that the acquisition and inclusion of this material were done in a legal and correct manner and with the prior consent of all relevant parties. Acquiring professional illustrations and clearing copyrights are part of the author's job and of the author's contract. In the case of an edited volume, responsibility for the correct clearing of copyrights lies with each of the contributing authors, a fact which needs to be clearly communicated to them at the earliest stages of the planned publication.

1. ILLUSTRATIONS (in the broadest sense)

1. The term "illustration" refers to photographs, drawings, maps, charts, diagrams, graphs, and musical examples – any element of a book that cannot be produced using type alone.
2. Discuss with your editor what you wish to include in your publication before acquiring or creating any illustration.
3. Obtain all illustrations from professional sources: archives, libraries, museums, stock photo agencies (Getty, ArtResource, Bridgman Library, ArtStore, ...).
4. Bear in mind that the cost of an image may consist of two components: the fee for the high-resolution file and the copyright fee, i.e. the fee for obtaining permission to reproduce.
5. Obtaining high-resolution files and permissions for your illustrations is your responsibility, as are all related costs. Take into account that requesting permissions and clearing rights takes time.
6. The copyright holder may be someone other than the author or the publisher of a book in or website on which you found the illustration.
7. Photocopies, PowerPoint slides, and random internet images are not acceptable. Though they often look good on screen, they are of too poor quality for publication.
8. Illustrations have to be obtained in image files (jpeg, tiff, gif), and must have a resolution of at least 300 dpi (dots per inch) in the size you want the image to be reproduced.
9. Illustrations should not be included in the manuscript, but should be delivered as separate image files. The manuscript, however, should indicate where and in what size the images should be inserted: e.g. [Image 1: small (1/4 page) /medium (1/2 page) /large (full page)].



10. Credit lines and captions to accompany the illustrations should be delivered in one separate Word file.

2. TEXT CORPUS: CITATIONS

1. When making use of letters/ egodocuments/ text excerpts/ ... from other authors please check whether your use of these texts falls within the scope of citation rights, or whether it goes beyond it.
2. IF: (1) your citations are limited to small* excerpts, (2) the work you are citing from has been published, and (3) the citation is accompanied by a correct and complete reference, you do not have to request permissions and clear copyrights. In all other cases you have to request permission and clear copyrights for the cited excerpts.

* The meaning of the description 'small' excerpt is unclear in Belgian copyrights. Essentially it means that the length or extent of the citation may not be 'disproportionate', but has to be in balance with the extent of the publication, its nature (scientific, educational, popular, ...), and the citation's intended result.

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If you want to reuse text and/or images that you have already published elsewhere:

- ➔ You have to carefully check the copyrights policy of the first publisher. Take into account that this publisher may require to give permission and to be paid a copyright fee.
- ➔ Bear in mind that for every new publication copyright permissions need to be renewed and the original copyright holder must be recontacted: earlier permissions granted for previous publication projects do not apply to new publications.

4. DETAILS REQUIRED WHEN REQUESTING PERMISSIONS

When requesting permissions from copyright holders it is important to mention clearly the following aspects, as they impact on the permission to be granted and copyright fee payable:

1. The publication title (and, in the case of an edited volume, the chapter title as well)
2. The publisher's name, Leuven University Press
3. The language of your publication
4. The nature of your publication: scholarly, educational, ...
5. The precise use of the image/text in your publication: inside use, cover use, approximate size ($\frac{1}{4}$ of the page, $\frac{1}{2}$ of the page, full page), black and white, full colour

Still have questions or doubts? Please, contact your editor!