

Images:

A how-to guide

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Part 1: Image file guidelines

Image Size and Resolution:

- 6.25" W at 300 dpi (Minimum)
- 8.5" W at 300 dpi (Maximum)



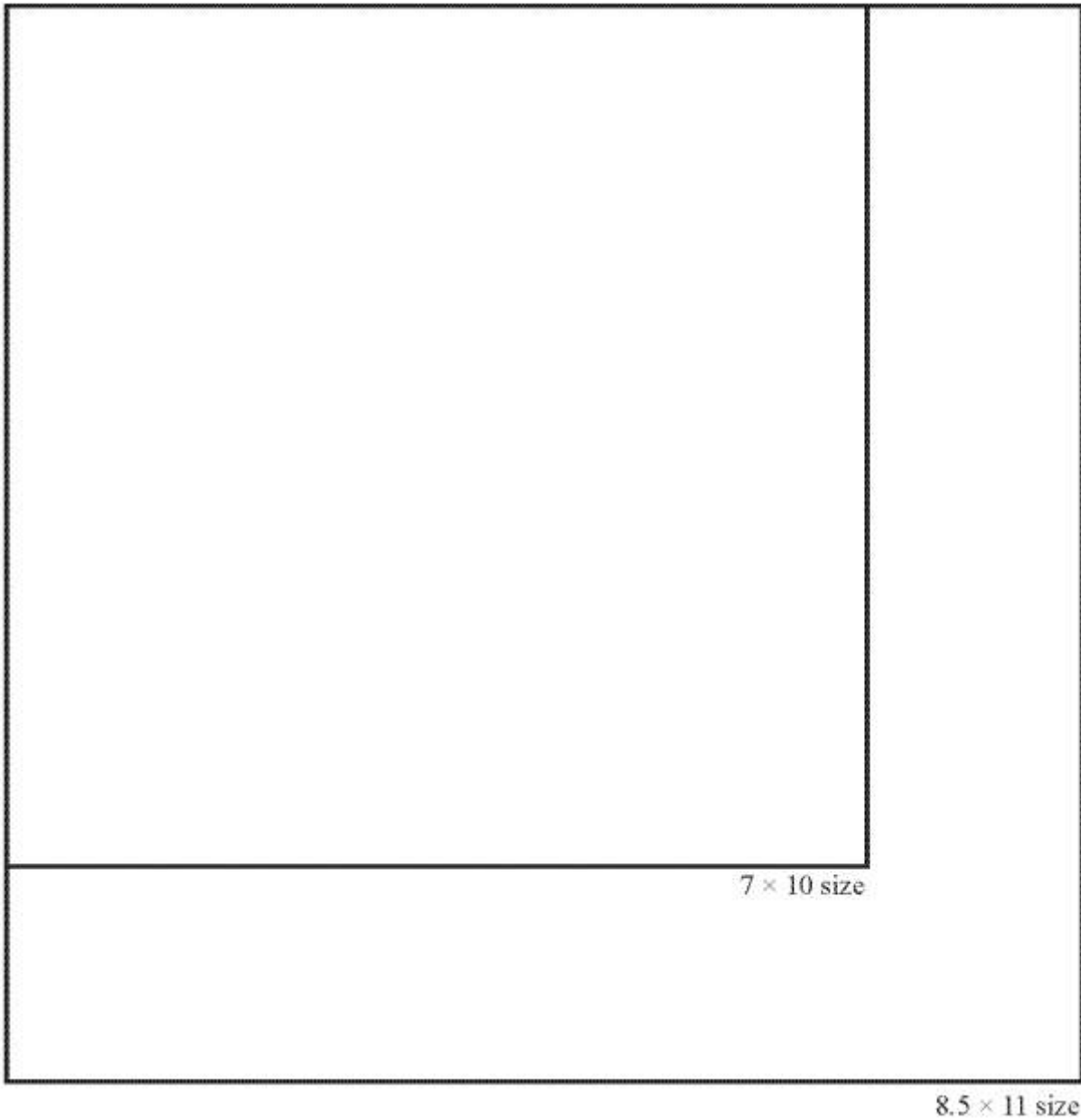
Example 1. Quality of a figure at different resolutions.

To check the resolution and size of an image, right click on the image file and select “Properties.”

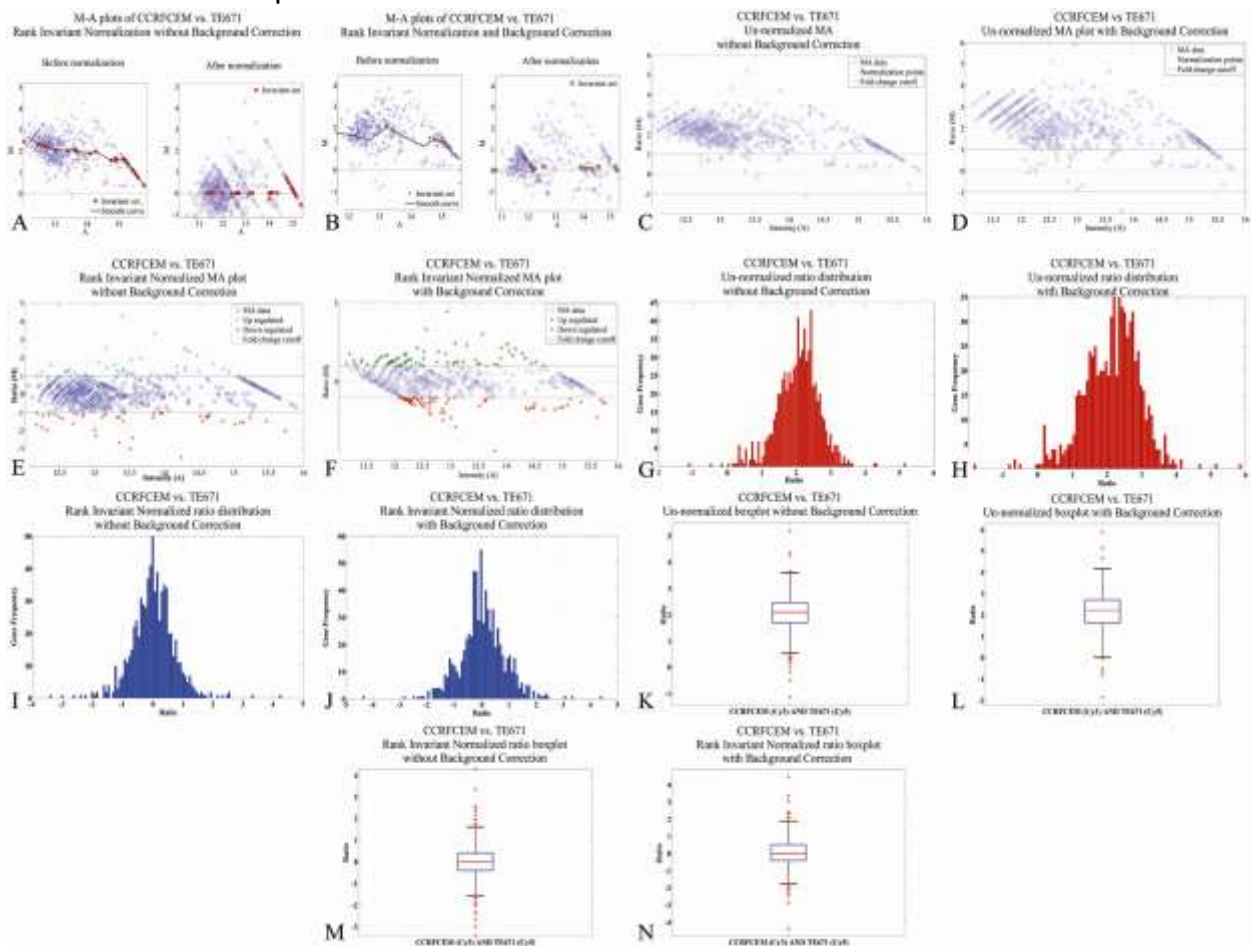


Example 2: Here is where you can find the resolution (dpi) information for your image.

- *The 7x10 size is less frequently used, but if you have a unique contract for a book under 100,000 words, your images would need to work in the smaller square.



- For example, the following figures are too complex for the space on the printed page.
- Please note that figures in multiple parts, as in the example below, must be submitted as a single .tif file including all parts in one image. When in doubt, it is usually best to split complex figures like this one into multiple figures, each with their own caption and call out.



Example 3. Submitting a group of figures as a single figure can lead to many layout problems

Accepted File Type:

- TIFF (Tagged Image File Format)

Font Size within Images:

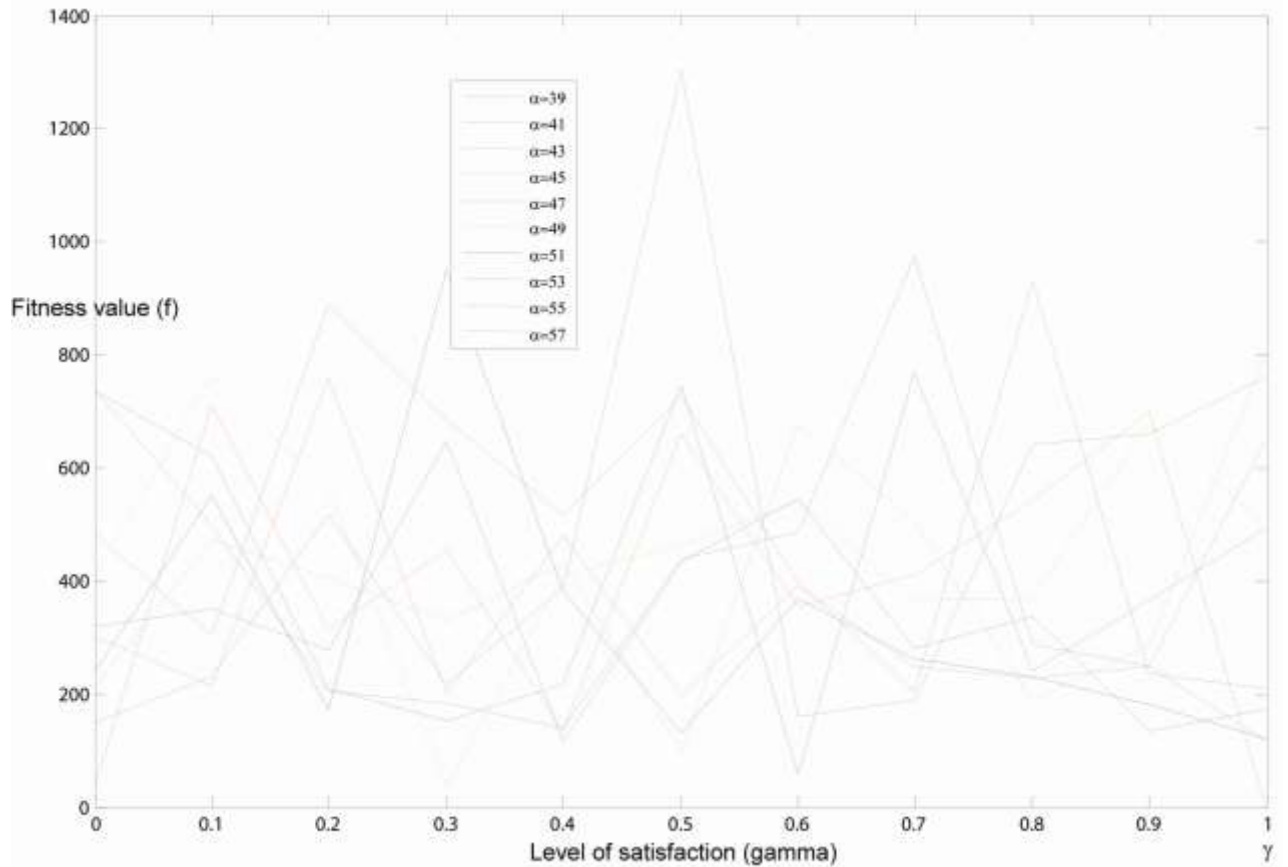
- 6 pt. Minimum
 - Fonts within a figure that appear to be smaller than 6 pt. will not be easily read.
 - Be cautious of accepting small fonts used in a drop-out image, depending on the printer this can result in blurry text.



- Small images and small text that are included in larger more complex figures must still be legible when formatted to fit in a box of this size.

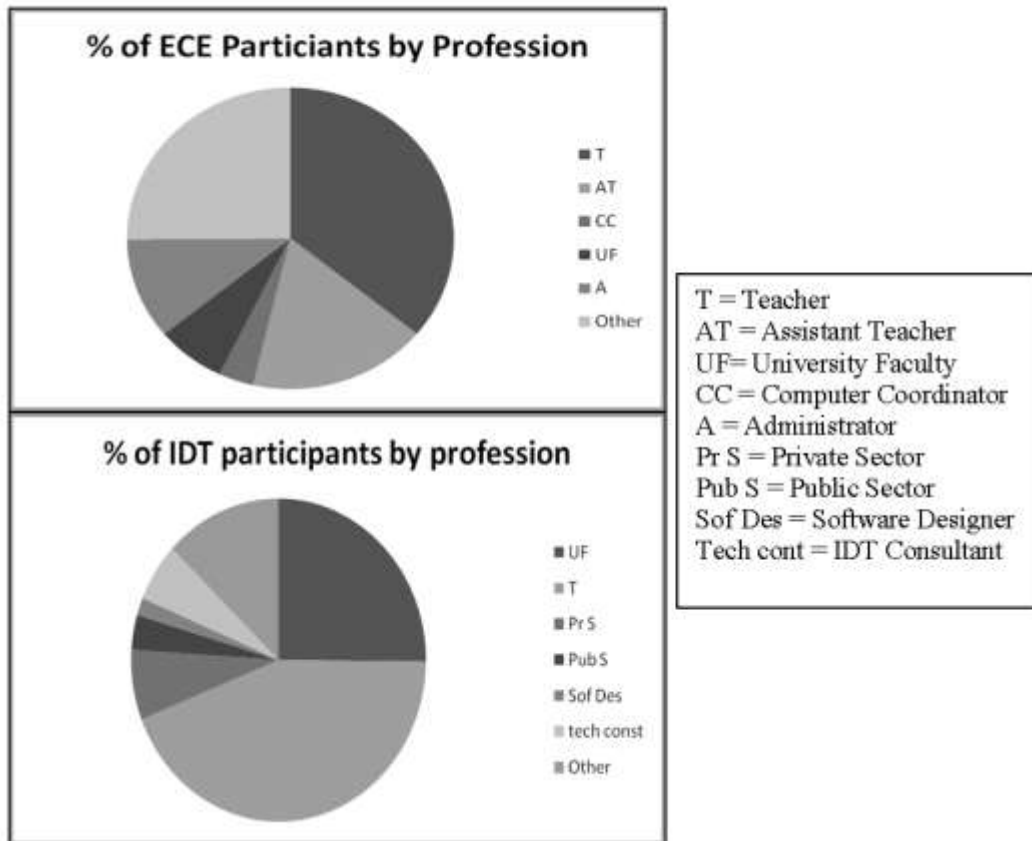
Color

- Please note that while images may appear in color in the electronic version of your manuscript, **images will appear in grayscale (*black and white only*) in the printed version.**
- *Please do not make reference to color in image captions.*
- For images of the best quality, it is important that you check to make sure your figures are clear when printed without color, or that you submit altered image files in black and white for the print version.
- Here are two examples of figures that are not legible because they depend on a use of color that is not discernable in grayscale. Care should be taken with line graphs, pie charts, and maps especially.



Example 4. The line graph below is not useful due to the use of color for the lines and because the line thickness is also too light. Authors could have used thicker lines and different dashed lines.

Figure 1. Participants by Profession



Example 5. Pie chart with colored key is not useful in grayscale. Authors could have applied a pattern to colors and/or labeled each slice individually.

Number of Figures

- IGI Global requests that your chapter contain a reasonable number of images, and a good balance of text and analysis to images. For most chapters of 8,000 words, this is **five to eight images** (images may include screenshots, figures, tables, graphics, etc.) and not more than fifteen images.
- We do understand that some subjects may require a greater number of images, but please make sure every image makes a significant contribution to your chapter. If you wish to include significantly more images than we recommend, please contact your editor.

Numbering

- The first figure in your chapter should be labeled “Figure 1.” The first table in your chapter should be labeled “Table 1.”

- In order to ensure the proper placement of all images, please ensure figure/table numbers are included BOTH in your captions AND within the name of each .tif file, if submitted separately.

Captions

- It is important that you **CLEARLY** indicate where the images should be placed by including a caption *in the text*. Here is the format for a figure caption:
Figure 1. Caption here.
- Please see the section below on copyrighted images for examples of correctly formatted captions including a copyright notice or source citation.
Captions should not be included within the table or figure file itself.

Call Outs

- In addition to indicating where the images are placed in the text with a Figure caption, we kindly request that you provide a call out in the text for each Figure and Table throughout the text. IGI Global's typesetting software pulls all images into place based **only** on the location of the call out. As such, it is important to understand that your image may not appear **exactly** where you have it placed in your word document. A Figure or Table call out will assure the best possible placement of your Figures and Tables in relation to where they are discussed in the text.
- Please **do not use** "*the Figure below*" or "*in the following Table*" or any other reference of directionality throughout the text. Without providing the **exact number** of the Figure or Table there is no way for our typesetting software to recognize its appropriate location. Provided are examples of a correct and incorrect Figure and Table call out.

Correct Example: The bar chart in Figure 1 presents the sales of books (in thousand numbers) from Six Branches.

Incorrect Example: The following bar chart presents the sales of books (in thousand numbers) from Six Branches.

Correct Example: The rate of performance is indicated in Table 1.

Incorrect Example: The rate of performance is indicated in the table below:

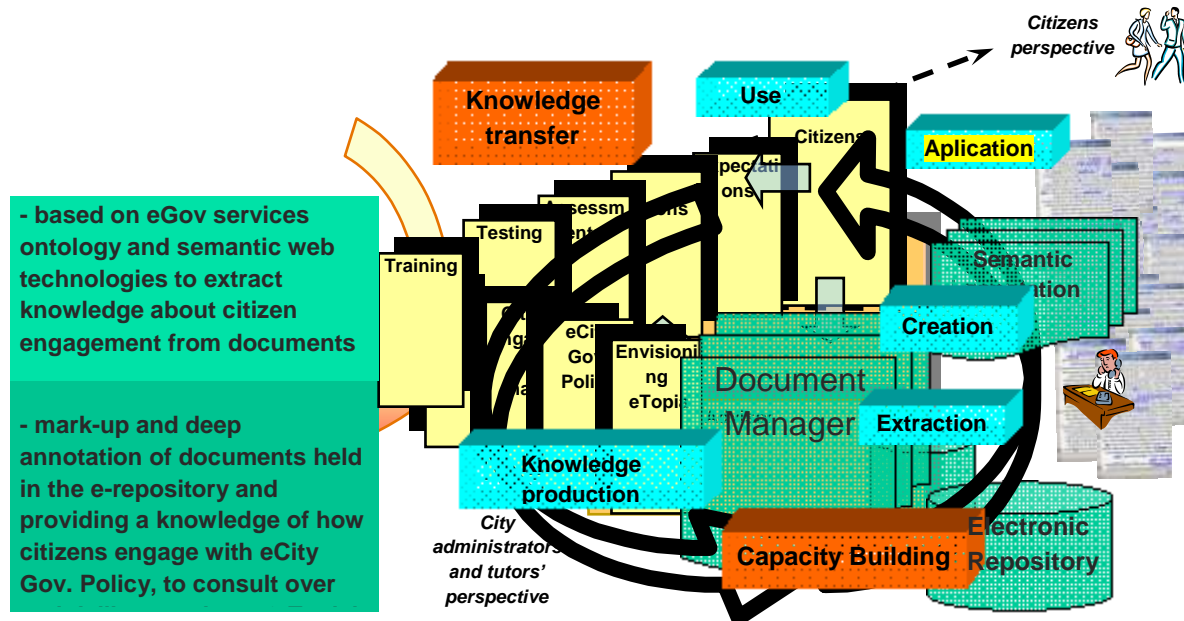
Tables

- We strongly prefer that you create tables within Microsoft Office. If you did not create them in Word or Excel, they should be made into image files with the same specifications as figures (see especially "size and resolution" and "color"). Images of tables should be captioned and numbered as tables.

- *Table 1. Table numbering is independent of caption numbering.*

Layers

- If you are using layers, please check the spelling of all words and labels in a figure before saving and submitting a flattened .TIF version of the image.



Example 6. Be careful not to make an image too busy, check for typos within the image, and watch how floating pieces interact. Also, check the spelling in your text boxes carefully!

Word Art

- We prefer that you do not create and submit images in Word Art, as layers can get obstructed, objects can float or become ungrouped, and symbols and fonts might be rendered incorrectly in the final version.
- However, if you are unable to create your image in another program and are also unable to create a high-quality flat image, we would rather have a complete, quality image in Word Art than a low-quality figure, regardless of its format. If you are in this situation, please leave a caption in the text where your figure should be placed, but draw the figure at the end of the document (after a page break) to prevent problems with text wrapping and floating image pieces. Include the caption again with the figure for correct identification.

Part 2: Image permissions.

Acquiring permissions for copyrighted images

It is your responsibility to obtain written permission to include any copyrighted images in your chapter. APA citation of sources in figures is necessary for academic standards. However, please note that while citation is sufficient for reproducing brief quotations under fair use, *citation alone is not sufficient for reproducing images.*

You may need to seek printing permissions for a wide variety of images, including but not limited to previously published works and screenshots (e.g., a screenshot of a page from a company's Web site, a screenshot of a scene from a video game, or from proprietary software), as well as figures, tables, maps, photographs, or other graphics that you did not create yourself.

Please double check the images you have used. If you aren't sure whether you need permissions, here are some good rules of thumb. In most cases, if the following three are true, you likely will not need any additional permissions:

- **The image has never been published before.**
 - Or, if the image has been published before, I have received written permission from the publisher, who likely holds the publishing copyright for the image. IGI needs a copy of this permission from the publisher.
- **Both the image and the intellectual property in the image are my own.**
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- **The image does not contain any trademarked images** (including logos or screenshots of proprietary software).
 - Or, if the image contains trademarks, I have received permission from the owner of the trademark. IGI has a copy of this permission.

The copyright holder **MUST** agree to and sign IGI Global's permission form (or another form approved by IGI Global) before IGI Global will agree to include the image in your chapter. To obtain a copy of this permission form, or if you have any questions about image permissions, please contact the book editor or IGI Global (development@igi-global.com).

As some publishers require that you obtain permission for use of even an image that you may have adapted from one of their images, it is your responsibility to investigate whether or not permission is needed for your adapted image.

IMPORTANT NOTE: Since acquiring permission may take a significant amount of time, it is very important that you begin the process as soon as possible. Should you not obtain permission by the time the manuscript is ready to be sent to production, you will have the option of removing, replacing, or redrawing the image in question.

Captioning a figure that is not the author's

After you obtain permission, you are then responsible to indicate in the caption of the image the original source of the image and that it is being used in your chapter with permission. Your caption should appear as:

Figure 1. Insert caption here. (© Copyright year, Copyright holder's name. Used with permission.).

Please note that, should you create an image that is loosely based on another copyrighted image, you must indicate in the image caption that your image is adapted from another copyrighted image and then provide the original source:

Figure 1. Insert caption here. (Adapted from [source of copyrighted image here]).

Other considerations

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You may also need permission to publish an identifiable photograph of a person. Please contact your book editor or IGI Global (development@igi-global.com) for an appropriate form.

Below please find both an e-mail template and a copy of our image permission form to assist you in acquiring image permissions.

E-mail Template for Requesting Image Permission

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