Images, Permissions, Captions, and Credits

After your book has been accepted for publication, we ask that you, as an author or volume editor, obtain permissions for images you want published in the book. For some helpful hints of this process, click here.

Permissions

When selecting images, some repositories allow you to reproduce images for free (if you credit them appropriately). Such places include the Library of Congress and Wikimedia Commons.

Other repositories require permission and may charge a fee. Some have links to searchable archives, and others have links where you request permission to print an image. Following are popular image repositories for images:

- Church History Catalog. For permission to use Church-owned photos, contact Intellectual Property, Inc. (Permission to Use Church-owned Content)
- Digital Collections, Brigham Young University
- J. Willard Marriott Library, University of Utah (use this form)
- L. Tom Perry Special Collections, Harold B. Lee Library
- Utah State Historical Society
- Utah State University

Most sources of images list caption and credit information and sometimes restrictions for the images' use. Keep track of this information as you gather your images. Insert captions using brackets about the place you want the images to appear: <President Russell M. Nelson speaks in October 2022 general conference. Courtesy of Intellectual Reserve, Inc.>

As you request permission, you may need to specify whether you are publishing for commercial or noncommercial purposes. Even though we're nonprofit, the RSC counts as a commercial venture for most purposes. Don't pay for permissions until production superviser Brent Nordgren (brent_nordgren@byu.edu) confirms that the images are usable and that rights granted in the permission form are adequate for our needs.

Images (see also Image Resolution below)

Send images with the final manuscript but in separate electronic files. Do not paste images into your PowerPoint slides or into your word-processing files.

- *Callouts*. If images will be scattered throughout the text, indicate where each illustration should be placed by inserting a "callout" line in the text, between paragraphs (for example, "<insert map 1 near here>").

- *Numbering*. Divide images by type (for example, Photos, Maps, Figures, Tables) and number them within each type.

- *Tables.* Please submit your tables in the highest quality possible. Give each table a title and provide sources and notes as needed, separate from the chapter notes.

Captions/Credits

- *Captions*. Provide captions and source/credit lines as a separate caption file. Make sure image source lines and notes are separate from chapter notes.

- *Credits*. Credit lines indicate the source of the image. Use the wording required by the rights holder.

Image Resolution

Please provide print-quality digital files (300 dots per inch or better at the size they will appear in the book). Consider the following guidelines:

1. Black-and-white photo images must be scanned at a minimum of 300 dpi (dots per inch) or near reproduction size. This pertains whether the item being scanned is an actual photo print or a printed reproduction of a photo. Resolution may also be expressed as ppi (pixels per inch). To know at what size pixels per inch will print at the equivalent 300 dpi, simply divide by 300. For example, if an image is listed as 1200 x 900 pixels, it can be printed up to 4 x 3 inches.

2. Color images must be scanned at a minimum of 300 dpi (dots per inch). Files that are saved in RGB mode will be changed to CMYK or grayscale mode for reproduction, and you should be aware that the colors may shift in the transition from RGB to CMYK for printing. If color photographs are being reproduced in color, and if color fidelity is an issue, it is best to have the scanning done by an expert. (For example, an image obtained from an art museum may have stringent requirements as a condition of permission.)

3. Line art is defined as black-and-white illustrations that contain no shades of gray, dot patterns, or tonal variations (typically simple maps, charts, graphs, or other diagrams). If the illustration you are using has been printed, and you do not have the original art or electronic file, the image must be scanned at 1200 dpi (dots per inch) at or near reproduction size. If the image contains shades of gray or colors, it should be scanned by an expert. Save as JPG, TIF or EPS.

4. Save the files in JPG, TIF or EPS format, and always use the correct file extension. Avoid long file names with no special characters (i.e., #, $, @, etc.), and consider using a sensible, short numeric naming convention such as "Fig 002.tif" for your file names. Create folders for each chapter to help organize them and to keep file lists manageable.

5. All original artwork created for use in a book may need to be modified. We will want contact information including telephone number or email address in case further work is required. Illustrations should be created in a vector-based drawing software such as Adobe Illustrator, FreeHand, or CorelDraw, and saved in EPS format (not JPG), with all fonts embedded. Use no color unless your book is being printed in color.

6. When you send your digital files to us, you can choose to use a file-share website, such as Google Drive or Dropbox. If you choose to provide a CD, please include the following:

   - CD marked with the author/title of the book and date prepared. For multiple CDs, mark them "1 of 2," "2 of 2," etc. Put them inside a protective envelope.

   - Complete printed list of all the files on the CD, including file extensions.

   - Hard copy (laser prints on paper at actual size) of all the images on the CD, labeled with the file name for correct identification.

   - For charts, maps, graphs, and diagrams created using Illustrator or another drawing software program: include all of the fonts used in preparing the files, including "system" fonts if necessary.

   - Provide contact information for the person who created the digital files, preferably telephone number and email address, so that we can contact them if we have questions or problems.

   - Always back up your files in a safe place, in case the CD is lost or damaged in transit.

   - Do not use any kind of file compression.

   - Never embed illustration files in PowerPoint or the manuscript.

Please direct specific questions regarding images to Brent Nordgren at
brent_nordgren@byu.edu.