

intellect



Image Guide

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Introduction

This document is to help you choose the right images to include in your journal article or book chapter. Images that do not meet the requirements detailed herein are unlikely to print well, even if they look acceptable on a computer screen. Therefore, this guide will both help you make your work look as polished as possible, and explain why your production editor may contact you to request that your images are resupplied. We reserve the right not to include images that are reproducing poorly.

Please note that the majority of images in journals are printed in greyscale, however if you supply them in colour, then they will appear in colour online. Colour image arrangements for books will have been agreed when the book was contracted and recorded in your contract. However, like journals, if you supply images in colour, even if they are printed in greyscale, they will appear in colour online.

Finally, this guide offers advice for authors seeking permission to use images from copyright holders. When selecting images that require permission from the copyright holder, please consider how long it will take to obtain this permission. It is important that you are able to submit full resolution images with all permissions cleared at the same time as your revised, post-peer review manuscript.

You do not need specialist software to follow the instructions in this guide.

In case of any questions, please contact your production editor in the first instance, or holly@intellectbooks.com

Checklist

In order to ensure that your images appear in your published work, please make sure to follow this checklist:

- Submission: all images are submitted with the revised (post-peer review) manuscript
- Images follow the resolution guidelines in this document (300 dpi)
- Images follow the dimensions guidelines in this document
- Permission to use images is secured
- Captions and source information are provided
- Files are provided in our preferred file format(s) if possible (.jpg, .tiff, .png) (except tables which should be .doc or .docx)
- All unnecessary elements and white spaces have been removed (i.e., images will be put in the publication 'as is')
- File names follow the naming convention
- Image files are provided in separate files to the main text (exceptions are tables which should be created in Word and can be sent within the text document)
- (For book authors) alternative text for all images has been provided

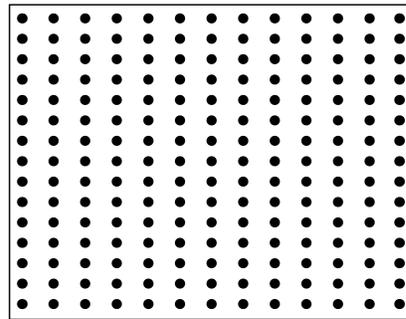
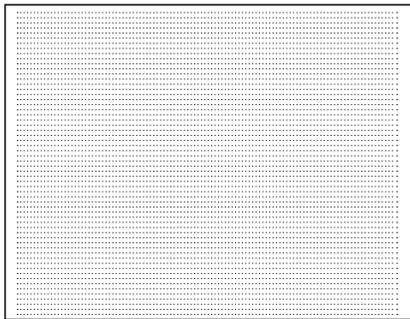
Resolution

The resolution of image files is given in dots per inch (dpi). Essentially, the more dots there are, the clearer the picture is.

300 dpi



72 dpi



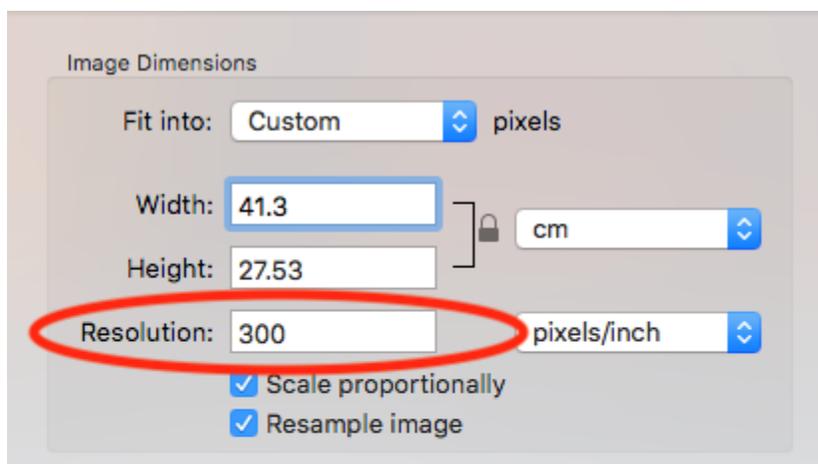
(Image description: This graphic shows the difference between 300 dpi and 72 dpi in order to demonstrate the importance of the amount of dots per inch. The top two images, showing a woman in an elegant pose, look the same, but one is 300 dpi and one is 72 dpi. The two images underneath show the face of the same woman zoomed in, which results in the 300dpi images to be still sharp, whereas the 72 dpi version looks very pixelated. A further zoom in, shown underneath each image, shows the dots per inch and how dense the 300 dpi is compared to the 72 dpi. The effect of this graphic is to demonstrate the importance of high-resolution images in print and online files in order to achieve clear images.)

To have sharp and clear images in your work, we need the images to be 300 dpi: this is standard across all book and journal printing. Low resolution images print fuzzy, jagged and blurry. As well as the images being 300 dpi, we need the size of the image to be roughly the size you want it shown in your journal (i.e. full/half/quarter page).

Most computer monitors have a display setting of 72 or 96 dpi. If we indicate that some of your images are low resolution, they may not look bad on your monitor but will likely print blurry, so please follow this guide to determine if the images are technically large enough to use. If you don't have Adobe Photoshop or another photo-editing programme we understand it is difficult to work out the size of the image; this is why this guide provides shortcuts to making such calculations, on both Macs and PCs.

1. CHECK IMAGE RESOLUTION (MAC)

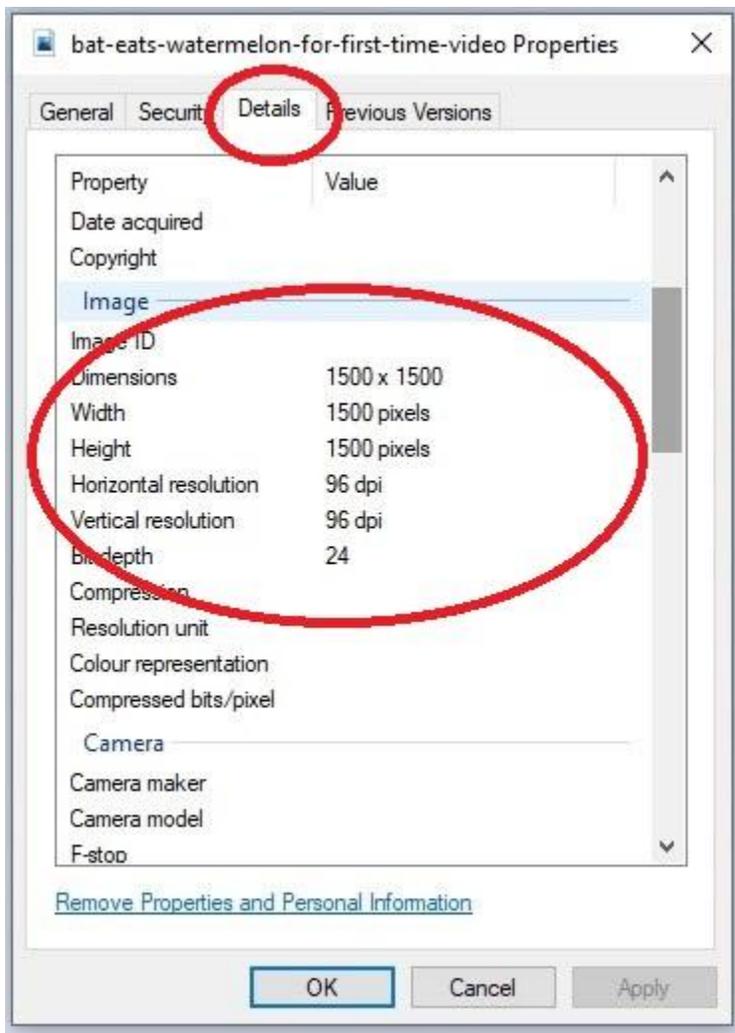
1. Open your image with Preview
2. Click 'Tools'
3. On the Tools menu, click 'Adjust Size'
4. Look at dimensions and dpi – you can choose the unit of measurement
5. Refer to chart on final page to see if it is big enough
6. If the image is too small to use, you need to obtain a better quality image or choose another image for the article or book – changing the numbers in the window will **not** solve the problem.



(Image description: The box shows the window that opens on a Mac when following the above instructions. There are fillable fields for 'Fit into', 'Width', 'Height' and 'Resolution'. A red line circles around the word 'Resolution' and the number that can be seen in the field next to it, in this case 300 - the ideal resolution.)

2. CHECK IMAGE RESOLUTION (PC)

1. Right click on the image in its folder
2. At the bottom of the drop-down menu click 'Properties'
3. On the top tab of properties click 'Details'
4. Scroll down to 'Image'
5. You will see dimensions displayed in pixels and dpi
6. Refer to guidelines on the next page to see if it is big enough
7. If the image is too small to use, you need to obtain a better quality image or choose another image for the article or book.

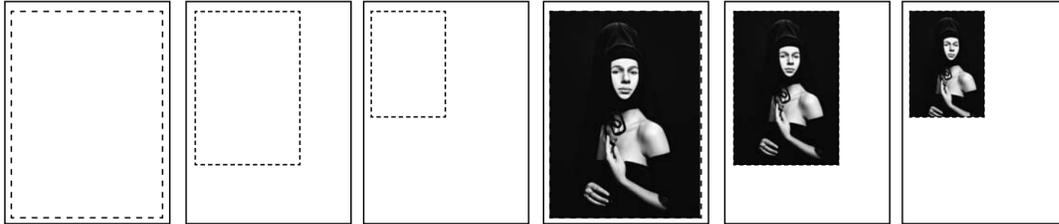


(Image description: The box shows the window that opens on a PC when following the above instructions. There are four tabs in this box, and a red line encircles the third from the left tab, 'Details', in the top navigation, through which the image data can be accessed. Another red line encircles the Dimensions [here 1500 x 1500], Width [here 1500 pixels], Height [here 1500 pixels], Horizontal resolution [here 96 dpi], and Vertical resolution [here 96 dpi]. In this example, the image that this data belongs to does not reach the ideal resolution of 300 dpi.)

Dimensions

Now that the resolution has been established, it is important to pass an image with the correct dimensions on to Intellect. Even if an image is 300 dpi, if the dimensions are only 1 cm x 1 cm, it still won't be suitable to be included in the publication.

These are the pixel by pixel dimensions that are necessary for the relevant print size:



(Image description: A visualization of what a full page, half page and quarter page portrait image looks like on a portrait oriented page in order to clarify how certain sizes are presented. They are all aligned to the left of the page.)

Portrait images

FULL PAGE

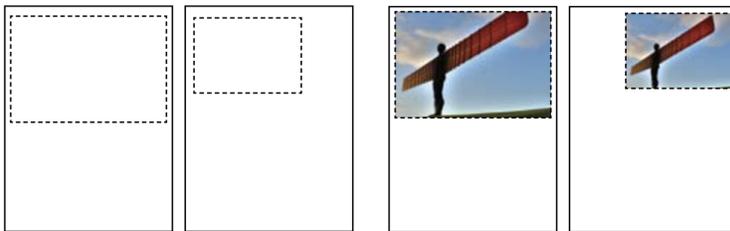
2055 x 2882 pixels (minimum size needed) (174 x 244 mm at 300 dpi)

HALF PAGE

1441 x 2055 pixels (minimum size needed) (122 x 174 mm at 300 dpi)

QUARTER PAGE

1031 x 1441 pixels (minimum size needed) (87.5 x 122 mm at 300 dpi)



(Image description: A visualization of what a full page, half page and quarter page landscape image looks like on a portrait oriented page in order to clarify how certain sizes are presented. They are all aligned to the left of the page.)

Landscape images

HALF PAGE

2055 x 1441 pixels (minimum size needed) (174 x 122 mm at 300 dpi)

QUARTER PAGE

1441 x 1031 pixels (minimum size needed) (122 x 87.5 mm at 300 dpi)

Please note: For journals with **landscape (not portrait) orientation**, these dimensions still apply, as the cut size of the final print copy is very similar to our portrait journals (only turned by 90°). Please keep in mind that portrait images would have to be turned by 90° to be truly full page. Otherwise, for a full page landscape image, the dimensions should be: 2882 x 2055 pixels, a half page portrait image should be: 1441 x 2055 pixels.

Screenshots

Sometimes it may be necessary to include screenshots in your work. To ensure the best image quality possible, take your screenshot on the largest screen available to you, and ensure it fills the entire screen. Screenshots are the same resolution as the screen they are taken on, so will always need to be made smaller to reach the 300 dpi requirement.

Captions and sources

In line with the Intellect Style Guide, captions must be provided for all images in the following format:

Captions

Images should be referred to as Figure 1, Figures 2–3, etc. Tables should be referred to as Table 1, Tables 2–3, etc.

Please note the colon after the figure number and the terminating full point, even if the caption is not a full sentence. Please do not place endnotes within a caption.

Figure captions appear below the image with the source included within them; table captions appear above the table with the source listed underneath, in the following style (note the italics):

Source: Details of source, including citation and/or accessed date.

The following is the agreed style for captions, and as much information as is available should be provided. Correct use of ‘Courtesy of’ or © is the responsibility of the author.

Artwork

Figure 1: Artist, *Title of Artwork*, Year. Medium. Dimensions. Location. Copyright holder information.

For example:

Figure 1: Leonardo da Vinci, *Mona Lisa*, 1503. Oil on canvas. 77 cm x 53 cm. The Louvre, Paris. Courtesy of The Louvre, Paris.

Figure 1: Gran Fury, *Women Don’t Get AIDS*, 1991. Ink on acetate. New York. 47 inches x 70 inches. © Gran Fury.

Book/journal/newspaper illustration

Figure 1: Artist, Title of Illustration/description of image, illustration for Publication Title (Author Year: Page). Copyright holder information.

For example:

Figure 1: John Minton, Landscape near Ajaccio, woodcut, illustration for *Time Was Away* (Ross 1948: 75). Courtesy of Alan Ross and John Lehmann Ltd.

Film still

Figure 1: Description of image (Actor Name if available), Director (dir.), Film, Year. Country. Copyright holder information.

For example:

Figure 1: Sugar Kane Kowalczyk (Marilyn Monroe) plays the ukulele, Billy Wilder (dir.), *Some Like It Hot*, 1959. USA. © Ashton Productions.

Colour

Please note that as standard, images are printed in greyscale, with the online publication being full colour. Therefore, contributors and authors are encouraged to supply colour images but shouldn't expect them to be printed as such.

File naming convention

In order to ensure that all image files are processed correctly, it is important to follow the following naming convention for all image files:

YourLastName_Fig1.jpg (journals)

YourLastName_Chapter1_Fig1.jpg (books)

Copyright advice

It is the author's responsibility to secure written permission from copyright holders for reproducing images, tables, figures or text extracts. If required, copyright permissions must be obtained before the journal issue or book is submitted for production. When looking to use material from books/journals, contact the original publisher. For images from an art agency, museum, library or gallery, contact the organization. Photographers typically hold copyright over photographs. You can download a template image copyright letter and resources related to fair dealing here:

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<https://www.intellectbooks.com/book-authors-and-editors>

Some use of copyright material is allowed within academic publishing under 'fair dealing' in UK copyright law, or 'fair use' in US law. The UK and US interpretations of fair dealing/use do differ, and this is still a grey area in copyright. Please be aware that it is your responsibility if you choose to use content under fair dealing/use, and we do advise you to seek permission from the copyright holder wherever possible.

Alternative text

If you are contributing a chapter to a book or authoring a monograph, we ask you to provide descriptive text alternatives for all images, graphs and figures in your work - as we have done in this guide. Useful guidelines can be found at the Diagram Center website and the Describing Visual Resources website.

You can also find more information regarding our specific requirements on our website:

<https://www.intellectbooks.com/book-authors-and-editors#alternative-text-for-images>