

BLOOMSBURY ENCYCLOPEDIA OF WORLD TEXTILES

IMAGE GUIDELINES FOR CONTRIBUTORS

PARAMETERS

1. Each article of 4,000 words can include up to **8 images**. (Contributors are free to include fewer than 8 images.)
 2. Maximum image budget per article: **£70**
- All images will appear within the text of an article.
 - The Volume Editors will be responsible for selecting which images will be printed in colour.
 - All images will be reproduced in colour online, *so always source a colour image if you can*.

OPTIONS

Free images & Getty Images

- Images which are your own copyright i.e. you are the owner of the artwork *and* took the photograph OR you took the photograph and the object is either public domain or out of copyright.
- Images in the public domain. (Please note: it is unlikely that artworks produced after 1930 will yet be in the public domain. *Always check*.)
- Images from Getty Images, one of the largest image banks in the world. Bloomsbury has an agreement with Getty, so each image currently costs only £15.25. Bloomsbury will secure all the Getty artwork for your article. All you need do is provide the Getty reference number in your list of images with your Draft Article.

Images requiring permission

- In some cases, contributors may know individual rights holders (e.g., artists) personally and can ask them directly for permission. Please note that Bloomsbury cannot pay these rights holders with a copy of the volume but can send them an offprint of the article on publication.
- Galleries, image banks and museums: these will always charge a fee. Before submission of the Final Article, contributors must request permission and confirmation of the fee. Once the image budget has been checked, Bloomsbury will be responsible for the final clearance, payment and sourcing of all such images.

PROCESS

- Please provide a list of your images with your Draft Article. You do not need to have checked any fees at this point, but do state which images are likely to incur a fee.
- Whilst your Volume Editor is reviewing your Draft Article, contact all copyright holders - using the permission letter at the end of this document - to ascertain the price. *Please ensure you keep to the maximum budget of £70 for your article*.
- Before your Final Article is submitted, Bloomsbury will contact you to request: all your free images; the reference numbers for all your Getty images; confirmation of fees and your permissions correspondence for any images that are to be paid for. Bloomsbury will then pay for and secure all paid-for images.

IMAGE RESOLUTION

It is important that the resolution of any image is suitable for printing. An image which looks sharp on screen may not be of adequate resolution to print well at the required size. You can normally assume that images from a picture library or museum will be of adequate resolution. BUT if you are using your own image, sourcing an image from a free source like Creative Commons or Wikimedia, or sourcing directly from an individual, always check the pixel width. This must be *a minimum 1,000 pixels wide*. If the image is very detailed or is a line drawing aim for a minimum 1500 pixels wide.

To check pixel width: right click on the image; then click on *Properties* in the pop-up box; then look against *Dimensions* in the next pop-up box, where there will be 2 numbers in the form of AAAA x BBBB; the AAAA number (i.e., the first number) is the pixel width. If the number is below 1000, the image cannot be used.

If you are given the choice of a TIFF-file, always accept this. They are bigger files than JPEGs and better for the publication process. Once downloaded, do not re-size or re-sample any image.

BEST SITES FOR FREE IMAGES

TEXTILE RESEARCH CENTRE – Leiden, The Netherlands: <http://trc-leiden.nl/collection/>

This collection currently contains close to 30,000 images. We have a special arrangement with the Textile Research Centre for this Encyclopedia project whereby images will be provided for free. Note, however, that many images on the site are low-resolution and will need to be re-photographed at high-resolution before they can be reproduced in the Encyclopedia. If choosing an image from this site, please submit the catalogue entry number alongside the description so that Bloomsbury can check the resolution of the image.

CREATIVE COMMONS: <http://search.creativecommons.org/>

Creative Commons searches the Internet for CC-licensed work. Before you search, make sure you tick the 'use for commercial purposes' box. When you have chosen an image, ensure the resolution is sufficient and the copyright status clear – an image might be free to use, but you still need to ensure the *object depicted in the image* is not protected by copyright.

LIBRARY OF CONGRESS: <http://www.loc.gov/pictures/>

Largely American culture and history. All pictures which can be downloaded are free. However, check the resolution of any free image and also if the LoC notes there is a copyright claim to the image.

THE J. PAUL GETTY TRUST:

<http://search.getty.edu/gateway/search?q=&cat=highlight&f=%22Open+Content+Images%22&rows=10&srt=a&dir=s&pg=1>

100,000+ digital images. Generally, no permission required but a questionnaire must be completed.

LACMA – Los Angeles County Museum of Art: <http://collections.lacma.org/>

20,000 images of artworks: Asian, Latin American and Islamic art, also European art, fashion and film. When downloading an image, use 'Publication Quality Tiff'.

WELLCOME COLLECTION: <http://wellcomeimages.org/>

Largely images of historical and modern medicine. The historical images are free.

THE YORCK PROJECT ON WIKIMEDIA COMMONS:

[http://commons.wikimedia.org/wiki/Category:PD-Art %28Yorck Project%29](http://commons.wikimedia.org/wiki/Category:PD-Art_%28Yorck_Project%29)

Includes images of paintings throughout history. Always check image resolution.

THE METROPOLITAN MUSEUM OF ART:

<https://archive.org/details/metropolitanmuseumofart-gallery&tab=about>

The Met has released 375,000+ images of works from its art collection, with no restrictions on use. You can find them at the digital collection, with "Public Domain Artworks" checked in the left-hand column.

RHODE ISLAND SCHOOL OF DESIGN: <https://risdmuseum.org/art-design/collection>

Images can be downloaded free and for any purpose.

THE NEW YORK PUBLIC LIBRARY DIGITAL COLLECTIONS: <http://digitalcollections.nypl.org/>

You must tick the box 'Show Only Public Domain' in the search filter. Note the credit must state "From The New York Public Library" with the weblink to the item's page.

BEST SITES FOR PAID IMAGES

GETTY IMAGES: www.gettyimages.co.uk

- Bloomsbury has a deal with Getty which allows us to reproduce their images for only £15.25 each. This is the cheapest option available for any paid images, so please search this site thoroughly before any other. *Note that, for all Getty images, Bloomsbury will both clear permission and secure the image for you.*

- Contributors should first provide their Volume Editor with the reference number and caption for *all* the Getty images for their essay. The Volume Editor then sends the complete list of numbers/captions to their Volume Editor at Bloomsbury, who will check to ensure all fall within Bloomsbury's agreement with Getty.
- Getty is a vast image bank. To facilitate searches, especially for historical images: click on *Editorial*; then on *Archival*; then key in your search terms.

BRIDGEMAN: www.gettyimages.co.uk/creative/frontdoor/bridgeman

Bridgeman is excellent for historical images, but expensive. However, most Bridgeman images are available via Getty and can be searched via the weblink above.

GOOD SITES FOR PAID IMAGES

ALAMY: www.alamy.com

Vast range. Price per image for both print and electronic rights: 1 to 9 images - £35 per image. Ask Alamy if the images have any special restrictions (e.g., some cannot be published internationally or in books). Check with your Volume Editor on your budget, then provide them with the caption, credit and reference number of your Alamy image(s). Bloomsbury will directly order, source and pay for all Alamy images.

BRITISH MUSEUM: www.bmimages.com/index.asp

The collection encompasses world culture and history including ceramics, sculptures, prints, drawings and paintings. Prices vary but a recent quote from the BM was £23 for a single image.

MARY EVANS PICTURE LIBRARY: <http://www.maryevans.com/collections.php?pageName=collections&prv=>

Vast subject range.

NATIONAL ARCHIVES: <https://images.nationalarchives.gov.uk/assetbank-nationalarchives/action/viewHome>

Vast subject range.

BIBLIOTHÈQUE NATIONALE DE FRANCE: <http://gallica.bnf.fr/>

Possible to download entire manuscripts, individual pages or details in high resolution. Once a choice has been made, BNF should be emailed to create an invoice. They offer 80% discount for academic publications.

THE DIGITAL PICTURE ARCHIVE OF THE FEDERAL ARCHIVES (BILDERVERZEICHNIS DES BUNDESARCHIVES)

<https://www.bild.bundesarchiv.de/>

Focuses on German history 1850 to today with a large collection of images from the World Wars. The complete website and all its forms are available in English.

NATIONAL GALLERY UK: <https://www.nationalgalleryimages.co.uk/>

NATIONAL PORTRAIT GALLERY UK:

http://www.npg.captureweb.co.uk/?service=page&action=show_home_page

NATIONAL GALLERIES, SCOTLAND: <https://www.nationalgalleries.org/collection/online-collection/>

All the above make most of their images available online (unless copyright still applies). If the image is used for an academic publication, the Portrait Gallery offers a free download of the image. National Gallery and National Galleries of Scotland do charge, but many of their images are available via Getty Images, so do check there first.

AKG: www.akg-images.com

AKG specialises in fine art and history.

COPYRIGHT & PERMISSIONS

Copyright is a very complex field. We strongly advise you read this short 6-page document:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/481194/c-notice-201401.pdf

- Below is a template artwork permissions letter. Contact your Volume Editor for the publication date.
- Bloomsbury will publish the work both in print and digital forms, so you must clear permission for both. See the wording for this on the next page (paragraph beginning *The Publisher requires...manipulation.*).

- Bloomsbury requires documentation of permission for *every* image used. With a Public Domain image, we need documentation to prove it is in the public domain (or a hyperlink in the case of something like a Wikimedia commons image).
- Keep all paperwork/emails sent or received as they may be needed to reconfirm permission.
- *Do not order any image until your Volume Editor has confirmed it is within budget for the volume.*

PERMISSIONS LETTER INFORMATION

DATE
NAME

INSERT EXACT IMAGE REFERENCE/DESCRIPTION – IF POSSIBLE ATTACH A COPY OF THE IMAGE

I am contributing to a volume in the 10-volume BLOOMSBURY ENCYCLOPEDIA OF WORLD TEXTILES, which will be published by Bloomsbury Academic. I am requesting permission to use the above image in the volume. The book is a scholarly one with a limited print run and the main readership is academic.

Image size: Quarter page
 Anticipated print run and price: 400 hardback copies of the 10-volume set priced at £1,950 / US\$2,465
 Anticipated publication date: December 2023

The publisher requires **non-exclusive World English Language rights** for both **print** (hardback) and **electronic/digital** formats. Any electronic edition would be accessible through an authorised service provider only and any images would appear within the text with full copyright credit. The electronic version would be encrypted to impede unauthorised copying, alteration or manipulation.

Please indicate any applicable fee below. Bloomsbury will pay any fee approx. 10 months before publication.

Yours sincerely,

NAME
UNIVERSITY

I hereby confirm that I am the copyright holder and grant permission for the use of the material requested above.

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Notes/restrictions (e.g., the image cannot be cropped, there is another copyright holder I need to contact etc.):
