

Images:

A how-to guide

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Image Guidelines:

IGI Global requests your chapter/article **not contain more than five to eight images**. Images include screenshots, figures, tables, graphics, etc.

Please note the following guidelines regarding images:

1. Image Formatting and Sizing:

Please note that while images will appear in color in the electronic version of your manuscript, images will appear in black and white only in the printed version; thus, for images of the best quality, it is important that you submit your images in black and white or gray scale.

Please ensure that all images submitted for publication are sized exactly as they should appear in print. Additionally, all .tif files should be saved between a **180-360** dpi setting.

2. Image Submission:

Images are generally classified into two types – figures and tables.

- i. **Figures** should NOT be included within the text of your chapter. All figures must be submitted as **separate .tif files**. (It is important that you **CLEARLY** indicate in the text where the images should be placed by including a caption. Please see “Chapter Organization and Formatting” [below] for an example). If figures are not included as separate .tif files, you will be contacted for their submission and production will be held until they are received.
- ii. **Tables** can be included in the text of your chapter if they were created in Word and are **NOT** image files. Otherwise, they should be treated as figures (see above) and submitted separately.

3. Acquiring Permission for Copyrighted Images:

It is **your responsibility to obtain written permission to include any copyrighted images** (whether they be screenshots [e.g., a screenshot of a page from a company’s Web site, a screenshot of a scene from a video game, etc.], figures, tables, graphics, etc.) in your chapter/article. Please note that while citing the source is sufficient for brief quotations, it is not sufficient for images. Please remember that the copyright is generally held by the publisher of the image rather than the author of the image. The copyright holder **MUST** agree to and sign IGI Global’s permission form before IGI Global will agree to include the image in your chapter/article. A copy of this permission form can be found on page 7 of this guide.

After you obtain permission, you are then responsible to indicate in the caption of the image 1) the original source of the image and 2) that it is being used in your chapter/article with permission. Your caption should appear as:

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