Medieval Institute Publications Image Guide

Authors and editors are responsible for supplying all visual material and for securing any necessary permissions for photos or other reproductions included in their manuscripts. There is no budget allowance for rights; these will usually be paid by the author or editor or waived by the institution from which rights are being asked. If an institution waives fees, and requests a copy of the publication in return, please indicate this on the Illustration Checklist, which will be sent to you by the acquisitions editor once your project has been accepted.

Cover images

Be aware that the cover of your book will be designed at an early stage, often prior to the editorial and production processes, as it is needed for various catalogues. MIP will ask authors or editors to come up with suggestions for a possible cover illustration or theme.

Guidelines for visual materials

- Digital images must be at least 300 DPI (dots per inch) and minimum format of 10 x 15 cm. Note that a color spread requires images of extremely high quality and resolution, a small black-and-white image much less so; for black-and-while line artwork the minimum resolution is 600 DPI. Submit digital images in their original format. TIF, EPS, and JPG files are all suitable. Large digital files can be sent by WeTransfer, Dropbox, or Google Drive folder.
- Printed photographs (original photos, book illustrations, etc.) must have sufficient contrast and size (at least 10 x 15 cm, preferably larger).
- Tables should be submitted as Word or Excel files.
- Captions should be supplied in a separate Word file.
- Mark clearly in the text where each illustration needs to be inserted. For example: [PLACE FIGURE 1 HERE]. This will be the approximate place where the typesetter will insert the illustration, as exact placing can only be determined at the time of typesetting. Make sure that the illustrations are clearly numbered and that the same number is used in the text and in the author’s or editor's illustration checklist

Permissions

It is the author’s or editor's responsibility to secure permission to use any approved illustrative materials that are not their own. When authors or editors submit their manuscripts, they must enclose a list of illustrations and copies of the permissions they have received. The MIP Illustration Checklist will help authors or editors identify and ensure that they have received necessary permissions.

When seeking permissions, note the following:

- You must get permission for the use of material in both paper and electronic editions of your book.
- Illustrations taken from another book are not owned by the publisher of the book. The actual owner of an illustration may be the artist or photographer, or the library or museum where it is kept.

1903 W. Michigan Ave., Kalamazoo, MI 49008-5432
Phone: (269) 387-8754 • wmich.edu/medievalpublications
mdvl-pub@wmich.edu

- Make sure that you start clearing permissions as soon as possible, as it often takes much longer than expected. Always specify the use—e.g., a scholarly monograph with limited print run. Check whether a specific format for acknowledgement is required. Permissions costs can often be reduced through external subsidies.

Royalty-free images

There are multiple museums, libraries, and other permissions holders that offer royalty-free or open access usage of all or a portion of their image collections. A list of examples is included below. MIP encourages authors and editors to peruse the collections of these institutions when looking for images for use within a book or on the cover and to review their policies around open access and image usage. Please keep in mind that not all images held by these institutions will be open access or free to use and that it is the author's or editor's responsibility to secure permission to use any approved illustrative materials that are not their own. Additionally, while many of these institutions do not "sell" their images for scholarly and commercial use, some may require that a copy of the book in which their resource is used be sent to them as a "permissions" copy. Please keep track of any institutions that require copies in return for use of their images.

The list below is not exhaustive, and authors and editors may be able to find other institutions that offer similar open access options. Free Academic Images is a blog that lists institutions that allow free reproduction of the images in their collections for academic and scholarly use, with some conditions, caveats, and other criteria.

- Art Institute of Chicago
- The Biodiversity Heritage Library
- The Bodleian Library
- Birmingham Museum of Art, Birmingham, Alabama
- Birmingham Museums, UK
- Bibliothèque National de France
- The Clark
- Cleveland Museum of Art
- Europeana Collections
- The Huntington Library, Art Museum, and Botanical Gardens, San Marino, CA
- J. Paul Getty Museum
- Kunstmuseum Basel
- Los Angeles County Museum of Art
- Metropolitan Museum of Art, New York City
- Museum de Lakenhal, Leiden
- Museum für Kunst und Gewerbe Hamburg
- National Gallery of Art, Washington D.C.
- The National Gallery of Victoria
- Nationalmuseum, Stockholm
- The Newberry Library, Chicago
- Newfields (galleries at the Indianapolis Museum of Art, The Garden, Lilly House and The Virginia B. Fairbanks Art & Nature Park: 100 Acres)
- Paris Musées
- Rijksmuseum: The Museum of the Netherlands
- Saint Louis Art Museum
- Science History Institute

- The Smithsonian Institution
- Städel Museum, Frankfurt
- The Walters Art Museum, Baltimore
- Yale University Art Gallery and Yale Center for British Art