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# Quality guideline for submitting Digital Artworks to Global Journals (Images)

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This document is a guide for authors and editors regarding images for intended for inclusion in *printed* journals.

If an image is good enough to be included in professionally printed book or journal, it can also be adjusted to be very suitable for viewing on screens and online; unfortunately, the reverse is not true. Because all of our Journals are available in print, this guide has been put together to help authors and editors to determine whether their digital images are suitable for print publication.

**Note:** For the purpose of this document, an ‘image’ can refer to the following: photographs, paintings, drawings, maps, charts, diagrams, graphs, etc.

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## General information

### How to supply images

Images must be supplied as separate digital image files.

Images must not be embedded within the manuscript of your journals, chapter or article: each image must be submitted as a separate file, in an image file format.

We strongly recommend against providing original artwork, to avoid the possibility of the work being lost or damaged.

### Acceptable file types

The image file can be submitted as a high resolution jpeg, tiff, gif, psd, png, cdr, svg, word vectors, or ai.

**Important:** Images embedded in a Word or PDF file are *not* acceptable, as these are not *image* file formats. An **exception** to this rule is when a diagram is *created within* the Word document itself.

### Copyright

Most images, *including those published on the internet*, are protected by copyright laws.

For any image that the authors haven't not created themselves, the authors will need to have written permission to reproduce that image, even if the image is posted on the internet. It is the author's responsibility to obtain permission to use the images, not the publishers. Permission must be obtained in writing before the book can be published. Most Global Journals Inc. journals are published in print as well as online; therefore, written permission must cover both print and online publication, with worldwide usage rights for both.

Specific permission is required in order to use an image on the cover of a journal, as the cover image will also be included in all marketing material for that book.

For some images, the copyright may have expired.

For information about whether an image is protected by copyright, please see the Copyright Agency Limited website: <http://www.copyright.com.au/get-information/about-copyright>

### Acknowledging permission

The source of images should be acknowledged in captions. If the copyright holder requests specific wording in the acknowledgement, please include this in the caption as requested, along with a comment to the publisher, in bold, that the wording should not be edited.

Where there are lots of copyright holders that need to be acknowledged, you may want to have a separate 'Acknowledgements' section in which to include all the acknowledgements, including anywhere specific wording has been requested. In this instance, the copyright holders' names should also still be listed in the image captions.

### Indicating the placement of images in your manuscript

The placement of your caption in your text will tell us where you want your image to go, so please place the image caption at the relevant place in the text, rather than providing the captions as a separate document. If for some reason your figure doesn't have any captioning, you will need to indicate where you want the figure to go: in a new paragraph write, for example, "Figure 1 goes here. File name: schwartz-m-fig03.tif"

For page layout reasons, we may not be able to place your images exactly where you want them; we will try to place them nearby in these instances.

There may be instances where we need to group all of your images together, rather than placing them at specific points in the text.

## Image captioning

Your caption should be preceded by the image file name. The caption should include the image number; it may also include a title and/or description of the image. It should also include the *source* of the image, and any request by the copyright holder for specific wording as a condition of using their image.

schwartz-m-fig04.tif

Figure 4. Highrise buildings take over the landscape

The cluttered skyline is a product of the '90s. Sky-scrapers, towering office blocks and tall CBD residential developments all limit the amount of light available to the land below.

Photograph by P. Wilmott, 2001. Reproduced with permission of the National Library of Australia. Image number x038-041-7-9876-543210.

## Image specifications

### Image quality

Images must be of a quality acceptable to Global Journals for print publication. There are several key factors in determining whether an image is of sufficient quality. The key factors are:

- The image must be high resolution: it must have at least 300 dots per inch.
- The image must not be 'pixellated', nor have digital 'noise'.
- The image must not be distorted (unless this is a desired artistic effect).
- The aesthetics of the image must be suitable for publication – sufficient contrast, detail, brightness/darkness, focus, exposure, elucidation of subject matter, etc. Images must also have a general lack of damage, which particularly applies if the image is a scan of something else. (Some allowances can be made for historical images, which by their nature may have faded or may bear some damage.)

**Additionally**, using the image must not breach Australian law, including copyright laws. Note that even images published on the internet are protected by copyright laws.

### Image size and resolution

Images must have a minimum resolution of **300 dpi** (dots per inch) for the size at which they'll appear in the **printed** publication. For example, if an image needs to be at least five inches wide and three inches high on the printed page, the image will be at least 1500 pixels wide and 900 pixels high.

The maximum space available on the printed page is **11.3 cm wide by 19.2 cm high** (or 4.44 inches by 7.56 inches), keeping in mind that space will need to be left for the caption – about 4mm per line of captioning.

## Screenshots and images from the internet

Images from the internet are usually only 72 dots per inch – because this is the resolution that computer screens use – therefore images from the internet almost always too small to use.

As an example: an image on screen is five inches wide by three inches high. Because of the lower screen resolution (72 dots per inch), this equals 360 pixels wide by 216 high. If we wanted to *print* the same image at 5 inches (12.7 cm) wide by 3 inches (7.62 cm) high pixels, which needs 300 pixels per inch, the image would need to be 1500 pixels wide by 900 pixels high. (Note that images from the internet are still covered by copyright law and cannot be used without written permission.)

**IMPORTANT:** Copyright law does still apply to images on the internet. Just because they are on the internet doesn't automatically mean they are in the 'public domain': the person who put them on the internet may have breached someone else's copyright in doing so. If you find an image on the internet (that is large enough for you to use), you **must still obtain written permission** from the copyright holders to use that image.

## A guide to whether your image will be big enough, or of good enough quality

- **Any image under 100 kb** is most likely going to be either too small in physical dimensions and/or too low in resolution to be useable.
- **If an image *on screen* looks about as high (or as wide) as the length of an average woman's hand**, that image will only be about 5 cm high (or wide) when printed. For most images, this will be too small. There are occasional exceptions: ask yourself whether the content of your image would be meaningful when it's that small.
- **A full page *photographic* image** will most likely be larger than 2 MB. (Note that things like line drawings do not use as many bytes so the file size won't be as big.)
- **Screen shots and images from the internet** are rarely useable: they are usually too low in resolution to be useable.

In order to look good on screen, an image only needs to have 72 dots per inch, but to look good in print it needs to have 300 dots per inch. So an image that's about 5 inches (12.7 cm) wide on-screen (when viewed at 100% of its size) will look good, but to maintain that quality in print, the image would have to be reduced to just over 1 inch (2.54 cm) wide:

5 inches (12.7 cm) x 72 pixels = 360pixels.

Print resolution = 300 pixels per inch, so  $360 \text{ pixels} \div 300 \text{ dpi} = 1.2 \text{ inch}$  (3.05 cm) wide printed image.

*And images from the internet are still protected by copyright law.*

- **Finding out the number of pixels.** Not everyone has the software to find out how many pixels are in an image. There's a way around this: go to the folder where the image has been saved. In the section with the headings 'Name', 'Size', 'Type', etc, right-click and select the display option 'dimensions'. The pixels will display. Divide the pixel width by 300 to get the approximate print size. (Keep in mind that any additional space around the image will be included in the pixel count.) Note that this information is for PCs. Mac computers may have a similar function.
- The information above about the number of pixels per inch is only relevant works when the image's pixel count hasn't been **artificially inflated**. This is where someone has opened the image in image software, and has simply changed the image from 72 to 300 dots per inch and/or increased the number of pixels in the image. Both result in pixels being added that might increase the size but simultaneously and proportionally decreases the quality, leaving the image that was too small to use now too poor in quality to use. The easiest way to see whether the pixel count has been artificially inflated is by viewing it at 100% of its size and seeing 1) if looks sharp, 2) whether it's clear of 'dirty pixels' – pixels that seem to be coloured for no reason – and 3) making sure it doesn't look 'bit-mapped', which is where things look like they're made of tiny squares rather than smooth lines.

If you don't have image software, open your images in Microsoft Office Picture Manager, and from the toolbar change the viewing size to 100%. The image should look very high quality at its full size – without extraneous 'dirty pixels' or looking 'blocky'. And note that if it looks the right size on screen at full size – as before, say it looks about five inches wide – then it is going to be way too small for inclusion in a print publication.

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## Postscript: Taking photos on digital cameras

When you take photographs using your digital camera that you are intending for **print publication**, we recommend that you take photos using the largest number of pixels possible on your camera. Unfortunately this will reduce the number of photos that your camera can store, because the more pixels in a photograph, the larger its file size. The more pixels your photo has, photos more flexibility it has for what size it can be printed at. An image that's 640 x 640 pixels may look good on a digital screen, but this will create an image that will only be just over two inches wide and high, because a minimum of 300 pixels is required for each inch of print space. So the more pixels – the larger the image size – the better, when it comes to publishing your image in print.