

Images for *Geography*

Due to the new, highly visual design of *Geography*, we now require all articles to be accompanied by images: photographs, diagrams, cartography or, preferably, a mixture of the three. We would prefer it if authors could find these themselves, bearing the following in mind:

Copyright

Nearly all visual material is under copyright. Unless permission has been granted by the copyright holder, we will be unable to reproduce the material in *Geography*. The Geographical Association will seek permission on authors' behalf providing *all* of the following information is given:

- title of source/publication
- date of publication
- ISBN
- author
- publisher details including address
- details of photo/diagram/image (e.g. figure name/number), page number.

A photocopy/scan/print-out of the original material will also be needed for reference. Many copyright holders will grant permission to use visual material for free, although this is not always the case. As the GA has a strict budget for visual materials, use of images which carry fees will be at the GA's discretion.

Photos

Can I use photos from the web?

Probably not. Although this is the most popular method of searching for photos, many images on the web have been used without permission from the copyright holder and are not credited. This makes seeking permission from the actual copyright holder almost impossible. Also, in order to display quickly from the web, the quality of the images have been reduced. This is irretrievable. 72 dots per inch (dpi) is the standard quality used on the web, whereas **300 dpi or higher** is required for print. Photos of this resolution are available from photo libraries on the web (see below) but there are likely to be fees/copyright issues linked to these.

So I can't use any images from the web?

There are some sites that offer free, license-free images that are available to download at high-resolution, e.g.

Morguefile (www.morguefile.com)

Stock.xchng (www.stock.xchng.com)

Imageafter (www.imageafter.com)

These sites consist of images submitted by professional, semi-professional and amateur photographers and carry no fee. They do, however, request that you register with a user ID and password. This is primarily for them to keep you on their database for updated information. Most also ask that you credit the photographer and the website (so please remember to write these down). Some also request that you contact the photographer and let them know how you are using their image – this is mainly for the photographer's benefit.

Subscription-based sites

These are photo-library sites with slightly more commercial images. They promote themselves as having vast libraries of free stock shots, but in reality they charge a monthly subscription for this. Examples include:

Shutterstock (www.shutterstock.com)

PurestockX (purestockX.com)

Comstock (www.comstock.com)

The GA, however, does **not** hold subscriptions to such sites.

Community-based sites

These are photo-library sites run by and for photographers of all abilities. The most popular site is Flickr (www.flickr.com). Here photographers can register for free, or pay an annual fee to store large quantities of images. Copyright and access to images is determined by the photographer and search methods are thorough. However, the photos are still under copyright and so are not for 'plundering and pilfering'. Permission *must* be sought from the photographer. Most amateur or semi-pro photographers are usually very helpful and keen for recognition of their work, and the GA will be happy to contact them on your behalf.

Commercial photo-library sites

These sites offer license-free and/or royalty-free images, but they are NOT FREE! Most operate a scale of fees per image and you are only able to download the high-resolution photo once the fee has been paid. These sites can be very expensive depending on the size, resolution and exclusivity required. Given the cost, we cannot guarantee that we will be able to use photos from such sites. It is, however, worth making a note of any images from these sites that would be useful as the GA is sometimes able to negotiate a good deal or find a replacement elsewhere.

If you would like to use a photo from any of these types of website, please let the GA know and we will look into it for you.

Can I use my own photos?

Using your own photos is ideal as you are the copyright holder. Digital photos are preferable, although these do need to be at high resolution. Please supply in jpeg, tiff or pdf format. **Please note that we CANNOT use photos that have been embedded in Word documents.** If you only have prints, we can arrange for these to be scanned at high resolution.

How can I check the dpi of a photo?

If you have a program such as Photofiltre (available to download for free at www.snapfiles.com/get/photofiltre.html), there is a tool that allows you can check the size of the image and the dpi. If you don't have such a programme, right click on your photo file and select 'Properties' to find out the file size in bytes. As a general rule, we would require a file of **at least 1MB**.

Maps/diagrams

Most maps and diagrams for inclusion in *Geography* will have to be redrawn. The GA employs a cartographer to do this so please do not spend lots of time and/or money having them drawn yourself. Send a clear scanned/photocopied version (or a 'rough' if drawing a new map/diagram of your own), ensuring that all sections are legible - the cartographer can only draw what he can see! Unless you have designed the diagram or map yourself, permission will be required so please make a note of all the points on the previous page and we will seek this for you.

In some cases the diagram/map may have to be supplied by the copyright holder. If we have all the information, we can request this at the same time as seeking permission.

If you have any questions or need further advice, please contact Dorcas Turner (dturner@geography.org.uk).