

Visual Media Resources

Using Digital Images for Theses & Publications

Resolution and Image Quality

For BGC Theses & Dissertations

- Recommended resolution is 200dpi.
- If using jpegs, be sure to save them at High Quality. (In digital cameras this will be the “fine” or “high quality” setting.)
- The size of the digital image varies depending upon the desired Document Size (i.e. printed dimensions). (See chart below.)
- If you are capturing one-of-a-kind images either by photographing objects directly or using archives, be sure to capture the image at the highest resolution available and keep a copy of the large file for archival purposes. Create derivatives for presentation and use in publications.

For Most Scholarly Publications

- Publishers will request tifs at 300 dpi.
- Find out if the images will be printed in color or black and white and convert to grayscale if appropriate; black and white images are smaller and can be sent more easily via email.

Pixel Dimensions, File Size, Print Size

These charts both assume an 8 bit image and a high quality print (uncompressed file).

Pixel Dimensions		File Size (uncompressed)	Document Size		Resolution
Height	Width	MBs	Height	Width	200
600	900	1.55	2	3	
900	1200	3.09	3	4	
1200	1800	6.18	4	6	
2400	3000	20.60	8	10	

Pixel Dimensions		File Size (uncompressed)	Document Size		Resolution
Height	Width	MBs	Height	Width	300
900	1800	4.64	2	4	
1350	1800	6.95	3	4	
1800	2700	13.91	4	6	
3600	4500	46.35	8	10	

Copyright & Fair Use Terms

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified in that section, for purposes such as criticism, comment, news reporting, **teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.** In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

- 1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- 2) the nature of the copyrighted work;
- 3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- 4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

For a good summary of Scholarly Publishing Rights, see *Copyright Law and Graduate Research* by Kenneth D. Crews at: http://www.umi.com/products_umi/dissertations/copyright/.

Requesting Reproductions from Institutions and Requesting Permission to Publish

- **If you are requesting images for your master's thesis, you should request a study photograph, since you will be using it under the terms of fair use and your thesis will not be published. Reproduction Rights are not required for Master's Theses.**
- Remember that there are two fees one for reproduction and one for the right to publish.
- While institutions do not necessarily own the copyright for works in their collection, they may charge fees for rights to reproduce them. This is a type of courtesy fee and sometimes living artists or artist estates will defer to an institution's right to charge an additional fee even if they have given copyright consent.
- Institutions and copyright holders will often have a preferred form for any captions or citations of a work.
- Institutions will generally charge a reduced fee for scholarly publications.
- The following are in the public domain and may be used: works published before 1925 and works published by the federal government (do check to see how these should be cited).
- Remember that even if a work is no longer under copyright (e.g. Sistine Ceiling), the person who photographed the work has copyright protection of the actual photograph of the work (e.g. National Geographic images of the cleaned Sistine Ceiling).