

F1: Images for your cover – guidance

For both hardback and paperback books, we can include a full colour image on the dust jacket. The image can be of any nature and may be taken by you, a photographer on your behalf, obtained from a third party, or provided by us.

The following are the various channels available for obtaining images.

1. Stock photography houses (or photo archives, picture libraries, image banks or photo banks, as they may alternatively be called) are perhaps the most popular repositories of images for authors and publishers. More information about these can be obtained from <http://www.bapla.org.uk/> (the British Association of Picture Libraries and Agencies) or <http://www.pacaoffice.org/> (the Picture Archive Council of America). Some houses offer royalty-free images while others require either royalties or one-off payments. Cambridge Scholars Publishing (hereafter CSP) cannot offer additional royalties for images obtained in this way, and we are unable to contribute towards purchasing fees.
2. A large number of copyright-free images are available through various sites. Examples of these include:
 - a. The Library of Congress Prints & Photographs Online Catalog (<http://www.loc.gov/pictures/>) which has a substantial number of its holdings online in both low and high resolution images (the high resolution images are sufficient for use on a cover). When searching for an image, please ensure that there are no restrictions on publication.
 - b. NASA Images (www.nasa.gov/multimedia/imagegallery/) has a similar setup. More information about using NASA imagery can be found at www.nasa.gov/audience/formedia/features/MP_Photo_Guidelines.html
3. Clip art publications (such as those by Dover Publications) contain collections of usable material, but these should be selected carefully as some collections have limitations on the use of images in their collections. A book or page from such a publication can be sent to us for scanning. CD-ROM versions tend to have high resolution images that can simply be sent to us electronically.
4. A large number of channels for obtaining images are covered in Stephen Fishman's *The Public Domain: How to Find & Use Copyright-Free Writings, Music, Art & More* (Nolo, 2006).
5. CSP has a database of images that can be utilised. If you would like us to select something for you, please email the member of staff dealing with your dust jacket design with the kind of image you think would be suitable. Otherwise we can simply select something on your behalf and include it on the cover for your approval.

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Please submit the artwork to CSP in digital format with the following specifications:

1. Minimum resolution of 300dpi, as jpeg/tiff files;
2. Size guide: width 200mm x height 200mm (approx. 2360 x 2360px, but the image can be bigger);
3. Colour: full colour or black/white;
4. Credit line for back cover: Please enclose image details with the cover art (author, name, copyright, etc.).

