



# How to Source and Use Third-party Material

We welcome the use of illustrative material (quotations, photographs, maps, diagrams, quotations) in your article or chapter, but unless these are entirely your own work you will normally need the permission of the original creator or copyright holder. **In all cases, even for your own material, you should acknowledge the original source.**

If you have to pay for using someone else's material, you will have to arrange this yourself. Unfortunately we cannot help with permissions fees.

## Finding pictures and maps

For general illustrative material, a search of google for images is a good start, using the 'image rights' filter (under 'tools' in the menu) to find [creative commons](#) licences. The [Library of Congress](#) also has a useful website for free to use material.

You are free to use your own photographs, but they should not reproduce any in-copyright work, and you must obtain the consent of any recognisable people, using a suitable [consent form](#).

For **artworks**, many museums and galleries have helpful sites, but they vary greatly in the usage rights they permit. Generally speaking, artworks fall into the public domain 70 years after the artist's death, and increasingly it is considered that straightforward photographs of out-of-copyright artworks also fall into the public domain. Many museums (e.g. the [Metropolitan Museum](#) and the [Rijksmuseum](#)) now allow free use of pictures from their websites, but the worldwide legal position is not clear-cut, so please provide evidence if you plan to use a museum or gallery image without payment.

For **maps**, [Google Earth](#) maps may be useful, but they often show too much detail. For simple outline maps [d-maps](#) are useful. Like all US government publications [USDA maps](#) are copyright-free. If you want a map and cannot get your institution to fund a professionally produced one, let us know what you need and it is possible we can help.

**Diagrams** should be entirely original: if you have redrawn somebody else's work you must still ask their permission. It is permissible to use published data from a table in a new table of your own, provided the data source is acknowledged.

## Picture format and quality

Pictures, maps and diagrams must be supplied to us in a suitable graphic format at sufficient resolution to reproduce clearly (image size should be at least 1200 pixels wide, equivalent to 300dpi for an image 10cm wide). Please [ask](#) if in doubt.

## Obtaining permissions

If you want to use copyright material, our [permissions form](#) sets out the usage rights you should request. Generally speaking, all works are protected by copyright until 70 years after the author or artist's death, so you will need to obtain the copyright-holder's permission to use any such works, even direct quotation of just a few lines of poetry or prose. Many publishers encourage the use of portals such as the [Copyright Clearance Center](#) or [Publisher's Licensing Society](#) to streamline requests for use of substantial extracts.

## Fair use

The term 'fair use' is not clearly defined, but if the main point of your use of somebody else's material is 'for criticism or review' rather than to enhance or illustrate your own work you probably don't need to seek permission. For example, it is permissible to quote passages of a living author's work in the context of literary criticism, whereas it would not be fair use to reproduce even a single line of a poem or song as an epigraph or aside. If in doubt, please [contact us](#).

## Open Access

For open access publication of your work, you may be granted the right to use third party material under the terms of the [CC BY 4.0](#) licence that we use, or to include their material with reuse not permitted. This must be clearly stated in your caption or acknowledgement.

## Orphan material

If the original copyright holder cannot be traced it is theoretically possible to obtain a government licence for re-use, but the fees are substantial and the available licences are time-limited for graphic art, and thus unsuitable for online publication in a journal article. We suggest authors should as far as possible avoid use of posters, brochures and other pictures produced in the past 100 years, unless they are essential for the argument of your work and can therefore be argued to fall into the 'fair use' category.



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