I. General

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1. it was taken from the public domain:
   - e.g., its period of copyright has expired. The copyright expires 70 years after the end of the calendar year in which the author/artist died. However, e.g., a digital image of the artwork may be copyright-protected, even if the object itself is not, see (a) below. In the case of films and other audiovisual works, only the date of the death of the director shall be taken into consideration for calculating the term of protection
   - or it has been verifiably released under an acceptable free license.

2. it is a reconstruction of your own table with data already published elsewhere. Please note that in this case, you must cite the source of the data in the form of either "Data from..." or "Adapted from...".

3. it is a completely redrawn graph, chart or scheme by the authors with significant changes beyond recognition.

In any case, proper credit must be given, in accordance with the license conditions. The license must be checked accordingly.

The copyright holder may give you instructions on the form of acknowledgment to be followed; otherwise use the following template: "Reproduced with permission from [author/artist/museum], [book/journal if any]; published by [publisher, if any], [publication year, if any]." at the end of the caption of the illustration.
Other material may be subject to approval and, if applicable, for a fee.

In this case, written permission to reproduce the material must be obtained by the copyright holder (i.e., the author/artist of the work or their representative/estate).

(a) Different rights to a work: You may also need permission from the archive/museum/gallery/photographer, as images can have different grades of protection, e.g., if it is a photograph of an artwork (two owners: photographer and artist). Most institutions produce and license digital images of their objects and even insist that you only use their reproductions in publications. We suggest you follow up directly with the rights holder, e.g., the photographer, museum, or website owner.

(b) Photos you have taken yourself: Reprint permission must also be obtained for illustrations which you have created yourself, but which have been published by other publishers and for which you did not retain copyright.

You may also have taken photographs in a library or exhibition with permission. However, this does not mean you are authorized to reproduce the material. Please note that the museum policies regulating photography may vary.

Some countries make an exception for works of art that are permanently located in a public place, and thus no license is required. This exemption is called “freedom of panorama” (FOP). Please check the following links to find out if the FOP exception applies to the country in which the artwork you would like to photograph is located:

- Africa: https://commons.wikimedia.org/wiki/Commons:Freedom_of_panorama/Africa
- America: https://commons.wikimedia.org/wiki/Commons:Freedom_of_panorama/Americas
- Asia: https://commons.wikimedia.org/wiki/Commons:Freedom_of_panorama/Asia
- Europe: https://commons.wikimedia.org/wiki/Commons:Freedom_of_panorama/Europe
- Oceania: https://commons.wikimedia.org/wiki/Commons:Freedom_of_panorama/Oceania

Note that graffiti is not the same as a mural, as it has been painted illegally. Thus, in many cases the artist is unknown.

Please also note that it must be ensured that the right of privacy and the right of personality is not violated.

(c) Adaptions: Changes to illustrations (e.g., use in sections, release of objects, highlights, insertion of arrows, photocomposing, etc.) must also be approved by the copyright holder. You may modify a work that is not/no longer protected.

(d) New creations: This refers to creations with an individual character that are created using existing works. If a second-hand work is itself a spiritual creation and has its own individual character, it is copyrighted independently.

(e) Screenshots: Screenshots from a website can often be used without asking for permission. Most websites have some form of copyright or proprietary rights notice. Avoid screenshots that include trademarks, pictures or texts, which may be subject to copyright.

(f) Comics: Cartoons and comic strips are authorship protected. This protection extends to both, pictorial or written expression contained in the comics.
(g) **Book covers:** Book covers, unless they are very old, usually carry copyright-protected designs, and photographs. The fact that you are the physical owner of a book does not mean that you are authorized to replicate the cover design by uploading a copy here.

2. *Obtaining permission*

2.1 *Search for copyright information*

- Information on the owner of an image can be found in the imprint or list of images in the book.
- If the material is published in a book, contact the original publisher directly to request permission and check the instructions on the publisher’s website.
- In the case of illustrations of objects, paintings, or graphics from museums, the respective institution grants permission to reproduce. Museums/galleries usually have clear instructions on their website, sometimes even an open access policy.
- Some copyright holders are represented by picture agencies/associations for collective administration of copyrights (e.g., VG Bild-Kunst).
- For material from databases or online catalogs please check the indicated copyright regulations on their website (see list of institutions below).

2.2 *Search for reusable images*

**Google Search:**

1. Go to Advanced Image Search for images or Advanced Search for anything else.
2. In the "all these words" box, type what you want to search.
3. In the "Usage rights" section, use the drop-down to choose “free to use, share or modify, even commercially”.
4. Select Advanced Search.

Note: Before reusing content, make sure that its license is legitimate and check the exact terms of reuse. For example, the license might require that you give credit to the image creator when you use the image. Google cannot tell if the license label is legitimate, so we do not know if the content is lawfully licensed.

*A selection of institutions with open access images:*

(Most of the images in these collections are in the public domain; see statement beneath/next to the image)

- Wikimedia Commons
  http://commons.wikimedia.org/wiki/Main_Page
- Flickr
  https://www.flickr.com
  (see also the participating institutions at https://www.flickr.com/commons/usage/)
From Old Books
http://www.fromoldbooks.org/

Artstor
https://www.artstor.org/public-collections/

Art Institute Chicago
https://www.artic.edu/collection
(use search filter: public domain)

Barnes Foundation
https://collection.barnesfoundation.org/

Getty
http://search.getty.edu/gateway/search?q=&cat=highlight&f=%22Open+Content+Images%22&rows=10&sr=1&dir=s&pg=1

The Metropolitan Museum of Art
https://www.metmuseum.org/art/collection/search#!?searchField=All&showOnly=openAccess&sortBy=relevance&offset=0&pageSize=0

National Gallery of Art
https://images.nga.gov/en/search/show_advanced_search_page.html
(select “Open Access Available”)

Welcome Collection
https://wellcomecollection.org/works

Yale Center for British Art
https://britishart.yale.edu/collections/search

Fine Arts Museums of San Francisco
http://art.famsf.org/

Brooklyn Museum
https://www.brooklynmuseum.org/opencollection/collections/
(use search filter: Creative Commons licenses or no known copyright)

Art Images for College Teaching
https://quod.lib.umich.edu/cgi/i/image/image-idx?c=aict&page=index

LACMA
https://collections.lacma.org/
(use search filter: public domain)

Museum of New Zealand Te Papa Tongarewa
https://collections.tepapa.govt.nz/
(use search filter: With downloadable images)

OpenGLAM
https://openglam.org/open-collections/
Rijks Museum
https://www.rijksmuseum.nl/en/rijksstudio

Web Gallery of Art
https://www.wga.hu/index1.html

Yale University Art Gallery
https://artgallery.yale.edu/

National Cancer Institute Image Library (Medical and public health related photos and illustrations)
https://visualsonline.cancer.gov/

The Public Domain Review
https://publicdomainreview.org/collections/?medium=image&cachebust

Archipedia (Society of Architectural Historians)
https://sah-archipedia.org/

Architecture & Patrimoine (Merimée, France)
http://www2.culture.gouv.fr/culture/inventai/patrimoine/

Glasgow School of Art: Archives & Collections
https://gsaarchives.net/

Open Access Biomedical Image Search Engine
https://openi.nlm.nih.gov/

Public Health Image Library
https://phil.cdc.gov/default.aspx

Big Picture Book of Viruses
http://www.virology.net/Big_Virology/BVHomePage.html

Images from the History of Medicine US National Library of Medicine
https://collections.nlm.nih.gov/?f%5bdrep2.isMemberOfCollection%5d%5b%5d=DREPIHM
(Search Copyright, public domain)

Biology Animation Library
https://www.dnalc.org/resources/animations/

Bing Images
https://www.bing.com/images/discover?FORM=ILPMFT
(Select filter, license, public domain)

Make sure you view the artists’ or photographers’ usage guidelines and rules before using any image.
2.3 Inquiry

In order to get permission to reproduce the material, you write to the copyright holder. Whether applying online, via our standard template, or an email to a colleague, it is essential that you include all details on the permission we need. In particular, you have to ask for the right to:

- use the material in your work and in any related derivative works
- worldwide distribution
- use in print and electronic delivery platforms, ideally for use in any form or medium, as well as for any modifications made
- use in all editions without time-restrictions or print run limitations
- use with a resolution of min. 300 dpi
- use in all languages
- use for commercial purposes (the article in which the image appears will be for sale)

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Material on the web may not be the property of the site hosting it. Thus, you must identify the original copyright source.

Make sure you make every effort to obtain the required rights from the copyright holder. Please try to find an alternative piece of material to use if your request is not accepted. Most rights holders are willing to negotiate and permission is granted on a case-by-case basis. Emphasize that the material will be used in a scholarly work, and only within the context of your article. Some reassurance on how the images will be used might help that they accept unlimited use within your article.

Please inform the editorial office if you are experiencing problems.

2.4 Template

Please refer to the template “Permission Request Letter” below if needed.

Many institutions have their own standard form for such permission requests. As long as the permission covers the rights mentioned above, this is acceptable.
Subject: Permission Request

Dear Sir/Madam,

We are contacting you to request the non-exclusive rights to reproduce the below material in the specified MDPI work, for the life of the work, in any form or medium (including open access format and print on demand), whether now known or hereafter developed, in all languages, for worldwide distribution under the terms and considerations of the CC-BY License:

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Permission not granted.

If you decide not to grant this permission, I would be grateful if you could specify the reasons:

Signed:
Position:
Date:

If you need any further information to help process this request, please do not hesitate to contact me.

I look forward to hearing from you.

Kind regards,

[INSERT YOUR NAME]