

Figure and Copyright Information for Authors

1. Submitting Figures

- Number the figure (e.g., in Chapter 3 the first figure should be labeled “Figure 3.1” and the fourth figure in Chapter 5 should be “Figure 5.4”)
- In addition to the figures in the text, upload all figures in their original format in a separate zip file and label each figure as it is labeled in the text, e.g., Figure 4.1, Figure 4.2, etc.
- Make a list of all figures that need figure editing.
- All figures must be captioned and must be referenced in the text near where they first appear.

“The data were collected and XX software used for the analysis. The results can be seen in Figure 2.1.”



Figure 2.1 This is an example of a figure; schemes follow the same formatting. If there are multiple panels, they should be listed as: (a) Description of what is contained in the first panel; (b) Description of what is contained in the second panel. Figures should be placed in the main text near to the first time they are cited. A caption on a single line should be centered.

2. General

Authors must obtain permission to reproduce any work that does not fall into the public domain, or for which they do not hold the copyright. Works are, regardless of their value or purpose, intellectual creations of literature and art that have an individual character (Federal Act on Copyright and Related Rights; Copyright Act, CopA of 9 October 1992; Status as of 1 January 2017).

This includes, in particular, literary, scientific and other linguistic works; music/acoustic works; fine art, in particular painting, sculpture, and graphics; works with scientific or technical content such as drawings, plans, maps, or plastic representations; architecture; applied artworks; photographic, cinematographic and other visual or audiovisual works; choreographic works; computer programs; logos and trademarks; screenshots.

Authors are responsible for obtaining permission and paying any fees set by the copyright holder. In order to avoid unnecessary delays in the publication process, you should start obtaining permissions from the copyright holder as early as possible.

The material can be reproduced free of charge and without approval under the following conditions:

- (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
- "Source: Data from..."
 - "Source: Adapted from..."
 - "Source: Authors' compilation based on data 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:

"Source: Reprinted from..."

"Credit: © [author/artist/museum], [book/journal, if any]; published by [publisher, if any], [publication year, if any]; used with permission."

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
Others: https://commons.wikimedia.org/wiki/Commons:Freedom_of_panorama/Others

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.

3. 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.

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)

If the material you use is provided by a colleague, ensure that they confirm in writing that the material has not been published elsewhere, and that they are granting all the rights above.

If the material has been previously published by you or any colleague, please carefully check if and under what terms, the material can be reused (agreed in the contract with the respective publisher).

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

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.

If your request is not accepted you must find an alternative piece of material. 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.

[INSERT YOUR FULL NAME]
[INSERT YOUR AFFILIATION]
[INSERT YOUR EMAIL]
[INSERT DATE]

[INSERT ASSIGNEE NAME]
[INSERT ASSIGNEE ADDRESS]

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Publication: [INSERT TITEL OF THE EDITION]

Publisher: MDPI

Article: [INSERT TITLE OF YOUR ARTICLE]

Total pages of the article: [INSERT PAGE NUMBER OF YOUR ARTICLE]

Estimated publication date: [INSERT DATE OF YOUR ARTICLE]

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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]