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).

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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:
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.

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### 3. Obtaining permission

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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.
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