



Author Checklist for the Use of Images in Archivaria

The General Editor needs to be aware as soon as possible of any restrictions on the use of third party material (e.g., photographs, maps, etc.) contained in submissions because it might affect the final decision to publish, or what specific images might be included. As a result, at the time of initial submission, prospective authors must provide a written statement of the full nature of any rights and permission requirements that are necessary to use, either in print or online, third party material (particularly images) included with their submission. This statement can be made by completing the checklist below.

Once the article has cleared the peer-review process, authors will then be required to confirm in writing, by signing the Archivaria agreement on rights and responsibilities, that they have acquired all proper permissions before the General Editor will formally accept the article for publication. Authors must also provide a copy of any agreement(s) with rights holders.

It is the author's responsibility to:

- **negotiate appropriate agreements with rights holders regarding the use of third party works, and**
- **pay any fees associated with the use of the image(s) in paper or electronic form.**

Note: Archivaria reserves the right to refuse to publish any article where rights or licensing agreements related to third-party material are time limited or otherwise restrict ongoing use.

1. Who is the rights holder for the image(s) within the manuscript? Please list all images and their respective rights holders:

2. Do you have written authorization from the rights holder(s) to reproduce the image(s) in a publication?

If you have such authorization at this stage, please provide a copy along with your submission.

If you do not yet have written authorization, please indicate what you do know at this time about any restrictions on reproduction by answering the following questions:

2a. Is permission limited to a printed (paper) publication?

_____ No _____ Yes

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2b. Is separate permission required to reproduce the image(s) in an electronic publication?

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If the answer to 2b. is “Yes,” have you obtained permission for use in an electronic publication?

_____ No _____ Yes

3. Are there any restrictions on altering the image for publication, i.e., by cropping or resizing? What are those restrictions?

4. Is there any required credit information/ captioning that must appear as a condition of use? Please explain.

5. Are there any specific restrictions attached to the use of the image in an electronic publication that will be made available on the Web? If so, please list those restrictions:

6. Are there any time limits on the use of the image(s) in a paper or electronic publication? If yes, please explain.

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