Image Copyright, Attribution & Resources: For use in Itinera & other RRRA documents

Prepared by Mike Haken, November 2020

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Introduction

If you are looking to submit an article containing illustrations of any kind to an RRRA publication or report, it is important that you read this document thoroughly, EVEN IF YOU HAVE PREVIOUSLY PUBLISHED ELSEWHERE. Whilst some of the content and guidance may already be second nature to some, we have included a list of the standard attribution statements which must be utilised in our publications when incorporating work from online and other digital sources. This list also provides a valuable resource list with links to the various websites. Using the sources and standardised attribution statements in the list will ensure that you know you have the permissions safely in place to reproduce material, and that you have attributed and recognised it's creators correctly. PLEASE BE AWARE THAT WORK SUBMITTED THAT DOES NOT ATTRIBUTE MATERIAL ACCORDING TO OUR GUIDELINES OR USE THESE STANDARD STATEMENTS CORRECTLY WILL BE RETURNED FOR REVISION.

Why must we insist on this? In short, we have to be sure that we have permission to reproduce material contained in illustrations, and that such material is correctly recognised and attributed according to the stipulations of the original creator or publisher. Failure to do so would not only be unprofessional, but also be a breach of copyright.

We recognise, however, that it is not always easy to know whether or not certain material that is easily accessible on the internet can be legally reproduced for publication, or if it can, what wording should be used when including an attribution statement, since the required information is all too often buried deep in legal jargon in an obscure part of a website. As a result, it is all too easy to find images online and assume that they are in the public domain and that all that is needed is to mention the creator (e.g. Google), or indeed that no attribution is needed at all. We have recently received submissions from seasoned academics who have made this assumption. IN 99.99% OF CASES SUCH AN ASSUMPTION WOULD BE WRONG AND RESULT IN A BREACH OF COPYRIGHT.

To help ensure that our contributors & illustrators get it right first time when preparing images for use in RRRA publications and reports, we have prepared this document, a guide to ensuring that permission to reproduce exists, and that images are correctly attributed. It provides clear details of what we need from

our contributors, but also incorporates a list of the most commonly utilised resources (and some a bit more obscure) that may be legally reproduced without additional permissions needing to be sought, along with the attribution statements stipulated by the original publishers.

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PROPER ATTRIBUTION MUST BE INCLUDED ON OR NEXT TO EVERY IMAGE; A GENERAL ATTRIBUTION STATEMENT COVERING MULTIPLE IMAGES WILL NOT BE PERMITTED.

REPRODUCING PHOTOGRAPHS, IMAGES, FIGURES ETC.

The basic principles are simple – you **must** have permission to publish someone else's work, and you **must** give proper accreditation. The following simple steps will help ensure you get it right.

1. **Identify material where you do not hold copyright (third party copyright works).**

   This sounds obvious, since as a general rule, if you didn't create it, you don't hold copyright. However this can include material created by yourself and published, but where copyright has been assigned to a publisher.

2. **Determine whether or not permission must be sought**

   i) **If you have traced or re-drawn part of someone else's work** previously published in an academic work, such as a site plan, you will generally not need to ask permission (it's better if you do), provided you attribute correctly. Your attribution statement should cite the work containing the original image and therefore read something like *'After Bloggs J, 2001 fig. 7'* with an entry in your bibliography as with any other citation. It is good practice in these cases to approach the creator of the work first.

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iv) **Public Domain online**. Be extremely wary of any material that claims to be in the Public Domain – it usually isn't. Always trace back to the original source to ascertain the true licensing situation – if that is impossible please don't use it.

In **all** other cases, you **must** seek permission to reproduce the material you want to use, otherwise you will be in breach of copyright law.

3. **Identify the Copyright Holder.**

   If you already have permission as in paragraph 2.iii) above, you will normally also know the identity of the copyright holder. Otherwise (excepting most websites), you are usually looking for the copyright symbol followed by the name of the author(s) or publisher

   i) **Books** – this is generally on the reverse of the title page at the front of the book. It may be the author(s), the publisher, and sometimes both.

   ii) **Journals and Conference Papers**. The copyright statement will usually be on the first page of the paper, either at the bottom or in the header, and will usually refer to the author(s).

   iii) **Websites**. – can be tricky. On content sharing sites such as Flickr the copyright owner is often clearly stated (however on YouTube it isn't). Flickr will also tell you if a Creative Commons licence is in place, although these days it usually isn't. For most online material, the contributor is likely to also be the copyright holder.

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   If you don't have permission to reproduce a work, then you must contact the copyright holder in writing. If contacting publishers, send your request to the 'rights and permissions' department. **It can often take over a month to get a reply**, so do not leave this to the last minute. Always keep copies of your request letters and replies.

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   ii) **Free to use Online Sources of Maps, Lidar, Satellite/Aerial Imagery** – If this material is available free of charge, there is almost always a standard attribution statement stipulated by the creator or publisher that must be used. These are often hard to find, so we have created a catalogue of the most frequently utilised ones later in this document.

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This catalogue has been organised according to the categories of material or data you are likely to incorporate in a diagram, map or illustration. It is not claimed to be comprehensive, but at the time of writing (November 2020), is thought to include every major source of material that you are likely to need to use. If you know of others, let us know and we will add them in.

UK Lidar Data

Online Pre-processed LiDAR Imagery

Current Ordnance Survey Mapping

British Geological Survey Mapping

Historic mapping

Online Maps including WMS feeds to GIS systems

Online 'Satellite' and Aerial Photographs

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To download any of the available LiDAR data from DEFRA for a particular area, use the selection map here. However, for the most recent Composite LiDAR datasets 2019 (DTM only), additional features are available on other pages which contain various features such as WMS feeds and Image Service Endpoints for different modelling, which in turn have options for online viewers and layers for Google Earth Pro - extremely useful services.

LiDAR Composite DTM 2019 1m
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DTM 1m data   DSM 1m data

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https://www.lidarfinder.com/ This provides a split screen view of lidar and aerial imagery for England and Wales and provides 25cm, 50cm and 1m in both DSM and DTM. Data is supplied by the Environment Agency and Natural Resources Wales. Either of the following statements should therefore be used

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OS Terrain 50 - enable the creation of 3D landscape visualisations, point data at 50m intervals

OS Open Rivers - Illustrates how Britain's watercourses join up, sometimes more useful than stabndard maps

OS Open Roads - A high level view of the road network

Boundary-Line - From Euro constituencies to council wards - maps every administrative boundary in detail

GB Overview Maps - The simplest OS map of Britain

Strategi - A very useful regional level vector dataset last updated in 2016, which will not be updated again

1:250,000 Scale Colour Raster

MiniScale - A simple overview raster map of Great Britain

OS openMap - Local - A detailed local map designed to be viewed at street level

OS Vectormap District - A District level vector map, possibly more attractive than Zoomstack at this level

OS Open Zoomstack - A zoomable comprehensive basemap of all of Great Britain, showing coverage from national level right down to street detail. Perhaps not as visually pleasinga s some of the tiled options, but so easy to use

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Ordnance Survey – 25 inch to the mile, Scotland, 1855-1949;

Ordnance Survey - Six inch to the mile, Scotland, 1843-1960;

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Ordnance Survey - Half and Quarter inch to the mile, Scotland 1901 - 1923;

John Bartholomew & Son, Half inch to the mile 1899-1947 :

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Historic Boundaries

The Historic County Borders Project

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"This [project/mapping/website/publication etc.] made use of data provided by the Historic County Borders Project."

Domesday Shire and Hundreds of England

This brilliant resource is now available as downloadable shapefiles (for GIS packages) courtesy of Dr. Stuart Brookes, on ADS. Dr. Brooks has mapped all the Shires and Hundreds (or Wapentakes) of England as recorded in the Domesday book.

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