Referencing – Section 4
Citing and referencing Images

When working with images you need to consider how you will:
1. Relate the image to your writing
2. Place the image with the text
3. Create a caption – what does the image show and who does the work belong to?
4. Create a full reference in your List of Figures

How to create the caption and the full reference for:
5. Specific works of Art, Design, Photography, Film Stills or Performance
   5.1. Image from a journal or book
   5.2. Image from the internet
   5.3. Design work
   5.4. Photography
   5.5. Image from a database
   5.6. Image from film or TV
   5.7. Performance
   5.8. Your own work
   5.9. Your photograph of another person’s work
   5.10. An Image from an exhibition catalogue
6. Other images – street scene, landscape, plants and wildlife
7. Understand copyright restrictions

Please read through sections 1 to 5 first and remember to check your assignment guidelines for course specific instructions.

When working with images you need to consider how you will

1. Relate the image to your writing
In essays and dissertations you are expected to make specific reference (citation) in your text to each image that you have used. Only include images that support your writing – you should not be adding them in “for decoration”.

Citation:

Picasso’s printmaking at this time (see Figure 1) foregrounds his preoccupation with...

See Sections 3 & 4 below for information on writing captions and full references

2. Place the image with the text
Check your assignment brief or dissertation handbook carefully for specific instructions. Some courses specify a minimum size for images (usually a quarter of a page) or require that images are placed on a separate page (within the text). In this case you should place the image on a new page following the page where you have referred to it – but you do not need to break off the text at this point. See illustration below:

Inserting images on a separate page

3. Create a caption – what does the image show and who does the work belong to?
Each time that you include an image in your work you will need to create a caption to appear alongside or below the image. If you are working in Word, it is easiest to insert a text box for the caption (but remove the line around the box). You should number the images figure 1, figure 2 etc and begin the caption with this number. The caption then shows the “maker” of the image itself or “the maker” of what it the image shows - see Section 6 below. Captions also includes a date of origin and generally a title or brief explanation – see Section 6 for details. Check your assignment brief or handbook – some courses request that you include source information in the caption too!

4. Create a full reference and a List of Figures
At the end of your work, before the List of References, you should create a “List of Figures”. You should list the images in the order in which they appear in your work and include the same information as the caption (see section 3 above and section 6 below) but you can add in details such as first names. You must also now include the source of the image ie where you got it from – see Section 6 below for how to format this information.

NB Some courses ask that for a Dissertation, a List of Figures is included at the beginning of the work, immediately following the contents page.
How to create a caption and full reference for:

5. Specific works of Art, Design, Photography, Film Stills or Performance
The example of Picasso’s print is straightforward: we are interested in this image as an example of Picasso’s work. You will see that in addition to the reference to the work in the text, the image itself has a caption.

Citation:

Picasso’s printmaking at this time (see Figure 1) foregrounds his preoccupation with...

Fig. 1: Picasso 1904. *Le Repas Frugal*. [etching]

Above we have the image with a caption and below is the full reference from the List of Figures:

Reference:


5.1 Image from a journal or book
You are able to use images from journals or books so long as it is for academic, non-commercial purposes - see section 7 on copyright restrictions below. Here is an example of artwork from a journal:
Fig. 10: Twombly 1990. *Nicola’s iris* [acrylic on paper]

**Reference:**


This reference includes the page where the image appears in the journal or book (p703). Because this is from a journal article, we also have, at the end of the reference, the page numbers recording the location of the article. You will see that the caption and the full reference here contain information about the medium [acrylic on paper]. Using square brackets allows you to add in extra information about the image – for instance, you might also want to specify the size. You will notice the use of italics for titles of works.

### 5.2 Image from the internet

Here is another example from the internet but with fewer details about the creator and title:

Fig. 4: Anon. ca. 1680-1688. No title
When there is no author, use ‘Anon.’ When there is no title, use ‘No title’ or give a descriptive name for what the image is. ‘ca.’ is short for ‘circa’ which means ‘about’.

Reference (in ‘List of Figures’):

5.3 **Design work**

![Eames chair](image)

Fig. 5: Eames 1952 [moulded plastic]

Reference (in ‘List of Figures’):

5.4 **Photography**

![Versace campaign photograph](image)

Fig. 2: Meisel 2000. Versace campaign photograph

Reference (in ‘List of Figures’):

In this case, we are interested in crediting the person who created the image rather than what the image shows (compare with Design example above). This image does not have a given title (that would appear in italics) so we have described what it is: ie Versace campaign photograph.
5.5 Image from a database

Images from one of the UCF image databases (Artstor, Bridgeman Education & The Image Space) are available through the library web pages and are copyright cleared for educational use, including downloading into essays.

We recommend using the Harvard style of referencing which has been adapted by UCF, and generally follows similar rules to those already described in these pages, for example:

Citation:

Fig. 8: Le Corbusier 1927. *House at the Weissenhofsiedlung* [architecture].

Reference:

Figure 8: LE CORBUSIER. 1927. *House at the Weissenhofsiedlung*. Artstor [online image] Available at: [http://library.artstor.org/library/secure/ViewImages?id=%2FThWdC8hlywtPygxFTx5RnguXX4sfVA%3D&userid=gDhKfz4i&zoomparams](http://library.artstor.org/library/secure/ViewImages?id=%2FThWdC8hlywtPygxFTx5RnguXX4sfVA%3D&userid=gDhKfz4i&zoomparams) [accessed 17th October 2011]

5.5 Image from Film or TV

Video material in the library and available by streaming is subject to the terms of the ERA license – the license which allows the material to be recorded and made available. You can find more information on the license at the ERA website ([www.era.org.uk](http://www.era.org.uk)).

The basic conditions for student use are that extracts from films may be used, for example in a Powerpoint presentation (so long as the broadcast details are fully referenced – see Section 2). You may NOT, however, use film stills which have been grabbed from films or programmes held in the library – this would violate the license terms.

If you take screen grabs from another source (the internet, books, privately owned DVDs, etc.), then you are able to use those images in essays or dissertations (non-commercial, academic use). You must, however, provide full referencing information regarding the source (Sections 2 and 3).
If you use a film still from a book, you would give the information on the film in the caption, and for the film and the book in the reference.

In the example above, the image is not on a numbered page but in the non-numbered illustration plates.

If you are taking a film still from a DVD or VHS (not from the library collection), you should reference the source as you would a TV broadcast or film (see Section 2), and give the time on the recording of the still in the square brackets after the film or programme title: [film still, 23:12]
5.6 Performance

If you are showing an image from a performance, please consider what your focus is - the work itself or the performer(s). The default option is to begin with the title of the work. So this example would read:

Fig 8: *Troy Game*. Choreography by Robert North. London Contemporary Dance Theatre.

Full reference:


If you wish to focus on a particular performance of the work (which you may have attended) then include the date of the performance in the caption.

If you wish to emphasise the performer shown, you can begin the reference with his/her name. For example:


The full reference would then read:


Just remember that

- You need to acknowledge the work of the key people involved in creating an image – so you might end up with quite a bit of information in the full reference but you need to decide what to include and how to order it.
- Also you must always say what the source of the image was – usually in the full reference
- Remember to keep the caption clear and informative. Check your assignment brief or course handbook for specific instructions.
• In your text you will be writing about the image and what it shows, so the caption is just a label.

5.7 Your own work
If you are referring to a piece of your own work, you can name yourself as the creator:

Citation:

Fig. 9: Byrne 2009. Nutters on the Moor

Reference:
Figure 9: BYRNE, Brendan. 2008. Nutters on the Moor. Private collection: Ben Carver.

5.8 Photographs of another person’s work (from exhibition)
If the photographic image is used to show a piece of work, then you would say who took the photograph in the full reference (but not the caption). If your photograph is of work from a private collection, you would put “Private collection: owner’s name” at the end of the reference, as in the example in 5.7 Your own work.

Citation:
Figure 10: Attia 2006. *Arabesque* [detail]

Reference:


If you have taken photographs of something (eg a street scene, a view, a shop display) other than a specific piece of work see the examples in section 6.

5.9 Catalogue Images

Fig. 11: Wesley 1979, *Cliffs in Brittany*

Reference:


6. Other images – street scenes, landscape, nature

You may want to include images in your work which are not of any particular person’s work but show a general scene. If these are your own photographs then, rather than formally credit yourself as photographer, you may wish to simply create an informative caption. Two examples:

Fig 12: Bumblebee on lavender plants

Fig 13: Light bulb shelf display in large supermarket (Asda Penryn)

The entries in the list of figures could look like:

Figure 12: Bumblebee on lavender plants. June 2011 at The Eden Project, Cornwall. Photograph by the author.

Fig 13: Light bulb shelf display in large supermarket. June 2011 Asda Penryn, Cornwall. Photograph by the author.
7. **Copyright restrictions**

Using an image in an essay is for academic and non-commercial purposes and you are free to use most types of image from most types of media. Exemption of copyright in educational use of images is laid out in the Copyright, Designs and Patents Act (1988), section 32 (http://www.opsi.gov.uk/acts/acts1988/ukpga_19880048_en_3#pt1-ch3-pb3-l1g32).

However, you should ask for permission to use images in some circumstances: if you photograph or scan work from a private collection, or if you take an image from an exhibition catalogue. The less access there is to a work in the public domain, the more appropriate it would be to ask for permission to use the image.

**Images: figures, plates or tables?**

In some situations, you would distinguish between figures (charts, graphs etc.), plates (reproductions of images) and tables (for information). However, for most essays and dissertations, you should label all images as figures and your work will include a “List of Figures”