

Referencing Images: quick guide

Copyright Law protects the use of artistic works such as images, photographs, illustrations, drawings and diagrams. This means you must establish permission before reusing images in assignments, posters and PowerPoint presentations.

This is a guide to referencing images using Harvard LJMU.

Please Note: always check with your programme leader, module handbook or school the preferred referencing style to be used.

Contents

Can I use it?	2
Examples	2
Book Images	2
Graphs and Tables.....	3
Images – online	3
Images – online no author	4
Images online – no title	5
Microsoft Office: PowerPoint Stock Images	6
Paintings.....	6
Photographs	7
Reports	7
Social Media Images	8
Webpage images.....	8
Your own images/artwork/photographs.....	8
PowerPoints, Posters and Assignment: Citing examples	9
Reference List examples	9
Reference list A-Z by Author.....	9
Reference list using numbers	10

Can I use it?

You need to reference it appropriately and ensure that you are using the image in accordance with copyright restrictions. If you are using images from books, reports or PDFs be aware of ownership. Some image graphs, table may have been produced by author, not the author of the document you are reading.

The internet is a good source of images however these images are not necessarily copyright free or available for further copying and dissemination. You need to check:

- there is permission or a licence from the copyright owner to reuse the image
- terms and conditions on the website for use
- for a disclaimer for each image
- the original source of an image to clarify whether it can be further copied
- that the copyright in the image has expired

Description	English: A generic white chicken egg .
Date	Picture taken 27 Mars 2007
Source	https://www.flickr.com/photos/renwest/436827618
Author	Ren West , square crop by uploader
Permission	Free content licence

Examples

Image references at just like other materials you need to locate an author, year and title. Depending on where you got the image from you may need other details such as a web address. However, sometimes not all these details are available.

Book Images

Author/s (year) *Title of the book*. Place of Publication: Publisher.

Cited as: (Author, year, p.?)

The citation would go under the image in brackets as well as in your paragraphs if you write about it.

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for the image.

Image 1:

Author (year) *Title of the Book*. Place of Publication: Publisher p.?

The citation would go under the image in brackets as well as in your paragraphs if you write about it. The full reference would be under I for Image in your reference list (see example reference lists).

Graphs and Tables

Author (year) *Title of the Book*. Place of Publication: Publisher.

Author (year) *Title of the document* [online]

Available at:

[Accessed: date]

Cited as: (Author, year, p.?)

Statista (2020) *Sports Sponsorship* [online]

Available at: <https://www.statista.com/study/12831/sports-sponsorship-statista-dossier/>

[Accessed: 17th February 2021]

The citation would go under the graph or table in brackets as well as in your paragraphs if you write about it. You could also use title of the graph under the image followed by the author and year.

Alternatively, you may want to use a number system (Figure 1) (Figure 2) or (Table 1) (Table 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for graph/table.

You would need to include the page number in the full reference:

Figure 1:

Statista (2020) *Sports Sponsorship* [online], p.3

Available at: <https://www.statista.com/study/12831/sports-sponsorship-statista-dossier/>

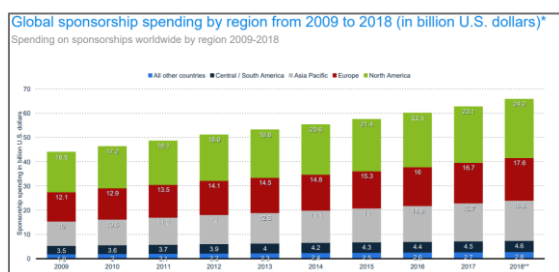
[Accessed: 17th February 2021]

Figure 1:

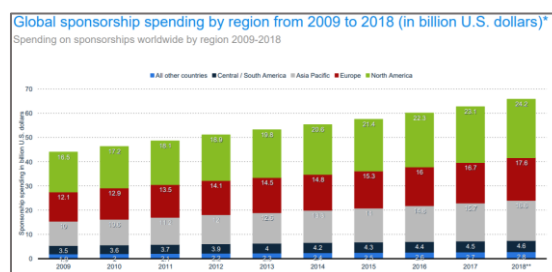
Author (year) *Title of the Book*. Place of Publication: Publisher p.?

Cited as: (Figure 1)

The citation would go under the image in brackets as well as in your paragraphs if you write about it. In the reference list the full reference would be under F for Figure (see example reference lists).



(Statista, 2020 p.3)



(Figure 1)

Images – online

For images found on the internet the required elements for a reference are:

Author or owner of website (Year image created). *Title of work* [type of medium]
Available at: include web site address/URL
[Accessed: date]

West, R. (2007) *A generic white chicken egg* [online image]
Available at: https://commons.wikimedia.org/wiki/File:White_chicken_egg_square.jpg
[Accessed: 2nd August 2021]

Cited as: (West, 2007)

If there is no date use (n.d.) which is short for no date.

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for the image.

Image 1:

West, R. (2007) *A generic white chicken egg* [online image]
Available at: https://commons.wikimedia.org/wiki/File:White_chicken_egg_square.jpg
[Accessed: 2nd August 2021]

Cited as: (Image 1)



(West, 2007)



(Image 1)

The citation would go under the image in brackets as well as in your paragraphs if you write about it. The full reference would be under I for Image in your reference list (see example reference lists).

Images – online no author

Where the author is unknown, begin the reference with the title of the work.

Friedrich Miescher's Lab [online image] (1879)
Available at: https://commons.wikimedia.org/wiki/File:Friedrich_Miescher%27s_lab.png
[Accessed: 2nd August 2020]

Cited as: (Friedrich Miescher's Lab, 1879)

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for an image.

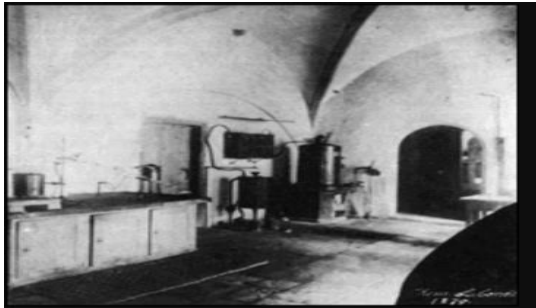
Image 2:

Friedrich Miescher's Lab [online image] (1879)

Available at: https://commons.wikimedia.org/wiki/File:Friedrich_Miescher%27s_lab.png

[Accessed: 2nd August 2020]

Cited as: (Image 2)



(Friedrich Miescher's Lab, 1879)



(Image 2)

The citation would go under the image in brackets as well as in your paragraphs if you write about it. In the reference list the full reference would be under I for Image (see example reference lists).

Images online – no title

Where none of the usual details are known, such as author, date, or title try to find the filename of the image, for example by right clicking and looking at the properties of the file.

If none of the above is available begin the reference with the subject and title of the work. Put square brackets around the title to indicate it is not the “official title”:

[*Child Placing Gauze Over Knee Wound*] [online image] (n.d.)

Available at: <http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-herapy.html>

[Accessed: 23rd November 2019]

Cited as: (Child Placing Gauze, n.d.)

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for an image.

Image 1:

[*Child Placing Gauze Over Knee Wound*] [online image] (n.d.)

Available at: <http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-herapy.html>

[Accessed: 23rd November 2019]

Cited as: (Image 1)

The citation would go under the image in brackets as well as in your paragraphs if you write about it. In the reference list the full reference would be under I for Image (see example reference lists).

Microsoft Office: PowerPoint Stock Images

Microsoft Office PowerPoint has “stock images” which have very little information. Use the launch date as the year. If you click on the Alt Text icon, a description will appear in a side panel – use this as the title.

Microsoft Office 365 (2011) *White Flowers blossoming on a green background* (PowerPoint Stock Image) [online Image]

Available at: <https://www.office.com/>

[Accessed: 28th October 2021]

Cited as: (Microsoft Office 365, 2011)

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for an image.

Image 1:

Microsoft Office 365 (2011) *White Flowers blossoming on a green background* (PowerPoint Stock Image) [online Image]

Available at: <https://www.office.com/>

[Accessed: 28th October 2021]

Cited as: (Image 1)

The citation would go under the image in brackets as well as in your paragraphs if you write about it. In the reference list the full reference would be under I for Image (see example reference lists).

Paintings

Artist (year) *Title of the work* [medium]. City: Gallery or Collection that houses the work

Waterhouse, J. (1888) *The Lady of Shalott* [oil on canvas]. London: Tate Britain.

Artist (year) *Title* [online]

Available at: web address/URL

[Accessed: date]

Waterhouse, J. (1888) *The Lady of Shalott* [online]

Available at: <http://www.tate.org.uk/art/artists/john-william-waterhouse-583>

[Accessed: 2nd April 2019]

Cited as: Waterhouse (1888) or (Waterhouse, 1888)

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for an image.

Image 1:

Waterhouse, J. (1888) *The Lady of Shalott* [online]

Available at: <http://www.tate.org.uk/art/artists/john-william-waterhouse-583>

[Accessed: 2nd April 2019]

Cited as: (Image 1)

The citation would go under the image in brackets as well as in your paragraphs if you write about it. In the reference list the full reference would be under I for Image (see example reference lists).

Photographs

Artist/Photographer (Year of production) *Title of image* [type of medium]

Available at: web site address/URL

[Accessed: date]

Dean, R. (2008) *Tales from Topographic Oceans* [online image]

Available at: http://rogerdean.com/store/product_info.php?cPath=4&products_id=88

[Accessed: 18th June 2019]

Cited as: (Dean, 2008)

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for an image.

Image 1:

Dean, R. (2008) *Tales from Topographic Oceans* [online image]

Available at: http://rogerdean.com/store/product_info.php?cPath=4&products_id=88

[Accessed: 18 June 2019]

Cited as: (Image 1)

The citation would go under the image in brackets as well as in your paragraphs if you write about it. In the reference list the full reference would be under I for Image (see example reference lists).

Reports

Author/s (year) *Title of the document* [online]

Available at:

[Accessed: date]

Cited as: (Author, year p.??)

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for an image.

Image 1:

Author/s (year) *Title of the document* [online], p.?

Available at:

[Accessed: date]

Cited as: (Image 1)

Social Media Images

Burnett, D. (2019) *Zendaya animatronic dress* [Instagram image] 8th May.
Available at: <https://www.instagram.com/p/BxNiabZHpO-/>
[Accessed: 10th March 2021]

Cited as: (Burnett, 2019)

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for an image.

Image 1:

Burnett, D. (2019) *Zendaya animatronic dress* [Instagram image] 8th May.
Available at: <https://www.instagram.com/p/BxNiabZHpO-/>
[Accessed: 10th March 2021]

Cited as: (Image 1)

The citation would go under the image in brackets as well as in your paragraphs if you write about it. In the reference list the full reference would be under I for Image (see example reference lists).

Webpage images

This is if you have downloaded or taken an image from a webpage which is not an images website.

Author/s (year) *Title of the website/webpage* [online]
Available at:
[Accessed: date]

Cited as: (Author, year para.??)

Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner, especially if you cannot locate all the details for an image.

Image 1:

Author/s (year) *Title of the website/webpage* [online], para.?
Available at:
[Accessed: date]

Cited as: (Image 1)

Your own images/artwork/photographs

If you use your own work then you would be the author.

Author (year) *Title of the image/artwork* [Image], unpublished work

Author (year) *Title of the image* [photograph], unpublished work

You can either cite it using you last name and year. Alternatively, you may want to use a number system (Image 1) (Image 2) etc. This can be useful if you are using multiple images in a poster or PowerPoint presentation as it looks cleaner.

Image 1:

Author (year) *Title of the image* [photograph], unpublished work

Cited as: (image 1)

PowerPoints, Posters and Assignment: Citing examples

You can use the author and year (West, 2007) or if there is no author then use the title and year (Friedrich Miescher's lab, 1879) under the image.

Another option is to use numbers (Image 1) etc., this is much cleaner especially if you cannot locate an author for the image or if you are using multiple images.



(West, 2007)



(Image 1)

Reference List examples

Reference list A-Z by Author

The reference should have all the detail so the reader can find the item. If you had cited by author, year or title, year all your references would be listed A-Z in your reference list.

Reference List

Bell, J. (2018) *Doing Your Research Project*. 7th ed. Maidenhead: Open University Press.

Cottrell, S. (2019) *The Study Skills Handbook*. 7th ed. London: Red Globe.

Friedrich Miescher's Lab [online image] (1879)

Available at: https://commons.wikimedia.org/wiki/File:Friedrich_Miescher%27s_lab.png

[Accessed: 2nd August 2019]

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly*, 22(1), pp.32-42.

Statista (2020) *Sports Sponsorship* [online]

Available at: <https://www.statista.com/study/12831/sports-sponsorship-statista-dossier/>

[Accessed: 17th February 2021]

West, R. (2007) *A generic white chicken egg* [online image]

Available at: https://commons.wikimedia.org/wiki/File:White_chicken_egg_square.jpg

[Accessed: 2nd August 2021]

Reference list using numbers

Number option: all your references for images would be listed under F (for Figure 1; Figure 2 etc), I (for Image; Image 2 etc) or T (for Table 1; Table2 etc) and interfiled A-Z in your reference list.

Reference List

Bell, J. (2018) *Doing Your Research Project*. 7th ed. Maidenhead: Open University Press.

Cottrell, S. (2019) *The Study Skills Handbook*. 7th ed. London: Red Globe.

Figure 1:

Statista (2020) *Sports Sponsorship* [online], p.3

Available at: <https://www.statista.com/study/12831/sports-sponsorship-statista-dossier/>

[Accessed: 17th February 2021]

Image 1:

West, R. (2007) *A generic white chicken egg* [online image]

Available at: https://commons.wikimedia.org/wiki/File:White_chicken_egg_square.jpg

[Accessed: 2nd August 2021]

Image 2:

Friedrich Miescher's Lab [online image] (1879)

Available at: https://commons.wikimedia.org/wiki/File:Friedrich_Miescher%27s_lab.png

[Accessed: 2nd August 2019]

Reichard, R. and Johnson, S.K. (2011) Leader self-development as organizational strategy. *The Leadership Quarterly*, 22(1), pp.32-42.

For Further guidance contact your Academic Engagement Librarian.