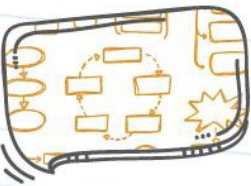
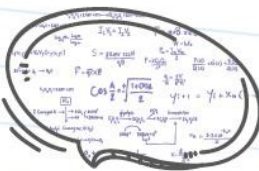
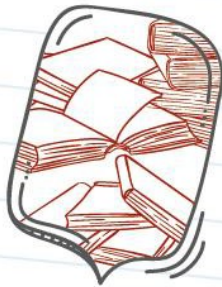


# Publishing Resources Pack

## Handout Collection IAEA Consultancy Meeting/TECDOC October 2019





## 1.2 Avoiding plagiarism while writing

### How can I be sure to avoid plagiarism?

If you do not copy and paste any text into the file you are working on, or write down text you have heard, you need never worry about plagiarism. While there may be short matches with other publications on similar topics, the probability that you will write new text that matches other published sources by chance is close to zero.

However, there are legitimate reasons for copying and pasting text while you are writing. For example, you may wish to include a quotation, or you may wish to ensure that you get a long and complicated name or title exactly right. It is advisable to use text copying only for these kinds of tasks and to be very careful that no other material is copied by mistake.

### How can I avoid copying text by accident?

A common way that accidental copying occurs is when text is copied from a web site for research purposes without its source being marked in any way; looking at the file later, the author incorporates the text into the document without realizing that it is not his or her own work.

For this reason, it would be better to copy the web site's address only, rather than the text. If you are concerned about the information remaining available, web sites can be saved as PDF files for permanent off-line reference rather than being copied and pasted into a Word file.

Otherwise, when copying and pasting information from the Internet, the text should be clearly marked — for example, by using a different colour — or it should be put within quotation marks and a source cited immediately, even if you are not yet sure whether the quotation will be included.

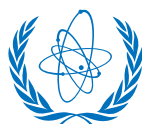
Finally, note-taking can be done in a separate application, such as OneNote or Evernote, or in a different Word file that is clearly marked so that it cannot be confused with the text intended for the publication.

### Is there any kind of text that I am allowed to copy and use in my own work?

The short answer is no. The only acceptable way to use the text of others in your own writing is to include a quotation followed by a citation of its source.

It is also important to be aware of the following:

- Authors should not reuse text from their own previous publications in a new manuscript, firstly because it would usually not be legal and secondly because the IAEA prefers to publish original material. Such text must be quoted as it would be for any other author.
- Text found on a web site, even text without any author, organization or copyright holder given, is subject to the same protection as text in a book or journal, and cannot be used except as a quotation.



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- In many countries, text is protected by copyright even if the © symbol is not attached to it.
- It is not always acceptable to copy text from other IAEA publications unless you are producing a new edition of an existing publication. The repetition of text must be thoughtful, and justification should be provided during the submission to the Publications Committee to ensure that the IAEA does not waste resources on duplicate publication.
- Text from the IAEA Safety Standards Series and the IAEA Nuclear Security Series should never be copied into another publication except as quotations, both because of the particular status of publications in these series and to ensure traceability should the particular publication later be superseded.
- Text in an abstract is no different from the text in the rest of the article or paper and cannot be used except as a quotation. If the entire abstract is reproduced as a quotation, specific permission will be needed for this use.
- Text in the public domain in certain States, such as the publications of some governments, is often not in the public domain outside those States and cannot be freely used.
- It is widely but incorrectly believed that acknowledging the source of content or including a citation means that it can be copied without being marked as a quotation. Unfortunately, this is not true and can even make negative consequences more likely, as it demonstrates that the content was knowingly copied.

- If text is contributed to an IAEA publication but is then used and published elsewhere before the IAEA publication is issued, careful consideration will be needed before the IAEA publication can go ahead.

### What if a contributor to the publication says they cannot avoid duplicating text?

Some contributors may not have the time to write text for a publication, or they may know that they wish to publish their text elsewhere later. They should discuss with the IAEA Scientific Secretary whether there are other contributions they can make. Such contributions could include:

- Figures or data;
- An expanded version of a shorter text that has been published elsewhere;
- A short text that can later be expanded and published elsewhere;
- An annotated bibliography of relevant literature;
- A description of the contributor's published work that, while it describes the same experiments, uses completely new text to do so;
- Outlines and bullet points to be converted by another contributor into text.

If such an issue is not resolved early in the process it can create extra work for the Scientific Secretary at a later stage. Please contact the Publishing Section if in doubt.

#### You may also like:

Topic 1.3: Citations and quotations

Topic 2.1: The how and why of citing references



## 1.3 Citations and quotations

### CITATIONS

What is the relationship between citing references and plagiarism?

Properly citing all reference sources is an important first step in avoiding the appearance of plagiarism. However, citing a reference does not in itself legitimize the verbatim reuse of text from an existing source except as quotations of no longer than a paragraph or two. Conversely, the text in a new manuscript being different from an existing publication is not always proof that it has not been plagiarized.

Proper citation also requires that ideas introduced in a manuscript that are not common knowledge are either original or are properly attributed to the person who first published them. Rewriting existing text in the contributor's own words (paraphrasing) is therefore not sufficient to avoid plagiarism. A citation should also be included to acknowledge the person who first published the idea.

It is widely but incorrectly believed that acknowledging the source of content makes its use permissible. Unfortunately, this is not true and can even make a claim more likely, as it clearly demonstrates that the content was intentionally taken from elsewhere. More detailed information on citing references in IAEA style is available.

Does citing a reference mean I can reuse a figure or table from that source?

No, a reference citation is a form of communication between the author and the reader. It has no connection with the communication between the author and the creator of the figure, which must take the form of a permission request, licence or copyright statement. However, for properly indicated quotations of reasonable length, no licence or permission is required.

It is common to cite the reference of the source from which a figure or table is taken, but this is done to allow the reader to locate the original figure. It has no impact on the permission request, which is a separate process.

As data is not subject to copyright, can I reuse data without citing a source?

That data is not subject to copyright means that it can be reproduced by others without having to ask for permission, but it does not mean that the source of the data does not need to be acknowledged.

It must always be clear to the reader who performed the experimental work that produced the data, and therefore a source must always be cited, even if the data is unpublished.

Additionally, while data is free from copyright, representations of data in images and tables are not. The freedom to reuse the information applies only to the values and similar information. A plot of the data, for example, cannot be freely reused.



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## QUOTATIONS

### Why are quotations used?

If you wish to use the exact text from another source, a quotation is the only way to do this. A quotation clearly signals to the reader that you are not taking credit for someone else's words. It allows you to introduce the opinions and guidance of other experts and organizations in their own words. It provides the reader with the original text rather than an interpretation of it.

Any text that is identical to its source should be placed within quotation marks to indicate that it was written by someone else (of course, this does not apply to names, terms or common phrases). Even a single word or a two word phrase should be within quotes if it is particularly unique or memorable. However, long quotations are not an acceptable way to solve instances of plagiarized text included in a manuscript.

When writing about certain specialized publications, such as IAEA safety standards, quotation distinguishes the exact consensus based text from the additional guidance that publications in other series may offer.

### Can quotations be overused?

Yes, in most publications it is not appropriate to include numerous or lengthy quotations. There should be a high proportion of non-quoted text to quotations to ensure that the new IAEA publication is providing enough novel material to justify its publication.

Quotations should usually not be more than a few lines in length. They should be from different sources, rather than reproducing another source a few lines at a time.

An exception would be a publication that focuses on or interprets another publication. For example, if a publication contrasts two sets of regulations, it would need to quote extensively from both.

### How do I quote?

If possible, copy and paste the text from an on-line source to ensure that the quotation is accurate. However, any copied text should immediately be placed between quotation marks to avoid confusion and accidental plagiarism.

A quotation reproduces the original exactly in terms of capitalization, italics and other formatting. If formatting and spelling that is not usually permitted in IAEA publications is used in the original, such as underlining or US English spelling, it must nevertheless be copied exactly in the quotation. A quotation is followed by the citation of the source from which it is taken.

#### You may also like:

Topic 2.1: The how and why of citing references



## 1.6 Writing about previously published research

### When might I need to write about previously published research?

There are two main occasions when contributors to an IAEA publication may need to write about previously published research. The first is when carrying out a review of the existing literature. The second is when summarizing their own work that has been published over the course of a project in a publication that summarizes the entire project. These two situations are described in detail below.

It is best practice to produce new, original text about previously published research, whether it is the work of ourselves or of others, and it is not necessary to plagiarize (or self-plagiarize) to produce many texts on the same topic with no text overlaps. To produce new text, follow the guidance below as well as guidance on correct citation and quotation.

### What should an informative review of existing research or guidance contain?

Firstly, the objective of carrying out the review should be clearly stated in the introduction of the publication, and this focus should be clearly visible throughout the text. The objective should take the target audience of the publication into account.

Secondly, the scope of the review should be defined and, within this scope, the review should be comprehensive. This is an area where contributors can have an important input and ensure that key papers are not overlooked. Additionally, efforts should be made to include the most recent literature. A prolonged writing phase should be avoided for this reason, but if it is necessary, a final step of rechecking the literature and adding any relevant new papers should be included just before the final manuscript is submitted.

Thirdly, the review should not simply repeat the content of the source material, with each paragraph describing a single paper. It should interpret the material, highlighting its strengths and weaknesses, comparing and contrasting different sources with one another, assessing implications and drawing conclusions. It should bring the existing literature into a new structure, revealing to the reader new connections and patterns that, without the new IAEA publication, would not be visible. The paragraphs in each section should be connected to one another and should follow an argument, supported by data from the source material.

Fourthly, a clear line should be drawn between existing literature that is being reviewed and new research that is being reported for the first time. This can be done, for example,



by placing a review of the existing literature in a different section from reports of novel results from coordinated research project activities. Fifthly, care should be taken to properly cite all information from the literature that you reproduce in your review. Finally, gaps in the literature and directions for future research should be described.

Following this guidance will usually create text that is original. However, if a review with exactly the same perspective and objective exists, you must not copy any text from it. If you agree with the conclusions of that review, consider whether your review will add value and consider producing a publication with a different objective. If you do not agree, write your own interpretation and the text you produce will be original.

### Is it always necessary to summarize the research published during a project?

If one intent of a publication is to capture all of the articles related to a publication in a single place, with other information such as participant and meetings lists, it may be appropriate to compile an annotated bibliography to form part of a publication. An annotated bibliography is formatted in the same way as a normal bibliography, but following each source is a paragraph that summarizes it. A second paragraph may optionally be added with commentary on the source; if the two paragraph style of annotated bibliography is used, all entries should have two paragraphs.

If all the sources are journal articles, it would theoretically be possible to include the abstract as a summary. However, as the copyright of the abstract belongs to the journal publisher, contributors must be briefed at the start that they should obtain

permission for this use when publishing their articles. If this is not done, abstracts may only be used if permissions are applied for.

### How can I write an original summary of my previously published research?

In some IAEA projects, research is published during the project, often in journals. At the close of the project, it may be decided that there is value in summarizing all the work conducted in a project in a single publication. Such a summary may be organized by participant, with each section detailing the work done at one organization or in one Member State, or it may be organized by the subtasks of the project or aspects of the subject of the CRP.

To ensure that the new summary is different from the published articles, the following content should be considered:

- The summary can take a perspective that is not usually appropriate for a journal article. For example, the perspective of a particular Member State or region can be given, or developments can be discussed from the point of view of limited resource settings.
- The background of the project, the objectives of the participants and the expertise shared during the project can be explored.
- Negative results can be included, and troubleshooting can be described.
- Research that a journal might not consider novel enough for publication can be included if it fulfils the objective of the publication.
- The specifics of organizations, facilities and activities can be included in detail.
- The various stages of the project and the meetings can be described in detail.



## 2.1

# The how and why of citing references

### Why are references cited?

When writers cite a reference, they support their work by connecting what they are writing with another source, which may be a book, journal, web page or other format. Citing a reference increases the quality of a manuscript in several ways. References can:

- Act as an important indicator of quality, reliability and credibility for the publication;
- Support any arguments the publication makes and any conclusions it draws;
- Demonstrate that all the appropriate literature has been referred to and that a breadth of sources have been consulted;
- Provide transparency to Member States, who may make national policy decisions or enact legislation based on the IAEA's requirements and guidance;
- Place the IAEA's work within the context of international scientific research;
- Refer readers to other sources for more details;
- Introduce readers to other IAEA publications;
- Prevent accusations of plagiarism.

### Should an IAEA publication always contain a reference list?

Yes, to meet the normal standards of a scientific publication and the requirements of the IAEA, a manuscript must contain a reference list of an appropriate length to be accepted for editing. The appropriate length will depend on the content and length of a manuscript.

A bibliography alone is not sufficient and cannot replace a reference list, as they perform different tasks. A bibliography is an optional part of a publication.

### When does a reference have to be cited?

It must always be clear to the reader whether the concepts you write about that are not common knowledge are your original ideas or if they come from the work of someone else. If you include an idea that you have read about elsewhere, and you paraphrase this idea (without copying the text you have read), you must include a citation. If you use data from an experiment that was not done by you or one of your co-authors, you must cite the source, even if it has not been published.



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If you use a quotation from another source, you must cite the source immediately following the quotation and include it in the reference list.

If something is common knowledge, a basic methodology or a well established fact, you do not need to cite a source.

If you are not sure whether to cite a source or not, it is better to cite it.

## What reference system does the IAEA use?

The IAEA uses a variation of the Vancouver reference system. The reference sources are keyed to the text using numbers in square brackets, i.e. [1]. Detailed information on the reference list format is available in the IAEA Style Manual.

The IAEA publishes in a number of fields, across which the most common citation style varies, although many prefer a numbered reference style. The IAEA does not use the Harvard system. As most IAEA publications cite other IAEA publications, the Harvard system is unsuitable as it relies on the author name to differentiate between sources, and for IAEA publications, the IAEA is the name of the author as well as the publisher.

## What consequences can errors in citations and the reference list have?

The IAEA's scientific secretaries and the teams of contributors they assemble are experts in their field, who are likely to have extensive knowledge of the relevant literature and may recognize a paper even though some of the details given are incorrect. However, the readers of Agency publications are a more heterogeneous group, some of whom will need the correct details of a source in order to locate it. It is also good practice to correctly reference sources used.

Other potential consequences of errors related to references:

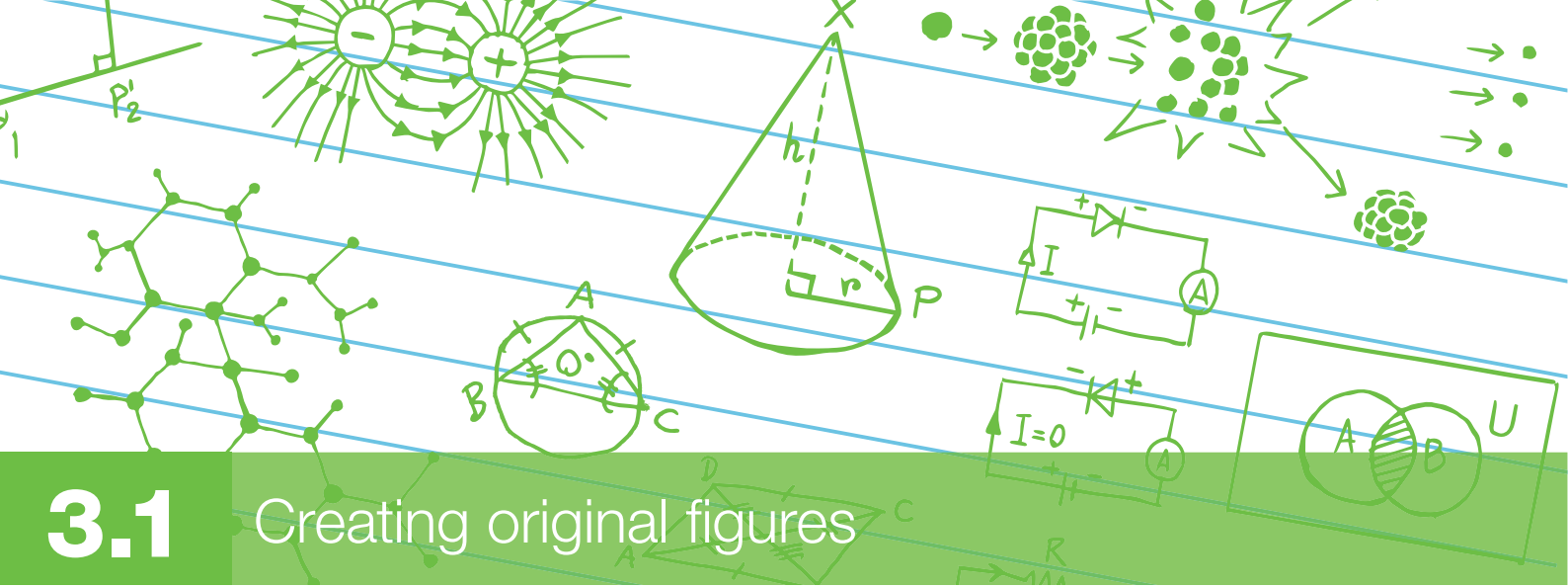
- The quality, reliability and credibility of the publication and the guidance it contains and, by extension, the work of the IAEA, can be called into question.
- Innocent mistakes may be used maliciously to discredit the organization, its requirements and guidance, its staff and contributors, or all of these.
- The author of the incorrectly cited source may complain.
- The Scientific Secretary may be accused of plagiarism.
- Readers who notice the error are likely to assume that the source was not really read or understood.

## Who is responsible for the references?

References must be included by the person who wrote the text, who is the only person who can know the sources consulted during writing. Adding references to a completed document is more time-consuming than documenting the references during writing. It would therefore be preferable to check that contributors' work includes citations as soon as it is submitted, and return it to them if it does not.

## What is the best way to manage citations and reference lists?

It is highly advisable to use reference management software. The Publishing Section recommends EndNote, but other reference management software is available.



# 3.1 Creating original figures

What resolution and line weight should original figures have?

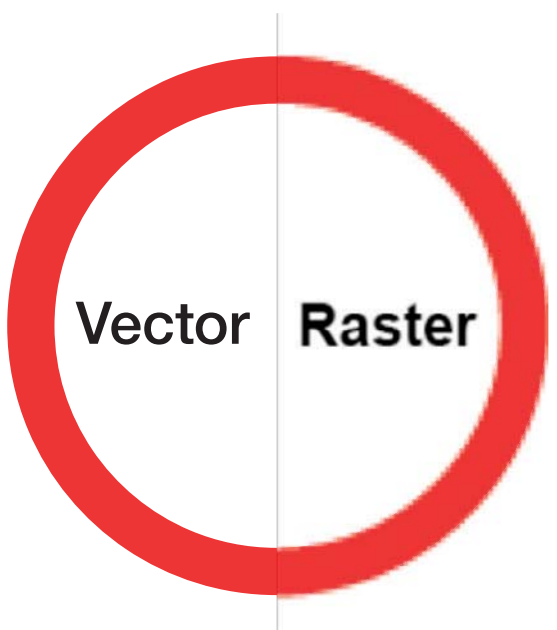
If the figure is a line drawing in black and white, it should have a minimum resolution of 600 dpi (600 ppi). Other image types, including black and white photographs, require a minimum of 300 dpi (300 ppi). A lower resolution indicates that an image does not have sufficient quality for print.

Which program can I create figures with?

Figures will ideally be created in Microsoft Visio, Adobe Photoshop, Adobe Illustrator or Adobe InDesign. The files provided to the Publishing Section should be source files (i.e. files that are in the format they were created in rather than being saved to a different file type). Microsoft Word and Microsoft Powerpoint cannot usually produce images that have sufficient print quality. Microsoft Excel is suitable if used as described below.

What is the difference between vector and raster graphics?

Raster graphics are composed of pixels, while vector graphics are composed of paths. A raster graphic, such as a JPG, TIFF, PNG or PSD, is an array of pixels of various colours, which together form an image. Vector graphics can have a file format of EPS, IA or PDF and can be created in Adobe Illustrator or Microsoft Office. Because vector graphics are not made of pixels, the images can be scaled to any size without compromising quality. Raster graphics, on the other hand, become 'blocky', since each pixel increases in size as the image is made larger, as shown in the example below.



## Which file extensions can the figures I submit have?

From multiple programs	PDF*
Adobe Photoshop, Microsoft Word, Microsoft Excel	EPS*, JPG, JPEG, PDF, PNG, PSD*, TIF, TIFF
Microsoft Visio	VSD
Adobe Illustrator	AI*, EPS*, PDF
Adobe InDesign	INDD, INDT, INX, IDML*, PDF
* For the indicated file types it is necessary to submit files with embedded fonts to ensure the font and font size remain the same as when they were submitted, even if opened on different machines.	

PDF files can be created from different programs, but it is always preferable to submit the source files so save the file in the program the figure was created in.

Please note that the resolution needs to be dpi or ppi ('dots per inch' or 'pixels per inch') — this is not the same as 'pixels per centimetre'. In order to maintain the resolution, the figure should be submitted at the same size as it should have in the final publication.

## How can I use Microsoft Excel to create figures for my publication?

If using Microsoft Excel, care must be taken to create figures with sufficient quality. The best method is to create a PDF. In the File menu, choose 'Save As'. Click 'Browse' to specify the desired location. When the Save As dialogue box appears, select 'PDF' from the 'Save as type' drop-down menu and then click the 'Save' button.

### You may also like:

[Topic 3.2: Evaluating figures from contributors](#)

[Topic 3.3: Using existing figures](#)

[Topic 3.4: Attributing figures](#)

[Topic 3.5: Including maps in a publication](#)

## 3.2 Evaluating figures from contributors

### Why must I establish the ownership of a figure provided by a contributor?

If the contributor did not produce a figure him or herself, it belongs to someone else and permission must be obtained from this individual or organization. If the figure has been published elsewhere, it probably belongs to the publisher and permission to republish it must be obtained. It is important that the originator request permissions for all such figures and keep them on file. If the origin of a figure is unknown or if the ownership is unclear, it is best to remove it altogether or, if possible, to create a new figure. The Publishing Section can provide information on establishing the origin of a figure.

### How can I evaluate the quality of a figure provided by a contributor?

In order to be of print quality, figure files need to be available as separate electronic files in one of the formats listed below. Final figure quality can only be easily predicted from an electronic file.

An important quality measure is resolution. Figures that are black and white line drawings should have a resolution of 600 dpi (dots per inch) to be of print quality; other images or photographs need to have

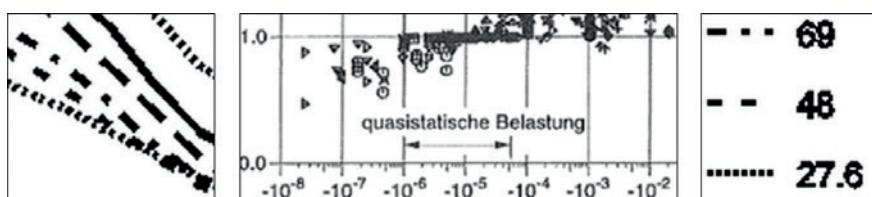
300 dpi. Any lines in the image must have a weight of at least 0.5 pt (~0.15 mm) pt.

It is important to be sure that you are measuring resolution in dpi (dots per inch) not pixels per centimetre. The submitted file size should correspond roughly to the size the figure will be in the final publication, as changing the figure size will change the resolution.

The final printed result entirely depends on the quality of the original. It is therefore advisable to prioritize creating or obtaining high quality figures from the start of the writing process.

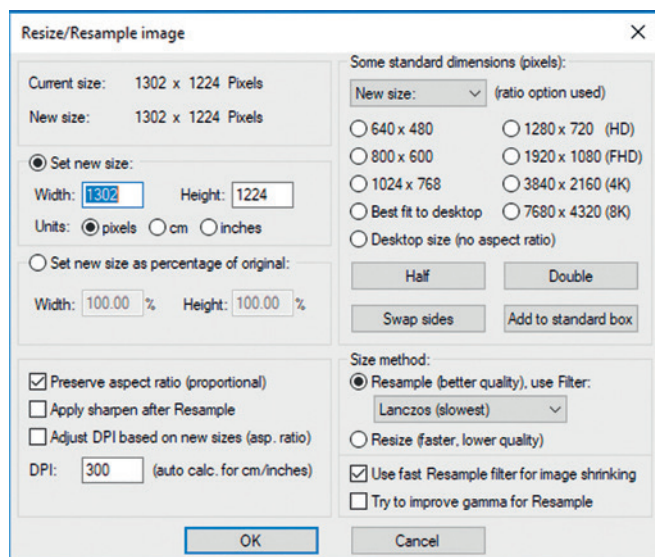
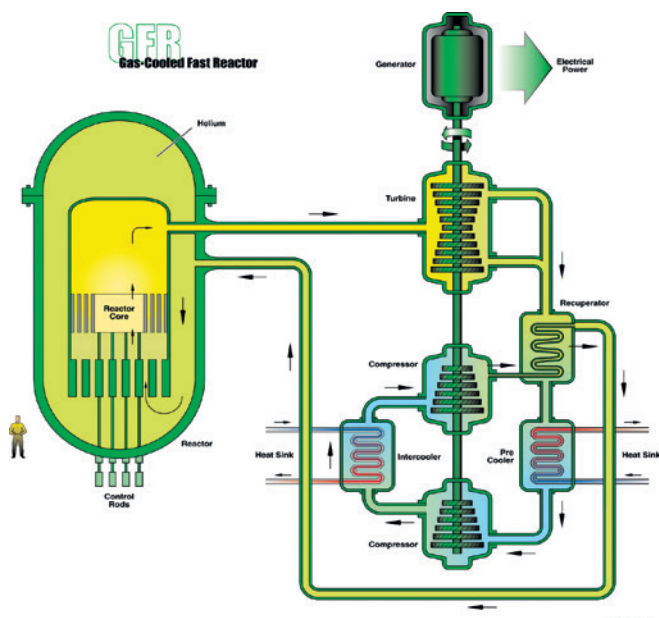
It should also be noted that the final print quality will always be worse than the apparent quality on screen or printed on an office printer. A computer screen has 72 dpi and a standard office printer 300 dpi. The printing machine used to print IAEA publications has 1200 dpi, meaning every 'missing' pixel in the original figure will be replaced with a white pixel. Therefore, the only way of knowing what exactly a figure will look like is by printing out a proof on the printing machine.

Removing figures from a publication later in the process due to quality issues requires extensive additional work and causes long delays. Below are examples of figures that cannot be printed in sufficient quality.



## How do I check figure resolution?

If you double-click on a figure when using an IAEA computer with the default settings it will automatically open in IrfanView. Go to the 'Image' tab and choose 'Information' from the drop-down menu. Please note that changing the numbers in the category 'resolution' will not improve the figure.



## Do I need to check anything else apart from figure resolution?

If the resolution is sufficient, you should check what the figure looks like both on screen and on paper. Text needs to be legible and should not be blurred or in a language different to the language of the publication. Any lines should be straight and continuous, and not distorted or broken. Contributors may artificially increase the displayed resolution by pasting a screenshot into a Visio file; unfortunately, this does not increase the true quality of the figure and the resulting image remains unsuitable for printing.

## Which file types can be used in an IAEA publication?

The following programs and file extensions indicate that a file can be included in an IAEA publication:

From multiple programs	PDF*
Adobe Photoshop, Microsoft Word, Microsoft Excel	EPS*, JPG, JPEG, PDF, PNG, PSD*, TIF, TIFF
Microsoft Visio	VSD
Adobe Illustrator	AI*, EPS*, PDF
Adobe InDesign	INDD, INDT, INX, IDML*, PDF

\* For the indicated file types it is necessary to submit files with embedded fonts to ensure the font and font size remain the same as they were submitted, even if opened on different machines.

PDF files can be created from different programs, but it is always preferable to submit the source files (i.e. the file saved in the program the figure was created with).

### You may also like:

- Topic 3.1: Creating original figures
- Topic 3.3: Using existing figures
- Topic 3.4: Attributing figures
- Topic 3.5: Including maps in a publication



## 3.3 Using existing figures

### Does using existing figures save time when drafting a publication?

Using existing figures rather than creating new figures when drafting a publication does not always save as much time as you might think, and in many cases may take longer than creating completely new figures, depending on the nature of the image and where it has been found. It is therefore important for scientific secretaries and their contributors to plan in a similar amount of time to either create new figures or manage the use of existing ones. New figures will add more value to a publication than existing figures that readers can access from other sources.

### What is a figure permission?

If you did not create a figure yourself for the publication you are working on, it is likely that you will need to obtain a figure permission. This is because the figure is owned by someone else, who has the right to decide whether and how it can be reused. A written permission is the proof that you are allowed to use the figure and provides a record of the terms under which you are allowed to use it. You should keep all permissions on file to protect yourself and the IAEA.

If you wish to reuse a figure that you have created yourself but that has been published elsewhere, you will also need a permission, as usually when you publish, the contract you sign

will transfer ownership of the figure from you to the publisher. However, such permissions are often free of charge for the author, so there is no financial barrier to applying for them.

For some images licensed in certain ways, such as stock photography or content licensed under Creative Commons, you do not need to apply for a permission because a licence is either included with the purchase (in the case of stock photography) or available to all who meet any specified conditions. In such cases, the licence should be saved in case its terms later change.

### Are some types of existing image easier to use than others?

Existing images that you already have but that have never previously been published will be the easiest to use. Such images could include the output of programs you use in your work, such as mapping programs; photographs you have taken on duty travel, assuming they are of sufficient quality; or flow charts you have prepared for internal use that would be appropriate for the publication.

Existing images that you have access to but that may belong to someone else, such as medical images, can often be used, but care should be taken to establish that you may use them, both regarding the rights of the patient and the policy of the centre at which they were acquired. All patient ID data must be cropped out.



Screenshots of software programs are easily taken but will not have sufficient quality for print. Ideally, you should ask the software developer for higher quality images.

Using previously published figures from journal articles, even if you yourself are the author, may mean that you have to apply for a written permission. However, as many journals have an automated rights management system, enabling you to receive a licence within a few minutes, the time that needs to be invested in this process is minimal. A small amount of additional time to manage the licences and ensure that they are kept on file should also be planned.

Using images previously published on-line can be relatively easy if you find them on the page of a well recognized organization in the nuclear field. If the web site you find them on belongs to a less formal organization or an individual, or if you cannot decipher who the owner is, the process of obtaining rights to use the image is likely to be more difficult. All images found on-line must be assumed to belong to somebody, so obtaining a permission will always be necessary.

### What is the process for obtaining permission to use an existing figure?

The process for obtaining permission to use an existing figure will depend on its source.

If the source is a journal article, you will find that many of the larger journals include a 'rights and permissions' option on each article page. Selecting this option will take you through the figure application process step by step. Care should be taken when choosing the type of organization and publication and the media and areas in which it will be published, as the choices differ from journal publisher to journal publisher. If you are unsure of which options to choose, please contact the Publishing Section before completing the permission application. If the journal publisher does not have such an option on each article page, their web site should include general information on applying for permissions.

If the source is a book, consult the publisher's web site to see how they handle permission requests and follow the instructions given there.

If the source is an organization or business, check whether they have any contacts for public relations, external relations or press relations, as this will usually be the most appropriate person to advise you on permissions for their images.

If the source is a smaller organization, a web site run by an individual or a web site that does not give any information about its owner, your only option may be to use the contact details given on the web site. The Publishing Section can provide a model text for you to adapt when writing to such contacts. However, many such emails and letters will go unanswered, so it is advisable to decide in advance when you will send a follow-up email and when you will abandon the figure in question and find a replacement. The absence of a reply cannot be taken as permission to use the figure.

### Are there any other considerations when using an existing figure?

Even if you have a permission to reuse a figure, that figure must also meet quality standards in order to be suitable for print. For example, it must have a resolution of 300 dpi (or 600 dpi for black and white line drawings), and be of a suitable file type; any labels and legends must be in the language of the publication, usually English. For more details, see Handout 3.1 on creating original figures.

You may wish to check the quality aspects of a figure before applying for a permission, to save obtaining permissions for figures that cannot be reused. Most publishers will not or are not able to supply higher quality files than those found on their web site, so you should not assume that you will be able to obtain better images later.

#### You may also like:

Topic 3.4: Attributing figures

Topic 3.6: Understanding who owns an image

Topic 3.7: Reusing content licensed under Creative Commons



## 3.4 Attributing figures

### What is a figure attribution?

A figure attribution is a note that is included in a figure caption to indicate the source of a figure. Attribution can be used for previously published figures that are being reused and for original figures provided for a publication by someone who is not an IAEA staff member.

Attribution is important to respect the rights of the original creator of the figure. It is also convenient to clearly state the source of the figure in case it is later found to contain errors.

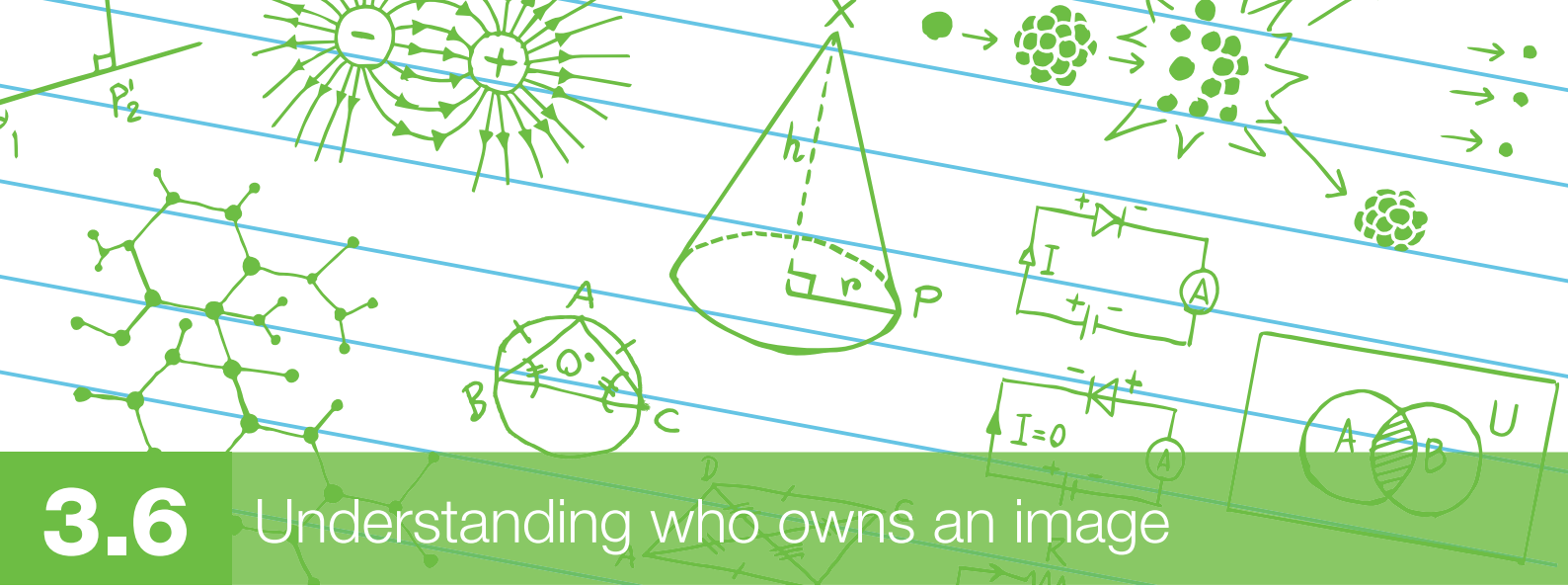
### How do I correctly attribute a figure?

The correct attribution depends on certain characteristics of the figure.

The following situations are commonly found in IAEA manuscripts:

- (a) An IAEA staff member, consultant or intern has produced a figure. It has never appeared in a publication. You do not add an attribution to the figure caption. You may add the staff member, consultant or intern to the list of contributors to drafting and review.
- (b) An individual who does not work at the IAEA has produced a figure. It has never appeared in a publication. You have been given official permission to use the figure. You add an attribution in the form of the following, including the individual's affiliation: *"(courtesy of M. Mayer, University of Bonn)"*.
- (c) A figure originally appears in a publication with no copyright notice, and you have received official permission from the author(s) to use the figure. You add an attribution in the form of the following, ensuring that you have also added the source to the reference list: *"(reproduced from Ref. [x] with permission)"*.
- (d) A figure originally appears in a publication with a copyright notice, and you have contacted the publisher and received a licence to reuse it. If the publisher requires you to use a specific form for the attribution, you follow their instructions. If there are no specific instructions, you add *"(reproduced from Ref. [8] with permission courtesy of [Publisher])"*.
- (e) A figure originally appears in an IAEA publication, and you are certain that it was originally created for this publication. You add an attribution in the form of the following, ensuring that you have also added the source to the reference list: *"(reproduced from Ref. [x])"*.
- (f) You do not have any information on the source or owner of the figure. You do not use the figure until you can find further information about it, and you ask the Publishing Section for further information if necessary.





## 3.6 Understanding who owns an image

### Why is it important to understand who owns an image?

If you do not create original figures for your publication, and instead wish to reuse already published images, you will need to establish who owns those images in order to obtain the proper permissions for their reuse.

If the owner of an image is not immediately obvious, tracing this individual or organization may be much more time consuming than sourcing or creating a new image; it would be worth devoting some thought to this possibility. For example, for photographs of nuclear facilities found on-line with unclear ownership, it would almost always be simpler to apply to the operating organization asking for a similar image; for photographs of medical imaging equipment, the manufacturer will usually be happy to supply you with the images you need.

### If I find an image on a web site, how can I work out whether I can use it?

In general, the less immediately clear it is who owns an image on a web site, the longer the process of obtaining a permission can be expected to take and the more likely it becomes that you will be unable to obtain the permission you will need to reuse the image.

If you find the image in a journal article or book extract on-line, the publisher will almost certainly be the owner of the image, rather than

the named authors, and you should apply to the publisher for permission to reuse the image.

The owner of the web site where you have found the image may be the owner of the image, may have licensed the image for use on their web site only or may only be a person who has uploaded the image despite not having the right to use it; you may find it difficult to distinguish between these cases. Organizations you recognize will be more likely to give accurate information on who owns their images, whereas sites run by individuals or a user's area on a larger site, particularly where individuals do not give their full names, are less likely to do this.

In some cases, the image caption will give the name of an individual or organization, with a link. If there is no caption, you can also check the image's metadata. If a full name and links to a web site or portfolio are given, you may have success when contacting the person or organization directly. However, if only a user name is given, forcing you to make contact through a web site or on-line community, you may not receive a reply.

### If an image does not have a copyright holder indicated with a © sign, does it belong to someone?

For any creative work, including all images, the act of creation establishes the creator as the copyright holder. It is not necessary to register a copyright or use the © symbol to own or to



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continue owning it. Therefore, you can assume that any image you find belongs to somebody, even if there is no © symbol in the caption.

### Is it possible that an image does not belong to anybody?

While orphaned copyrights do exist, meaning that some creative works have no owner and can be used after taking certain steps, it is very unlikely that images related to science and technology would fall into this category.

Copyright expires a certain number of years after the death of the creator (this varies by country but is always a lengthy period such

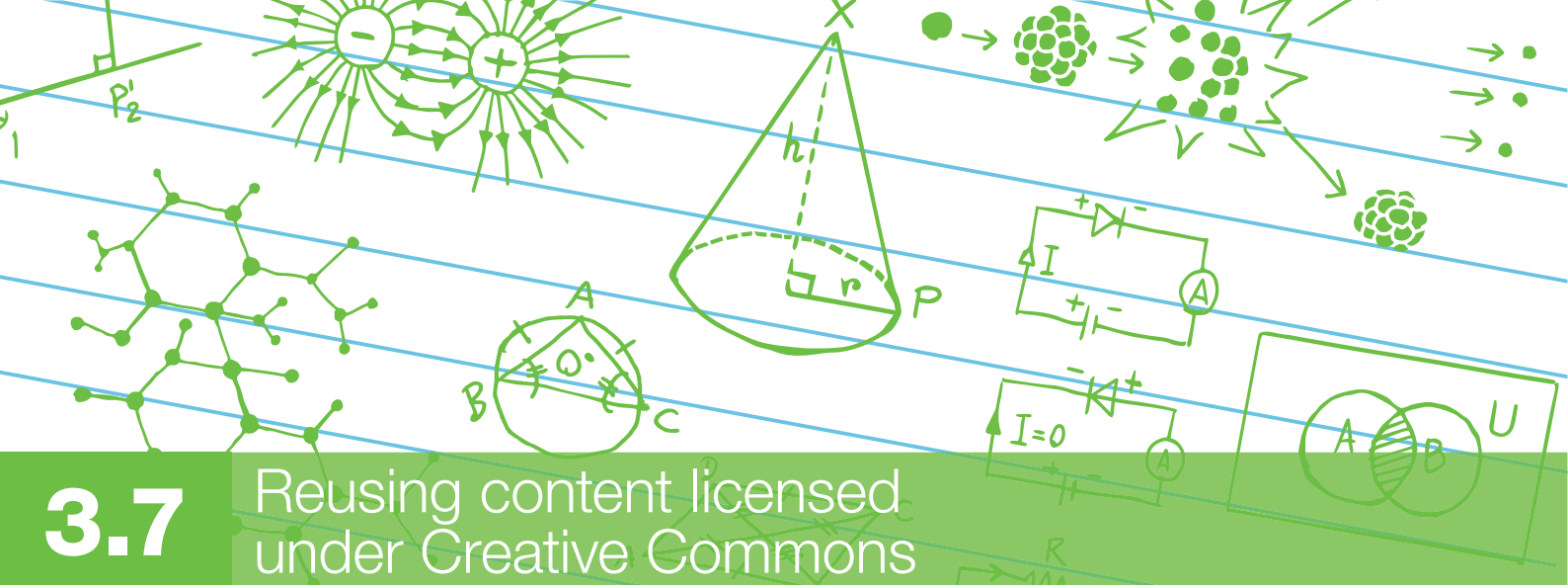
as 75 years), so historical material may no longer be subject to copyright. However, if you wish to include a photograph of a historical artefact in your publication, you must remember that the photographer who took it will own the copyright for that image and will have to grant you permission to use it.

#### **You may also like:**

Topic 3.3: Using existing figures

Topic 3.4: Attributing figures

Topic 3.7: Reusing content licensed under Creative Commons



## 3.7

# Reusing content licensed under Creative Commons

### What is a Creative Commons licence?

A Creative Commons licence is a type of licence that permits certain uses of content, such as images and text, free of charge and without a specific permission, while allowing the owner of the copyright to limit or prohibit other uses. It is not an indication that you can use the content in any way you like. It is important to check the conditions of any licence to be sure that you can use content in the way you need for your publication.

### Can I use figures licensed under Creative Commons in an IAEA publication?

Whether you can use content licensed under Creative Commons in an IAEA publication depends on which kind of Creative Commons licence the creator of the content has chosen. Please refer to the content and note the licence type, and then consult the table below.

When checking the details of a licence, it is important to remember that IAEA publications are published all around the world and in hard copy, on-line and as e-books. Many IAEA publications are priced and are therefore considered commercial publications.

### What should I do if I am unsure whether I can use content?

If you are unsure about whether you have correct permissions and licences, request advice from the Publishing Section as early as possible as this will save you from having to remove or replace figures later in the process.

Images used in IAEA publications still need to meet content and quality guidelines even if they are licensed for use under Creative Commons.

The IAEA does not usually publish text that has already been published elsewhere. It may therefore not be possible to include text in your publication even if this reuse would be possible under a Creative Commons licence.

### How should I record Creative Commons licences when tracking figure permissions?

Copyright owners may change their mind about how they licence their content. It is therefore important to retain proof that any content you used was covered by an appropriate licence at the moment you used it. This can be done through screenshots of web sites (you may need more than one screenshot to capture the content, the licence and its conditions) or scans of the copyright page of hard copy publications. It is also advisable to record the URL of any web site or the bibliographic details of any book so that, in case of handover to another scientific secretary, it is clear which permissions and licences have been recorded.



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## Does the IAEA publish under a Creative Commons licence?

No, IAEA publications are published under copyright to the IAEA, but they are made freely available and their content can be reused

provided permission is applied for. If you are publishing in a journal, the IAEA should retain copyright, but it may be possible to publish under the special licence CC-BY-3.0 IGO, where IGO stands for intergovernmental organization.

Licence name	Code	Can I use content under this licence in an IAEA publication?	How must I acknowledge the creator in the figure caption?
<b>Attribution</b>	CC BY	Yes	If you did not make any changes: “[Figure title]” by [name of creator] is licensed under CC BY 2.0.  If you made changes: “[Figure title]” by [name of creator] is licensed under CC BY 2.0 / [Description of changes] from original.
<b>Attribution-ShareAlike</b>	CC BY-SA	No, you cannot use this content in any IAEA publication.	—
<b>Attribution-NoDerivs</b>	CC BY-ND	Yes, as long as you do not change the content in any way.	“[Figure title]” by [name of creator] is licensed under CC BY-ND 2.0.
<b>Attribution-NonCommercial</b>	CC BY-NC	You cannot use this content in a priced IAEA publication.	“[Figure title]” by [name of creator] is licensed under CC BY-NC 2.0.
<b>Attribution-NonCommercial-ShareAlike</b>	CC BY-NC-SA	No, you cannot use this content in any IAEA publication.	—
<b>Attribution-NonCommercial-NoDerivs</b>	CC BY-NC-ND	You cannot use this content in a priced IAEA publication, and you may only use it in a non-priced publication if you do not change it in any way.	“[Figure title]” by [name of creator] is licensed under CC BY-NC-ND 2.0.
<b>No Rights Reserved</b>	CC0	Yes	You do not need to acknowledge the creator.
<b>No Known Copyright</b>	Public Domain	Yes	You do not need to acknowledge the creator.
<b>Creative Commons +</b>	CC+	‘CC+’ means that conditions have been added to a standard Creative Commons licence. Whether you can use the figure depends on the conditions added, so you must consult the full text of the licence attached to the content.	Follow the instructions in the full text of the licence attached to the content.



## 6.6 Using the IAEA Style Manual

### What is a style manual?

A style manual is a standardization document. Publishing houses and other organizations use this kind of standardization to save their staff time by defining linguistic decisions so that issues don't have to be reconsidered for each manuscript, and to ensure consistency within and across different publications.

The IAEA Style Manual is given particular importance because the author of almost all IAEA publications is considered to be the IAEA itself. Appropriately for this kind of corporate authorship, efforts are made to unify the style and voice of the text. This may lead to a higher degree of editorial intervention than is found at other scientific publishers.

### Who are the intended users of the IAEA Style Manual?

The IAEA Style Manual is intended to be used by professional editors and is written in a way that is typical for this kind of manual. Applying a usage guide such as the IAEA Style Manual to text is a specific professional skill that needs to be learned, and such manuals may not be particularly accessible to readers who do not have an editing background.

The IAEA Style Manual is made available to all IAEA staff, for reasons of transparency, to enable them to use freelance professional editors for their documents outside

the publishing process, and for use in preparing camera ready publications.

Other resources provided by the Publishing Section focus on the key quality markers for which a scientific secretary is responsible: freedom from plagiarism, references, figures, equations and structure. The fine detail of compliance with IAEA style is implemented in edited publications by the Publishing Section's editors.

## A SUMMARY OF THE IAEA STYLE MANUAL

The following is a summary of the IAEA Style Manual for the information of IAEA staff and contributors. It is not intended to provide a guideline for modifying manuscripts; rather, it should provide insight into the kind of issues the Editing Unit considers when working on manuscripts.

### Chapter 1: Written Style

The IAEA Style Guide sets out English language conventions that are followed in IAEA publications.

### Chapter 2: Spelling

IAEA publications use the spelling used in the Oxford English Dictionary<sup>1</sup> (if variations are given, the first is used), which include the

spellings of verb endings known as [Oxford spelling](#). Spellcheckers should be set to ‘English (United Kingdom)’, which is close to, but not identical to, Oxford Dictionary spelling. All manuscripts should be spellchecked.

### [Chapter 3: Divisions of words and expressions at the end of a line](#)

When line breaks interrupt words and expression, the guidelines in this chapter are followed to avoid interrupting the reader’s flow.

### [Chapter 4: Hyphens](#)

Words should be consistently hyphenated throughout all IAEA publications. The general IAEA preference is to use as few hyphens as possible. A list of common terms is provided in the Style Manual (p. 9).

Other dashes apart from hyphens are used. The en rule (ALT+0150) indicates a number range such as 1–5 or a relationship between two words, as in the example ‘human–machine interface’. The em rule — (ALT+0151) which is the width of the letter ‘m’ — indicates a parenthesis. None of these dashes is the same as a minus sign (–) (no shortcut; insert via menu ‘insert’ → ‘insert symbol’).

### [Chapter 5: Initial Capital Letters](#)

Proper names and titles take initial capital letters, but few other words do. For example, ‘International Atomic Energy Agency’ is capitalized, but ‘the atomic energy agencies of several countries’ is not. Elements are not capitalized.

In a publication, ‘Section 1’ is capitalized when the cross-reference is within that publication, but not in a case such as ‘See section 1 of Ref. [1]’.

### [Chapter 6: Numerical Data](#)

Generally, numbers are spelled out as words up to ‘ten’ and ‘tenth’ and as numbers thereafter. There are some exceptions, such as using numbers for amounts smaller than ten when they express scientific data (e.g. 1 mSv), and using words for numbers greater than ten when amounts are not specific (‘over a hundred patients’). However, words and numbers should not be mixed, so in a sentence such as ‘The studies followed groups of 7, 12 and 25 patients, respectively’, ‘7’ would not be spelled out.

## [Chapter 7: Headings, Subheadings and Enumeration](#)

There are fixed formats and numbering systems for IAEA publications. There is one format for papers in a proceedings and another for publications in sections or chapters. Examples are given in the Style Manual. For publications with more than one appendix, appendix headings are numbered I.1, and so on, and where there is more than one annex, the annex headings are numbered I–1, and so on.

Enumerated lists should preferably use (a), (b), (c) instead of (1), (2), (3), with a second numbering level of (i), (ii), (iii) and a third level using em rules (—). Bullet lists use em rules as the first level, and round bullets for the second level. The punctuation at the end of a list items is a semicolon (;) and a full stop for the final item, unless any item is a full sentence or a sub-list, in which case a full stop is used for all items.

## [Chapter 8: Italics, Bold Face, Underlining and Foreign Words](#)

Key words or phrases may be set in *italics* or **bold face**, but this should be done sparingly, as if many words are emphasized in this way, none of them will stand out. Words in a language other than English should not be italicized to show that they are not English; instead, they should be followed by their meaning in English given in brackets. Taxonomical names are italicized in the conventional way. Titles of books and journals may be italicized in the running text, but this is not usual.

## [Chapter 9: Quotations](#)

Quotations should be completely identical to the original and should be placed between double quotation marks. A quotation of longer than three lines is presented as a block quote. A reference to the quoted publication should be added, and “the full stop then follows the final parenthesis” [1].

## [Chapter 10: Abbreviations and Symbols](#)

Abbreviations should not be used to simplify only the writing of a manuscript; they should only be used if they also simplify the reading. The first time a term is used in the text, the full form should be used with the abbreviation in brackets following it, and after this, only the abbreviation

should be used. Only the International System of Units (SI) should be used in IAEA publications. The Style Manual provides examples (p. 35) and a list of common abbreviations (p. 39).

## Chapter 11: Bibliographical References

Bibliographical references cited throughout the text are an integral part of a scientific manuscript.

The IAEA uses numbered citations in square brackets, which should be in consecutive order in the main text and appendices, and restart in each annex. A bibliography cannot be used in place of bibliographical references, but it may be used in addition.

The IAEA Style Manual (p. 54) gives a comprehensive set of example references. This is a brief summary of the most common forms:

- [1] AUTHOR, A., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).
- [2] AUTHOR, A., Internal Report Title in Title Case, internal report, Organization, Location, Year.
- [3] LETTER-WRITER, A., Organization, personal communication, Year.
- [4] RESEARCHER, A., Organization, unpublished data.
- [5] CHAPTER-AUTHOR, A., "Title of chapter in sentence case", Book Title in Title Case, Publisher, Place of Publication (Year).
- [6] AUTHOR, A., AUTHOR, B., AUTHOR, C., Journal article title in sentence case, Abb. J. Title 1 2 (Year) 120–123.
- [7] AUTHOR, A., Title of Web Page or On-line Database in Title Case (Year),  
www.webpage.com/exact-subpage-being-cited
- [8] AUTHOR, A., "Paper title in sentence case", Conference Title in Title Case (Proc. Int. Conf. Place of Conference, year),  
Publisher, Place of Publication (Year).
- [9] PRESENTER, A., "Title of presentation in sentence case", Paper No., paper presented at Organization seminar on  
subject, Location, year.
- [10] Title of INFCIRC in Title Case, INFCIRC No., IAEA, Vienna (Year).

### BIBLIOGRAPHY

AUTHOR, A., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).  
— Title of Book by Same Author in Title Case, Series No. if applicable,  
Publisher, Place of Publication (Year).

AUTHOR, A., AUTHOR, B., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).

ORGANIZATION A (Location)

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

ORGANIZATION B (Location)

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

## Chapter 12: Footnotes

Footnotes should be used sparingly and only when their use cannot be avoided. They are numbered consecutively throughout the main sections and any appendices, and restart in each annex and in any glossary. In a publication with chapters instead of sections, the footnotes restart in each chapter. If the footnote applies to a single word, the number is placed after that word; if it applies to a sentence, it is placed after the full stop of the sentence.

## Chapter 13: Alphabetical Lists and Indexes

Items in an alphabetical list are ordered exactly as written. Letters that are not part of the English alphabet, such as 'ø' and 'ü', follow their closest English equivalent, in these cases 'o' and 'u'. Countries such as the Republic of Korea are alphabetized by 'K' rather than by 'R'.

## Chapter 14: Tables

Tables should contain information that is not included elsewhere, for example in the text or in a figure, and the relationships created by the layout should be logical. The appropriate numbering system should be followed depending on whether the table is in a section, chapter or annex. Minimal punctuation and borders are used. Table notes are used instead of footnotes.

To reuse an existing table from another publication, the scientific secretary must obtain a formal written permission.

## Chapter 15: Figures

All images used in a manuscript are considered to be figures and require a number and a caption. The appropriate numbering system should be followed depending on whether the figure is in a section, chapter or annex. Figures must be provided in separate electronic files.

To reuse an existing figure from another publication, the scientific secretary must obtain a formal written permission.

## Chapter 16: Mathematics

The convention that variables are set in italics, vectors in bold italics and constants in roman type is followed. Lower case Greek letters are always italic and upper case Greek letters are always roman. Equations should usually be displayed rather than set in-line and must be numbered using the appropriate system depending on whether they are in a section, chapter or annex. The Style Manual gives further detailed guidance that must be followed when preparing equations for inclusion in a publication.

## Chapter 17: Names and Titles

Only the names of States and adjectives of nationality given in the IAEA's correspondence instructions for that State may be used; INFCIRC/2 is also a source of correct Member State names. When States are listed, they should be listed alphabetically unless another criterion for the order (e.g. number of nuclear power plants) is given. Country names are considered to be singular nouns of neutral gender. Organizations are referred to by their full name or approved abbreviation (N.B. 'UN' is not an approved abbreviation). Care should be taken with the names of individuals and the IAEA Style Manual provides some points for consideration; individual academic titles are never used in publications.

## Chapter 18: Preparation of Manuscripts for Publication

A manuscript should be prepared with the correct divisions (sections, chapters or papers); a title page; a draft foreword containing justification, acknowledgement and responsible staff members; a draft contents list; any appendices and annexes; any list of participants; separate accompanying figure files; and any glossary. Any subject index used must be prepared by the originator. If the publication is non-serial, suggestions for the cover design should be included.

## Editors' Supplement

While the Editors' Supplement is, as the name suggests, mainly intended for use by the editor, it can be helpful to the originator as it contains many examples of the various elements included in a publication.





## 6.7 Drafting a camera ready manuscript

### What is a camera ready manuscript?

IAEA TECDOC publications, and other similar publications, are generally submitted in a 'camera ready', or 'ready-to-print' format. This means that these publications do not undergo any editorial review by an IAEA editor, and they are not laid out by the IAEA desktop publishing team. Skipping these steps means that books can be processed and printed more quickly than fully edited books. Originators may choose this accelerated process for certain books that are time sensitive or have a limited audience or a shorter shelf life; however, the appropriateness of the topic for camera ready publication must also be considered. In addition, the originator takes on more responsibility for the quality control of the publication.

### How will my camera ready manuscript be processed?

Because these manuscripts are not professionally edited or laid out, camera ready manuscripts are expected to have undergone several layers of review and polishing before they are submitted for printing. Scientific secretaries may need to identify contributors and colleagues who can take on these tasks during the drafting process.

The quality of your publication will be greatly influenced by the effort that is put into its development stages. A series of peer

reviews, technical reviews, editorial reviews and at least one round of proofreading will enhance the quality of your book.

At a minimum, your camera ready manuscript must be submitted for Advance Publishing Advice and you must address any issues highlighted by this process before your manuscript can be submitted to the Publications Committee. Camera ready manuscripts must also be reviewed and approved by the Publications Committee and you must also make any required changes that are identified during this review before submission to the Publishing Section for processing and printing.

The processing of your manuscript will be expedited once all the issues pointed out during Advance Publishing Advice and the Publications Committee review have been fully addressed.

### What will my camera ready publication look like?

Your manuscript will be treated as a professional print job and will be issued as an A4 book with one of the standard covers that have been designed by the IAEA graphic designers in the Publishing Section. You may choose to include a CD with your book. If so, the CD label will be identical to the book's cover. The layout and text of your book will be reflected in the printed book exactly as it was submitted to the Publishing Section.

## What can I do to best prepare my camera ready manuscript for speedy processing?

You will greatly speed up the approval of your manuscript by the Publications Committee by ensuring that the following seven points have been addressed during its development:

- (1) **Structure:** Your manuscript needs to follow a logical structure that is in line with both the IAEA Style Manual, and, if appropriate, the other publications that have been developed on the topic within the series.
- (2) **Your figures may legally be reproduced:** The figures in your manuscript are original, or you have permission to use them and you have attributed and referenced them correctly.
- (3) **Your manuscript follows house style:** You have followed the IAEA Style Manual when drafting your manuscript.
- (4) **Your references are correct:** You have used reference management software or otherwise ensured the accuracy and correct order of your manuscript's references.
- (5) **You have formatted your manuscript in line with IAEA style for printing as an A4 book:** You have used the TECDOC template, or have followed the guidance for formatting camera ready manuscripts.
- (6) **You have fixed all issues identified by Advance Publishing Advice.**
- (7) **You have fixed all issues identified by the Publications Committee Review.**

### You may also like:

[Topic 6.6: Using the IAEA Style Manual](#)

[Topic 6.8: Creating a PDF file for a camera ready publication](#)

## Example text for permissions requests

Dear Sir/Madam

The International Atomic Energy Agency, a not-for-profit organization, intends to publish a book tentatively entitled:

*Title of IAEA manuscript.*

The IAEA would like to reproduce the following figure / text:

*(page reference, figure number and the first few words of the caption or whatever is required to identify the material)*

Which was published in:

*(title, author, year of publication and publisher (and, preferably, ISBN) and Journal Name as applicable)*

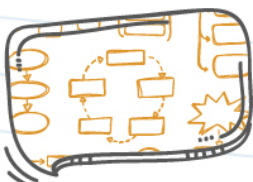
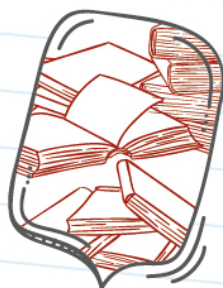
I am writing to ask if you would grant us fee-free, non-exclusive world rights for the use of the aforementioned material in this and any future editions of the publication in all languages and in all formats available now or to be developed in the future (digital formats, hardcopy etc).

If you are not the copyright owner, we would be grateful if you could direct us accordingly.

Due acknowledgement will be given to you(r publication). Please specify the required acknowledgement to be printed with the material.

I look forward to hearing from you.

# Publishing Resources Pack



## List of handouts\*

### 1. Plagiarism

- 1.1 Detecting plagiarized text
- 1.2 Avoiding plagiarism while writing
- 1.3 Citing and quoting
- 1.5 How to rewrite plagiarized text
- 1.6 Writing about previously published research

### 2. Bibliographical References

- 2.1 Citing references
- 2.2 Reference management software

### 3. Figures

- 3.1 Creating original figures
- 3.2 Evaluating figures from contributors
- 3.4 Attributing figures
- 3.5 Including maps in a publication
- 3.7 Reusing content licensed under Creative Commons

### 4. Equations and Data

- 4.1 Preparing equations for a publication
- 4.3 Using tables

### 5. Organization and Structure of a Publication

- 5.1 Organization of a publication

### 6. The Publishing Process

- 6.1 Planning the writing of an IAEA publication
- 6.3 Submitting a manuscript to the Publications Committee
- 6.4 Preparing a manuscript to avoid delays
- 6.6 Using the IAEA Style Manual
- 6.7 Drafting a camera ready manuscript
- 6.9 Reusing material copyrighted by the IAEA
- 6.10 Characteristics of IAEA publications
- 6.11 Publishing externally—books and journal issues
- 6.12 Handing over a publication to a new Scientific Secretary
- 6.13 Taking over a publication as a new Scientific Secretary
- 6.14 Reflecting the IAEA's values on gender in your publication

\*List of handouts available in September 2019