When do I need to include an image?

Depending on the assignment guidelines, you want to provide an image for any body of work that you’re discussing. For instance, if you’re analyzing a painting for art history, you’d include that image as part of your text so that your reader can also reference what you’re discussing.

Where can I find images?

If you’re not scanning an image from a book or journal, try using databases such as ARTstor and the SCAD Digital Image Database, both accessed through Jen Library’s Visual Resource Center. You may also want to use images from an artist’s website or a professional association, such as a museum or gallery. However, avoid using Google Images as these not only have unreliable source information, but are also not copyright protected.

Do I need to cite the images I used in my text?

Yes. Every time you include an image in your paper (whether it’s an artwork or not), you need to give credit to the source of the image.

1. First, assign each image a number. You will use this number to reference the image in the body of the paper. Figure numbers are consecutive and should begin with 1, 2, and so on.

2. When you refer to a particular image, simply provide the figure number in parentheses:

   Van Gogh uses the impasto technique in *Starry Night* (Fig. 1).

   You may also choose to refer to the figure by name in the text itself. In this case, no parentheses are needed. Just be sure to spell out the word “figure”:

   Figure 1 also depicts the artist's use of brushstrokes to create depth.

3. Each image used in the text requires a caption that includes information about the artwork as well as where the image was accessed (either from a book, a website, or an image database).

Where do I place the image in the text?

Some professors prefer that you place images in the body of the text, while others like all images to be grouped at the end of the text. Be sure to check the assignment guidelines or ask your professor. If you do place the image in the text, make sure to keep it as neat as possible so that it doesn’t distract the reader from the main text. Images grouped at the end of a document should be large enough for readers to see, so try to limit the number to three per page.
How do I create a caption for the image?

An image caption contains two types of information: (1) information about the artist and artwork and (2) source information for the image itself. The following are the details you’ll need to set up the caption:

- artist’s name
- title of artwork
- date artwork was completed
- medium and dimensions (if applicable)
- location of artwork
- title of source (i.e., name of book, database, etc.)
- page number for image (or URL if an electronic source)

Here are two examples of a work taken from the SCAD Digital Image Database:

![Fig. 1. Vincent van Gogh, *The Flowering Orchard*, 1888, oil on canvas, 28 ½ x 21 in., Metropolitan Museum of Art, New York (SCAD Digital Image Database, https://did.scad.edu/).](image1)

Fig. 1. Vincent van Gogh, *The Flowering Orchard*, 1888, oil on canvas, 28 ½ x 21 in., Metropolitan Museum of Art, New York (SCAD Digital Image Database, https://did.scad.edu/).

![Fig. 2. Vincent van Gogh, *The Flowering Orchard*, detail (upper right corner), 1888, oil on canvas, Metropolitan Museum of Art, New York (SCAD Digital Image Database, https://did.scad.edu/).](image2)

Fig. 2. Vincent van Gogh, *The Flowering Orchard*, detail (upper right corner), 1888, oil on canvas, Metropolitan Museum of Art, New York (SCAD Digital Image Database, https://did.scad.edu/).

Sometimes you might want to include an image that shows a detail (see fig. 2, above right) of a particular work. These details are considered separate images and should receive their own figure numbers and captions. Be sure to indicate that the image is a detail (you may also want to include which part of the image is in detail).