

Images can either be mentioned and described (cited) in your text or directly embedded as a figure (reproduced or adapted) in your work.

Where mentioned in the text, you should provide a footnote and full reference for an image as you would for any other source.

If referring to an image included in a book or article, the location element should be cited in the information type format in which the image was seen. The footnote should also include a figure number.

Footnote:

- ### Bibliography:

Images found online

Paintings and drawings

Footnote:

- ### Bibliography:

See [Cite Them Right](#) for further examples.

Embedding an image

If you are embedding an image into your work, there are additional steps to take to ensure you format and reference it appropriately. Guidance is also available in the [MHRA Style Guide](#).

1. Captions

Under the image you should include a caption that provides a figure number (formatted as FIG), followed by information that allows for easy identification of the image. Format of the caption may vary depending on the visual material referenced (see the [style guide](#) for examples). Captions may also require acknowledgement of copyright.

For example – a photograph:



FIG 2. A beer tent (bierzelt) at Oktoberfest, 2003. Photograph by Gutsul on Wikimedia Commons <https://commons.wikimedia.org/wiki/File:Oktoberfest_bierzelt.JPG> [accessed 16 May 2023]. Licenced under [CC BY-SA 3.0](#).

If your work has chapters, figures should be numbered within the chapter. For example, chapter 2 would have Figures 2.1, 2.2, 2.3 etc.

As all source information is given in the caption, it is not necessary also to supply this information in a footnote.

2. In the main body of text:

All figures should be referred to within the text by their figure number. For example:

Figure 2 depicts an example of a typical Oktoberfest...

Or

Large crowds gather in a bierzelt for Oktoberfest (Fig. 2.)

3. Bibliography:

Place the corresponding full reference for the image in your bibliography. For example:

Gutsul, *Oktoberfest bierzelt*, 2003, photograph
<https://commons.wikimedia.org/wiki/File:Oktoberfest_bierzelt.JPG> [accessed 16 May 2023]

4. List of Illustrations

We would recommend including a list of illustrations if your work is substantial enough to include a table of contents and/or you have a lot of figures in the body of your text. Your School may also provide guidance in their style guide.

Essentially, a list of illustrations provides an overview of the images, illustrations, graphs, diagrams, maps etc. used throughout your work. In it is included a brief description of the figure and the page number the figure is located on. The list of illustrations will come after the contents page (on a separate page) and before the Introduction.

For example:

List of Figures

1. Description of figure	4
2. Description of figure	12
3. Description of figure	21

A note on copyright...

Before using images in your work make sure to check for any [copyright](#) limitations. Generally, using images in student work is acceptable if they are integral to your argument, referenced correctly and will not be used in any published work. This includes any kind of 'public sharing', e.g. public posters, online exhibitions or use at a conference. However, it is your responsibility to check the work can be used for educational purposes. We recommend using images from licenced collections such as [Bridgeman Education](#) or Open Access collections such as [Openverse](#), which provide images suitable for educational use.