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Using the images from *The Saint John's Bible* in solely decorative manner (i.e. banners, book covers, bulletin art, worship aids, cards, posters, etc.) is discouraged. There should be a legitimate scriptural or programmatic context for the use of the image, not just the desire for a nice image to accompany something unrelated.

Titling of the Manuscript:

The title of the manuscript is *The Saint John's Bible*. The letter 'T' in 'The' is capitalized. The word 'Saint' must be spelled out and not abbreviated. The title is to be set apart from the surrounding text to designate it as the title of the manuscript by putting it in *italics* or in **bold** text.

Bible Logo:

The Saint John's Bible logo - or its elements – may only be used to represent the project itself. The logo may not be used to endorse or represent your own content, programming, or materials.

Color Profiles:

Digital image files are supplied with embedded ICC (International Color Consortium) color profiles which correlate the color codes in the image to non-variable standards, ensuring the most accurate color representation and reproduction. In handling the images files, computer applications must be able to recognize and respect this embedded profile to enable accurate color conversions and print reproductions.

"Bit-Depth" and Indexed Color:

Images are supplied in a "bit-depth" of eight bits per channel. For grayscale images, this is eight bits, 256 levels of

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tone for the single gray channel. For RGB color images, this is 24 bits (256 levels for each of the three channels). CMYK images contain 32 bits per pixel total. No down-sampling of bit depth is allowed: images cannot be converted into indexed color images containing colors from a limited palette (GIF format images are an example of this).

Re-sizing and Re-sampling:

Supplied images are sized appropriately for the intended approved use. Re-sizing or re-sampling of the image files is not permitted without special permission.

Special Effects and Filters:

Every attempt is made to supply users with digital images that are well-suited and properly prepared for their intended use. Further image processing of any kind is highly discouraged. Special effects, image enhancements, and Photoshop filters are also prohibited.

Cropping and details of images:

A detail of the image may be used but must be credited as such (add "Detail" after the title information) and must be accompanied by a full image reproduction in the same publication with a minimum width of 2-1/4" in print or 150 pixels for Web use.

Image modification:

No modification of the image is allowed. No image or writing of any kind may be superimposed over an illumination. You may not place framing, borders, or decorative imagery around any of the illuminations. Every attempt must be made to maintain quality image reproduction.

Fonts:

The Saint John's Bible is a work of calligraphic art and celebrates the unique qualities of the human written hand. The use of electronic fonts which attempt to mimic or recreate calligraphy is not allowed in conjunction with illuminations from the Bible Project. The following fonts are recommended for use creating materials for The Saint John's Bible: Adobe Caslon Regular; Adobe Caslon Semibold; Adobe Caslon Bold; ITC Blair Medium.

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Templates for Bible Project Credit Lines

When crediting an image from *The Saint John's Bible* that does not include any of the sacred text:

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Example:

Seven Pillars of Wisdom, Donald Jackson, © 2006 *The Saint John's Bible*, Saint John's University, Collegeville, Minnesota, USA.

When a cropped detail is used, amend as follows:

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When crediting an image from *The Saint John's Bible* that does include sacred text:

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Example:

Seven Pillars of Wisdom, Donald Jackson, © 2006 *The Saint John's Bible*, Saint John's University, Collegeville, Minnesota USA. Scripture quotations are from the New Revised Standard Version of the Bible, Catholic Edition, Copyright 1993, 1989 National Council of the Churches of Christ in the United States of America. Used by permission. All rights reserved.

When using a detail, amend as shown above.

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When crediting a photo, caption it and acknowledge the first generation photographer:

Caption. Photo by Photographer's Name.

Example:

Members of the Committee on Illumination and Text. Photo by Alan Reed, OSB.

All materials should be sent to Tim Ternes for review before being published in any form. PDF Review materials should be e-mailed to tternes@csbsju.edu.

All questions regarding image use may be addressed to the following:

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