

Quick Guide to:

Crediting the photographer or image creator

As mentioned in the guide to the Media Library, it is good practice to include the photographer's name (or, for stock images, the url of the source) when annotating uploaded images in the Media Library. As a courtesy, we should also put a **credit on the webpage** where any image is displayed (for some stock images, this is a condition of use). This also applies to images used as background, e.g. in a cover block.

Personal Photos

- For photos taken by one of our members, simply use the format "Photo by Fred B"
- For photos taken by someone else using a member's device (e.g. a group shot taken by a member of staff in a restaurant), you could instead use the format "Photo courtesy of Fred B", where Fred's device was used

Images from the internet

- Always check carefully for any specific attribution requirements (and read the guide to **Using images taken from the internet** as well as **the copyright advice provided by the Third Age Trust**, both to be found in the [Further Resources](#) section of the Convenors Page)
- For public domain images, the format "Photo (or Picture, or Image) source" is usually enough
- Select these words and create a link to the source url, to open in a new tab, e.g. [Picture source](#)
- Sometimes the source site may suggest or request an on-screen name check, e.g. Picture Source: [Freepik](#)
- For Creative Commons Licensed images, use the format exactly as given at the source, and create a link to the source page, e.g. Photo © Stephen McKay (cc-by-sa/2.0) [Source](#)

Where to place the credit

This will be your decision, but factors to take into account could include

- your page layout
- the position of the picture/s on the page
- the number of picture/s and how they are displayed, e.g. in a gallery, or as individual images
- the type or purpose of the image, e.g. you may want to credit a member's photo more prominently than a stock image
- for a member's photo, the credit could be included in a caption displayed on or under the photo

Here are some examples from our website (correct as of Dec 2025):


<https://wollaton.u3asite.uk/membership-information/> - credits at the foot of the page, aligned right; use of numbering for multiple images

https://wollaton.u3asite.uk/u3a_groups/exploring-meditation/ - credits aligned centre under a gallery; mix of member's photos and stock images

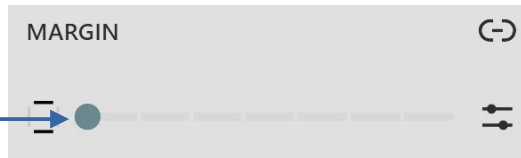
https://wollaton.u3asite.uk/u3a_groups/photography/ - some photos have caption credits

https://wollaton.u3asite.uk/u3a_groups/lunch-group-1/ - two different examples for members' photos

Some final tips

- Particularly for stock images, you may want to use a small font for the credit so it doesn't intrude
- You can make the font even smaller by playing about with the "Set custom size" control in the Font Styles tab (right-hand editing panel) 
- The default colour for links is a bright blue. I prefer to set source links to black to make them less intrusive
- If you put a credit below an image, you can reduce the gap between it and the bottom of the image by reducing the vertical margin of the credit paragraph in the Styles tab. Clicking on the dot at the left-hand end of the line is usually enough

Click here



Result:

