

This document is intended to acquaint new contributors with the way we work with our writers. Here is what we offer, and require from, *ABR* contributors.

Peter Rose, Editor
Australian Book Review

- When we have placed a book with a reviewer (usually via email), we send the following by post: a review copy; a letter confirming commission details; our style guide; and a tax invoice so we can pay you.
- Generally we give reviewers between three and five weeks with a book.
- Reviewers should alert us promptly if they have queries or if they require more time to complete the review.
- Stick to the designated word length. We have our reasons for nominating them. For example, 900-word reviews fill one page in the magazine; and 300 words fill an In Brief (one column).
- With fiction reviews we discourage over-reliance on plot summaries and any revelations about plot that will diminish readers' enjoyment of the novel.
- Reviewers should refer to our style guide and should proof reviews carefully before submitting them.
- New reviewers not familiar with *ABR* should acquaint themselves with its style and tenor.
- We do not publish footnotes in reviews and only rarely in essays.
- Please do not add page references to reviews.
- When referring to books/films/performances, etc. please cite the publication date.
- Reviews should be emailed as Word documents to Amy Baillieu: abr@australianbookreview.com.au
- Once you have submitted your Word file, don't send us subsequent ones. We move quickly and we are often formatting and editing within half an hour of receipt. You will have an opportunity to make changes later on.
- The Editor, Peter Rose, does the first edit of each review, then at least one other editor follows suit.
- We edit promptly, closely, and respectfully.

- Once the inhouse editing has been completed, we show contributors a clean Word file and invite comments/changes.
- Later, during the production stage, we can show contributors PDF proofs – on request.
- The magazine is proof-read by at least four editors to ensure accuracy and finesse.
- We pay for everything we publish (print and online) – but we require a tax invoice before we can do so.
- We pay promptly on publication.
- Some contributors choose to support *ABR* by donating back their payments. If you wish to do this, we will pay your standard fee which you can donate back online, thus receiving a tax-deductible receipt. Donations of \$250 or more entitle the donor to be listed as an *ABR* Patron.
- All the print features appear in *ABR Online*. Both editions are published around the first day of the month.
- We publish short contributor biographies in the print edition (not for In Briefs, though), and longer ones (if they are submitted) in *ABR Online*. Please include your Twitter handle if you have one.
- We require a good-quality colour photograph of the contributor for *ABR Online*.
- Following publication we send contributors PDFs – not copies of the magazine (we assume that contributors already subscribe to the magazine – see below)

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