

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

- *ABR* initiates the great majority of its reviews, but we accept ‘pitches’, especially from regular *ABR* contributors.
- The Editor usually invites reviewers to write about books via email. We appreciate prompt replies so that we can place books early.
- Once we have placed a book with a reviewer, we send the following by post: a review copy; a letter confirming commission details; our style guide; and a tax invoice for completion and return.
- Generally we give reviewers books for three or four weeks.
- 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). Significantly longer reviews will be edited or returned for reduction by the reviewer.
- 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
- Reviewers should proof reviews carefully before submitting them.
- While *ABR* edits closely and undertakes some fact-checking, this is a small organisation and our resources are not unlimited. We rely on our contributors to submit well-presented and accurate articles.
- New reviewers not familiar with *ABR* should acquaint themselves with our style and tenor.
- We do not publish footnotes in reviews and only rarely in essays.
- 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, edits each review.
- We edit promptly, closely, and respectfully. The *ABR* editors are committed to presenting your work in the best-possible form.
- Once the inhouse editing has been completed, we show contributors a clean Word file and seek comments/changes.
- Later, during the production stage, we can show contributors PDF proofs – on request.
- We welcome suggestions, revisions and corrections from contributors. Never hesitate to send them.
- The magazine is proof-read by at least three editors.
- We pay for everything we publish (print and online) – but we require a tax invoice before we can do so. Invoices must be submitted within two months of publication.
- We pay promptly, usually within a week of publication.
- Some articles now appear online before they appear in the print edition. In those cases we pay on online 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 head-shot of the contributor for *ABR Online*.
- Following publication we send contributors PDFs – not copies of the magazine (we assume that contributors subscribe to the magazine – see below)
- *Australian Book Review* attracts lots of interviews via our publicists at [Progressive PR & Publicity](#). *ABR* staff or our publicists will contact you in this regard. We hope that contributors will assist us to promote their work and the magazine in general.

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