



School Library Connection

FAQ

To whom should I send my completed manuscript?

Please send your completed manuscript directly to the Topic Center Editor with whom you have been working (Carl Harvey, Leslie Preddy, or Rebecca Morris).

Should I include references and my biographical note when calculating the word count for my submission?

Yes. The word count range specified in your contract includes your bio and references.

In which issue will my article appear?

You will find the anticipated issue of publication designated in your contract. The Publisher reserves the right to change the issue in which your article will appear.

Will my article appear in the print magazine, online, or both?

You will find this information specified in your contract.

When will my complimentary copies of the print magazine reach me?

If you are contributing to an issue of the print magazine, you will typically receive your complimentary copies in the second week of the month of publication. If you still have not received your complimentary copies by the end of the month of publication, please contact Janet McFall at jmcfall@abc-clio.com

When will I receive my complimentary 6-month access to SLC online?

Your online access credentials will be set up in the month your article is published. You will receive an e-mail from Janet McFall establishing access. If you still have not received your access credentials by the end of the month of publication, please contact Janet McFall at jmcfall@abc-clio.com

Do I need to return a W-9 if I'm not receiving monetary compensation for my article?

No. If you are receiving only complimentary copies and/or merchandise credit as compensation for your work, we do not require a W-9. Any contributor receiving monetary compensation, however, must submit a W-9 (or W-8 if the contributor's tax home is outside the United States).

When can I expect to receive monetary compensation owed to me for my article?

Payment follows publication, and your check, if owed, will typically reach contributors toward the end of the month of publication.

I still have not received a check for my published article. What should I do?

If it has been less than a month since your article was published, please sit tight—your check is likely still being processed. If it has been more than a month since your article was published, please contact jmcfall@abc-clio.com. The most common reasons for a late check are a missing contract or W-9, and outdated address information.

I'm moving. Do I need to inform anyone?

Yes. Please notify Janet McFall at jmcfall@abc-clio.com to update our records in both Editorial and Accounting. If you are receiving monetary compensation, you will also need to submit an updated W-9 to ensure your check is mailed to your new address.