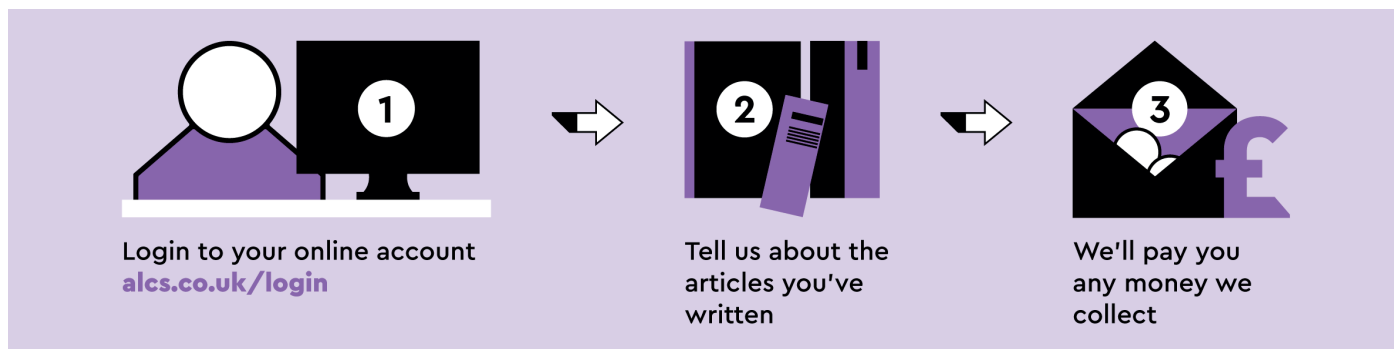


GUIDELINES – ARTICLES

The money that we collect for writers of articles comes from:

- licences issued in the UK by the Copyright Licensing Agency (CLA) and NLA Media Access covering digital reproduction, photocopying and scanning.

THIS IS A CLAIMS-BASED SCHEME (UNLIKE BOOKS AND SCRIPTS). IF YOU DON'T TELL US ABOUT YOUR ARTICLES, YOU WON'T RECEIVE ANY INCOME.



We operate a claims scheme for articles written for magazines/journals, so that you can tell us which publications you've contributed to. Any payments you receive from ALCS will be based on a number of factors: the 'type' of magazine/journal publication that you have written for, the length of the article you have written, the amount of money that has been collected for that 'type' of publication, and the year that the article was published.

Unlike other work categories, our only source of data about the articles our members have had published comes from our members, so any information on your account about the articles you have written for magazines and journals is that provided by you.

TELL US WHAT YOU'VE WRITTEN

Please tell us about the following:

- Articles written for UK magazines or journals with a valid ISSN.
- Articles written in the last three full calendar years.
- Online articles that have a UK ISSN and have been written in the last three full calendar years.

RESTRICTIONS

The following types of work and contributions aren't covered by the scheme:

- Articles written for newspapers.
- Non-UK ISSN (even though a magazine can appear to be UK-based, this isn't always the case).

- Articles you've written while employed as a staff writer. Articles produced by a staff writer ie a writer employed by a UK publisher to work on one or more of their publications, are not eligible.
- Editorial contributions are not eligible for payment.

WHAT YOU CAN CLAIM



Articles written for UK magazines or journals

Online articles with a UK ISSN written in the last 3 years



Articles written in the last 3 years

WHAT YOU CAN'T CLAIM



Non-UK ISSNs

Articles written while employed as a staff writer



Articles written for newspapers

Editorial contributions



PRINT VS ONLINE ARTICLES

Where the same article is claimed for in both its print and electronic formats, it is treated as one single claim. The fee per article is the same for both print and digital publications, so you only need to enter this once.



&



= 1 claim

HOW TO TELL US ABOUT YOUR WORKS

You should tell us about your works by using your online access to the 'Members' area' of our website: alcs.co.uk/login

The site will guide you as to which information you need to add. Some is mandatory (and will have a * next to it); some is supplementary information.

Please don't send us emails or attachments with lists of your works. We unfortunately don't have the resources to add these details to members' accounts ourselves. To make sure they're added, please use the ALCS website to enter the works to your account.

DEADLINES

- The annual deadline for entering article claims is **30 November**.
- We collect articles written in the last three years, so we are currently collecting information about articles written from **January 2017** onwards.

WHEN ARE YOU LIKELY TO RECEIVE PAYMENT?

Payments for the use of articles are generally only made in our March distributions.

You will receive one payment only per article claimed for (whether digital or print).

How long it takes for you to receive your payment (from the point of joining/telling us about a particular work) depends on:

- the year that the article that you're telling us about was published
- when it is that you tell us (make a claim).

We calculate payments on a rolling three-year basis. So if you're a new writer and have only been published for the first time within the last year, it may be up to 18 months before you receive a payment from ALCS for your articles.

You have a three-calendar-year period in which to tell us about any articles that you've written to ensure that you receive a payment for it.

The illustration below shows when you'll receive payments for articles written in specific years, according to the date that you tell us about the article (make a claim).

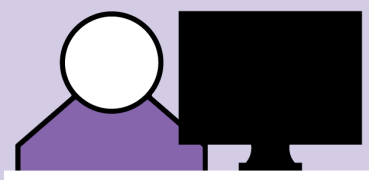
| For articles published in these years | If you make a claim between these dates | You'll be allocated payments in the following distributions |
|---------------------------------------|---|---|
| 2017, 2018, 2019 | 1 Dec 2019 – 30 Nov 2020 | March 2021 |
| 2018, 2019, 2020 | 1 Dec 2020 – 30 Nov 2021 | March 2022 |
| 2019, 2020, 2021 | 1 Dec 2021 – 30 Nov 2022 | March 2023 |

So at the end of this year (2020) after the November deadline, we'll process the information you've given us about articles written in 2017, 2018 and 2019 (that you haven't already received payment for) and this information will determine what amounts you're owed in our **March 2021 distribution**.

If you told us about articles published in **2017, 2018, 2019** before **1 December 2019**, then you should have already received a payment for this work. You will receive a payment for an article once only.

You can also claim for the current year (in the current case, 2020) and we'll include these in future calculations, but we cannot backdate any payments, so if you miss the three-year deadline, you will not be able to make a backdated claim or receive payment for these articles.

KEY POINTS



All articles are entered by you



UK magazines or journals



Last 3 calendar years