

Recommendations for authors when submitting to magazines and receiving acceptances or rejections

1. Ensure that you have all relevant rights in the work you are submitting, including rights for quotations.
2. Ensure that you check and follow any published submission policies or processes of the magazine in question. Respect boundaries and guidelines laid down by professionals, whether in relation to contact, schedule, working conditions, or what they will read.
3. Consider the stated dates for responses before you follow up on your submission. If you have not received a response within a stated guideline, it is acceptable to send a polite reminder.
4. Let the organisation know if you have received interest elsewhere or if there are other relevant updates.
5. Do not expect to enter into correspondence about the application after rejection, as the publication is likely to have sent out hundreds of rejections.
6. Refrain from posting on social media or other public channels about acceptances until the publication has had time to inform all authors of the outcome of their submission (whether accepted or rejected).
7. Never engage in abusive or disrespectful behaviour in response to a rejection. Remember that it is not a faceless publishing monolith on the other end of an email, but a person doing their job.

Professional Advice

8. Read all submission terms carefully. If they concern you in any way, contact the Society of Authors or another professional adviser at the earliest opportunity.
9. Have the resulting agreement or contract vetted by a professional if the submission or pitch is successful. All contracts are negotiable. Advisors at the Society of Authors can help you understand and assess any contract for your work.

Data Protection and Legal Compliance

10. State in writing that the proposal is being submitted in confidence, and that it is subject to data privacy and intellectual property laws.
11. Retain an exact copy of the submission together with the date submitted and the name and any other relevant details of the person to whom the proposal was submitted.