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 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 that have a UK ISSN and have been written from **January 2026** onwards.

Restrictions

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

- Articles written for newspapers or newspaper supplements.
- Non-UK ISSNs (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.
- Editorial contributions are not eligible for payment.
- Articles published under open access licences or in open access publications.

What you can claim for:

- Articles written for UK magazines and journals
- Online articles with a UK ISSN written in the last full-calendar year
- Articles written in the last full-calendar year
- Print or online versions of an article (not both)

Restrictions:

- Non-UK ISSNs
- Articles written while employed as a staff writer
- Articles written for newspapers or newspaper supplements
- Editorial contributions
- Articles published under open access licences or in open access publications

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.

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 unless we specify otherwise.

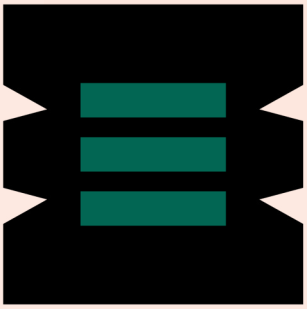
Word count

Please ensure you are as accurate as possible when entering the word count of your articles. Articles with a significantly large word count cannot be entered in the usual way on the ALCS website. You will be notified when attempting to submit the form if the word count you have entered is too high to be automatically processed. Instead, you will need to contact ALCS at **publishedworks@alcs.co.uk** in order to claim for these works.

Deadlines

- The annual deadline for entering article claims is 31 October.
- We collect articles written in the last full-calendar year, so we are currently collecting information about articles written from January 2026 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). If allocated, you will also receive any MemberShare* payments relating to articles in March.

*MemberShare payments

MemberShare payments are payments paid equally to all eligible writers in a given sector (e.g. Scripts) and location (e.g. UK or international), and are intended to provide additional financial support to writers. MemberShare payments aren't guaranteed. However, if a sector is allocated MemberShare payments, all members with an eligible work of that type will receive a payment.

You have a period of one full-calendar year in which to tell us about any articles that you've written to ensure that you receive a payment for it (that means that in 2027 you can claim for articles written from January 2026 onwards). You can also claim for the current year (in the example case, 2027) and we'll include these in future calculations. At the end of this year (2027), after the October 31 deadline, we'll process the information you've given us about articles published in 2026 and this will determine what you are paid in the March 2028 distribution.

Please note, you will receive a payment for an article **only once**.

Verifying claims

Please note, as part of the process of verifying claims, you may be required to provide supporting evidence of your article, such as copies of contracts or other commissioning documents, prior to receiving any payments.

Key points:

- UK magazines or journals with an ISSN
- Last full-calendar year
- Print or online versions of articles (but not both)
- Supporting evidence, such as copies of contracts or other commissioning documents, may be required.

Detailed rules for the distribution of Articles shall be determined from time to time by the Board.