

**PUBLISHING QUESTIONNAIRE**

**TO BE ANSWERED BY FIRMS THAT UNDERTAKE PUBLISHING**

1 Please detail below an approximate split of your publications:

Technical	%
Medical	%
Scientific	%
Legal	%
Training Manuals	%
Educational	%
Trade/Business	%
Financial/Investment	%
Religious	%
Political	%
Historical	%
Classical	%
Poetry	%
Biographies/Autobiographies	%
By or about Celebrities	%
General Interest	%
Hobbies	%

1 contd

Novels	%
Children's	%
Newspapers/Periodicals	%
Other (Please explain fully)	%

2 If you have clients that distribute newspapers or periodicals, please state, in respect of the 3 largest:

	Client 1	Client 2	Client 3
Frequency			
Average Circulation			
Percentage of content from Freelance writers	%	%	%
Circulation area			

3 Please state the approximate percentage of your turnover for work performed for clients in:

United Kingdom	%
European Union	%
Australasia	%
USA/Canada	%
Rest of the World	%

(Please specify if one particular territory forms the majority of this income)

4 Do you use, in any of your publications, any literature, music, film, video, photography or other image, electronic or otherwise, for which you have to acquire rights? **YES/NO**

If yes, please give details, including the procedures you employ to ensure that publishing rights are obtained, prior to publication.

5a) Are all publications reviewed by legal counsel? **YES/NO**

If yes, explain if this is undertaken in-house or if you use third party solicitors.

b) Please confirm that you refer all contentious material to solicitors, for them to check for libel or possible copyright issues prior to publication. **YES/NO**

c) Please provide details of any third party law firm you use, or if you have own in-house solicitor/legal team, please provide details of their experience in the field of publishing.

6a) Do you or have you **ever** engaged/appointed sub-contractors or consultants to edit any of your publications? **YES/NO**

If yes, please provide full details

b) Do you ensure that for each publication, where it is necessary, for you to engage sub-contractors/consultants, they:

i) have relevant qualifications and experience? **YES/NO**

ii) carry and maintain in force their own Professional Indemnity insurance? **YES/NO**

**IT IS A CONDITION OF THIS POLICY THAT P I INSURANCE IS MAINTAINED BY THIRD PARTY PROFESSIONALS, TO ALLOW FOR SUBROGATION, IN THE EVENT OF A CLAIM**

7a) Please confirm that all authors, whose work you publish, sign a standard form of contract, including a hold-harmless, or similar agreement **YES/NO**

If not, please explain fully

b) What procedures do you have in place for validating the accuracy, originality or content, of such work, including title clearance?

c) If your authors are involved in investigative reporting, what method of documenting sources of information, is employed **YES/NO**

8 If any of your publications include advertising, please confirm that a standard form of contract, including a hold-harmless or similar agreement, is signed. **YES/NO**

9 If you have a website that is interactive or has facilities for leaving messages or comments, do you monitor these? **YES/NO**  
If yes, please provide details

10 What procedures do you employ to remove any material that is found offensive?

Please provide details

11. Do you display any publications (or any extracts) on the Internet? **YES/NO**

If yes, please provide details

**Signed:**

**Dated:**