



# Glimpses from the Writer's Glossary

## Basic Vocabulary to Understand the Publishing World

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**About the Author:** Several paragraphs to one page, usually written in third person, describing the author.

**Advance:** The amount of money paid to a writer by a publisher before a book is published. This money will be recouped before further royalties are paid.

**Anthology:** A collection of short stories written by various authors, compiled in a journal or book.

**Assignment:** An article the publisher or editor has requested from a writer for an agreed upon fee.

**Bio:** A short paragraph, usually less than 100 words, that tells about the writer.

**Byline:** The line (usually under the title) that gives credit to the writer.

**Clips:** Copies of a writer's published work.

**Cover Letter:** A short introduction letter sent with a manuscript to remind the editor that the manuscript was requested.

**Fair Use:** Law stating small passages from copyrighted material may be used without the owner's permission.

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**Flat Fee/Work for Hire:** The author or illustrator is paid a lump sum for his or her work and gets no royalties.

**Genre:** Classification of a writer's work according to its content.

**ISBN:** The number in the box that contains the bar code on the back of the book. ISBN stands for International Standard Book Number and identifies your book to booksellers worldwide.

**Lead Time:** Time between article submission and publication.

**On Spec:** Writing an article based on an editor's expressed interest in your idea. The editor is under no obligation to accept the final work. He has agreed to look at the finished manuscript on speculation.

**Query:** A letter asking an editor if he or she is interested in a piece on a certain topic.

**Rights:** The level of ownership of your material you are selling to the publisher.

**SASE:** Self-addressed, stamped envelope.

**Side Bar:** Extra info, tips, or hints in a box or other graphic that give relative information to the article but would be intrusive if included in the text.

**Simultaneous Submission:** Submitting the same work to several publishers at the same time. Always tell an editor when a work is being submitted to more than one publisher.

**Slush Pile:** A stack of unsolicited manuscripts that have arrived at an editor's or publisher's office.

**Synopsis:** A brief summary of a work.



**Linda Gilden is an award-winning author, speaker, editor, and writing coach. Author of over a thousand magazine articles and dozens of books, Linda seizes every opportunity to take writers to the next step in their writing journeys. Linda especially loves every minute spent with her grandchildren, a great source of writing material.**

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*"I'd love to be part of your writing journey. Contact me and let me know how I can help. Together we can make your books and articles shine." Linda*