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BANKRUPTCY
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How to Get Published with ABI

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ABI Books

What They Are

ABI publishes books on a variety of insolvency topics. The organization currently carries more than 70 titles in its bookstore, ABI Store (store.abi.org), and on Amazon. Most also are also available as ebooks, which can be purchased separately or as a discounted addition with the purchase of a print edition.

Requirements to Publish

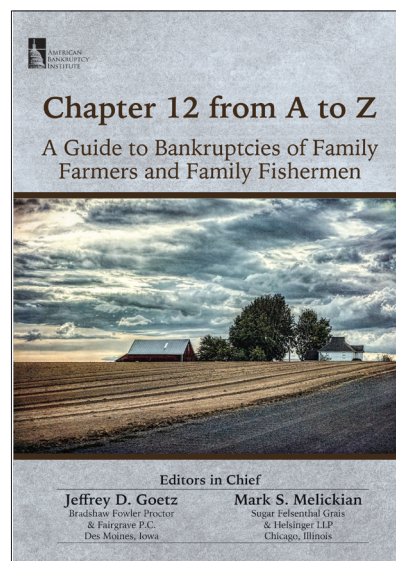
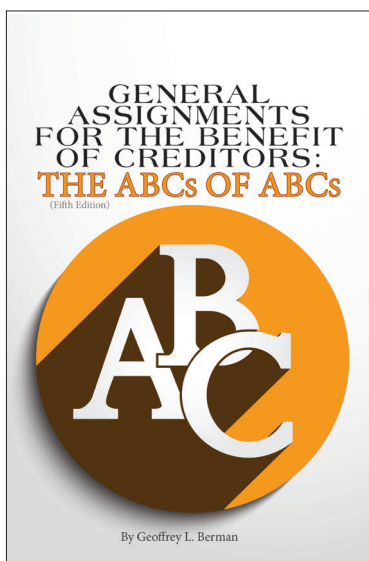
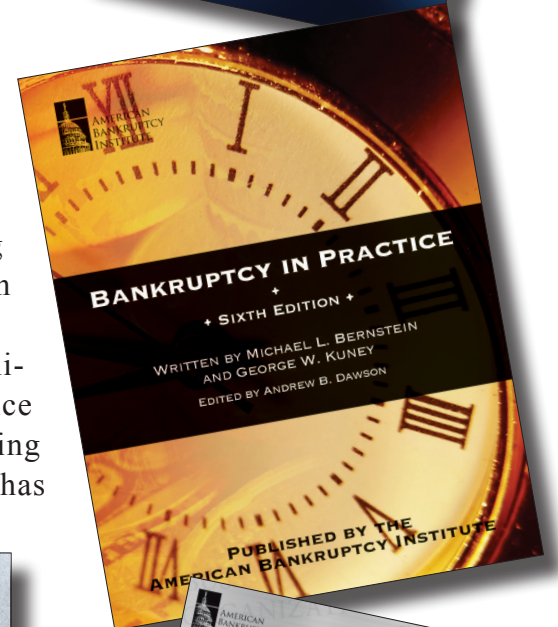
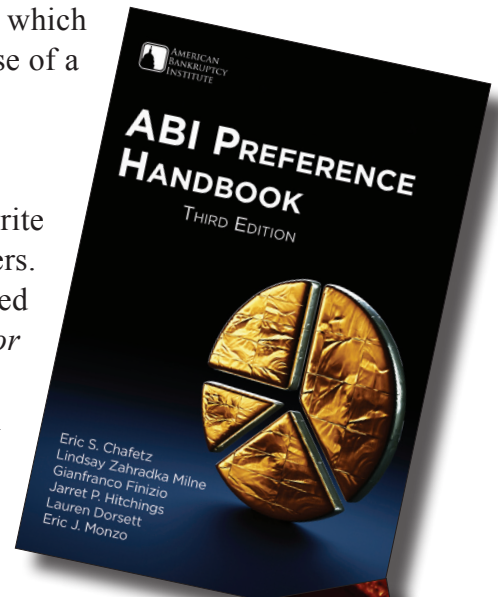
Primary authors need to be ABI members to spearhead and/or write book projects, although co-authors don't necessarily need to be members. In addition, all manuscripts must be comprised of original, unpublished content. *All authors on a book project will be required to sign a release for their work that states that their work is original with them.*

ABI also relies on outside editors to verify the accuracy and legal soundness of books. The editors are an important part of the process and receive published recognition for performing their work. Authors can identify professionals they deem best suited to review their work, and ABI can reach out to them, or ABI can find editors.

Process

All proposed book projects, whether they are ideas for new books or updates of existing titles, start with a detailed outline. The outline should show the proposed chapters of the book — recognizing that some modifications may occur during the writing process — and include enough detail about the content to explain why the book is needed, and the intended target audience.

The outline is submitted to ABI's Director of Communications (jcarman@abi.org), who in turn shares it with ABI's Vice President-Publications. Sometimes specific questions regarding the topic may need to be addressed, but once the book proposal has



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been approved, the Director of Communications will work with the authors to establish a timeline for completion of the project.

Some book projects are the work of several individuals or are projects originating from one of ABI's many committees. In these situations, at least one primary author needs to be in charge of keeping the authors on track and compiling their work into a cohesive manuscript. It is important to stay in touch with the Director of Communications throughout the project, keeping ABI up to speed on the manuscript's progress.

All manuscripts should include an Acknowledgments page, along with biographies of all authors and editors, and high-resolution (300 dpi) head shots of the authors and editors. Head shots can be submitted in any image format, but they **MUST** be high-resolution (**no web images; these are unusable in print**). Many firms maintain a database of their employees' original photos taken when they started working, so be sure to inquire there for original photos.

Once the manuscript is completed, the author or primary author should submit the manuscript to the ABI Director of Communications in Microsoft Word. Layout should be kept basic, as ABI imports all text into a desktop-publishing program for all of its books and will be formatting the manuscript in a manner consistent with its books.

Internal Process

After ABI receives the final manuscript from the author, its next stop is the outside editor or editors, who will review the content to ensure that it is ready to be published. This process generally takes several weeks.

Once the editor submits their edits to the manuscript, ABI staff take it from there. ABI staff will edit the manuscript for any punctuation and grammar issues, and will ensure that it is stylistically consistent with all of ABI's published products (ABI generally refers to the Associated Press and Bluebook styles). It will also be assigned an ISBN number. ABI handles all design and layout work, for both the cover and the interior of the book. The author or primary author(s) will be able to review the book in its final form to indicate any critical changes that need to be made, then ABI sends it off to be printed.

The typical turnaround time from the time we receive the finished manuscript to the time we have printed copies is about two months, although that can vary depending on the size and complexity of the manuscript. Once the printed copy has been on sale in ABI's Bookstore and on Amazon for a few months, ABI produces an ebook version, which is also sold on Amazon and bundled with the print version in the ABI Bookstore.

Sponsorship

As ABI is a nonprofit 501(c)(3) organization, it raises sponsorship money to cover the cost of the printing. Authors and their firms are generally given first priority over sponsoring their book, after which sponsorship is then opened up among the membership, starting with ABI's committees. Sponsors receive a set number of copies of their book in kind for their sponsorship, and their logo is listed on the Sponsor page in the book's front matter.

In Sum

- Author or authors contact ABI's Director of Communications at jcarman@abi.org with their book proposal, including a detailed outline.
- ABI Director of Communications approves the topic, in consultation with ABI's Vice President-Publications.
- Author or authors provide a draft outline and, in consultation with the Director of Communications, agree on an approximate timeline for completion.
- Completed manuscript is submitted to ABI Director of Communications, along with Acknowledgments text, author and editor biographies, and high-resolution (300 dpi) head shots of author(s).
- Author(s) signs and submits release forms.
- Manuscript is sent to outside editor for comment.
- ABI designs cover for book to prepare for printing and marketing.

- Editor returns manuscript with final substantive comments.
- ABI edits and formats the book.
- ABI Director of Communications solicits sponsors to cover the printing costs.
- ABI submits formatted draft to author(s) for final approval.
- Upon approval, book is sent to be printed.
- Book is added to the ABI Bookstore and Amazon and activated for sale.
- ABI markets the title through press releases, the *ABI Journal* via ads and a write-up, on social media, on the ABI website and at conferences.
- ABI creates an ebook version of the title to sell on the ABI Bookstore and Amazon.

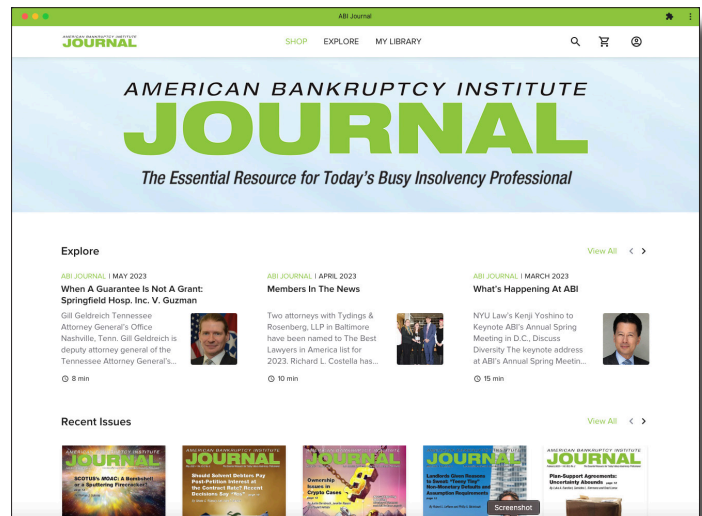
What It Is

The *ABI Journal* is ABI's flagship publication and an important member benefit. It is published 12 times a year both in print and on online and mobile apps, and is the primary vehicle for ABI members to publish articles on timely insolvency topics. It also disseminates internal ABI news and legislative developments, introduces new members, and provides a forum for members to share information on title changes and promotions, awards and recognitions, and firm changes. Each issue features a current list of ABI Board members, announcements regarding upcoming ABI conferences and webinars, and a variety of other information pertinent to ABI's members. If it's happening at ABI, it's in the *ABI Journal*.

Requirements to Publish

Authors need to be ABI members to be published in the *ABI Journal*, with a maximum of three authors to an article. In addition, all articles must be original, unpublished content. *All ABI Journal authors will be required to sign a release for their work that states that their work is original with them and not published elsewhere.* Should the *ABI Journal* not publish an author's work, the author is free to shop their article to another publication.

ABI reserves the right to edit all articles for content and style, and to reassign articles to other columns or publish articles as features based on subject matter and column availability. ABI relies on an assortment of outside editors, who are an important part of the process. They consist of ABI's Editor-in-Chief, ABI's Vice President-Publications, various ABI staff, and Executive Editors and Associate Editors, which are comprised of ABI members from a variety of professions who volunteer their time to ensure that the *ABI Journal* publishes top-notch content every month. All *ABI Journal* articles progress through these distinct layers of internal and external editing and review prior to being published.



Process

The first step in getting published in the *ABI Journal* is to submit a proposed topic to ABI's Managing Editor (abijournal@abiworld.org). Each issue has a topic deadline, so it's good to first familiarize yourself with the *ABI Journal*'s deadlines, which are available at abi.org/newsroom/abi-journal/submission-guidelines-and-deadlines. This will also help in knowing which monthly issue you want to target for running your piece. ABI also recommends conducting a subject search (abi.org/abisearch) to determine whether the proposed topic has already been covered in previous issues.

Each issue of the *ABI Journal* is open topic and generally not dedicated to specific topics or themes. However, please note that three issues per year are dedicated to ABI's two annual national conferences, the Annual Spring Meeting in the spring and the Winter Leadership Conference in late fall, and the annual National Conference of Bankruptcy Judges, normally held each fall.

Once your topic has been approved and you know which *ABI Journal* issue month you are targeting, you can begin drafting the article. The suggested article length is 2,000-2,500 words (about 6 columns), and Microsoft Word is best for composing your article. If your article includes charts, submit them in their original form or as PDF files.

Upon approval of your topic, the Managing Editor will send you the URL to use when submitting your article to ABI. The uploading site includes a series of questions — answering them will assist in tagging your article for ABI's website to help with ABI member searches — and there is space to include any relevant case information cited within the article. There also is a section for the author(s) to fill out the information that will go in their byline(s), including a field for uploading author head shots and an area in which to provide a brief bio. Head shots can be submitted in any image format, but they **MUST** be high-resolution (**no web images; these are unusable in print**). Color photos are preferred. Many firms maintain a database of their employees' high-resolution photos.

Internal Process

After your article has been submitted through the online portal, it will be formatted, then reviewed by ABI's Executive Editors, who decide which articles are approved for publication. Once articles have been approved for publication, ABI's Managing Editor and Senior Editor make their edits (ABI generally refers to the Associated Press and Bluebook styles), and they are assigned out to various Associate Editors for additional review. In some instances, the Associate and/or Executive Editors may alert ABI staff to substantive problems with an article's content. In such instances, ABI will circle back with the author(s) to have them work on any problematic sections, or re-work the article entirely. In some cases, an article could be rejected outright. *Publication in the ABI Journal is not guaranteed, and for this reason, authors are not notified of their article having been published until the layout of the issue has been finalized.*

Once the articles have been fully edited by ABI staff and Associate Editors, the Managing Editor begins the layout of the magazine. The layout process takes about a week, generally in the middle of the month preceding publication. The designed *ABI Journal* issue then goes through three rounds of internal editing the following week to catch any additional text and/or formatting errors that might have been missed, and to check for any issues with the layout itself. Upon completion of this internal editing process, the issue is then sent to an outside print company for printing and mailing.

Each issue is perfect-bound and mailed out, generally during the last week of the month before the issue month. Issues are mailed at the U.S. Postal Periodical Rate, so arrival times can vary depending on region. International members receive the *ABI Journal* in digital form only, but can contact ABI at support.abi.org if they would like to receive the printed version.

On or around the first day of the issue month, the issue goes live online (abi.org/abi-journal) and on the *ABI Journal* app (accessible at apps.apple.com/us/app/abi-journal/id608618630).

Advertising

ABI sells advertising space for the *ABI Journal*, and provides discounted rates to advertisers that advertise in multiple issues. The *ABI Journal* is one of the most widely circulated magazines devoted to bankruptcy and insolvency, so advertisers receive great industry exposure. In addition, ABI can run advertisements for authors' firms with or near their articles. Keep in mind that all articles go through the same editorial procedure, and publishing is not guaranteed. To advertise in the *ABI Journal*, visit mediakit.abi.org.

Partnering with ABI is a great way to get maximum industry exposure across a spectrum of ABI products and services, and ABI Partner plans often include *ABI Journal* advertising. Contact partnerprogram@abi.org for more information.

In Sum

- Contact ABI's Managing Editor with topic idea(s) by the appropriate deadline(s).
- ABI's Editor-in-Chief approves the topic(s).
- Managing Editor sends the author(s) a URL to upload their article to ABI's online article-submission portal.
- Author(s) submit their article of between 2,000-2,500 words via the URL by the appropriate deadline for their targeted *ABI Journal* issue (refer to the publishing deadlines at abi.org/newsroom/abi-journal/submission-guidelines-and-deadlines). Author(s) should tag their articles for subject matter and include cases cited, as well as byline information for, and high-resolution (300 dpi) head shots of, the author(s).
- Author(s) sign and submit release forms.
- Article is formatted to prepare it for layout.
- All articles are sent to Executive Editors for approval or deferment.
- Once article is approved for publication, it is edited internally by ABI's Managing Editor and Senior Editor, then assigned to an Associate Editor for further review and comment.
- ABI makes any requested Associate Editor edits and/or circles back with the author(s) as needed.
- Article goes into the layout of the *ABI Journal* issue, or is held for a later issue.
- Layout of the *ABI Journal* issue goes through a three-step internal editing process.
- *ABI Journal* issue is sent to press around the middle of the month.
- Authors are notified regarding the publication of their article.
- *ABI Journal* issue is printed and mailed to arrive sometime within the first week of the issue month.
- The issue is published online around the first day of the issue month and is announced via a detailed html email that is sent out to members.

Nota Bene

We would be remiss if we did not mention the role that Coordinating Editors play in the *ABI Journal* process. These volunteer members are vital to finding authors and arranging topics for the various columns that regularly run in the *ABI Journal*, and their importance cannot be understated.

ABI Law Review

What It Is

The *ABI Law Review* is published twice a year by student editors at St. John's University School of Law, in the winter and summer, and is one of the most read and widely cited scholarly law reviews in the bankruptcy world. ABI members can sign up to receive the print version for a nominal fee (members.abi.org/printlawreview), and/or access all issues online (abi.org/members/member-resources/law-review). Each issue of the *Law Review* is either subject-oriented or open-topic.



Requirements to Publish

Authors need to email abilawreviewsubmissions@gmail.com if they are interested in being published in the *Law Review*. A team of St. John's student editors takes it from there.

Process

The first step in getting published in the *ABI Law Review* is to email abilawreviewsubmissions@gmail.com. The St. John's student editors handle all editing and layout of the articles. Once all files are completed and the authors have signed off on their work, the files are then submitted to ABI's Senior Editor.

Internal Process

ABI's Senior Editor compiles all of the submitted files for the particular *Law Review* issue, then submits them to get printed and posts the individual articles online at abi.org/members/member-resources/law-review.

After the issue has been published and mailed, ABI's Senior Editor reaches out to the authors to see whether they want printed reprints of just their articles. Each reprint comes perfect-bound with their own cover, and all authors and co-authors are entitled to 25 free reprints. If an author requests an amount greater than 25, the Senior Editor will draft a quote to cover the cost difference for the additional copies, and the author can decide from there whether they want to order the extra reprints, and if so, how many. All authors receive a final electronic version of their articles as well.

In Sum

- Contact St. John's University School of Law if you are interested in publishing in the *ABI Law Review* (abilawreviewsubmissions@gmail.com).
- St. John's student editors handle all of the editing and formatting of articles, as well as communicating with the authors.
- The St. John's Editor-in-Chief for that issue year sends the completed files to ABI's Senior Editor for compilation.
- ABI's Senior Editor sends the files to print.
- ABI's Senior Editor posts the final issue files online once the print proof has been approved.
- ABI's Senior Editor reaches out to the authors to find out how many article reprints they would like (ABI covers the cost of the first 25 copies).
- ABI's Senior Editor sends out the reprints to be printed, which are mailed to the authors directly from the printer.

ABI Committee Newsletters

What They Are

ABI's committees focus on specific areas of bankruptcy and insolvency. ABI members are encouraged to join as many committees as they would like, and to take an active role in their chosen committee(s). Serving on a committee provides opportunities to expand professional networks, strengthen ties with the

industry, and develop leadership roles within peer communities. Each committee plans educational sessions for ABI's large conferences, and hosts a variety of webinars throughout the year. Committees convene semi-annually at ABI's Annual Spring Meeting and Winter Leadership Conference, and plan activities throughout the year.

Each committee publishes its own newsletter as well. The frequency of publication varies from quarterly to once or twice a year, depending on the committee, and they are always looking for fresh content from ABI's members. ABI's committees are as follows: Asset Sales; Bankruptcy Litigation; Business Reorganization; Commercial and Regulatory Law; Commercial Fraud; Consumer Bankruptcy; Emerging Industries and Technology; Ethics and Professional Compensation; Financial Advisors and Investment Banking; Health Care; International; Legisla-

tion; Mediation; Real Estate; Secured Credit; Unsecured Trade Creditors; and Young and New Members. All committees have their own webpages, which can be accessed at abi.org/members/membership/committees.

Requirements to Publish

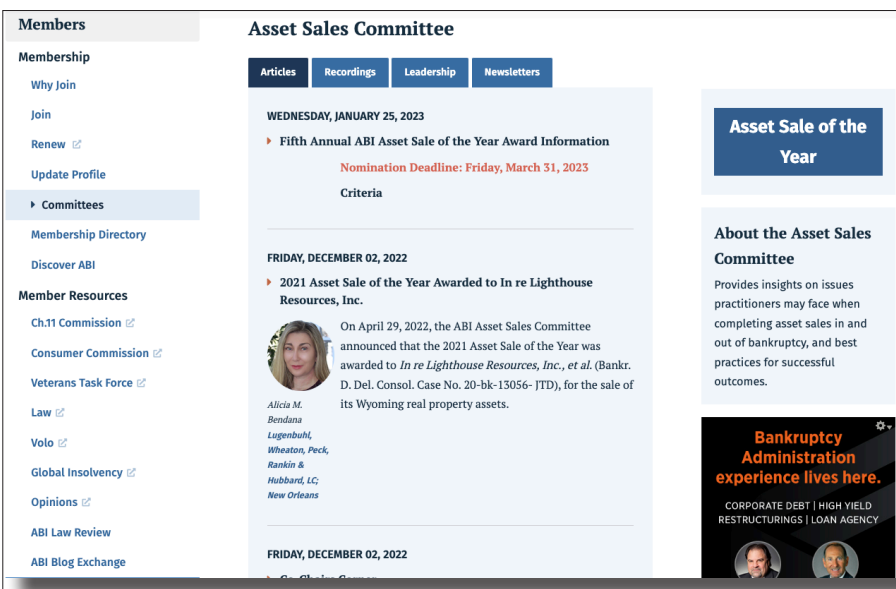
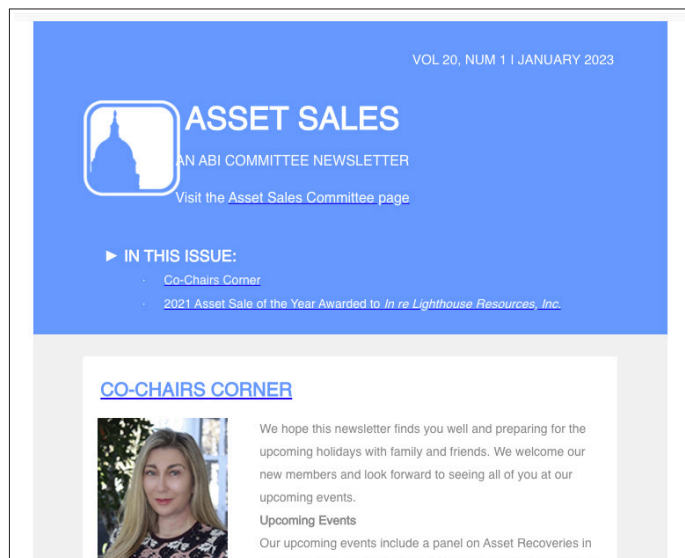
Those interested in writing a committee newsletter article should reach out to the respective committee's Newsletter Editor; this information can be found under the Leadership tab when you click on the committee's webpage. All individuals in committee leadership roles are ABI members. Articles should be about 850-1,250 words in length and should be original (unpublished) content.

Process

Once the committee's Newsletter Editor has received all of the content needed to make a complete edition of the newsletter, they submit the content to ABI, and the committee's newsletter is scheduled for production.

Internal Process

ABI's Senior Editor edits the articles, then ABI's Web Team formats them for ABI's website, and ABI's Graphic Designer pulls the content together into a virtual newsletter. Once the format and all links are checked, the newsletter is emailed to all of the members of the committee. All articles



are available on ABI's website for archival purposes and are searchable. The timeline can be anywhere from two weeks to a month to publish articles.

In Sum

- Contact the Newsletter Editor of the committee(s) you would like to have publish your article.
- The Newsletter Editor will compile all of the content that is going into that edition of the committee newsletter, then submits it to ABI's Membership Coordinator.
- ABI's Membership Coordinator submits the content to ABI's Senior Editor for editing.
- ABI's Web Team formats the articles for online, then sends the links along to ABI's Graphic Designer.
- ABI's Graphic Designer pulls the elements together into the online newsletter format.
- The online newsletter is checked for formatting issues and to ensure the links are working.
- The committee newsletter is emailed to the members of the committee.