

Royalty Department FAQ

Answers to the questions that authors most frequently ask are below. If you do need to contact us, please remember to quote your name, your account number (S000xxxx) and author ID (0xxxxx) in all correspondence.

Q **I have moved. Where do I send my new address details?**

A Please ensure that both your editor and the royalty department have your current address. Email royalties@plutobooks.com **and your editor** with new address details or send by mail addressed to:

Pluto Press
Royalty Department
345 Archway Road
London
N5 6AA
United Kingdom

Q **When will I receive my royalty statement?**

A Statements are sent annually in the third quarter of each calendar year.

Q **How do I read my statements?**

A Explanatory notes are sent out with your statements and you can find an electronic copy on our [website](http://www.plutobooks.com/downloads/ExplanatoryNotesStatements.pdf) (www.plutobooks.com/downloads/ExplanatoryNotesStatements.pdf). If you should require further information, please contact us via [email](mailto:royalties@plutobooks.com) (royalties@plutobooks.com).

Q **I did not receive my royalty statement this year, who should I contact?**

A Please contact the royalty department via [email](mailto:royalties@plutobooks.com) (royalties@plutobooks.com) and ask for an electronic copy of your statement. Note that we are unfortunately not yet able to send statements out by email as a matter of preference.

Q **Who should I contact with royalty queries?**

A Although your editor remains your primary contact, you can [email](mailto:royalties@plutobooks.com) all royalty related questions to the royalty department (royalties@plutobooks.com).

Q **What do I do if my royalty cheque is lost or outdated?**

A You can contact the royalty department. We will check our bank records and issue a replacement cheque at the end of the month.

Q **Is there a minimum royalty payment?**

A Balances less than £100 will be carried over to next year and will show on your statement of account in the following period(s).