

What do I need to know?

- It's worth **25% of the overall royalties available**
- You will need to provide **specific ISBN and ISSN information**
- It makes your claim **more accurate**
- Your information is **carried over each year**

How do I fill it in?



1 Payback 2019 opens

When Payback opens on **Monday 14 January**, you will have until **Monday 18 February** to submit your Publication History claim form.

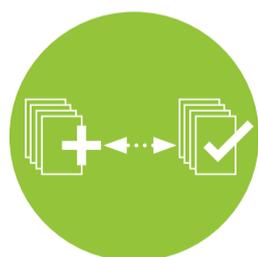


2 Fill in your Publication History form

Log-in to Payback and navigate to the 'Publication History' section. For each entry, you will need to add three things:

- 1 The ISBN or ISSN of the publication that contains your visual work
- 2 The title of the publication
- 3 The total amount of times your work appears in that publication

If you have submitted a Publication History form previously, your information will still be there. Make any necessary updates – add new publications or increase the number of images in existing listed publications.



3 Submit your Payback Claim form

You must submit your Payback claim form to benefit from Publication History form. You have until **Friday 26 April** to submit your claim for Payback.



4 You receive your royalties

You receive royalties in Autumn 2019.