

Date

Name of Writer  
Address of Writer  
City, ST 00000

Dear Name:

We would like this letter to serve as a contract between you and us confirming that you will write an article on <topic> for *The Penn Stater* magazine. We are sending you two copies of this contract; please sign both, keep one copy for yourself, and return the other to Barbara Marshall, *The Penn Stater* magazine, Hintz Family Alumni Center, University Park, PA 16802.

The article should be no more than <length> words and is due <deadline>, unless we both agree to extend the deadline. We expect to run the article in the <issue date> issue.

We will pay you a fee of \$<fee> upon acceptance, which means the point at which the story is edited to our satisfaction. We may ask you to rewrite portions or all of the article, or even in some cases re-interview sources, and we ask for your cooperation in this process. In the unlikely event that the article, after one or more good-faith rewrites from you, is still not acceptable for publication in *The Penn Stater*, we may, at our discretion, pay you 50% of the originally contracted amount and either kill the story or assign it to another writer. In the equally unlikely event that we must kill an otherwise acceptable article for reasons having nothing to do with the quality of your work, we will pay you the full fee.

In exchange for the agreed-upon fee, you grant *The Penn Stater* magazine the first North American serial rights to the article, exclusive with us for the 30 days following publication. You also grant us permission to print a short excerpt of this story on Penn State Newswire, an e-mail service of the University's Department of Public Information, to publicize the magazine. If you sell any subsequent rights, you agree to ask subsequent publishers to credit *The Penn Stater* as the first publisher of the article.

We will reimburse you for incidental expenses connected with this assignment, such as phone and fax charges. To be reimbursed for any expenses, you must

save and give to us your original receipts. Please note that travel charges (such as mileage, overnight accommodations, and meals), as well as any unusual expenses, must be cleared with us in advance.

You guarantee that all of the work you submit is your own, free of plagiarism, and that the facts contained in the story are accurate to the best of your knowledge. You also guarantee us that the work has not been previously published, either in whole or in part. You agree to use reasonable care to ensure that the work doesn't violate the rights of privacy or libel or infringe any other rights of any person.

You may submit your finished article in one of several ways: as an e-mail attachment (please e-mail to me at [tinahay@psu.edu](mailto:tinahay@psu.edu)), by fax to me at 814-863-5690, or on diskette or double-spaced hard copy to me at *The Penn Stater* magazine, Hintz Family Alumni Center, University Park, PA 16802. We use Microsoft Office for the Macintosh, but usually can read files created in other software programs.

Thanks very much. We look forward to receiving the story. If you have any questions as you work on them, please give me a call at 814-863-1275.

Sincerely,

Tina Hay, Editor  
*The Penn Stater* magazine

Please sign below to indicate your agreement to the terms above. Keep one copy for yourself, and return one copy to Barbara Marshall at the address indicated above. We'd appreciate it if you'd send the contract back by regular mail; University policy prevents us from accepting faxed copies of contracts.

\_\_\_\_\_  
Writer's signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date