

## Article Submission Contract

*The Meredith Herald* welcomes submissions from Meredith students, faculty and staff of articles on any topic for publication in print or online. Submissions may be of any length, though they are unlikely to be accepted if they are longer than 600 words. An article may be submitted for consideration in any of our four sections: Features, News, A&E or Opinion. We do not accept submissions from anonymous sources; however, authors may request their name be withheld in print.

We consider only completed articles and do not provide guidance on ideas or proposals. Our editing staff will review your article for grammar, adherence to *Herald* style and basic content, but a piece requiring extensive edits will not be accepted. We welcome revisions and resubmissions and can provide feedback on what aspects of the piece need work. Other factors may also affect whether an article is suitable for publication in the newspaper or online, including space constraints, timeliness and relevance. You need not possess any special expertise to have your article considered, though, if you do, please explain.

We do our best to read all submissions promptly and will contact you within one week if we are interested in publishing your article. For articles being considered for print publishing, if an article is submitted less than one week before our layout date (every Tuesday before publishing), it is unlikely to be considered for the very next issue and will be deferred to the following issue if accepted. For articles being considered for online publishing, a publishing date will be chosen based on a reasonable timeline, including any editing.

To submit, type or copy/paste your article as plain text into an email addressed to [themeredithherald@gmail.com](mailto:themeredithherald@gmail.com) with [Article Submission] as the subject line. Please include your name, your contact information and in which section you would prefer your piece be published.

Please attach to the email a signed copy of the second page of this contract, or submit it in person to Joyner 111 at a time arranged by email. We do not accept article submissions via snail mail.

## Agreement to Submission Guidelines and Responsibilities

I, \_\_\_\_\_, am submitting an article to *The Meredith Herald* for consideration.

I understand that my article is not guaranteed to be published in print or online.

I understand that, even if initially accepted, my content may be pulled from publication due to breach of contract.

I understand that my article, if accepted, will be edited by any or all of the following: section editors, copy editors, the Editor in Chief and the Associate Editor.

I agree to respond in a timely fashion to editors' comments or suggestions for my article.

I understand that if extensive edits are necessary or if I am unable to apply edits, my article will be pulled from publication.

I agree, by submitting, that I yield my work to *The Herald's* revision process, and I acknowledge the possibility of those revisions resulting in accidental misprints. I understand that any concerns about intentional and/or malicious tampering may be directed to the faculty adviser and will be thoroughly investigated.

I understand that, by submitting, I give *The Meredith Herald* permission to use my content. I hereby grant to *The Meredith Herald* a royalty-free, irrevocable, perpetual, worldwide, exclusive and fully sublicensable license to use, reproduce, modify, adapt, publish, translate, create derivative works from, incorporate into other works, distribute, perform, display and otherwise exploit such content, in whole or in part in any form, media or technology now known or later developed.

I agree that by submitting my content, I warrant that I have the right to grant this license. I certify that I have the permission of others who have contributed to or are featured in my content and that my content does not include libel, defamation, discrimination, solicitation, advertising or impersonation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_