

Contributor Agreement

If you read this form and have questions that you'd like answered before signing the agreement, please contact the editor who confirmed your pitch or email the editor-in-chief (editor@carillonregina.com) with any remaining questions or concerns.

If you're going through this form it means you've pitched an article or graphic idea that's been confirmed by an editor, and you're officially on your way to contributing to the students' newspaper – congrats! We're all incredibly excited to work with you and support you in executing this piece of work, but we first need you to read through and sign off on this agreement. You only need to fill out this form once per academic year, and the commitment you make is held until the end of the winter semester. Here is what you'll need to agree to in order to confirm your contribution:

- 1 - I will submit my contribution to the editor who confirmed it by the deadline agreed upon (the Saturday before an issue's published, unless otherwise arranged with an editor).
- 2 - If I am unable to complete my contribution by the deadline, I will contact the editor before the deadline and notify them so they have time to fill the space.
- 3 - The contribution I submit will be the word count/size agreed upon.
- 4 - If I am unable to create a contribution that meets the word count/size agreed upon, I will contact the editor before the deadline so they have time to fill the space.

To put simply, you're agreeing that you'll submit what you agreed to create by the deadline, and that you'll create and submit the full work that you committed to. We've set up this agreement because there have been occasions where a contributor will have a pitch confirmed and then submit something too short or small for us to use, or not submit anything at all and give us no notice. When this happens our editorial staff are thrown into a bit of a panic, as they hardly have two days to come up with new content to fill the space that's been left unexpectedly. We don't like to see our staff in a panic, so this agreement will help make sure those last minute scrambles happen as little as possible.

At the same time, we're not hardasses. We've built this agreement to be flexible for the needs of contributors too. We understand that sometimes, despite your best intentions, life can explode into chaos and some deadlines just won't be met. We don't want to add extra stress on contributors' plates when that's the situation, so we've built a communication allowance into this agreement with points 2 and 4 above. If you're confirmed to contribute something but it's looking like you won't be able to finish it or it won't meet the length/size requirement agreed upon, all you need to do is contact the

editor before the deadline and let them know. If you communicate with us before the deadline there will be no strike against you, no hard feelings whatsoever, and we'll still welcome your contributions in the future once life calms down and you're able to invest in creating this sort of work again. Strikes will be counted for the following reasons:

A - You submit a contribution, but it is significantly below the length/size agreed upon. We aren't able to use the work, and editors unexpectedly need to fill the space left.

B - You do not submit a contribution, and do not contact the editor before the deadline to let them know you can't/won't follow through on the agreement. Editors unexpectedly need to fill the space left.

This strike system follows the standard three-strike rule, and the amount of strikes earned resets with each academic year. To give an example, let's say that in July 2022 you commit to contribute but send in something too short for us to use - that's one strike. If in November 2022 you commit to contributing but send nothing in and don't communicate to the editor before the deadline that you won't be submitting content, that'd be a second strike. At this point you could still keep pitching ideas to editors and contributing, but if a third strike is earned before April 2023 then we wouldn't be able to accept contributions from you for the rest of that academic year.

Once the next academic year begins in May you'll be welcome again to fill out this form and contribute, and any and all strikes from the previous year will not be counted against you. Essentially, we want to extend the opportunity to contribute as frequently and to as many people as possible while protecting our staff at the same time. To ensure we're limiting the panic they can experience as much as possible we ask that you sign this agreement before contributing, and that you respect our efforts to safeguard our staff by communicating with them if you're unable to follow through on what you committed to do.