

RING CONTRIBUTOR AGREEMENT

v.1.0

This letter of agreement will serve as a contract between _____ and UVic Communications under which _____, a student/ faculty member/staff employee at the University of Victoria, will provide content for publication on the Ring website and/or in the print edition of *The Ring* or for publication for university purposes in other venues.

The content provider will not begin substantial work on generating content until after having received a formal assignment from the editor, including editorial direction and deadline information, and will proceed under the direction of the editor.

Content generation may require research, interviewing, photography, audio and/or video recording, securing approvals, fact checking, drafting and revising.

All work will be subject to editing by the Ring editor.

The content provider need not accept any particular assignment, and no contributions will be published unless they are deemed satisfactory by both the contributor and the editor.

The content provider will not be paid or otherwise compensated for his/her effort, expenses, or contribution except in specific cases where there is prior written agreement with the editor.

Contributions may be published in print or electronic form in *The Ring* or any other UVic publication. Normally, the contributor will receive a published credit or byline for his/her work. Copyright of textual contributions resides with the University of Victoria. Copyright for photography and videography normally remains with the photographer or videographer, who assigns to the university reproduction rights for university purposes.

The content provider agrees to abide by the provisions of the Ring Contributor Guidelines document.

Volunteer contributor signature

UCOM signature

Date