

Group publications: template contributor agreement

RPS special interest groups produce a range of publications in print and online through the RPS website. Most of the time the text and images are produced by volunteer contributors – members and non-members – without a payment. On occasion a Group may agree to pay a fee or wish to formalise the arrangement with a contributor.

The following template letter can be used to set out the agreement between the Group and the contributor. It can be amended to reflect particular circumstances, and parts may be removed, for example, relating to payment.

Other points to consider

- Volunteer editors, designer, contributors, etc, retain copyright in their work
- Photographs should always be credited and permission should always be agreed, this is especially so for photographs that are not those of the contributor. Where photographs are in copyright or being supplied under licence by a third-party e.g. a picture library then a fee may be payable. The terms of use should always be checked as publication in print may be different to publication online, and different fees may apply. Cover images may attract a higher fee.

Dr Michael Pritchard
Director of Programmes
April 2023
v1.0



Letter template

This can be amended to suit particular circumstances.

[Date]

By email

Dear [name],

Further to our [correspondence/discussion], I confirm that the RPS [name] Group would like you to [write/blog, etc] for the [name of publication] publication [date/online content]. It is understood that you grant the Licensed Rights in the commissioned piece to the Royal Photographic Society, according to the terms and conditions set out below.

The publisher agrees to pay the fee as set out below, subject to the grant of Licensed Rights, and the return of this letter.

The Commission

Commission: [brief]

Deadline: [date]

Word count: xxx words

Delivery by: [email] to [editor]

Licensed Rights: As used for this publication, worldwide publication rights, including electronic rights in facsimile and as text on the website, online and social media.

Fee Agreed: £xxx upon use including expenses. Invoice to: [email].

We reserve the right to reject any editorial submissions that do not reach our standards. If an article is not published as the result of a genuine misunderstanding over the brief, a rejection fee of xx% of the agreed fee will be paid. If this letter is not signed and returned, payment will be withheld.

I confirm and agree my acceptance of the above terms and conditions, which I have read and understood.

Signed

Xxxx Xxxxxxx

Date:

