



1777 F Street, NW, Suite 600, Washington, DC 20006
800-959-TAPS ★ 202-588-TAPS (8277) ★ www.taps.org

TAPS Magazine Article Submission Agreement

TAPS Magazine is a publication of Tragedy Assistance Program for Survivors, Inc. Its contents are written for military survivors, their families, and friends. In accord with its goal of compassionate care, TAPS seeks articles that reflect the theme of the organization: “Remember the love, Celebrate the life, Share the Journey.” Your personal life experiences or expertise can help to bring hope and healing to other hurting hearts.

TAPS invites you, the “Author” to submit your Article to be considered for publication in TAPS Magazine. By submitting an Article, you agree to be bound by the terms of the TAPS Magazine Article Submission Agreement set forth below.

- 1) The Author agrees to grant to TAPS, hereafter called the “Publisher”, the right to publish the Article in both *TAPS Magazine* and derivative and ancillary forms of its publication, including, but not limited to, the TAPS website and other media. The Author grants permission for the Article to remain on the TAPS website indefinitely. The Publisher will identify the Author as the owner of the copyright in the Article.
- 2) The Author acknowledges that the Publisher may give permission for the Article to be photocopied for free distribution for educational purposes, and may use a portion or description of the Article in promotional material. All requests for commercial reprints will be referred to the Author. If the Article was first published in *TAPS Magazine*, all commercial reprints will contain the following: “This article first appeared in the [date] issue of *TAPS Magazine*. 1-800-859-TAPS * www.TAPS.org”
- 3) The Author grants the Publisher the right to edit or abridge the Article at its discretion, and to select a title and appropriate art to appear with the Article. It is *TAPS Magazine’s* intent not to change the meaning or content of the Article. Our editing concerns revolve mostly around accurate usage, spelling, punctuation, and grammar. It may be necessary to edit for length to fit available space.
- 4) The Author affirms that he or she is the sole author and proprietor of the Article; that the Author has full power and authority to sign this Agreement; that the Article is not in the public domain; and that the Article does not infringe any statutory or common law copyright or any proprietary right of any third party.
- 5) The Author also affirms that the Article does not invade the right of privacy of any third person, or contain any matter libelous or otherwise in contravention of the rights of third persons; and that all statements in the Article asserted as facts are true or based upon reasonable research for accuracy.

Caring for the families of those who have given their lives in service to America.



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- 6) The Author agrees to hold the Publisher harmless from any loss, damage, or expense (including attorneys' fees) arising out of or for the purpose of avoiding any suit, proceeding claim or demand for settlement that may be brought against the Publisher by reason of the publication or distribution of the Article, based on the contents of the Article.
- 7) Photographs that personalize the Article are welcome. We reserve the right to use or not use the photo depending on quality and space. All persons who are identifiable in the photographs submitted for publication must sign a Depiction Release authorizing TAPS to publish their image. Photographs of children under age 18 who are identifiable require a Depiction Release signed by a parent or guardian.
- 8) TAPS will notify you by email or phone if your Article is selected for publication.
- 9) Because TAPS is a nonprofit organization, we do not have the ability to compensate you financially for the Article. But in the words of Ralph Waldo Emerson, "It is one of the most beautiful compensations in life that no man can sincerely try to help another without helping himself."

Submission Procedures:

- Submit Articles by email to editor@taps.org. We prefer documents in Microsoft Word or Rich Text Format.
- Please use Times New Roman font size 12 or comparable.
- Include your name, address, email address, and phone number at the top of your Article. Only submit material you have personally written. You will receive full authorship credit unless you request anonymity.
- If your Article has been previously published, please note the name and issue of the publication so that we can properly credit the initial publication. You must obtain reprint permission, if needed, in writing.
- Please send graphics files in files of high resolution JPEG format to editor@taps.org. Label the JPEG file with your name and the title of the article you are submitting. Send copies of any Depiction Release with this Agreement.
- A parent or guardian of a minor (under 18 years of age) who submits an Article for publication must sign this form.

Publication Dates:

- Spring -March 1
- Summer – June 1
- Fall – September 1
- Winter -November 1

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Your signature below indicates that that you have read and agree to be bound by the terms and conditions set forth in this Agreement:

Signature _____ Date _____

Parent/Guardian Name if author is under 18) _____

(Parent/Guardian Signature) _____

Title of article or poem _____

Author's Name (printed) _____

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Depiction Releases attached? ___ Yes ___ No Date _____

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