

# **GLASSTIRE WRITER GUIDELINES**

As of March, 2019

Articles published on Glasstire are commissioned by the editors. Generally, unsolicited submissions are not considered for publication.

Glasstire reserves the right to not publish any commissioned article.

## **COPY RULES**

### **Please submit copy and images separately.**

Copy and images should be submitted via email. Copy (the text of your written piece) should be submitted in a Word or similar text document.

#### **Copy:**

All submitted copy will meet the following criteria as it applies to the article in question:

- Writer has thoroughly spell-checked and fact-checked all copy before submission. All names and proper nouns are error-free, as are all dates.
- Again, copy and images should be emailed separately. If the writer wishes an editor to see how the writer prefers images to appear in the article, the writer can submit a third doc or PDF as a guide.
- Editors may work with writers on rewrites/draft editing, but copy requiring extensive rewriting may be rejected, and deadlines must be honored throughout this process.

#### **Images:**

Writers **MUST** submit images and/or clear links to accessible images relating to the article. Images should be clear and ready for publication. Please do not submit image files larger than 5 MB each, or small low-res files. Images should generally be 2,500 pixels wide at a minimum of 72 dpi. Jpeg/Jpg format is preferred.

Writers are encouraged to take their own photos of artwork and exhibitions, where applicable.

Images must be labeled and/or captioned. These labels or captions can be listed in any section of the writer's article submission, or in a separate document. Artwork captions should include, wherever possible: the name of the artist, title of the work, year, medium, and dimension. Please include image credits (who took the photo/the image appears courtesy of \_.)

## **DEADLINES**

Commissioned articles and reviews come with a deadline. Glasstire reserves the right to cancel a commission if a writer misses the deadline with no agreed-upon extension. Deadline extensions are rare and taken on a case-by-case basis. A commission cancellation results in cancellation of any payment.

## **FEES**

Glasstire pays commissioned writers for their work, regardless of length. Fees can be negotiated using the following guideline:

- For feature-length reviews, essays and articles (500+ words), the writer fee ranges from \$100 to \$200, depending on the qualifications of the writer, the writer's history of working with Glasstire, the readiness of the copy when it's submitted to the editors, and the complexity of researching and reporting the article.
- Fees for capsule reviews, Drive-Bys, news items and other short copy (150-500 words) generally range from \$40-\$75.

If Glasstire decides to not publish a commissioned article that was submitted by the deadline, the writer receives a 'kill fee' which is a percentage of the agreed-upon original writer's fee, generally 30-50%. This fee is determined, again, on the criteria listed above, as well as the writer meeting the agreed-upon deadline.

## **PAYMENT**

Payments are scheduled twice per month.

After a piece is published, the writer is responsible for submitting a "Request For Payment" invoice, to [jennifer@glasstire.com](mailto:jennifer@glasstire.com). Each RFP must include the following information:

Name  
Email address  
Physical mailing address  
Telephone number  
Name of the article and its publication date  
Fee amount (\$)

**Please include “RFP” and the title of the feature in the subject line of your email.**

Writers published for the first time in Glasstire need to submit a W-9 form, found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

If a writer has been paid more than the minimum to require a tax return in a calendar year (currently \$600), Glasstire will mail and/or email the writer a 1099-MISC form in January for their taxes. Glasstire also files this information with the IRS.

## **CONTENT SHARING**

Glasstire charges publications for republishing Glasstire content, and writers are paid a second time if their Glasstire content appears in another authorized publication. Glasstire determines the fee charged to the publication on a case-by-case basis, invoices the publication, and informs the writer of the agreement. Upon being paid, Glasstire splits this fee with the writer (generally 50%).

The writer will submit a RFP (see above) for this content-sharing fee to Glasstire. There is no hard-and-fast schedule for payment for content sharing, as Glasstire has no control over how quickly another publication pays.

Glasstire cannot predict or control unauthorized republication of its content, but upon learning of it takes every measure to request removal of the content by the unauthorized platform. Glasstire is not responsible for paying a writer a content-sharing fee in such cases.

Please send any questions about the above guidelines to [jennifer@glasstire.com](mailto:jennifer@glasstire.com).