



Freelance Writer Agreement

Houghton & Mackay offers people interested in the world of publishing and media the opportunity to participate in an online British Magazine. For writers who wish to gain access to an audience of over 25,000 followers and a reach of over 5 million people globally, whilst participating in a live media organisation.

This document outlines the requirements and process.

PARTICIPATION REQUIREMENTS

All participants must be **age of 18** or above and be able to write prose to at least University standard (or British Tertiary Educational equivalent). In addition, you must provide your own equipment including internet access, PC or other relevant items at no cost to Houghton & Mackay and its owner(s). You must be an independent individual and not accessing the freelance writer opportunity via a third-party organisation or entity.

WRITER SHOWCASE ACCOUNT

Before taking part in Houghton & Mackay, writers must create a profile on the Members Page by signing up. Register with your **real** name or professional writer name (cartoon names are not accepted such as “Writer guy”). Upload a head and shoulders shot, background photo and fully filled out bio.

Your personal web page will be used to showcase your articles and bio to readers and clients.

There is no cost to access or use this function. Email across if you need help setting it up.

[**SIGNUP HERE**](#)

YOUR RESPONSIBILITIES

As a participant, your public persona will be presented alongside that of this organisation in various places, or where you share links of your article posts online. As such, when representing or participating in the organisation you must:

- **Behave professionally both online and offline,**
- **Not engage in illegal activity,**
- **Not defame others,**
- **Remain impartial to any religious or political outlets,**
- **Not Engage in racist or sexual rhetoric**
- **Not submit plagiarised prose**
- **Report anything to the editor that contravenes the above**

Individuals breaching these requirements may be removed from the members page resulting in the professional relationship being terminated.

PRIVACY & GDPR

This organisation takes privacy and the personal information of individuals seriously, together with adherence to the **General Data Protection Regulations**. Any information gathered is only used for the intended purpose and not passed on or sold to third parties. Information is protected via encrypted frameworks only accessed by the Data Controller.

Houghton & Mackay is registered with **The Information Commissioners office, UK**.

TYPE OF PARTICIPATION

- **AD HOC ARTICLES**

For writers who wish to publish the occasional article and participate on their own schedule. Simply follow the publishing process below to take part.

- **PUBLISHING DEAL: 10 ARTICLES**

For writers who prefer a more formal publishing schedule. Following the process below, to publish on an agreed schedule of once weekly or twice monthly intervals. A completion payment is given with the final article.

- **SPONSORED / COLLAB POSTS**

The opportunity to produce a post for a client, entity, or brand is offered to the most experienced writers. 30% of the client fee is given to the writer.

THE PUBLISHING PROCESS

The process for publishing articles is very simple:

1. Provide the Editor with a brief outline of article ideas in no more than 50 words each
2. The Editor will advise on the best one
3. You write the article and send it back (word or email, not PDF)
4. Editor and you agree on publication date and time
5. The article is then edited, typeset onto the website
6. Your article is then published
7. Payment for your article is then sent to you

*PDF documents are not accepted for articles.

LIASING WITH SUBJECTS & CLIENTS

Participants of the project may perform research for articles with people and other organisations outside this organisation, as may be required. However, where relevant, Writers are instructed to inform the Editor prior to any communication taking place, outlining the scope and objective of it. Where the communication is just and reasonable, sanction may be given for the communication to occur on behalf of the project to said people or organisation

PAYMENT

AD HOC & PUBLISHING DEAL:

The fee for each article is **£25-£30** (or equivalent), paid within a few hours of publication.

Please ensure you can accept PAYPAL (UK or INTERNATIONAL) or BACS (UK, IRELAND, USA, AUSTRALIA, EUROPE, CANADA only).

SPONSORED POSTS:

Writers may be asked if they would like to write a sponsored post on behalf of a client, brand, person or entity. The fee for this is 30% of the amount paid by the client.

MEETUPS & EVENTS

Where possible, current members may be invited to meet up in London once/twice a year for a team gathering. Team members are welcome to bring family members and friends but are required to fund their own transport and accommodation. Other events may be planned for which invitation is given to members of the team.

Participation is offered and not expected.

WANT TO JOIN?

Please send an email over with a sample article of your choice. In the email state your experience, aspirations, and any other questions you may have. You will receive a response within 24 hours.

Contact:

Email:

Info@houghtonandmackay.com

For further information, read the [Terms and Conditions](#)