

UBR Associate Agreement (AA)

Revision 4: November, 2016

A. Parties

1. "UBR" refers Underground Book Reviews, LLC, a registered company in Virginia, which acts through editors Amy R. Biddle and Brian Braden.
2. "Managing Editor" is the person in charge of staffing, payment, and weekly magazine publication. Amy R. Biddle holds this position.
3. "Submissions Editor" is the person in charge of moderating weekly submissions. Brian L. Braden holds this position.
4. "Associates" are considered freelancers and are not UBR employees. Associates include the roles of Reviewer, Regular Reviewer, Columnist, Judge, Moderator, or Editor.
5. "Reviewers" are Associates who write reviews for UBR, as described in Addendum A.
6. "Judges" are Associates who agree to read and respond to a minimum of four assigned books for our Novel of the Year competition, as described in Addendum B.
7. "Columnists" are Associates who agree to write a set number of scheduled Columns over the course of the year, as described in Addendum C.
8. "Moderators" are Associates who participate in submission moderation, as described in Addendum D.
9. "Content Editors" are Associates who participate in editing UBR content, as described in Addendum E.
10. "Authors" are writers who have listed their books on UBR.
11. "Regular" is a term added to the roles of Reviewer, Moderator, or Content Editor, to indicate those Associates who have committed to a specific schedule or quantity of work for UBR over the course of the year, as determined in their yearly UBR Role & Payment Agreement.

B. Rights and Terms

1. UBR retains all rights to original content published on www.undergroundbookreviews.org, www.undergroundbookreviews.com, or any subsequent websites, online or print journals, or media produced now or in the future and owned by UBR.
2. Associates may re-publish all or part of their published content from UBR on personal websites and elsewhere, so long as they link back to the original content on UBR with a statement attributing the content was originally published on UBR.
3. Associates will maintain their profile on UBR, and ensure that all links work.
4. Non-disclosure: Associates agree not to divulge elements of their working relationship with UBR to competitors for 5 years following this agreement, to include the contents of any UBR contracts signed, UBR intellectual property, and UBR proprietary information.
5. This Agreement and all of its addenda are governed by the laws of the State of Virginia. The courts of the State of Virginia will have exclusive jurisdiction to adjudicate any dispute arising under or in connection with this Agreement.

C. Editing

1. UBR reserves the right to refuse ANY content at ANY time for ANY reason.
2. UBR and its Content Editors reserve the right to change the titles of magazine content, delete sentences, restructure sentences to fit format, correct grammar and fix typos.
3. Pieces requiring extensive rewrites, such as large structural changes, thematic changes, or major shortening/lengthening, will be sent back to Associates for corrections before publication.

D. Associate Restrictions and Self-Promotion Benefits

1. All Associates are automatically and permanently disqualified from receiving reviews from UBR, even after such time as they choose to cease contributing to UBR.
2. Reviews that were published prior to signing the initial Associates agreement will remain on the website.
3. UBR will do its best to help promote its Associates.
4. Associates may publish self-promotion articles (book releases, signings, etc.) on a limited basis.

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5. Self-promotion articles do not require an Addendum B Agreement and are approved on a case-by-case basis by the Managing Editor.
6. When appropriate, UBR will happily promote Associates on social media and publish Associates' announcements.

E. Revisions

1. All Associates will stay up to date on the most recent revisions of the UBR Associate Agreement and all applicable addenda.
2. When revisions to a document are made, Associates will read, sign, and comply with the new terms within one month of receiving the revised document.

F. Payment

1. The terms and rates of payment will be outlined in each applicable addendum and further defined in each individual Associate's yearly UBR Payment Agreement.
2. With approval from both parties, terms and rates may be modified on a case-by-case basis for Associates or for specific content or services at the discretion of the Managing Editor.

G. Termination

1. If any of the terms of this agreement, or any of the addenda, are not followed by the Associate, UBR may choose to terminate this agreement and revoke payment. If the violation is egregious, UBR may permanently ban the Associate from the website, to include deletion of previously published content.
2. Associate will not accept favors, gifts or money to promote a specific person, book or company, and will not deliver false information in published content.
3. If UBR suspects the Associate of accepting gifts or payment in exchange for promotion, or of writing false content, UBR reserves the right to terminate this agreement and addenda and to withhold payment.
4. If a Reviewer or Judge is suspected of not reading a book cover-to-cover, falsely writing positive reviews/responses, reviewing books by family or acquaintances, accepting gifts, or accepting favors/services in exchange for a review/response, or fails to report bribery by an Author, UBR reserves the right to terminate this agreement and addenda and to withhold payment.

I have read and fully understand the agreement above and do hereby agree to these terms

Associate Associate's signature Date

Underground Book Reviews

By: Amy Biddle  11/17/16
Managing Editor Managing Editor's signature Date

Addenda to this Agreement

- A: Reviewers
- B: Judges
- C: Columnists and Articles
- D: Moderators
- E: Content Editors

Complimentary Documents & Agreements

- 2017 UBR Payment Agreement
- 2017 UBR Style Guide
- 2017 UBR Quarterly Invoice Template
- 2017 UBR Voting Sheet
- 2017 UBR Author Agreement