

Author Agreement – Pocket Guides

Title of Pocket Guide: _____

Author Name/Title: _____

Institution: _____

E-mail: _____

1. The author (named above) guarantees that the the work submitted is original and is not under consideration by another publication outlet. Further, the author assures that no conflict of interest exists.
2. The author guarantees data and information included in the work are cited correctly and the work does not infringe on any copyright or the proprietary rights of others. In the event of such claim, action, or proceeding instituted against the author as a result of an alleged violation of such right, NACADA: The Global Community for Academic Advising will be held harmless.
3. The author has secured written permissions to reprint or reproduce previously copyrighted material used in the work and has furnished this documentation to the NACADA Executive Office representative (Managing Editor) for this publication.
4. The author understands that NACADA will retain copyright on the original manuscript from the time of submission until a decision (accept/reject) on the manuscript has been made. Should the submission be accepted to enter the copyediting process for publication, NACADA will hold permanent copyright on the finalized version. If at any time during the copyediting process and prior to publication the author wishes to withdraw the manuscript from consideration, the author must notify NACADA in writing.
5. The author understands that publication is contingent upon a completed work that in form and content is deemed worthy of publication by NACADA. NACADA reserves the right to edit and format the work according to the style specifications used by the association. NACADA reserves the right to postpone or cancel publication of any work.
6. The author understands that copyright ownership grants and assigns to NACADA full and exclusive rights to publish or cause others to publish the work in all forms and in all languages throughout the world. Should NACADA choose, at any time, to use or reprint the manuscript, NACADA may reach out to the author for permission as a courtesy. However, the author understands that NACADA is not legally obligated to do so per copyright laws. The author will not publish an abridged or other edition of the work without written permission from NACADA.
7. The author understands that expenses incurred in the writing or editing of the work will not be reimbursed by NACADA.

If this agreement meets your approval, please sign, date it, and send as an email attachment to Leigh Cunningham, AAT Managing Editor, at Leigh@ksu.edu. NACADA reserves the right to cancel the agreement at any time.

Author's Signature

Date