

## Contract guide

### The process

Once you've received the good news that your proposal has been accepted by Taylor & Francis, your Editorial Assistant will send you the publishing contract or agreement to sign via DocuSign, the secure and easy-to-use online electronic signature service. There is no need to sign up for a DocuSign account.

Your Editor or Editorial Assistant may outline key aspects before issuing the contract via DocuSign. They will also be available at any point to answer any questions you may have about the agreement.

After you have signed the contract, it will be countersigned by a T&F Publisher and you will be issued with a completed copy via DocuSign.

A bank information form (and US tax forms, where relevant) will be sent along with the contract for you to complete securely via DocuSign so that we can set your royalties account up.

### The contract

The publishing contract or agreement formalizes the relationship between you as author (or editor) and us as publishers. It lays out each party's responsibilities and legally frames the book project in industry-standard terms and terminology.

A few key aspects of the contract are explained below.

### Manuscript specifications

The contract will define two essential parameters of your manuscript: the length (measured by either word count or manuscript pages) and the due date. It may also specify the number of illustrations you may include. These aspects will be based upon the information you provide in your proposal and will be discussed and agreed with your Editorial team.

The contract also lays out your responsibilities with respect to third party permissions, the index, supplementary materials not to be included in the book itself (such as abstracts).

## Publishing rights

The contract will state the rights that you grant to us to produce and publish your work, in terms of geography, language and format. We do not normally accept any limitations upon these rights.

You will also confirm, in terms of warranties and indemnities, that the publishing rights mentioned are legally yours to grant, as well as that the work is both original and does not contain any problematic material.

## Publisher actions

Alongside the rights granted to us as publishers, the contract states what constitutes our publishing service: what we will do, and when we will do it. This includes producing the book and paying author royalties.

## Royalties and author copies

In return for the rights you grant to us, we offer a standard royalty on sales of your book: that means a percentage of our net receipts on each book sold, whether that be a print book at full price, a discounted copy via Amazon, an eBook, or a print copy of open access title.

We also provide gratis copies of the print and eBook on publication and, as a Taylor & Francis author, you will receive a discount on titles from our entire book portfolio, across subject areas.

## Open Access

All Taylor & Francis standard contracts include an acknowledgement to open access which can be used as proof when apply for funding for open access projects. Your Editor will also be able to add an open access addendum to your contract if you would like to convert your full title or chapter to open access after your contract has been signed.

## Contributor agreements

Every individual contributing to a publication (i.e. chapter author) must sign a contributor agreement, which is a condensed form of the publishing contract covering

specifications, rights and permissions, and compensation. Please ask your Editorial Assistant for more information.