

Freelance Blogging Program Terms and Rules

Please read this document carefully as it governs the terms of your freelance blogging on the Klat network of sites.

Article Guidelines

Articles are compensated at a rate of \$5.00 apiece and must meet the following quality requirements:

- Articles must be 250 words or more, excluding titles, tags, fields, HTML, stop words, and direct quotes.
- Good grammar and spelling are required. Excessive mistakes will result in a post being returned and unpaid until repaired.
- Citation of any and all sources is required (preferably in the form of a link), no exceptions! (preferably in the form of a link)
- A casual tone that invites readers into your discussion.
- Share your work using the share widgets/social networks.

In the event that you submit an article that does not meet these standards, a Klat editor may return the post to you for more work, during which time the post will not be paid.

Your Assigned Sites

When you start writing, you will be assigned to specific sites. You will be asked to provide a set number of articles per month, typically 3 per month. **Important:** please space out your articles so they are published about a week apart. Do NOT publish all three articles for the month at once.

Klat is flexible about site assignments – if you find that you want to drop a site or pick up a new one, please let us know and we will work with you to find the sites that fit you best.

Over time, bloggers that reliably fulfill their site's monthly required articles and demonstrate good writing, may be given more sites to work on and/or be allowed a set amount of "elective" articles that may be posted on non-assigned sites.

Unfortunately, we will not be able to accommodate writers that cannot fulfill the monthly assignments.

Invoicing and Payment

Invoicing

- You will need to complete a standardized invoice (which will be provided) each week you have contributed approved content.
- Weekly invoices are paid on Tuesdays. Invoices must be for articles completed Sunday through Saturday of the previous week.
- Weekly invoices for the prior week must be received no later than 3pm PST each Tuesday. *With prior permission, occasional late invoices may be accepted.*

Payments

- Payments are made using Google Checkout or PayPal every Tuesday.
- Writers must have a functioning Checkout or Paypal account **prior** to producing paid content. Neongecko/Klat will not send checks or cash nor make any other alternate payment arrangement if you do not have a functioning account.
- If a holiday falls on a Tuesday, an alternate date will be given in advance.

Program Conditions, Rules, & Terms

By accepting payment for your written material and participating in this program, you agree to all conditions, terms, and rules contained below. Please be sure to read this information carefully and inquire with Klat staff if you have

questions or need clarification.

Your Relationship to Klat:

- **Your Relationship to Klat & Severability.** Your relationship to Klat is as a freelance blogger. By submitting your articles for purchase to Klat, you are in no way entering into an employer/employee relationship. You or Klat may choose to terminate the freelance writer relationship at any time, for any reason without prior notice.
- **Ownership of Published Material.** Neongecko retains ownership of all posts, blogs, sites, essays, or other materials that are purchased from freelance writers. Neongecko retains ownership of all such product in perpetuity. Materials that have been paid for by Neongecko may not be reposted elsewhere or removed from Neongecko sites without permission.
- **Writing about Klat or Klat sites.** We ask that you exercise care and your best judgment when it comes to publishing information about Klat. Please refrain from disclosing detailed information about Klat's freelance program or your relationship to Klat publicly, including both sites that are part of Klat's network and sites that are not part of the Klat network.

Content Rules and Guidelines

- **Decency, Illegal Content, & Profanity.** Posts must not contain materials that are lewd, pornographic, slanderous, or otherwise illegal. Please refrain from use of overtly sexual or coarse language. If you are linking to anything that might be objectionable, play it safe and be sure to tell the reader that the link may not be safe for work (NSFW).
- **Copyrighted Material, Plagiarism, and Attribution.** Neongecko will not knowingly accept or publish protected works. Contributors to Klat sites agree not to post materials for which they do not have appropriate rights. Neongecko specifically disclaims responsibility for use of third party copyrighted material or trademarks, and will remove material identified as infringing or belonging to a third party. For material in the public domain, keep in mind that a translation may still be protected material and should be treated as such. All quoted material must be fully credited and signified by quotes. Pictures and videos should also include credits where appropriate and necessary.
- **Content Originality.** All articles posted for compensation must be original. Articles that are re-posted or copied from elsewhere will not be considered eligible as paid work. By posting a paid article on a Klat site, you are agreeing that you are the sole author (sorry, no shared writing) of the material and that it has not and shall not be re-posted elsewhere.
- **Guidelines for Unpublishing or Refusal of Material.** At the discretion of Klat editorial staff, a post may be temporarily or permanently "unpublished". During the time a post is unpublished, it shall not be eligible for pay. If your post simply needs some polishing, your editor will contact you with required changes and your post may then be re-published and submitted for payment. On the rare occasion that a post is beyond repair or is simply not a good fit for our network, your article will be unpublished (but saved) for 5 business days, during which time you may copy the post for your own personal purposes. After 5 business days, rejected posts will be permanently deleted from our system.
- **Editorial Discretion.** Klat staff has full editorial discretion to modify, unpublish, or in extreme cases delete any post, at any time. Editorial staff routinely checks all posts for plagiarism, word count, profanity, inclusion of outbound links, inclusion of pictures, proper spelling, proper punctuation, appropriate tags, and appropriate titles. Editorial staff reserves the right to (and routinely does) add links, add pictures, modify spelling, and many other items.

Site, Account, & Network Usage

- **No Commercial Content.** Klat sites are to be used by writers to post new material and communicate with other users and must NOT be used to promote products or services provided by the author or others unless prior permission for an exception is obtained.
- **Respect for Users.** You must respect other Klat writers and commentators at all times. We welcome debate and you are more than welcome to comment on other posts and comments (or to even write a

rebuttal post), but please keep it clean, do not attack others, and keep in mind that we are trying to build community.

- **Announcements/Addressing all users of a KLAT site.** If you wish to make an announcements to users of a Klat site in a post or comment, we ask that you ask for editor permission first.

Potential Remedies

Neongecko reserves the right to immediately terminate our relationship with freelance writers for violation of rules, terms, and guidelines described here. In most cases, editorial staff will contact you about problems and work with you to resolve them without resorting to such measures. Please keep in mind that plagiarism, use of Klat sites to promote commercial services, or flagrant abuse of other users will almost certainly be met with strong actions up to and including ending the freelance writer relationship.

