

Contributors' guide

Tuesday, 24 September 2002

As a voluntary organisation, Dimsum welcomes contributions from readers, journalists or photographers about topics relevant to our site. Read the following guidelines to contribute.

As a voluntary organisation, Dimsum welcomes contributions from readers, journalists or photographers about topics relevant to our site. If you want to offer Dimsum an article for consideration, you can submit it here <http://www.dimsum.co.uk/submit/>

Articles and imagery can also be sent to us by emailing editor@dimsum.co.uk. Other methods are possible - but only in exceptional circumstances. We don't accept responsibility for loss of unsolicited prints, transparencies, etc.

By submitting your contribution to this site, you also warrant that such contribution is:

- your own original work and that you have the right to make it available to Dimsum Ltd for all the purposes specified above;
- is not defamatory; and
- does not infringe any law.

Additionally, you:

- Indemnify Dimsum Ltd. against all legal fees, damages and other expenses that may be incurred by Dimsum Ltd. as a result of your breach of the above warranty; and
- Agree to waive any moral rights in your contribution for the purposes of its submission to and publication on the Dimsum Ltd. site and the other purposes specified above.

Commissions

If an article is commissioned, you and the editor should agree the deadline, delivery method and the rights acquired. You should also agree on the main points to be covered in the article, and any special requirements. Where practicable terms should be confirmed in writing, though tight deadlines often prevent this and a verbal contract to commission is sufficient in itself.

Rejections

If a contribution is rejected you should be told quickly: within two weeks for features, or the same day for news items. If you don't hear anything, feel free to ask. Editors should not delay unreasonably or deny you the chance to offer an unwanted piece elsewhere.

Payment

Dimsum runs on a voluntary basis and can not pay for contributions. However, the Editor recognises the importance of by-lines or credits to any freelancers, including photographers.

Copyright terms

Standard licence for written freelance contributions (all rights are exclusive unless explicitly specified otherwise):

Written contributions are accepted on the basis that Dimsum Ltd. is granted the following rights:

- Rights of use in any edition of Dimsum.
- Non-exclusive electronic database rights, e.g. CD-ROM archives, Internet websites, on-line databases.
- Rights to license the photocopying of cuttings for customers' internal information purposes.

Contributors may re-use material during the term of the standard licence, provided that the Dimsum is consulted and there is no conflict of interest.

Variation of rights agreements

Dimsum accepts that in a few special cases the standard terms may not be appropriate - for example if an article has been previously been published elsewhere. Any variation of the standard terms must be mutually agreed in writing and approved by the Managing Editor before publication.

Delivery of copy

Copy should normally be filed electronically - either by email or directly into the editorial computer system. If electronic delivery is likely to be impractical you should mention this to the commissioning editor.

Ethical standards

We expect our contributors to observe the highest ethical standards in their work. Failure to do so may be treated as gross misconduct. You will be expected to co-operate fully in the event of a complaint about your work to the Press Complaints Commission or our internal ombudsman.

It is your duty to inform us of any actual or potential conflict of interest arising from work you do for us.

Disputes

In the event of a dispute between an individual freelancer and Dimsum Ltd, we will attempt to resolve the matter amicably.