



## TRAGEDY ASSISTANCE PROGRAM FOR SURVIVORS

3033 Wilson Boulevard, Third Floor ☆ Arlington, VA 22201

800-959-TAPS ☆ 202-588-TAPS (8277) ☆ [www.taps.org](http://www.taps.org)

### TAPS Article Submission Agreement

*Your experiences or expertise can help us bring hope and healing to hurting hearts.*

If you would like to share a story about your loved one or in support of those grieving a loved one, we would love to hear from you. If you have an article for the *TAPS Magazine* or the TAPS Survivor Voice Blog that you would like to submit for consideration, please complete the fields below to submit to TAPS. Writers are encouraged to review our [Style Guide for Writers](#). Please remember that submitting an article is not a guarantee of publication and our printed space is limited. Due to the complex nature of our grief stories, TAPS observes strict publication guidelines pertaining to themes, content, language, safe messaging and length. If we have not already been in contact, we will soon be in touch with you either by phone or email about the next steps and any possible ways we can use your story. Thank you for writing and sharing the possibility of hope with your TAPS family.

With care,

Lalaine Estella  
Editor, *TAPS Magazine*

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*TAPS Magazine* and the TAPS Survivor Voice Blog are publications of Tragedy Assistance Program for Survivors, Inc. Contents are written for military survivors, their families and friends. In accord with its goal of compassionate care, TAPS seeks articles that reflect the theme of the organization: "Remember the love, Celebrate the life, Share the Journey." Your personal life experiences or expertise can help bring hope and healing to other hurting hearts.

TAPS invites you, the "Author" to submit your Article to be considered for publication in TAPS Magazine or on the blog. By submitting an Article, you agree to be bound by the terms of the TAPS Article Submission Agreement set forth below. A parent or guardian of a minor (under 18 years of age) who submits an Article for publication must sign this form.

1. The Author agrees to grant to TAPS, hereafter called the "Publisher," the right to publish the Article in both *TAPS Magazine* and derivative and ancillary forms of its publication, including, but not limited to, the TAPS Survivor Voice Blog, website and other media. The Author grants permission for the Article to remain on the TAPS website indefinitely. The Publisher will identify the Author as the owner of the copyright in the Article.
2. The Author acknowledges that the Publisher may give permission for the Article to be photocopied for free distribution for educational purposes, and may use a portion or



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description of the Article in promotional material. All requests for commercial reprints will be referred to the Author. If the Article was first published in *TAPS Magazine*, all commercial reprints will contain the following: "This article first appeared in the [date] issue of *TAPS Magazine*. 1-800-859-TAPS [www.taps.org](http://www.taps.org)."

3. The Author grants the Publisher the right to edit or abridge the Article at its discretion, and to select a title and appropriate art to appear with the Article. It is TAPS intent not to change the meaning or content of the Article. Our editing concerns revolve mostly around accurate usage, spelling, punctuation and grammar. It may be necessary to edit for length to fit available space.
4. The Author affirms that he or she is the sole author and proprietor of the Article; that the Author has full power and authority to sign this Agreement; that the Article is not in the public domain; and that the Article does not infringe any statutory or common law copyright or any proprietary right of any third party.
5. The Author also affirms that the Article does not invade the right of privacy of any third person, or contain any matter libelous or otherwise in contravention of the rights of third persons; and that all statements in the Article asserted as facts are true or based upon reasonable research for accuracy.
6. The Author agrees to hold the Publisher harmless from any loss, damage or expense (including attorneys' fees) arising out of or for the purpose of avoiding any suit, proceeding claim or demand for settlement that may be brought against the Publisher by reason of the publication or distribution of the Article, based on the contents of the Article.
7. Photographs that personalize the Article are welcome. We reserve the right to use or not use the photo depending on quality and space. By sending photographs to the editor, the author warrants that he or she has obtained permission for publication from the adults shown in the photograph and authorizes TAPS to publish the image in its magazine, blog, on its website at [www.taps.org](http://www.taps.org), or in other publications. Photographs of children under age 18 who are identifiable require a Depiction Release signed by a parent or guardian.
8. TAPS will keep your submission and the signed Submission Agreement form on file. If your article is chosen for publication, you will be contacted with a publication date.
9. Because TAPS is a nonprofit organization, we do not have the ability to compensate you financially for the Article. But in the words of Ralph Waldo Emerson, "It is one of the most beautiful compensations in life that no man can sincerely try to help another without helping himself."



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### Submission Procedures:

- Submit Articles by email to [lalaine.estella@taps.org](mailto:lalaine.estella@taps.org).
- We prefer documents in Microsoft Word or Rich Text Format. Please use Times New Roman font size 11 or comparable.
- Include your name, address, email address and phone number at the top of your Article.
- Only submit material you have personally written. You will receive full authorship credit.
- If your Article has been previously published, please note the name and issue of the publication so that we can properly credit the initial publication. You must obtain reprint permission, if needed, in writing.
- Please send graphics files or photos in high resolution JPEG format to [lalaine.estella@taps.org](mailto:lalaine.estella@taps.org).
- Label the JPEG file with your name and the title of the article you are submitting along with copies of any Depiction Releases with this Agreement.
- Submit a 50-word bio and high resolution headshot.

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**Your signature below indicates that that you have read and agree to be bound by the terms and conditions set forth in this Agreement:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (if author is under 18) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

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Author's Street Address \_\_\_\_\_

Author's City, State and Zip Code \_\_\_\_\_

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