

HISPANIC THEOLOGICAL INITIATIVE

Editorial Agreement for Dissertation Fellow and their Assigned Editor

This AGREEMENT, made on _____ is entered into between _____
_____ (scholar) and _____, (editor) for the purpose of
establishing the timeline for the submission of completed dissertation chapters by the fellow to
the editor, and the conditions that must be met in order for the editor to receive payment for
his/her work.

Chapter(s)	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>
Chapter(s)	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>
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Chapter(s)	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>

Both parties agree to the following:

I, _____ (scholar) do hereby agree to:

- Work full-time on my dissertation, adhering to the stipulated timeline outlined above, immediately informing both the HTI and the editor when this timeframe cannot be met, and providing how the delay will be addressed.
- Inform editor when experiencing difficulty at beginning or conclusion of a chapter, to seek guidance and recommendations.
- Immediately apply learned techniques when the editor rewrites material, on a one-time basis, submitting new material that reflects these techniques.
- By the end of each month, email editor, cc'ing HTI (hti@ptsem.edu), and share progress and/or obstacles. This monthly communication is mandatory.

- Provide the editor with my current contact information, and be in contact with the editor at least once a month. Presently, the contact information is as follows:

Address: _____
 Telephone: _____
 E-mail address: _____
 Best way and time to contact me: _____

I, _____ (editor), do hereby agree to:

- Edit the student’s work and return it within two weeks of submission, immediately informing both HTI and the student when this timeframe cannot be met, and suggesting how the delay will be addressed.
- Write to HTI when I have finished editing each stage of the student’s work so that payments may be processed.
- Not accept last-minute editing requests, confirming this immediately to both HTI and the student.
- Carefully evaluate material initially submitted that requires major revisions, editing and possibly rewriting the material to illustrate to the student the areas of weakness so that subsequent writing reflects learned techniques. Once the student submits new material, it will be reviewed to verify that the student has implemented such techniques, confirming approval to the student. The editor will continue to support the student with new learned techniques, and will not do further rewriting on already learned techniques.
- Provide the student with my contact information and stay in touch at least once a month. Presently, the contact information is as follows:

Address: _____
 Telephone: _____
 E-mail address: _____
 Best way and time to contact me: _____

Editor	HTI Scholar
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____