

GETTING STARTED

AN OVERVIEW ON WORKING WITH *LINK*



GET STARTED

HOW IT WORKS

You might be wondering at this point how you actually get paid, or even how you start working with us. Let me break it down for you!

1 CONTACT US

First, come talk to us! Send us an email, or talk to a current editor, if you know any of them. If you can attend any of our digital editorial meetings, do so! You're welcome to drop in (watch our website for links). It doesn't matter if you have ten ideas, or none, we're happy to have you on the team.

2 SIGN UP AS A CONTRIBUTOR

You can let us know what you are interested in (writing, photography, illustration, etc.) and we will send you a welcome email and get you connected with the team. Please follow all instructions or your payment could be delayed.

3 DECIDE ON A TOPIC

The next step is a conversation with one of the Link employees . If you have an idea in mind, you let them know what it is, and they'll discuss it with you. If you aren't sure, then the chat will probably be focused on you: what your interests are, where you're from, and more. Why do we want to know so much about you? It helps us know how you fit into the team. If you tell us you love sports, and we have a sports story come up, your editor can suggest you for the job. Not a writer? Then you can let them know what kind of photography you like, or what kind of illustrator you are. No matter what, we want to get to know you.

4 ASSIGNMENT

Eventually, you'll get an assignment. It might be one we send to you, or one you suggest. Regardless, the Publications Coordinator or Manager will send you an email outlining the assignment that summarizes the topic, specifies a word count, and shows the deadline. The deadline is really important, so make sure you can make it before you agree!

5 GET ASSIGNED AN EDITOR

We'll assign you to a Link employee who oversee communicating with our contributors (you!) and working with them to get their writing in top shape. Think of the editor as your person—you can ask them anything related to Link, and they'll be there to help.

6 EDITING

All right, now you've submitted your article on time, and you're ready for edits. Prepare yourself, this step can be gruelling. Editing is a part of illustrations and layouts as well, though it's a bit different. If you've submitted writing, you will go through three stages of editing: substantive, line, and copy. After each stage, the editor will send the article back to you to review and approve the changes. They may also ask you to add, remove, or rewrite sections, as needed. Once you've passed the article back and forth like a hot potato a few times, it's ready to be published!

7 PAYMENT

Now that we've published your article, it's time to get paid. We do our best to process payment quickly, but it can still take some time; occasionally up to 12 weeks from publication. The cheques are created within two weeks, and are mailed out to you.

8 NEXT

As soon as you'd like, you can start working on the next article with us. We can't always accept ideas, and we do have a limited budget, but we always do our best to work with students who are enthusiastic about contributing.

LEARN ABOUT RATES *HERE*

LINK