Guide to Freelancing

NAIT NUGGET

Want to contribute to the Nugget but need flexibility, or just want to get something off your chest?

This guide's for you!

If you're an illustrator looking to take on the occasional creative project or a busy writer juggling school and work, we accept freelance submissions. Freelancing means you're not staff — you contribute individual pieces and get paid per assignment. You can submit once and never again, or you can submit regularly. It's up to you!

This guide breaks down how the process works, what kinds of pieces we're looking for and most importantly, how payment works.

We accept freelance submissions from:

- writers
- photographers
- artists

Freelancer Newsletter

Each Monday, we share a list of freelance opportunities via email. Not on the freelancer list? [Join here](#).

Art by Scarlett Hunter from the February 2024 issue of the Nugget.

The opportunities fall into two categories:

Must Claim

Some stories — like news, event coverage, art for articles or interviews — must be claimed before you begin. These are first come, first served. To claim one, follow the instructions in the assignment list and wait for editor confirmation before starting work. This helps us avoid duplicate work and ensures you have the information you need.

Open Submissions

Other pieces — such as opinion, general art or personal essays — don't need to be claimed in advance. You're welcome to write/create and submit these on your own schedule, as long as they meet our guidelines.

Each assignment will be clearly labelled so you know what's required. If you're ever unsure, just ask — we're happy to help you find the right fit.

Pitching your own ideas

If you have an idea for a story, photo series, or art piece, we want to hear it!

Submitting a Pitch

- Before submitting an idea for a story, photo series, or art piece, look at past issues of the Nugget to get an idea of what we publish.
- Email a written proposal to info@thenuggetonline. It should contain the general idea of what you are proposing, including size/length, the angle, why it's relevant/newsworthy, and your timeline for completion.
- If your idea is accepted, we will contact you to let you know the next steps, including final word count,

deadline, and payment. You may still need to go through revisions or refine the idea. Your editor will discuss this with you.

We do also accept submissions of completed works. If you went to an event and took photos, already wrote an article that you think we may need, or drew a comic you want to see in an upcoming issue, send it to us! We may have space for it.

What we're looking for

Articles

The Nugget is a hyperlocal publication, so we're looking for written content that discusses something about our campus, our city, or student life. Anything you write, pitch, or submit should be related to NAIT or students in some way. We won't accept stories not relevant to our audience, stories with unverified or misleading content, or stories that don't align with our editorial standards.

Articles we're looking for:
- Reviews of local/campus events or relevant media
- News coverage of NAIT related events,governance, or policy
- Opinions on relevant and timely topics that spark discussion (backed by facts or credible personal insight)
- Thoughtfull, well-written and concise articles

Illustrations

We often need illustrations to accompany particular articles, but each print issue also has a creative corner where we feature student art and comics.

Art we're looking for:
- Original, unpublished works: don't submit something you didn't make, and definitely don't submit something you used generative AI to create.
- Creative and eye-catching illustrations, graphics, comics and art pieces

Photos

We use photos for a number of things at the Nugget: to highlight campus life, to add context to a complicated situation, or to show readers how something went down. And sometimes, we just need some file images for a story!

Photos we're looking for:
- campus life or event coverage
- photos that showcase what it's like to be a NAIT student
- NAIT architecture and spaces
- important Edmonton events, gatherings or protests

IMPORTANT!

Not all freelance submissions will be accepted. While we appreciate the time and effort you put into your submission, we only accept and pay contributors for quality submissions that meet our editorial guidelines. If we don't accept your submission, we'll give you some feedback so you know what to adjust next time.

Payment

The Nugget pays upon publication of any accepted submissions. In the rare case your piece is accepted but not published, you may be eligible for some compensation.

Unfortunately we cannot pay for completed submissions we do not accept.

You will be paid via cheque about a week after your submission is published. Your editor will discuss this with you when reviewing your submission. Cheques are available at the NAITSA front desk, and you will need your student ID to pick it up. You need to pick up your cheque within 6 months or it will go stale and your bank may not take it.

Rates

Articles
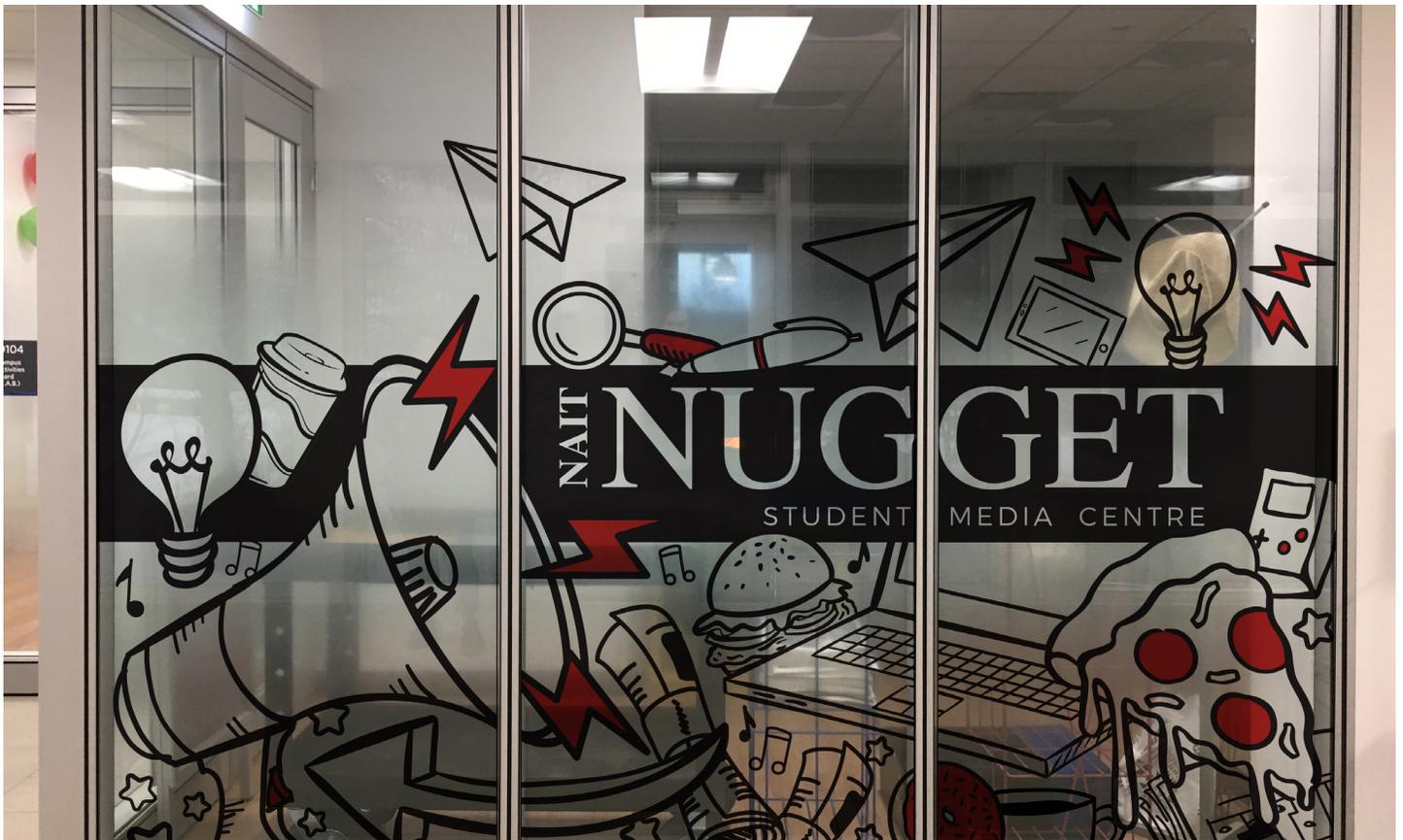- $30 flat rate (additional compensation may be discussed for longer/more complex articles)

Art
Payment for art is dependent on the size and quality of finished pieces.

- Covers/Full Page: $75
- Half-page: $40
- Comics: $30

Photos
For most photography submissions, you'll be paid a flat rate of $30. We may elect to pay per photo depending on the amount and quality of photos submitted.

Frequently Asked Questions

How do I submit?
You can email info@thenuggetonline.com. Claim pitches from the newsletter, or submit things you've already created there.

Will I get credited for my work?
YES! Absolutely. You'll have a byline or credit for all pieces we publish.

Can I use AI to help me write or create?
You can use tools like Grammarly or chatGPT to help edit your writing, but do so with caution. We are looking for authentic student voices, so if something sounds like AI wrote it, we will not accept it. We do not accept submissions that were purely generated by AI (or sound like they were), including art and photos. The Nugget is interested in YOUR work and YOUR voice.

Will you edit my illustration or photos before you publish it?

For illustrations, the only thing we'll adjust is the colours or size. We print in CMYK colours, so if you don't submit in CMYK, we'll have to adjust it. We may need to adjust colours or do very light editing to make something suitable for print. But we won't change any of the material or content within your illustration.

Will you edit my writing before you publish it?
Yes, but we try to keep the general tone and voice of your writing intact. If we're making a LOT of edits to your writing, we may either not accept it or send it back. And we will not edit any submissions that we cannot publish.

Will I get any feedback on my submission?
After you submit, we will send you an email with some light feedback.

Will my submission be in print or on the website?
For writing submissions, masthead contributors get print priority, so it's more likely your accepted submission will be published online. For illustrations, it will depend on if your work was paired with an article or meeting a brief we want in print — we're trying to add illustrations to the website, but not every illustration will make it. For photos, it depends on what you've taken! It may show up on our website, in our print issue, or on or social media channels.

How do I receive payment?
You will be paid via cheque about a week after your submission is published. Cheques are available at the NAITSA front desk, and you will need your student ID to pick it up. You need to pick up your cheque within 6 months or it will go stale and your bank may not take it. If you'd like your cheque to be mailed out instead, please email Amy at astamand@nait.ca. Closer to the end of the term, cheques will automatically be mailed out. After 6 months, it will be your responsibility to contact NAITSA's finance department to get your cheque reprinted.

What if I decide I want to be a masthead contributor?
Yay! If you decide you can commit to submitting at least twice a month, you can apply to be part of the masthead team! Here's the application.

Got questions? Email us! info@thenuggetonline.com