

EXPERT REVIEWER TERMS AND CONDITIONS

Effective Date: [DATE]

Welcome to [FilmScriptsBooks] ("we," "our," "us," or "Platform"). These Expert Reviewer Terms and Conditions ("Terms") govern your participation as an expert reviewer and constitute a legally binding agreement between you ("Reviewer," "you," or "your") and [LEGAL ENTITY NAME, LLC]. By registering as a reviewer or accepting manuscript assignments, you agree to these Terms.

1. REVIEWER QUALIFICATION AND ELIGIBILITY

1.1 Credential Requirements To qualify as an expert reviewer on our platform, you must meet one of the following criteria:

- Hold a doctoral degree (PhD, DPhil, or equivalent) from an accredited institution
- Be actively enrolled in a doctoral program at an accredited institution with demonstrated progress toward degree completion

1.2 Verification Process You agree to provide:

- Proof of doctoral degree (diploma, transcript, or official verification) OR proof of current enrollment in a doctoral program
- Proof of current employment or institutional affiliation
- Current curriculum vitae (CV) or resume
- Valid government-issued identification
- Any additional documentation we reasonably request to verify your credentials

1.3 Ongoing Verification You agree to update your credentials and institutional affiliation information promptly when changes occur. We reserve the right to re-verify your credentials periodically.

1.4 Credential Misrepresentation Misrepresentation of credentials, qualifications, or expertise is grounds for immediate termination, forfeiture of all unpaid compensation, and potential legal action.

2. INDEPENDENT CONTRACTOR RELATIONSHIP

2.1 Contractor Status You are an independent contractor, not an employee, agent, partner, or joint venturer of [FilmScriptsBooks]. This relationship does not create any employment relationship, and you are not entitled to employee benefits, insurance, or other employment-related protections.

2.2 Tax Responsibilities You are solely responsible for:

- All federal, state, and local taxes on compensation received
- Self-employment taxes
- Quarterly estimated tax payments
- Obtaining and maintaining any required business licenses

We will issue Form 1099-NEC (or applicable tax form) for compensation paid if you meet IRS reporting thresholds.

2.3 No Exclusivity This agreement is non-exclusive. You may provide similar services to other platforms or clients, provided such activities do not violate confidentiality obligations or create conflicts of interest with manuscripts assigned through our platform.

2.4 Your Equipment and Expenses You are responsible for providing your own equipment, internet access, software, and workspace. You are responsible for all expenses incurred in performing review services.

3. ASSIGNMENT PROCESS AND OBLIGATIONS

3.1 Assignment Acceptance Manuscript assignments are offered to you based on your area of expertise, time period specialization, subject matter knowledge, and availability. You are not obligated to accept any assignment.

3.2 Assignment Acceptance Deadline When offered an assignment, you must accept or decline within [X hours/days]. Failure to respond within this timeframe will result in automatic reassignment of the manuscript to another reviewer.

3.3 Right to Decline You may decline any assignment for any reason, including:

- Insufficient expertise in the subject matter
- Time constraints or availability issues
- Conflict of interest (see Section 4)
- Personal preference

3.4 Declining After Acceptance If you must decline an assignment after acceptance, you must notify us immediately at [EMAIL]. Frequent cancellations after acceptance may result in reduced assignment priority or removal from the platform.

3.5 Completion Deadlines Once you accept an assignment, you agree to complete the review within the specified timeframe (typically [X] business days). If you cannot meet the deadline:

- Notify us immediately at [EMAIL]
- Provide a revised completion estimate
- Understand that we may reassign the manuscript if the delay is unacceptable

3.6 Automatic Submission of Incomplete Work IMPORTANT: If you fail to complete and submit your review by the deadline:

- Your in-progress work will be automatically submitted to the platform
- The manuscript will be reassigned to another reviewer
- You will NOT be compensated for incomplete work
- We will notify the author of the delay

3.7 Work Standards You agree to provide reviews that are:

- Professionally written and well-organized
 - Thorough and substantive
 - Based on your genuine expert analysis
 - Honest and constructive (neither artificially positive nor unnecessarily harsh)
 - Free from plagiarism, fabricated sources, or fraudulent content
 - Consistent with academic and professional standards in your field
 - Review must be throughout entirety of the work to avoid forfeiture of payment
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4. CONFLICTS OF INTEREST

4.1 Prohibited Conflicts You must immediately decline or notify us of assignments involving:

- Your own work or work you contributed to
- Work by current or former students, advisees, or mentees
- Work by colleagues at your current institution
- Work by family members or close personal relationships
- Work where you have financial interest in the outcome
- Any situation where your objectivity could reasonably be questioned

4.2 Geographic and Institutional Proximity We attempt to avoid assigning manuscripts from authors based in your geographic area or affiliated with your institution. However, if you recognize potential conflicts based on information in the manuscript, you must immediately notify us and decline the assignment.

4.3 Disclosure Obligation If you discover a conflict of interest after beginning work on a manuscript, you must immediately:

- Stop work on the review
- Notify us at [EMAIL]
- Not disclose the manuscript content or author information to anyone
- Delete all manuscript materials from your systems

4.4 Consequences of Undisclosed Conflicts Failure to disclose conflicts of interest may result in:

- Forfeiture of compensation for that review
 - Removal from the platform
 - Liability for damages caused by the conflict
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5. CONFIDENTIALITY AND NON-DISCLOSURE

5.1 Confidential Information All manuscripts, author information, and related materials you receive through the platform are strictly confidential. "Confidential Information" includes:

- Manuscript content (text, ideas, concepts, data, conclusions)
- Author identity and contact information
- The fact that a particular work was submitted for review
- Any communications with the platform regarding assignments

5.2 Confidentiality Obligations You agree to:

- Maintain absolute confidentiality of all manuscripts and author information
- Not disclose, share, reproduce, distribute, or publish any portion of confidential information
- Not discuss manuscripts with colleagues, students, or third parties
- Not use manuscript ideas, concepts, or content for your own work or research
- Not retain copies of manuscripts after review completion
- Delete or destroy all manuscript materials immediately upon submission of your review

5.3 Storage and Security You agree to:

- Store manuscripts securely with password protection or encryption
- Not upload manuscripts to cloud services, shared drives, or unsecured locations
- Not print manuscripts unless absolutely necessary, and to destroy printed copies immediately after use
- Take reasonable precautions to prevent unauthorized access

5.4 Duration of Confidentiality Confidentiality obligations continue indefinitely, even after:

- Submission of your review
- Termination of your reviewer relationship with the platform
- Publication of the work by the author

5.5 Exceptions Confidentiality obligations do not apply to information that:

- Was publicly available before you received it
- Becomes publicly available through no fault of yours (e.g., author publishes the work)
- You are legally compelled to disclose (with prior notice to us when possible)

5.6 Prohibition on Publication or Use You are absolutely prohibited from:

- Publishing, posting, or sharing any portion of manuscripts on any platform (social media, academic repositories, personal websites, etc.)
- Using manuscript content in your own research, writing, or teaching
- Discussing manuscript content publicly or privately
- Incorporating ideas from manuscripts into your own work

5.7 Breach Consequences Breach of confidentiality will result in:

- Immediate termination from the platform
 - Forfeiture of all unpaid compensation
 - Liability for all damages suffered by the author and platform
 - Potential legal action including injunctive relief and monetary damages
 - Cooperation with any legal action the author pursues against you
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6. INTELLECTUAL PROPERTY

6.1 Manuscript Ownership Authors retain all rights to their manuscripts. You acquire no ownership rights or licenses beyond the limited right to read and review for the purpose of providing feedback.

6.2 Review Ownership You retain copyright in the review content you create, but you grant [PLATFORM NAME] and the author an irrevocable, perpetual, worldwide, royalty-free license to:

- Use, reproduce, and distribute your review to the author
- Store and archive your review
- Use anonymized excerpts for quality control and platform improvement
- Share your review with the author for any lawful purpose

6.3 Attribution Your review will be delivered to authors anonymously unless otherwise agreed. Authors may reference or quote your review and may attribute feedback to "Expert reviewer from [PLATFORM NAME]" but will not disclose your identity without your consent.

6.4 Warranty of Originality You warrant that:

- Your review content is your original work
 - Your review does not plagiarize or infringe any third-party rights
 - All sources and references cited in your review are genuine and accurate
 - You have not used AI-generated content without disclosure
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7. PROHIBITED CONDUCT AND ACADEMIC INTEGRITY

7.1 Fabrication and Falsification You are absolutely prohibited from:

- Fabricating sources, citations, or references
- Inventing quotations or attributions
- Misrepresenting the state of scholarship in the field
- Providing deliberately false or misleading information

7.2 Plagiarism You must not plagiarize any content in your reviews. All analysis must be in your own words, with proper attribution for any quotes or references.

7.3 AI-Generated Content If you use AI assistance tools (ChatGPT, etc.) to help draft portions of your review:

- You must disclose this use to us
- You remain fully responsible for accuracy and quality
- You must verify all facts, sources, and claims
- Significant AI use without disclosure may be grounds for termination

7.4 Conflicts and Bias You must provide objective, unbiased reviews based on academic and professional standards, not personal preferences or agendas.

7.5 Misuse of Position You must not:

- Request or accept payment directly from authors
- Offer to provide additional services directly to authors
- Attempt to identify or contact authors
- Use your position to promote your own work or interests

7.6 Harassment and Abuse You must not include harassing, abusive, discriminatory, or unprofessional content in your reviews.

8. COMPENSATION AND PAYMENT

8.1 Payment Structure You will be compensated according to the rate agreed upon for each assignment, which varies based on:

- Manuscript length
- Complexity and specialization required
- Turnaround time
- Service tier

Specific compensation for each assignment will be communicated when the assignment is offered.

8.2 Payment Timing You will be paid within [X] business days after:

- Successful submission of a complete review
- Quality verification by our platform
- Author receives the review

8.3 Payment Method Payment will be made via [payment methods: direct deposit, PayPal, check, etc.]. You are responsible for providing accurate payment information.

8.4 No Payment for Incomplete Work You will NOT be compensated if:

- Your review is not completed by the deadline (and auto-submitted as incomplete)
- You decline an assignment after accepting it
- Your review is found to violate these Terms (fabricated sources, plagiarism, confidentiality breach, etc.)
- Your review fails to meet minimum quality standards

8.5 Payment Disputes If you believe payment is incorrect or overdue, contact us at [EMAIL] within [30] days of the expected payment date. We will investigate and resolve payment disputes in good faith.

8.6 Withholding for Violations We reserve the right to withhold payment if:

- We discover violations of these Terms
- We receive credible allegations of misconduct
- Legal action is pending related to your review

Payment may be released upon resolution of the issue or withheld permanently if violations are confirmed.

9. QUALITY STANDARDS AND PERFORMANCE

9.1 Review Quality Requirements All reviews must meet the following standards:

- **Substantive analysis:** Meaningful engagement with the manuscript's content, arguments, methodology, and conclusions
- **Appropriate length:** Meeting or exceeding the word count specified for the service tier
- **Professional writing:** Clear, well-organized, grammatically correct
- **Constructive feedback:** Specific, actionable suggestions for improvement
- **Scholarly standards:** Consistent with academic and professional norms in your field
- **Honest assessment:** Neither artificially inflated nor unnecessarily harsh

9.2 Quality Review Process We reserve the right to review all submissions for quality before delivering to authors and before issuing payment. Reviews that fail to meet quality standards may be:

- Returned to you for revision (with deadline extension)

- Rejected without payment
- Result in reduced assignment priority

9.3 Author Complaints If an author files a complaint about your review quality, we will:

- Investigate the complaint in good faith
- Request your response and any relevant documentation
- Make a determination about the validity of the complaint
- Take appropriate action, which may include payment adjustment, removal from platform, or no action

9.4 Performance Metrics We track reviewer performance including:

- On-time completion rate
- Quality ratings
- Author satisfaction
- Complaint frequency
- Assignment acceptance rate

Poor performance may result in reduced assignment priority or removal from the platform.

10. LIMITATION OF LIABILITY AND DISCLAIMERS

10.1 Platform Role [PLATFORM NAME] acts as an intermediary between reviewers and authors. We do not guarantee any volume of assignments or income.

10.2 No Guarantee of Assignments We make no guarantee regarding:

- Frequency of assignment offers
- Volume of available work
- Continuity of assignments
- Minimum income or compensation

10.3 No Employment Rights As an independent contractor, you are not entitled to:

- Minimum wage or overtime
- Employee benefits
- Workers' compensation
- Unemployment insurance
- Any employment-related protections

10.4 Platform Liability [PLATFORM NAME] is not liable for:

- Author disputes or dissatisfaction with your review

- Legal claims arising from your review content
- Tax obligations or penalties
- Business expenses you incur
- Technical issues preventing assignment access or submission
- Payment processing delays from third-party services

10.5 Limitation of Damages To the maximum extent permitted by law, our total liability to you shall not exceed the total compensation paid or payable to you for the specific assignment giving rise to the claim.

10.6 Indemnification by Reviewer You agree to indemnify, defend, and hold harmless [PLATFORM NAME], its officers, directors, employees, and agents from any claims, damages, losses, liabilities, and expenses (including reasonable attorneys' fees) arising from:

- Your breach of these Terms
 - Your violation of any law or third-party rights
 - Your review content (including claims of defamation, infringement, or professional negligence)
 - Your breach of confidentiality obligations
 - Misrepresentation of your credentials or expertise
 - Use of fabricated sources or plagiarized content
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11. TERM AND TERMINATION

11.1 Term These Terms commence when you register as a reviewer and continue until terminated by either party.

11.2 Termination by You You may terminate your relationship with the platform at any time by:

- Providing written notice to [EMAIL]
- Completing any accepted assignments in progress OR declining them with notice
- Deleting all confidential information in your possession

11.3 Termination by Platform We may terminate your reviewer status immediately for:

- Breach of confidentiality obligations
- Credential misrepresentation
- Use of fabricated sources or plagiarism
- Failure to meet quality standards
- Missed deadline(s)
- Violation of any provision of these Terms
- Conduct we deem unprofessional or harmful

11.4 Termination Without Cause We may terminate your reviewer status at any time without cause by providing [X] days written notice.

11.5 Effect of Termination Upon termination:

- You must immediately cease accepting new assignments
 - You must complete accepted assignments in progress OR decline them with notice
 - You will be paid for completed reviews meeting quality standards
 - You must immediately delete all confidential information
 - Confidentiality obligations continue indefinitely
 - Sections 5 (Confidentiality), 6 (Intellectual Property), 10 (Limitation of Liability), and 15 (Indemnification) survive termination
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12. COMMUNICATIONS AND PLATFORM USE

12.1 Contact with Authors You are prohibited from:

- Attempting to identify or contact authors directly
- Accepting direct payment from authors
- Offering additional services to authors outside the platform
- Soliciting authors to work with you outside the platform

All communications regarding assignments must go through the platform.

12.2 Platform Communications You agree to:

- Maintain accurate contact information
- Respond promptly to platform communications regarding assignments
- Use only platform-provided channels for assignment-related communications
- Notify us of any technical issues preventing assignment access

12.3 Professional Conduct You agree to maintain professional, respectful communication with platform staff and to comply with all reasonable requests related to assignments.

13. DATA AND PRIVACY

13.1 Information Collection We collect and store information about you including:

- Credentials and verification documents
- Contact and payment information
- Performance metrics and reviews
- Communications with the platform
- Assignment history and compensation records

13.2 Use of Information We use your information to:

- Verify credentials and qualifications
- Match you with appropriate assignments
- Process payments
- Monitor quality and performance
- Comply with legal obligations (tax reporting, etc.)
- Improve platform services

13.3 Information Sharing We do not share your identity with authors unless:

- You consent to attribution
- Legally required to disclose
- Necessary to investigate misconduct or legal claims

We may share anonymized performance data and may use aggregated data for platform improvement.

13.4 Your Data Rights You may request access to, correction of, or deletion of your personal information, subject to our legal obligations and legitimate business needs. Contact [EMAIL] for data requests.

14. DISPUTE RESOLUTION

14.1 Informal Resolution We encourage you to contact us at [EMAIL] to resolve any disputes informally before pursuing formal proceedings.

14.2 Governing Law These Terms shall be governed by and construed in accordance with the laws of the State of Missouri, without regard to its conflict of law provisions.

14.3 Arbitration Any dispute arising from or relating to these Terms shall be resolved through binding arbitration in accordance with the rules of the American Arbitration Association. Arbitration shall take place in [County], Missouri. Each party shall bear its own costs of arbitration.

14.4 Class Action Waiver You waive your right to participate in class action lawsuits or class-wide arbitration against [PLATFORM NAME].

14.5 Exceptions Either party may seek injunctive relief in court to prevent breach of confidentiality obligations or protect intellectual property rights.

15. MODIFICATIONS TO TERMS

15.1 Right to Modify We reserve the right to modify these Terms at any time. Changes will be effective immediately upon posting with an updated "Effective Date."

15.2 Notice of Changes For material changes, we will notify you by:

- Email to your registered email address
- Prominent notice on the platform

15.3 Continued Participation Your continued acceptance of assignments after changes are posted constitutes your acceptance of the modified Terms. If you do not agree to changes, you must cease accepting new assignments and may terminate your relationship with the platform.

16. GENERAL PROVISIONS

16.1 Entire Agreement These Terms constitute the entire agreement between you and [PLATFORM NAME] regarding your role as a reviewer and supersede all prior agreements and understandings.

16.2 Severability If any provision is found unenforceable, it shall be modified to the minimum extent necessary or severed, and the remaining provisions shall continue in full force.

16.3 Waiver Our failure to enforce any provision does not constitute a waiver. No waiver is effective unless in writing and signed by an authorized representative.

16.4 Assignment You may not assign or transfer your rights or obligations under these Terms. We may assign our rights and obligations without restriction.

16.5 Independent Provisions These Terms apply only to your relationship with [PLATFORM NAME]. You are responsible for complying with any obligations to your employer or institution regarding outside work, conflicts of interest, or confidentiality.

17. CONTACT INFORMATION

For questions about these Terms or your reviewer status, contact us at:

[PLATFORM]

[Address]

[Email]

[Phone]

18. ACKNOWLEDGMENT AND AGREEMENT

BY REGISTERING AS A REVIEWER OR ACCEPTING ASSIGNMENTS, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS.

You specifically acknowledge and agree to:

- Maintain absolute confidentiality of all manuscripts
- Not fabricate sources or plagiarize content
- Complete assignments on time or face automatic submission and non-payment
- Your status as an independent contractor with no employment rights
- The accuracy of your credentials and qualifications

[PLATFORM] reserves all rights not expressly granted herein.

Last Updated: [DATE]