**Commitment Form for Authors**

This **Commitment Form (the “Agreement”)** is made and effective on[DATE] at the Philippine Normal University, Taft Avenue Manila, Philippines.

**BETWEEN:** **[Author(s) Name]** (the “Author(s)”), a person or group of research journal writers existing under the laws of the State, with its affiliation, **[SCHOOL/INSTITUTION]** located at:

[COMPLETE ADDRESS]

**AND:** **Philippine Normal University – Publications Office** (the “Publisher”), a corporation organized and existing under the laws of the State, with its office located at:

Room 302, Pedro T. Orata Hall

Taft Avenue, Manila, 1000 Philippines

WHEREAS, the parties agree to certain terms on services to be performed by the Author for the Publisher;

THEREFORE, for and in consideration of the foregoing and the stipulations herein set forth, the parties hereby agree on the following:

**I. TERMS:**

The **Commitment Form** is to serve as Author’s written authorization to perform services for the Publisher for the article entitled, ***[article title]***. Author’s signature also indicates understanding of terms and liability to the Publisher for said services.

**II. DESCRIPTION OF SERVICES:**

1. The article writing and revision should be completed within the period allotted, unless otherwise an agreement between the Author(s) and the Publisher is made to consider an extension.
2. The **Author(s)** is/are accountable for the completion of the journal article within the approved period
3. At the end of the allotted timeframe, progress reports for each of the journals are to be submitted to the Director of the Publications Office (PNU-PO) in the prescribed format. Reports should include tracking forms for monitoring of the progress of the journal writing.
4. In the event the **Author(s)** fail(s) to complete the writing process within the approved timeframe as a result of circumstances beyond his/her control, an extension is only allowed upon the approval of the Director.
5. If the **Author(s)** still fail(s) to complete the project after the extension period, or has not responded to the correspondence of the Publisher, he/she will not be allowed to submit any of his/her manuscripts for consideration in the succeeding year. The affiliated school/institution for which the author belongs to will also be notified regarding the failure of completion.

**IN WITNESS WHEREOF**, the parties hereto have signed this Contract this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018 in the City of Manila.

Author’s Name (Typed) Author’s Signature Contact Number Date

1.

2.

**Marie Paz E. Morales, PhD.**

Editor-in-Chief