

# Contract

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Lara A. Burita

## Editorial Project – estimated hours

Editing and project management for the *Journal of Insurance Medicine*

### Estimated editing for one issue

6-7 Original Articles	6-10 hrs.
1 Editorial	2 hrs.
1-2 Case Studies	1-2 hrs.
2-3 Graphic Articles	1-2 hrs.
1-2 Literature Reviews	1-2 hrs.
1-2 Commentaries	1-2 hrs.
<b>Total</b>	<b>12-20 hrs.</b>

### Estimated project management for one issue

This work includes following through with the peer review process, author suggestions, and production management with Allen Press.

**Total 5-13 hrs.**

## Contract Terms & Agreement

This agreement is between Lara. A. Burita, hereafter referred to as the Editorial Assistant, and the American Academy of Insurance Medicine, hereafter referred to as the Academy.

All editorial and project management work performed by the Editorial Assistant will be billed on an hourly basis at \$60 per hour. The charge for each issue will not exceed \$2,000 or 33 hours. It is anticipated that the *Journal of Insurance Medicine*, hereafter referred to as the *Journal*, will be published four times a year, although there is no guarantee that 4 issues will be published each year. Payments to the Editorial Assistant will be made when each issue of the *Journal* is mailed to its subscribers or upon termination of this agreement (see below).

The position of Editorial Assistant is one of a consultant to the American Academy of Insurance Medicine, hereafter referred to as the Academy. As a consultant, neither the *Journal* nor the Academy will provide or be considered responsible for providing any income tax withholding, FICA, Social Security, or Medicare benefits, insurance cover, business license fees, retirement plan contributions or any other benefits to or on behalf of the Editorial Assistant. Neither the *Journal* nor the Academy will cover any other liabilities on behalf of the Editorial Assistant. Reasonable expenses incurred by Editorial Assistant in the course of performing the duties as Editorial Assistant for the *Journal* will be reimbursed provided that the Editorial Assistant obtain prior authorization in writing from either the Editor or Deputy Editor of the *Journal* or the President or Secretary of the Academy.

This is a temporary contract effective through Dec. 31, 2002. Either party can terminate this agreement without cause at any time upon providing a 2-week written notification to the other party. If the contract is terminated, accumulated hours must still be paid up to the termination date and all manuscripts, software or other property belonging to the Academy or the *Journal* must be returned to the Editor or Deputy Editor of the *Journal of Insurance Medicine* or the Secretary of the Academy.

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Lara A. Burita  
Freelance editor

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Martin L. Engman, MD  
Editor, *Journal of Ins. Medicine*, on behalf of the  
American Academy of Insurance Medicine

Date: July 15, 2002