

Honoraria Policy for Writers, Webinar Guests and Speakers

Background

Speaking and other communication activities outside of the daily duties of academics and researchers are often uncompensated, a condition that has been true for decades. When people are approached by staff from SAGE companies about a potential communication engagement, some form of payment may be appropriate. This holds true even if in real-world terms it's essentially symbolic of our thanks rather than a complete reimbursement for the person's efforts.

It should be noted that journalists do not, as a matter of ethics, pay for interviews, and so efforts SAGE does with a journalistic cast, such as for [Social Science Space](#), should reflect that convention.

Conditions for Honoraria

- SAGE approached the person:
 - o to write something they otherwise would not have written where SAGE will determine the hosting and/or distribution of the work,
 - o to be recorded presenting in a forum sponsored by SAGE, or
 - o to participate in an event sponsored by SAGE
- SAGE will not offer an honorarium, generally, when the person:
 - o has approached SAGE,
 - o is being interviewed in a journalistic manner,
 - o is a customer of a SAGE product or service discussing or writing about their experience with the product or service,
 - o has collaborated with SAGE staff to prepare a case study, white paper, or presentation that will be primarily distributed or presented somewhere other than a SAGE-hosted website or venue.
 - o is directly benefiting from the process, as in a book author promoting their own book, author(s) of a journal article promoting their own research, editor(s) promoting their own journal, or a Campus host promoting their class, or if they represent a commercial enterprise promoting itself or its products,
 - o is providing pre-prepared material, such as an excerpt or a re-post, or
 - o is a communications specialist paid to represent an organization or other entity.

The goal is not to minimize outlay; when in doubt, SAGE may offer an honorarium. For example, SAGE might approach the author of a new book to participate in a SAGE-sponsored speaking event because the author is a well-known subject matter expert in their discipline. In this case, an honorarium would be appropriate. SAGE staff approaching someone about a potential engagement should clearly address, as part of initial discussions, whether or not an honorarium will be applicable.

Parity

Those receiving honoraria should be treated equally. SAGE will not routinely deviate from established payment schedules. Honoraria are ways of saying 'thank you,' not payment for services rendered.

However, the honoraria rates below are "ranges" rather than exact numbers, as situations will arise in which we may choose to offer a higher amount or something of higher value, such as where one of the following considerations is relevant:

- Exceptional effort or challenge
- Participating in multiple events even within a single day or conference
- Main speaker/draw at an event
- Desire to 'honor' an organization or cause the guest represents
- A high-profile guest's appearance is deemed sufficiently that a higher amount may be negotiated
- Education/degree held by candidate (e.g., PhD)

If a writer or speaker candidate responds to SAGE's request with their rate from their own fee schedule, and the rate is within the SAGE honorarium ranges listed below, our response will be based on the above considerations. Alternatively, if the candidate quotes a rate based on their fee schedule that is higher than the honoraria amount applicable to the engagement in the below schedule, then SAGE will evaluate the potential engagement as services for a fee, which will be subject to a different budget and approval process.

Note that honoraria will be in addition to any reimbursements -- such as to pay for a taxi, a lunch or international toll charges -- a guest may require and as agreed in advance by SAGE.

FY 2022 Honoraria Rates

Type of work	Time commitment	In-Person or Virtual	Compensation Form	Amount
Written piece	N/A	N/A	Cash or gift card equivalent	\$250 (£180) for around an 800-word piece (for academics)
Panelist	Under 1.5 hours	Virtual	Cash or gift card equivalent	\$150-300/ £100-200
Panelist	Under 1.5 hours	In-Person	Cash or gift card equivalent	\$500/ £350
Single Speaker	Under 1.5 hours	Virtual	Cash or gift card equivalent	\$500/ £350
Single Speaker	Under 1.5 hours	In-Person	Cash or gift card equivalent	\$700/ £500
Keynote	N/A	Virtual	Cash or gift card equivalent	\$700/ £500
Keynote	N/A	In-Person	Cash or gift card equivalent	\$900/ £650

SAGE will review the honoraria amounts annually to ensure we're still offering fair value that is consistent with other rates offered for similar time given.

Reporting Obligations

Payments through SAGE companies in the U.S.

Compensation (including money, gift cards, or merchandise) paid to a recipient in a calendar year is potentially subject to tax. For US recipients, total annual compensation valued at \$600 or more will result in a 1099-NEC tax form being issued for the year, per IRS guidelines. SAGE's finance group will collect tax forms and related payment documentation in order to process payment (including, for US persons, a completed IRS W9 form, and for non-US persons, a completed IRS W8 BEN form and potentially additional documentation).

When reimbursing for travel/expenses, how the reimbursement is handled will affect whether SAGE's payment is reported as income to the author:

- Reimburse a flat amount (receipts not provided): Payment **will be** reported on a 1099
- Reimburse the exact amount of the expenses submitted (receipts provided): Payment **will not be** reported on the 1099
- SAGE pays for the travel expenses directly to the vendor: Payment will not be reportable, but instead will be a SAGE business expense

Payments through SAGE companies in the U.K.

Tax forms are not collected. Payments in any form will be reported at year-end to the UK tax body, HM Revenue and Customs ('HMRC'). US persons paid by SAGE UK may request certain US tax forms, including providing SAGE UK's tax reference and details, which SAGE UK's Compliance team will provide.

Forms/Amounts

Payment can be offered in cash (paid by check or ACH), gift cards, or SAGE merchandise such as our books. This will be agreed with any potential speaker or author prior to the engagement.

If you have any questions please email the Corporate Communications team: pr@sagepub.co.uk