

## **Guidelines for Letters to Editors**

Letters should be original, double-spaced and succinct, and must include the author's full name, mailing address, city of residency, agency (if relevant), daytime phone number and email address. (Mailing addresses, phone numbers and email addresses will not be printed, but may be used to verify authorship before printing.)

Letters may be edited for length or legal concerns, and will not be accepted if they thank lists of people or businesses, or may be rejected outright at the editor's discretion. If possible, please type your letter when mailing or faxing.

Letters may be sent to:

### **The News-Herald**

7085 Mentor Avenue, Willoughby, OH 44094  
[comment@news-herald.com](mailto:comment@news-herald.com)  
Phone: 440-951-0000 or 1-800-947-2737 Ext. 5  
Fax: 440-975-2293  
> Publishes daily  
> 300 words or fewer

### **Geauga County Maple Leaf**

P.O. Box 1166, Chardon, OH 44024  
[editor@geaugamapleleaf.com](mailto:editor@geaugamapleleaf.com)  
Phone: 440-285-2013  
Fax: 440-285-2015  
> Publishes weekly  
> 500 words or fewer

### **Chagrin Valley Times &**

**The Geauga Times Courier**  
P.O. Box 150, Chagrin Falls, OH 44022  
[editor@chagrinvalleytimes.com](mailto:editor@chagrinvalleytimes.com)  
Phone: 440-247-5335  
Fax: 440-247-5615  
> Publishes weekly  
> 500 words or less

### **The Plain Dealer**

1801 Superior Avenue, Cleveland, OH 44114  
Phone: 216-999-6153  
Fax: 216-999-6209  
[cleveland.com/plaindealer/letter-to-editor](http://cleveland.com/plaindealer/letter-to-editor)  
> Publishes daily  
> 200 words or less

### **Spirit of Bainbridge**

8223 E. Washington Street, #3, Chagrin Falls,  
OH 44023  
Phone: 440-543-4321  
Fax: 440-543-2061  
[spiritofbainbridgeedit@yahoo.com](mailto:spiritofbainbridgeedit@yahoo.com)  
> Publishes every three weeks  
> No specific length limit, published as space  
permits  
> Will withhold name upon request

### **Chesterland News**

8389 Mayfield Road  
Chesterland, OH 44026  
Phone: 440-729-7667  
Fax: 440-729-8240  
[news@chesterlandnews.com](mailto:news@chesterlandnews.com)  
> Publishes weekly; send by the Thursday  
before desired issue date  
> 200 words or less

## **Helpful Tips for Letters to Editors**

The letters section is one of the most frequently read segments of newspapers. Letters to the editor are an easy and effective way to voice your opinion to policy makers, corporations and the general public. You can use letters to correct or interpret facts in response to inaccuracies, or to bring attention to your feelings and opinions.

### **Keep it simple**

Keep your points short and clear, and stick to one subject. If you focus on one specific issue, you'll already have an edge on the writer who thinks they will be able to fill up their letter with a laundry list of details. Also, stick to commonly used terms and avoid jargon.

### **Keep it short**

Make your first sentence short, compelling and catchy. Be direct and engaging. Try to hold each sentence to a minimum of 20 words. For maximum readership, your whole letter best not exceed 150 words, whatever the paper's maximum length policy. No more than four paragraphs total; two is best.

### **Get personal**

Newspapers, at their core, are community entities. Editors will be much more likely to publish a letter, and the letter will have much more impact, if it demonstrates local relevance. The tips below are especially relevant if you are submitting a letter to the editor to your local paper.

- Speak on points of local relevance. For example, write a letter focusing on the preservation mission of Geauga Park District and its environmental benefits to that paper's focal readership.
- Tell personal stories. For example, if you or someone in your family has had a positive experience in your parks, or in an exchange with Park District staff, talk about that experience.
- Use your credentials. If you have expertise in the area you are writing about, say so.