

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
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@geugamapleleaf.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
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
> 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
> 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
> 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.