

Guidelines for Letters to the Editor (LTE)

Be aware of the word count limit. The paper's requirements are usually given on the same page where the letters are published. Although as few as 200 words may be the stated maximum, this may not be strictly enforced. The important thing is to write so that your message is clear even if it takes more words, and remember that your letter may be edited and/or shortened by the paper.

Open with a strong statement. Be sure to place the most important information at the beginning and summarize your main point to get readers' attention. Letters are often edited to fit the space available and may be cut from the bottom up, so put the most important information near the beginning to avoid its being omitted.

Use a personal story or illustration to make your point in plain language and to make it relevant to other residents, voters and those with similar concerns. If possible, tie your letter to a recent event, news item, editorial, or a prior letter, and, if you do so, reference the title, date and author of the article/letter in your letter. If you are referring to a news article, send your letter as soon as possible after the article has been published in the paper.

Include facts to support your statements. Include or reference accepted and known sources for your information. Election-related letters should be issue- and record-oriented. Personal/personality attacks will normally not be published.

Submit letter as a typewritten document. Preferably, use Word or other word-processing program with spell-check. Use 1.5- or double-spaced lines for easier reading. Proof-read to avoid typos and grammatical errors. Re-read and/or ask another to review it to ensure your message is clear.

Election-related letters may have a specific deadline. Check the paper's deadline to be sure a letter supporting or opposing a candidate is received in time to be published before the election.

Please notify lowerbucksindivisible@googlegroups.com when your letter is published!

The Bucks County Courier Times:

Include your name, address and daytime phone number. [They may or may not call to verify author. Home address is not printed, just your township or borough].

Limit: 200 words for letters; 700 words for Guest Opinions.

Frequency: Writers are eligible for publication once every 4 weeks.

Submissions are edited for taste, libel, style, grammar and length.

“Not accepted: thank-you letters, poetry, replies to replies, open letters, letters to third parties, consumer complaints, hand-written guest opinions, testimonials and letters written as part of an organized campaign. Submissions from repeat writers on the same topic that do not cover new ground also may be rejected. Documentation may be required before publication.”

Send letter by email to: letters@calkins.com. (Embed letter within your email or attach as a Word document.)

To submit online:

https://www.buckscountycouriertimes.com/site/forms/online_services/opinion/

[Enter the document directly on the form provided. This method will restrict the word count to the 700 limit for guest opinions.]

For online submittal to The Intelligencer:

https://www.theintell.com/site/forms/online_services/opinion/

For BC Courier Times, The Intelligencer, and Burlington Times:

letters@phillyburbs.com

Or mail to Letters, Bucks County Courier Times, 8400 N. Bristol Pike, Levittown, PA 19057

Phone: 215 949-4000.

Vents: Send comments of 25 words or less to vent@calkins.com, or submit online at:

https://www.buckscountycouriertimes.com/site/forms/online_services/vent/

[Frequency of submittals not limited.]

The Advance/Bucks Local News:

Accepts 250 word letters, one letter per person per month.

Submit online at:

https://www.buckslocalnews.com/site/forms/online_services/letter_editor/

Include name, home address and phone number

The Midweek Wire: (Langhorne, Bristol, Bensalem, Trevose, etc.)

Accepts 300 word letters at PAWireNews@BSMphilly.com

Include name, address, phone number.

The Philadelphia Inquirer and Philadelphia Daily News

FAX: 215-854-5884 (Inquirer); or 215-854-5691 (Daily News)

Email: inquirer.letters@phillynews.com or views@phillynews.com

Limit letters to 150 words. Letters may be edited. Must be exclusive to the Daily News. One letter every 2 weeks. Include name, home address and day and evening phone numbers.

The New York Times:

Letters should be exclusive to The New York Times. Does not publish open letters or third-party letters. Letters should preferably be 150 to 175 words, should refer to an article that has appeared within the last 7 days, and must include the writer's address and phone numbers. Writers of letters selected for publication will be notified within a week. Letters may be edited and shortened for space.

Send to: letters@nytimes.com.