

the Appleton Press

We encourage a diversity of voices and views in our letters. Deadline for all letters is 1:00 p.m. Friday the week before publication. Private thanks, solicitations, petitions, and libelous letters will not be published.

Letter to the Editor Guidelines:

- It must be to the newspaper, not an open letter to someone else.
- Letters over 350 words in length may be edited and shortened for space.
- Letters are printed on a space-available basis. Multiple letters written by the same writer may be limited.
- Avoid unduly harsh or unfair criticism.
- All letters must be signed, with a complete address and phone number to verify authorship.

Additional Guidelines for Political Letters to the Editor:

- Letters from subscribers will be shown preference.
- We will carry one letter per person in support of their candidate during the primary and one per person during the general election.
- Don't simply say "Vote for this candidate." Point out concrete reasons for voting for the candidate you support.
- Know the facts of what you are writing about; do not base your letter on half-truths and rumors.
- We will not accept form letters.
- If a large number of letters are received saying the same thing, we reserve the right to pick a representative letter and indicate in an editor's note that additional letters were received saying the same thing.
- No new issues may be raised in letters two weeks prior to the election. This allows time for a person to respond to a claim made by an opponent.
- No political letters to the editor will be printed the week prior to election; unless it is in rebuttal of a subject from the previous week.

Letter to the editor

Author's Contact Information *(This information will not be used for publication)*

Name: _____ Phone: _____

Address: _____