

## Writing a Letter to the Editor

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Maybe you want to prove a point or maybe you want to change minds or challenge something some-one said. A letter to the editor in a local publication can be a great way to make a public statement. And in our internet era, most publications prefer email submissions, making the process very easy!

It's a fairly simple thing to do but keeping certain points in mind will increase your chances of both getting your letter into print and being taken seriously by the people who read it.

### **Point 1: Do your homework:**

- Decide what publication you want to send your letter to—
  - Local newspapers and magazines receive fewer letters than national ones and are therefore more likely to publish the letters they get.
    - Be sure to check your publication's guidelines—most will have word limits and will also limit how frequently they'll print letters from the same person. Almost no publication will print a letter that's submitted anonymously so be sure to include your name and contact information.
- Know your topic—state your reason for your opinion, base your arguments on real data, quote sources if appropriate.

### **Point 2: Make it readable:**

- Be concise and clear. Decide what your issue is and state it directly in your first sentence or two; then follow up with your supporting statements.
- Don't be rude. At best that will make many readers dismiss you and at worst it will keep your letter from being published.
- Speak in your own voice; make it interesting. It's alright to be clever or funny when appropriate.

**More detailed suggestions can be found on these websites:**

**American Civil Liberties Union (ACLU):** <https://www.aclu.org/other/tips-writing-letter-editor>

**Community Tool Box:** <https://ctb.ku.edu/en/table-of-contents/advocacy/direct-action/letters-to-editor/main>

**wikiHow:** <https://www.wikihow.com/Write-Letters-to-the-Editor>

**Local publications accepting letters to the editor include:**

### [The Herald-Times](#)

**Phone:** 812-336-4200

**Address:** HeraldTimesOnline/The Herald-Times, 1900 South Walnut Street, Bloomington, Indiana 47401

**Email:** [customerservice@hoosiertimes.com](mailto:customerservice@hoosiertimes.com)

**Website:** [https://www.hoosiertimes.com/herald\\_times\\_online/site/hto\\_contact\\_us.html](https://www.hoosiertimes.com/herald_times_online/site/hto_contact_us.html)

**Please note H-T policies:**

- Your name **will not** be withheld from publication.
- Please provide your email address so that we may contact you to verify your submission. Also provide a daytime phone number and local street address in case additional verification is required.
- We reserve the right to condense all letters. Letters longer than 200 words will be rejected.
- Letters we believe to be libelous or in poor taste will not be published.
- Writers are generally limited to one letter per month.
- Letters must be the original work of the author.

200 words not enough? [Consider submitting a guest column](#), but keep in mind space for these is extremely limited.

### [IDS Indiana Daily Student](#)

**Letters to the Editor:** <http://www.idsnews.com/section/letters>

Letters should not exceed 350 words and may be edited for length and style. They must include the person's name, address and telephone number for verification. Email submissions to [letters@idsnews.com](mailto:letters@idsnews.com).

Letters can be mailed or dropped off at the IDS, 601 E. Kirkwood Ave., Bloomington, IN, 47405.

### [Limestone Post](#)

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