



# ProgressOhio

## LETTERS TO THE EDITOR

Letters to the editor can be written any time you want to shape public opinion, tell others how you feel about people, programs, ideas, or just inform the public on a certain issue.

A planned series of letters to the editor can stimulate public interest and media coverage.

LTE's capture the attention of editorial boards and elected officials

Ways to increase the chances of your LTE being published:

- *Keep to the word limit*
- *Respond to a specific article published by the paper within the last few days or reference a current item of news*
- *Live within the paper's circulation area*

## HOW DO YOU WRITE A LETTER TO THE EDITOR? (Developed by the University of Kansas Community Tool Box)

OPEN THE LETTER WITH A SIMPLE SALUTATION.

Don't worry if you don't know the editor's name. A simple "To the Editor of the Daily Sun," or just "To the Editor:" is sufficient. If you have the editor's name, however, you should use it to increase the possibilities of your letter being read.

GRAB THE READER'S ATTENTION.

Your opening sentence is very important. It should tell readers what you're writing about, and make them want to read more.

EXPLAIN WHAT THE LETTER IS ABOUT AT THE START.

Throughout your letter, remember the rule:

Be quick,  
Be concise, and then  
Be quiet.

Don't make the editor or the general public wait to find out what you want to say. Tell them your key point at the beginning.

#### EXPLAIN WHY THE ISSUE IS IMPORTANT.

If you are motivated enough to write a letter to a newspaper or magazine, the importance of your topic may seem clear to you. Remember, though, that the general public probably doesn't share your background or the interest. Explain the issue and its importance simply. Use plain language that most people will understand

#### GIVE EVIDENCE FOR ANY PRAISE OR CRITICISM.

If you are writing a letter discussing a past or pending action, be clear in showing why this will have good or bad results.

#### STATE YOUR OPINION ABOUT WHAT SHOULD BE DONE.

You can write a letter just to "vent," or to support or criticize a certain action or policy, but you may also have suggestions about what could be done to improve the situation. If so, be sure to add these as well. Be specific. And the more good reasons you can give to back up your suggestions, the better.

#### KEEP IT BRIEF.

Generally, shorter letters have a better chance of being published. So go back over your letter and see if anything can be cut or condensed. If you have a lot to say and it can't be easily made short, you may want to check with the editor to see if you could write a longer opinion feature or guest column.

#### SIGN THE LETTER.

Be sure to write your full name (and title, if relevant) and to include your address, phone number, and e-mail address. Newspapers won't print anonymous letters, though in some cases they may withhold your name on request. They may also call you to confirm that you wrote the letter before they publish it.

#### CHECK YOUR LETTER TO MAKE SURE IT'S CLEAR AND TO THE POINT.

A newspaper may not print every letter it receives, but clear, well-written letters are likely to be given more serious consideration.

## **Ohio Major Newspaper submission links & word limits:**

### **[The Cleveland Plain Dealer](#)**

cleveland.com welcomes letters to the editor that comment on and further the public debate on topics of general interest. Please keep in mind that we expect exclusivity. Submissions that exceed 200 words are not likely to be considered for publication in the Letters Unlimited blog on cleveland.com or in the print edition of The Plain Dealer. We edit for length and clarity.

### **[The Cincinnati Enquirer](#)**

Limit letters to 100 words. All letters may be edited for space and clarity. Longer letters may be considered for other features on the Editorial Page, Opinions Page, or in Sunday Forum. Letters, opinion and editorial columns, and articles submitted to The Enquirer may be published or distributed in print, electronic or other forms.

### **[The Columbus Dispatch](#)**

*The Dispatch* welcomes letters to the editor from readers. Typed letters of 200 words or fewer are preferred; all might be edited. Each letter must include name, home address and daytime phone number. Dispatch.com also posts letters that don't make it to print in *The Dispatch*.

### **[The Toledo Blade](#)**

The Blade welcomes letters from our readers. Letters should be brief and succinctly expressed. All letters are edited for accuracy, clarity, and length. Contributors are limited to one published letter a month. Failure to supply a full home address and daytime telephone number will slow our verification process and delay publication.

### **[Dayton Daily News](#)**

Their website does not include guidance on word limit. We suggest capping your letter at 250.

### **[Akron Beacon Journal](#)**

The newspaper does not have an online submission form for letters to the editor, but they do give out an email where letters can be sent: Send emails without attachments to [vop@thebeaconjournal.com](mailto:vop@thebeaconjournal.com). You must include your name, address and phone number to be considered for publication. We suggest capping your letter at 250 words.

### **[The Canton Repository](#)**

The Repository encourages its readers to share their opinions through letters to the editor. Include your name, street address (only the city or township is printed) and a daytime phone number (used only for verification). Letters should be 300 or fewer words.

### **[The Youngstown Vindicator](#)**

Email letters to [letters@vindy.com](mailto:letters@vindy.com). We suggest capping your letter at 250 words.

### **[The Lake County News Herald](#)**

Email letters to [comment@news-herald.com](mailto:comment@news-herald.com). We suggest capping your letter at 250 words.

### **[The Lima News](#)**

This publication does not publish anonymous letters to the editor. Please note, your submission may be edited for a variety of reasons including grammar or spelling prior to being published in print or online. Letters should be between 150 to 275 words, should refer to an article that has appeared in print or online, and must include the writer's address and phone numbers. Letters may be edited and shortened for space.

### **Smaller Ohio newspapers listed alphabetically:**

[Ashland Times-Gazette](#)

[Athens Messenger](#)

[The Chronicle Telegram \(Elyria\)](#)

[Cleveland Scene](#)

[The Courier \(Findlay\)](#)

[Crain's Cleveland Business](#)

[Lancaster Eagle Gazette](#)

[The Marion Star](#)

[Medina County Gazette](#)

[The Morning Journal \(Lorain\)](#)

[News Journal \(Mansfield\)](#)

[Port Clinton News Herald](#)

[Putnam County Sentinel](#)

[Sandusky Register](#)

[Springfield News-Sun](#)

[Star Beacon \(Ashtabula\)](#)

[Sun Press \(parts Cuyahoga County\)](#)

[Times Recorder \(Zanesville\)](#)

[The Times-Reporter \(Dover, New Philadelphia\)](#)

[The Tribune-Chronicle \(Warren\)](#)

[Troy Daily News](#)