



LETTERS TO THE EDITOR: Local Newspaper Policies

Star Tribune

- (1) Go to www.startribune.com/opinion Then click on “submit a letter or commentary” to go to <http://www.startribune.com/submit-a-letter-or-commentary/115289839/>
- (2) Be prepared to fill in all requested information: name, address, home and work phone numbers, email address, and profession
- (3) Letter to the Editor word count is 250. Opinion Exchange word count is 700.
- (4) You agree to not submit your letter to another publication for two weeks.
- (5) Deadline: Respond to letters, articles and events within 2 days

Sun Current

- (1) Send your letter to
Sun Current newspapers
10917 Valley View Road
Eden Prairie, MN 55344
Eden Prairie Community Editor, Michelle Doeden
Email: michelle.doeden@ecm-inc.com Phone: 952-392-6851
- (2) Word count is 350, shorter is better
- (3) All letters to the editor and guest columns must bear the author’s signature and complete home address. A daytime telephone number where the writer can be reached during business hours must be included for verification purposes.
- (4) All letters are verified via phone call to the writer.
- (5) All submissions must be received no later than 5 p.m. Thursdays for possible publication the following Thursday.
- (6) No more than one letter per month from one person.

Eden Prairie News

- (1) Word count: 400; fill out the form at <https://www.swnewsmedia.com/eden%20prairie%20news/site/services/forms/letter/>
- (2) Cost of a campaign letter, during campaign season: \$25



How to Write Effective Letters to the Editor

1. Focus on one issue.
2. Be brief. Aim for 250 words.
3. Grab the readers' attention with the first sentence.
4. Use facts to support your opinions. Fact check from at least three sources. Aim for the least biased sources. Cite your sources.
5. Use specific examples of how an issue impacts you, your family members, local schools, neighborhoods.
6. Conclude with a call to action. This could be urging the readers to email or call their legislators concerning a specific piece of legislation. Tell them the specific bill. Example: Please vote for Jennifer Schultz's bill HF246.
7. Timing is crucial! Respond to events, actions or letters within one to two days. This gives you a greater chance of having your letter published.
8. Be polite.
9. Edit! Type out a copy. Cross out all sentences that stray from your main idea. Cross out all unnecessary words.

***Remember:** If your letter is not chosen you are not a failure! The more letters you write the better you become!

***Remember:** Try writing for different papers. Your odds might be better at getting published in the Plymouth Sun Sailor or the Lakeshore News than the Star Tribune.