



## Letter to the Editor Policy

- Letters to the Editor MUST include the writer's full name, address, and other contact information (*only your name and town will appear in print and online*). You may choose to withhold your name in print and online, but we will NOT accept a letter from an unidentified source.
- Letters should be no more than 200 words.
- Letters may be edited by our staff for length, clarity and facts.
- *The Observer News* will only print letters that address a specific issue or article that may be of interest to the bulk of our readers.
- Submit Letters to: **chere@observernews.net**, fax to 813-645-4118 or mail to The Observer News, 210 Woodland Estates Ave. SW, Ruskin, FL 33570.

### We will not print material that is:

#### Potentially libelous

*Libel is any malicious, unsubstantiated or untrue statement about someone that damages their reputation.*

#### Discriminatory on any grounds

*This includes discrimination based on age, ability, gender, religion or culture.*

#### Obscene

*This includes any statement that is vulgar, profane or offensive.*

#### Threatening

*This includes personal attacks, intimidation, bullying or threat of harm against a person or organization.*

#### Copyrighted or printed in another publication

*All Letters must be an original writing by the signer and exclusive to The Observer News.*

#### Promotional

*You may submit a letter commending an act of kindness or the honesty of a local business or person (with their permission) as a way to recognize and applaud an effort. However, a Letter to the Editor is not an opportunity to promote a business, service or product. If you'd like to promote a business, service or product, please refer to our advertising rates and deadlines.*

### Personal information

*You must provide your full name, address and contact information upon submission (see above).*

*If your letter identifies another person, you must ask for their permission before submitting. We assume upon submission that you have consent from everyone mentioned.*

### Copyright and reprint permission

*The writer of a Letter to the Editor maintains copyright of their letter. Any other individual or organization must seek permission from the writer if they wish to reprint a Letter to the Editor.*