

## **GENERAL INFORMATION AND DEADLINES**

- Email address for story ideas, press releases and letter to the editors:  
[Editor@TheWindhamEagle.com](mailto:Editor@TheWindhamEagle.com)
- All submissions to the newspaper must include contact information from the writer.
- Deadline for submissions, letters to the editor and press releases: Tuesdays at noon of publication week
- The Windham Eagle Newspaper has a mission to be a Positive and Solutions Based newspaper. As a positive and solutions-based newspaper, we are committed to providing our readers with accurate, informative, and constructive news and information that uplifts and inspires. We recognize that certain content may not align with our mission and values, and therefore reserve the right to not publish certain types of content.
- We reserve the right to make editorial decisions based on our mission and values and may choose to not publish content that does not align with our mission.

## **GENERAL TOPICS - LETTERS TO THE EDITOR**

- Letters must address pertinent or timely issues of interest to our readers at-large. No more than 6 letters to the editor per issue of interest will be published in each edition as space allows.
- Only one letter will be published per writer per edition of the newspaper.
- All letters must include the name, address and telephone number for questions and verification purposes. Phone numbers and address will not be published, only the name of the writer of the letter, and their town of residence will be published in the newspaper.
- Space is reserved for letters from and about residents of Windham and Raymond only.
- Letters must be limited to 300 words or less.
- All letters must reach the newspaper by noon on Tuesdays to be considered for publication in that week's edition.

## **POLITICAL COVERAGE - LETTERS TO THE EDITOR**

- Election-related letters MUST address pertinent or timely issues of interest to our readers at-large.
- Only one letter will be published per writer per election cycle.
- Space is reserved for letters from and about residents of Windham and Raymond only. Endorsement or support letters for a candidate will be published from residents residing in the candidate's district.
- No more than 2 letters supporting a candidate or topic will be published per issue.

- The newspaper does not publish partisan letters that promote or endorse local political candidates based solely on their record, reputation, and qualifications. This constitutes paid political advertising.
- Candidates themselves may not use the letters to the editor column to outline their views and platforms or to ask for votes. This constitutes paid political advertising.
- The newspaper is particularly sensitive to organized "letter-writing campaigns" believed to be part of a contrived attempt by a political camp to use the editorial page for campaigning purposes, or to otherwise attempt to manipulate our policies for a political advantage. As with all letters and advertising content, the newspaper, at the sole discretion of management, reserves the right to reject any such letter.
- The newspaper is likely to reject singular letters to the editor that are "signed" or submitted under the names of multiple authors. We will not publish such letters without information provided that allows us to promptly verify that each signatory is aware of and has agreed to the contents of the letter.
- The newspaper limits election-related letters to 150 words.
- In the case of questionable content (e.g. unfounded allegations, statements of fact that are suspect, or assaults on a candidate's character or moral standards), the newspaper reserves the right to verify such information before publication, or to edit letters. Any changes necessary to render a letter suitable for publication will be reviewed with the writer prior to publication whenever possible.
- All letters must include the name, address (including town) and telephone number of the writer. Phone numbers and specific street addresses are strictly for questions and verification purposes only and will not be published.

## **POLITICAL COVERAGE – GENERAL INFORMATION**

1. The newspaper does not endorse candidates for local, state or national office.
2. As a general rule, the newspaper does not cover fund-raising dinners or promotional gatherings limited to particular candidates or political parties.
3. The newspaper will publish news stories about write-in campaigns.
4. Election-related news coverage beyond or in exception to the above will be at the sole discretion of the newspaper's publisher and editor in the name of newsworthiness, reader interest and information.
5. **Candidate endorsement letters must focus on positive attributes of endorsee.**

## **POLITICAL COVERAGE – ADVERTISING**

- All political advertising is charged at the prevailing open rate. (No discounts, special pricing or earned rates.)
- All political advertising must be paid for in advance. No exceptions.
- All political advertising must carry a line reading "Authorized By...." or "Paid For By...." If authorized by the candidate, his authorized political committee or their agents, the ad must clearly state such. If not authorized, the ad must clearly and specifically state the name of the person, committee or organization who placed or financed the ad. (Personal identification may be requested.) In the case of citizens' groups, committees and unofficial organizations, these must be established, registered and/or reasonably identifiable to the newspaper's readers. If not, the name of the treasurer or another officer may be required.
- The phrase "PAID POLITICAL ADVERTISEMENT" by itself is insufficient.
- No political ads may be placed on special discounted pages or as part of any standing advertising features or categories within the newspaper that carry discounted or flat rates or restrictions on advertising. (e.g. page 1, main sports, directories, editorial page, comics page, etc.)
- There is no guaranteed position or placement offered for political ads. All political ads will be placed ROP — Run of Press — in our normal course of laying out the newspaper.
- In the case of questionable content (e.g. unfounded allegations, statements of fact that are suspect, or assaults on a candidate's character or moral standards), the newspaper reserves the right to verify such information before publication, or to reject the material.