

CeaseFirePA

THE DO'S AND DON'TS OF WRITING LETTERS TO THE EDITOR

Do

- Be mindful of the due date and the rules of the publication
- Watch your word count— *Most have word limits, usually 250*
- Be relevant — *Be timely when writing a piece. The most effective time to submit is when an incident occurs or when bills are being voted on*
- Tell your personal story — *Use your experiences to explain why you care about this issue*
- Keep it to one message— *Try to stick to a single subject*
- *Identify any article or editorial you are referring to*
- Critique but back up your points

Don't

- Write a long letter — *If your piece is long consider requesting to submit as an op-ed*
- Launch personal attacks— *critique ideas, not character*
- Assume facts, correlations, or connections — know the facts