

## **DCDC Guidelines for Writing a Letter to the Editor**

### **Purpose:**

Writing a Letter to the Editor (LTE) is like being on a mission to advance your personal version of the Democratic agenda—your candidates and the legislation you support. The goal, ultimately, is to shift the power balance in Congress, and get the numbers we need to pass legislation which is truly “for the people,” not the billionaires.

- LTEs are one of the most effective campaign tools for individuals—because readers trust you, their neighbor, more than any politician.
- And you see locally, in your daily life, the needs of the community and the difficulties we collectively face. You know where truth resides.
- Your LTE could have long legs—Congressional Reps in floor speeches will sometimes reference Letters to the Editor published in their district as evidence of local support or concern for a particular issue

### **Best Practices:**

- Focus on one local issue that matters to you and to the community.
- Make it personal; use your own experiences wherever possible.
- Write as a citizen, e.g., as a “retired teacher,” a “lifelong DelCo resident,” a “small business owner,” a “parent” or “veteran,” or “someone who used to vote Republican”
- Be respectful—avoid personal attacks—stay positive.
- Consider what matters most to you, and why you care.

### **Topics that might trigger a thought you want to write about:**

- Equal access to healthcare
- Voting rights; fair elections
- Economic stability; affordable housing; basic household economics
- Climate action; environmental protection; critical scientific research
- Veterans’ rights
- Dignity in aging; social safety nets (Social Security, Medicare, Medicaid, etc.)
- Constitutional Democracy: checks and balances
- Diversity, equity, and inclusion
- Immigration reform; ICE
- Racial justice and equity

### **Suggestions to improve your chances of publication:**

- Keep the letter concise, typically 200–400 words.
- Focus on just one issue.
- Support factual claims with verifiable information.
- Include a conclusion or call to action: what do you want readers to do?
- Do not submit LTEs criticizing a candidate in the last 1-2 weeks before an election; papers like to give the candidate a chance to respond.
- If submitting by email use subject line: Letter to the Editor: [Your Topic]
- Sign your letter with your name and town of residence.
- It’s wise to also include your full name, mailing address, phone and email. This gives the editor a way to verify authorship if needed.

## **Submitting your Letter to the Editor**

Here are local newspapers with the widest distribution in Delaware County.  
Send your LTE by email to editors, as noted:

### **1. The Reporter: Catskills Today**

URL: <https://www.the-reporter.net>)

Phone (607) 464-4009

Lillian Browne, Editor

Priority: Very high value for Delaware County voters because nearly everyone interested in local government reads it, both local elected officials and engaged voters. Probably DelCo's single most influential paper. Influence exceeds its raw circulation.

Submit via:

- Email (preferred): [editor@the-reporter.net](mailto:editor@the-reporter.net)
- Mail: Editor, The Reporter (Catskills Today), 39 Elm St., Delhi NY 13753

Publisher's guidelines:

- Include your full name, mail address, & phone number for verification.
- (Note: only your name and town of residence will be published.)
- Letters may be edited for length and/or content.
- Letters considered inappropriate may be rejected.
- Political endorsement letters for candidates are not accepted as LTEs. They are treated as paid campaign advertisements.

### **2. The Mountain Eagle**

URL: <https://mountaineagle.net/>

Phone: 607-652-5252

Priority: High value for eastern Delaware County and Schoharie County. Excellent for Stamford, Hobart, Jefferson and neighboring communities.

Submit via:

- Email (preferred): [mountaineaglenews@gmail.com](mailto:mountaineaglenews@gmail.com)
- Mail or in person: The Mountain Eagle, 9 Railroad Ave. P.O. Box 78, Stamford NY 12167

Publisher's guidelines:

- Letters must be signed.
- Maximum length is 600 words.
- Only one letter from the same author every four weeks will be published.
- The editor reserves the right to edit letters for content and length and to decline publication.

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### 3. The Daily Star

URL: <https://www.thedailystar.com>

Phone: 607-432-1000

Priority: High, due to large circulation, possibly the greatest reach in the area.  
Substantial online readership.

Submit via:

- Email (preferred): [letters@thedailystar.com](mailto:letters@thedailystar.com)
- Mail or in person: The Daily Star, 102 Chestnut Street, Oneonta NY 13820

Publisher's guidelines

- Maximum **300 words**.
- Letters must be **written exclusively for The Daily Star** (not submitted elsewhere).
- Include your full name, mailing address, and phone number for verification.
- All letters are subject to editing.

### 4. The Hancock Herald

URL: <https://hancockherald.com/>

Phone: (607) 637-3591

Priority: Good for reaching Hancock area residents, but not a large regional audience.  
Best to submit to this publication at the same time as to larger circulation newspapers (above) to extend the reach of your LTE.

Submit via:

- Email: [hancockherald@hancock.net](mailto:hancockherald@hancock.net)
- Mail: The Hancock Herald, Attn: Editor, 102 East Front Street, P.O. Box 519, Hancock, NY 13783

Publisher's guidelines:

- Letters must be signed.
- Maximum 600 words.
- Only **one letter from the same author every four weeks**.
- The editor reserves the right to edit for length and content or decline publication.

*We wish you good writing!* Let us know if you have questions or anything we can help with. And **thank you**—this is SUCH important work! Contact: [pamguyot@gmail.com](mailto:pamguyot@gmail.com)