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Spotlight Letter Policy

The Spotlight welcomes letters from readers on topics of local interest. The following provisions apply to all letters to the editor.

Letters to the editor must be 500 words in length or less. Longer letters require more space and are harder to place.

Letters must include the writer's name, street address, email address (if submitted electronically) and telephone number. Contact information will not be printed but will be used to verify letters.

Letters must not be defamatory or libelous. *The Spotlight* editorial staff makes all judgment calls on letter content.

The Spotlight reserves the right to edit any letter for length, style and/or content.

The Spotlight does not guarantee placement of any letter. The paper will only print letters pertaining to local issues or that would be of interest to our local readership.

The Spotlight reserves the right to not publish any letter for any reason, including the fact a writer has appeared in print in the past in order to be equitable to other writers.

Campaign letters

Letters of a political nature received during campaign season (from the start of August until the November election) will be subject to the following *additional* policies:

The Spotlight will NOT run letters of a political nature in the edition of the paper that will be on stands Election Day (primary or general).

The Spotlight will run endorsement letters as time and space allows. Editors will endeavor to print a fair cross section of letters received, but due to space constraints it should be taken as a given that not every letter received will be printed.

The Spotlight will, as with all letters, post online the letters to the editor appearing in the print edition. No provision will be made to post letters online that do not appear in print.

Letters must not be defamatory or libelous.

As with all letters, *The Spotlight* reserves the right to withhold a letter from print for the sole reason that the writer has recently had a letter appear in the paper. This policy is intended for the sake of fairness. *This policy holds true for candidates.* Candidates should expect to be allowed an introduction letter and a letter appearing closer to Election Day. *Time and space is often limited, so candidates ARE NOT GUARANTEED a letter in the final edition holding letters prior to Election Day.*

The length requirement for letters applies to endorsement letters and letters from candidates themselves. Candidates should be aware a longer letter takes up more space in the paper and thus will be more difficult to place.

As with all letters, *The Spotlight* is in no way obligated to print a received letter. All letters will be verified by phone.