

Writing A Letter to the Editor or Op-Ed

Newspapers publish Letters to the Editor (LTEs) and Opposite the Editorial (Op-Ed) pieces as a space for public debate on opinions or to discuss issues missed by the regular news. They should be written with a clear opinion, and even better if its problem-solution oriented. Opinion sections are among the most read sections in the newspaper -- legislators often read the Opinion section to get a sense of what their constituents are passionate about.

Before You Begin Writing...

Pay attention to submission requirements (word length & how to submit) -- *submission requirements are typically found in the Opinion section of the newspaper*

- Letters to the Editor (LTEs) are generally 200 words
- Opinion Pieces (Op-Eds) are range from (600-700 words)

Below is submission information and links for major newspapers around the state

- The Akron Beacon Journal (email vop@thebeaconjournal.com)
- [The Cincinnati Enquirer](#)
- [Cleveland.com](#) (The Plain Dealer, Sun News Editor)
- [The Columbus Dispatch](#)
- [Dayton Daily News](#)
- [The Toledo Blade](#)

Read other LTEs & Op-Eds in that newspaper to get a sense of the criteria they use. If you have a relationship, call or discuss the opinion piece with the editor before submitting.

*For example, sometimes editors feel a story or particular angle has been exhausted **and** may indicate the need for a fresh angle. Relationships are easier to establish with local or community papers.*

Writing an LTE or Op-ed

The order of your points and content is important: Keep your priority content at the top, editors have the discretion to shorten your submission and normally do so from the bottom

Be concise and efficient with your words: Make sure every sentence has its own purpose.

Stay on one message and don't use jargon: Make sure you know your message, what you want to say, and use clear and simple language—short words and sentences go a long way!

If you have a strong personal story, include it (a compelling human interest story goes a long way to hook editors and readers)

Reference a former article that the newspaper wrote, or an event that happened in the community, and connect it to what your content

Proofread! Proofread! Proofread!

Be sure to include your name, city, and contact information

It is best to submit your piece via email, either in the body of your email or as an attachment