



GUIDELINES FOR MONTHLY NEWSLETTER SUBMISSIONS

Goals of Newsletter:

- To educate the public on ALN issues of focus.
- To publicize civic events, especially ALN forums.
- To direct people to further information on issues of focus on the ALN website and other locations.
- To widen the sphere of ALN influence by encouraging residents to become members and readers.

Newsletter:

Topics in 4 areas of focus that are of most current interest to Newport residents as expressed at monthly ALN meeting. (Topics and “reporters” to be assigned by Newsletter Editor.)

Neighborhood News as put forward by a Neighborhood Association each month through an ALN Director.

Calendar of Events: List of ALN and other events of a public nature.

Around Town: Photo of recognizable object or place. Intent is to increase readership. Readers’ photos to be solicited and posted.

Content specifications:

Segments should be no longer than 4 sentences and around 120 words.

Facts, if expressed, should be attributed to a reliable public source.

Only opinions that are documented ALN positions should be cited.

A respectful tone should be maintained throughout.

“Reporters” to be assigned by editor of newsletter at least one month in advance.

Schedule:

Content due to Newsletter Editor by 1st of month.

Content finalized by 7th of month.

Newsletter planned two months at a time.

Edits by the Newsletter Editor will be made for the following reasons:

Grammatical and spelling corrections.

Consistency with above content specifications.

Edits by the ALN officers will be made for the following reasons:

Controversial statement not consistent with ALN agreed upon position.

Author: Ann McMahon. Last updated September 18, 2009