

LINDEN HILLS E-NEWSLETTER POLICIES

Content

1. For shorter, bulletin type notices (treating elms at discounted rates, meeting notices, calls for resident action).
2. Articles are to be news/announcements/information relevant to Linden Hills residents.
3. Articles duplicated in the paper newsletter or in a longer format somewhere will link to that original source or our website when possible instead of being re-formatted for the e-newsletter.
4. Information printed is something not printed elsewhere (i.e. no reproductions of NRP Digest articles).
5. 'Notes from the Chair' can be included, but only the first part of the article is posted with a link to the full article posted on the website.
6. The E-Newsletter welcomes and encourages contributions.
7. Submission deadline on the 12th of each month. (Distribution on the 15th).
8. To include news bulletins/events only for the upcoming 15th of month through 14th of the subsequent month.
9. Submissions regarding events occurring in the past month should be screened for more proper inclusion in the Linden Hills Line (with photos).
10. Submission requirements:
 - Only .doc files or email text (no .pdf files).
 - No special formatting.
 - No more than 2-3 paragraphs.
 - Word count limit of 100 total words.
 - Verdana 10 point font with Verdana 12 point headers/titles.
 - No advertising or specific store sales.
 - Anonymous contributions not accepted.
11. Submissions should include (if available):
 - Event description.
 - Event date and time.
 - Event location.
 - Web links to more information.
 - Further contact information including a phone number or web address.
12. Events should generally be at a public place with public funding.
13. Church events: No, unless the event engages the public Linden Hills community, and both the church and event do not discriminate against the participation or inclusion of any residents except as according to law, and the event does not advance any religious topic.
14. Resident projects must promote a project that is germane to the Linden Hills community specifically.
15. Articles not submitted according to proper requirements are subject to editing or exclusion.
16. Submissions may be edited for length, clarity and relevance to the Linden Hills coverage area.

Editor

1. Editors must pass a Linden Hills Neighborhood Council majority confirmation vote once per calendar year.
2. Editor reserves right to forward submissions to a more appropriate outlet (Linden Hills Line newsletter, website or blog).
3. Editor reserves the right to edit articles not submitted according to requirements.
4. Balance Test: Does the article benefit the community more than a particular business, for-profit entity, or non-Linden Hills organization?
5. The Chair/President of LHiNC, the LHiNC Communications Committee Chair, and the E-Newsletter Editor each reserve the right to omit any article for any reason with ratification from at least one of the other two persons mentioned.