

LINDEN HILLS LINE NEWSLETTER POLICIES

Content

1. For in-depth, more focused articles and announcements of events.
2. Articles are to be news/announcements/information relevant to Linden Hills residents.
3. Information printed is something not printed elsewhere (i.e. no reproductions of NRP Digest articles).
4. 'Notes from the Chair' can be a featured article.
5. Allows for Linden Hills (LHBA) and Morningside Business Associations (MBA) to each do an insert once per year for a broad commercial-area event (i.e. one has a December 'Reindeer Days', the other a fall 'Woofstock'). Business associations pay insert printing and insertion fees, and 10% of delivery costs.
6. No inserts allowed unless by neighborhood business associations (see above) or for LHiNC sponsored events, including the Hendry Foundation Grant Match.
7. *Linden Hills Line* welcomes and encourages contributions.
8. *Linden Hills Line* is published roughly every two months. (See publication schedule)
9. Submission requirements:
 - o Only .doc files or email text (no .pdf files).
 - o No special formatting.
 - o Word count limit of 200 total words.
 - o No advertising or specific store sales.
 - o Anonymous contributions not accepted.
 - o Submit all articles to info@lindenhills.org or P.O. Box 24049, Minneapolis, MN 55424.
10. Submissions should include (if relevant):
 - o Event description.
 - o Event date and time.
 - o Event location.
 - o Web links to more information.
 - o Further contact information including a phone number or web address.
11. Events should generally be at a public place with public funding.
12. Church events: No, unless the event engages the public Linden Hills community, 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.
13. Store anniversary articles should focus on historical aspects (and not any retail sales).
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 (e-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 Linden Hills Line 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.