GUIDELINES/POLICY FOR LINDEN HILLS E-NEWSLETTER

The LiNK e-newsletter serves two main purposes:

- Provide information about events and activities in Linden Hills and/or of particular interest to those living and working in and near Linden Hills.
- Encourage and enhance community connections in Linden Hills.

The kinds of articles in the newsletter include:

- Meeting/activity/event notices for LHiNC and other public bodies.
- Reminders/notices of civic action (register to vote, fill out a questionnaire, etc.)
- Notice of and summaries of events in Linden Hills.
- Updates on activities/policies impacting Linden Hills residents. (These can include summaries of public events or LHiNC events, city actions, etc., e.g. closing the parkways to auto traffic.)
- Feature stories. Most of these are generated and assigned by the editor, although some unsolicited articles may be published after review and editing.

The e-newsletter *does not* include letters, editorials or opinion pieces.

ARTICLE SUBMISSIONS

If you have an idea for an article, before submitting, please consult the executive editor or editor at info@lindenhills.org .

- **Events in Linden Hills.** Article should be no more than 100 words, including date, time and location of event, plus contact information for person/organization submitting the article. The event must be open to all Linden Hills residents and not political or religious in its content or purpose. No commercial events—store sales, for example—will be published. Summaries of events that have already occurred should include digital photos.

- **Feature stories.** Stories should be no more than 500 words long and submitted in a Word-document-equivalent format (no PDFs). Stories should be about people—individually or in groups—who live and/or work in Linden Hills. The underlying goal of feature stories is to celebrate the lives, work and contributions to the general good of the people of Linden Hills, and to provide an opportunity for community connection.
    - In general, articles should have a positive tone.
    - Articles must avoid ethnic, racial, sexual, gender, age, religious, physical capabilities or appearance, economic status, etc. stereotypes and biases.
    - No overtly religious, commercial or political content.
    - Stories can be written in a variety of feature formats, but not in first-person.