

## Submissions Policy

Approved, 02.03.2021

*The Bedford Citizen* is committed to civic engagement in Bedford, Massachusetts. To support such engagement, *The Citizen* accepts submissions in four categories:

- Articles or press releases
- Calendar listings and event publicity
- Comments on articles posted in *The Citizen*
- Letters to the Editor

Views expressed in articles or press releases, calendar listings, event publicity, comments on articles posted in *The Citizen*, or in Letters to the Editor are the writer's, not *The Bedford Citizen's*.

*The Bedford Citizen* adheres to [Bedford's Town Meeting Guidelines for Civil Discourse](#). *The Citizen* will not publish submissions that contain errors of fact, personal attacks, defamation of character, or libelous/slanderous material.

Writers must include their name and verifiable contact information (street address and telephone number, or email address) with each submission. *The Bedford Citizen* will publish the writer's name but not their contact information.

Submissions may be edited for grammar and clarity. An editor may verify corrections with the writer before publication. *The Bedford Citizen* reserves the right to limit the number of Comments, Letters to the Editor, event publicity, and articles or press releases published on a single topic, or by an individual writer.

Decisions about publication are made at the discretion of the editors and the Editorial Committee.

### Articles and Press Releases

Proposed articles and press releases may be emailed to [editor@thebedfordcitizen.org](mailto:editor@thebedfordcitizen.org)

### Calendar Listings and Event Publicity

Current guidelines for event publicity in *BeTC*, *The Bedford Citizen's* Townwide Calendar, appear online at <https://www.thebedfordcitizen.org/calendar-faq/>. Writers are encouraged to add their events online at <https://www.thebedfordcitizen.org/calendar/community/add>

### Comments on Articles Posted in *The Citizen*

A 'Reply' button at the end of each article sends a reader's comment forward for consideration. Comments will not appear immediately, but are moderated according to *The Citizen's* current guidelines.

### Letters to the Editor

Letters to the Editor may include calls to action or requests for support. Letters to the Editor emailed to [opinion@thebedfordcitizen.org](mailto:opinion@thebedfordcitizen.org) are preferred; they also may be mailed to *The Bedford Citizen*, P.O. Box 212, Bedford, MA 01730.