

# THE BEDFORD CITIZEN

COMMUNITY SUPPORTED NEWS FOR BEDFORD, MASSACHUSETTS

## General Policies

Adopted in June, 2012, with thanks to  
*The Forum of Deerfield, NH* upon whose policies these are based

Updated on March 2, 2021

*The Bedford Citizen* exists to bring community news to our town in the most civil and even-handed way possible. We aim to generate conversation about important issues facing the town both through Letters to the Editor and comments on specific articles. While we welcome these voices, we also request that contributors join in our commitment to a civil tone.

To facilitate this goal and guide our decision-making, we have adopted several policies that are noted in this article, and are also posted on the “About Us” page of our website.

**Articles:** Full-length articles will be considered for publication. Articles are factual reports and do not express or convey the opinion of the author. The information contained should be researched and accurate. Documentation of sources may be requested. Articles must be proofread for grammatical and spelling errors. Persons submitting articles must include their name, street address, and telephone number or email address with a submission. [Click this link to read the full Submissions Policy.](#)

**Community notices and event listings:** Criteria for community notices and event publicity are included in the Guidelines for Submission as of February 3, 2021..

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**Corrections:** The newspaper regrets any errors it makes and will publish corrections promptly after notification.

**Disclaimer:** The newspaper disclaims all legal and financial responsibility for its errors or omissions in content.

**Feedback:** To reach us please contact: [thebedfordcitizen@gmail.com](mailto:thebedfordcitizen@gmail.com) or call 781-325-8606.

**Guidelines for Submissions:** The Bedford Citizen updated its Submissions Policy on February 3, 2021. [Click this link to read the full Submissions Policy.](#)

**Letters the Editor:** Criteria for Letters to the Editor are included in the Guidelines for Submission as of February 3, 2021. [Click this link to read the full Submissions Policy.](#)

**Life Events:** The Bedford Citizen posts a weekly article of life events submitted by the community. We accept graduation, wedding, birth announcements and more. [Guidelines about what we publish and the information to include can be found here.](#) Life events can be submitted through the form linked to button on the home page or at <https://www.thebedfordcitizen.org/life-events/>

**Literary Contributions:** Fiction, short stories, poetry and like items will be considered for publication. Persons submitting content of a literary nature must include their name, street address, and telephone number or email address with each submission. Submissions must be proofread for grammatical and spelling errors by the author. *Please state whether your submission has been published previously and any terms under which the submission was published.* [Click this link to read the full Submissions Policy.](#)

**Online comments:** Online comment criteria are included in the Guidelines for Submission as of February 3, 2021. [Click this link to read the full Submissions Policy.](#)

**Photographs:** We will consider photographs for publication. We will not substantially alter photographs except as necessary for publication. Digital photographs are preferred. Please contact editor for submission of non-digital photographs. Persons submitting photographs must include their name, street address, and telephone number or email address with each submission.

**Privacy:** We do not and will not release your personal information to a third party without your consent. However, we may share general information about how people use the website and newspaper without identifying specific persons.

**Protection of minors:** We will limit the use of names and addresses where we deem it appropriate, especially as it applies to minors.

**The Bedford Citizen Calendar:** Local non-profits are invited to post events on the BeTC the Bedford Tow Calendar. More details on the policies for calendar submissions can be found on the [Calendar FAQ](#).