**Editorial Policy Builder**

Preferred method of submission: \_\_\_\_ mailed \_\_\_\_emailed

Will you accept anonymous or unsigned letters? \_\_\_\_no \_\_\_\_yes

Will you accept open letters or letters that are just to the public in general instead of in reference to an article discussed in the publication? \_\_\_\_no \_\_\_\_\_yes

What is the word limit? \_\_\_ 175 \_\_\_200 \_\_\_300 \_\_\_400

Is there a limit to signatures per letter? \_\_\_no \_\_\_yes (2) \_\_\_yes(4) \_\_\_yes (6)

Will you accept attachments or pictures \_\_\_no \_\_\_yes

If yes, how large? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you notify the person if their letter is to be published? \_\_\_no \_\_\_yes

Will you allow profanity in the letter? \_\_\_ no \_\_\_\_yes

What should they include in order to be published?

\_\_\_\_email address

\_\_\_\_phone number

\_\_\_\_physical address

Anything else that should be included that we missed: