

# Rossmoor News Editorial Policy

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## *Residents Forum Guidelines*

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The following guidelines are printed each week in the paper:

- Letters must be about 250 words.
- Letters are subject to verification and editing for clarity at the discretion of the editor.
- Letters are strictly the opinion of the letter writer. The Rossmoor News accepts letters for publication in complete or abridged form at the discretion of the managing editor and in accordance with common editorial policies. Headings of letters are written by the managing editor.
- Emailed letters are preferred. Please send to: [news@rossmoor.com](mailto:news@rossmoor.com)
- All letters must include full name, address and phone number for verification. Only full name and street name are published.
- Letters must be germane to the activities and affairs of Rossmoor. Letters can also respond to columns or letters published in the News.
- Open letters addressed to anyone other than the editor will not be published.
- Letters' content cannot include phone numbers, full addresses, email addresses or website addresses.
- Letters announcing an event with a date, time and location will not be printed.
- Letters cannot include personal attacks against individuals, clubs or organizations, corporations or advertisers
- Letters sent by email are confirmed by an emailed reply. If you have not received a confirmation, contact the News by phone, 1-925-988-7800, or in person to verify your submission.
- The normal deadline for letters is Thursday at noon. Early deadlines due to holidays are announced in the News.
- Additional policies regarding letters to the editor are outlined in GRF Policy 601.2.

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## *Press Release Guidelines*

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These are available in the News office, online at <https://rossmoor.com/residents/rossmoor-news/> and by request via email.

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## *Editorial Policy*

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**Columns:** Residents only can contribute columns for the editorial section of the newspaper. All columns must have the writer's byline and email address included in the tagline.

- Per GRF Policy 601.2, no columns in the Rossmoor News can include political commentary. All columns, including As You Write It, must be about Rossmoor life, Rossmoor interests, senior living or personal stories and are subject to fact-checking, as outlined in the GRF policy.
- As You Write It is available to all residents on a first come, first served basis.
- Columns also cannot include medical claims or advice.

**Bylined articles:** These are limited to residents, staff and representatives of official Rossmoor clubs and organizations.

**All articles:** These are subject to editing and are published at the discretion of the editor. (This disclaimer runs weekly in the staff box on Page 2 or 3 of the newspaper.) Columns, articles and letters to the editor that contain libelous language, slanderous personal attacks, profanity or support for illegal, criminal or terrorist activities will be rejected by the editor. Press releases can be submitted from organizations outside of Rossmoor and may be published if the staff decides they are of interest to the Rossmoor residents. Articles may be rejected if they advocate for for-profit businesses or compete with paid advertisers. Articles advancing events can be submitted for publication in up to three issues. A fourth date can be requested for big events, but there is no guarantee of publication if space does not permit.

**Style:** Letters and articles must be written in third person and conform to Associated Press style. See Press Release Guidelines for more information on the newspaper's style.

**Word limits:** The following are the maximum words permitted for each content: letters to the editor, 250 words; club trip listings, 180 words; articles, 600 words; and columns, 800 words.

**Deadlines:** These are the deadlines the week before publication: All columns are due by noon Tuesday. All religion, club trip, movie and food articles are due by noon Wednesday. All health and bridge articles and Mutual and GRF meeting listings are due by 3 p.m. Wednesday. All other articles, including club news, are due by 9 a.m. Thursday. Deadline extensions must be requested before 9 a.m. Thursday. All letters to the editor are due by noon Thursday.

Deadlines may be earlier due to holidays; these deadline changes will be listed in advance in the Rossmoor News.

**Photos:** Photos may be submitted by clubs and organizations, but they will be used at the editor's discretion. Rarely will more than three photos be published with the same article for the same issue. Photos will not run with Arts & Leisure listings or Club Trip listings.

- The News cannot use photos that have been reproduced in other newspapers or magazines, nor can it use copyrighted photos without permission. Photographers taken by professional photographers are copyrighted and cannot be published.
- Each photo will be published in the newspaper with an article only once. Subsequent publishing of the same article must have a new photo or will publish without a photo.
- See Press Release Guidelines for other requirements.

**Anonymous and Unnamed Sources:** Generally speaking, the Rossmoor News will not publish anonymous or unnamed sources, either through direct or paraphrased quotes. The exception, upon request, are the identities of victims or potential victims of crime. The assistant managing or managing editor reserves the right to extend anonymity to sources in compelling situations; however, the source's identity and on-record status must be verified by the managing editor.

**Publication disputes:** GRF Policy 601.2-5 makes the GRF president final arbiter over what is published in the Rossmoor News. Residents who disagree with the decision of the senior manager of the News can email the Board president at [grb@rossmoor.com](mailto:grb@rossmoor.com) for a final ruling.

*The Rossmoor News Editorial Policy is subject to change at any time.*