

Letter to the Editor Guidelines and Contact Info for Montana Newspapers

(updated February 2017)

Below are guidelines for some of the key newspapers in the state. If you don't see a paper listed, please check that publication or website for submission information.

DAILY NEWSPAPERS

***Billings Gazette**

Letters to the editor must contain the writer's name, street address, and work or home phone number. Maximum length is 250 words.

Online form: https://billingsgazette.com/forms/contact/letter_to_the_editor/

Address: P.O. Box 36300, Billings, MT, 59107-6300

***Bozeman Daily Chronicle**

Letters should be no more than 300 words and must include the writer's first and last name (no initials), home address, and daytime phone number. Addresses and phone numbers may be used for verification, but will not be published.

Online form: https://www.bozemandailychronicle.com/submissions/online_services/letter/

Email: citydesk@dailychronicle.com

Address: 2820 W. College St. Bozeman, MT 59715

***Great Falls Tribune**

Letters should be 250 words or less.

Online form: <http://static.greatfallstribune.com/lettertoeditor/>

Address: 205 River Drive South, Great Falls, MT 59405

Email: tribletters@greatfallstribune.com

Havre Daily News

Email: news@havredailynews.com

Address: P.O. Box 431, Havre, MT 59501

***Helena Independent Record**

Please limit letters to 250 words. Letters may be edited for clarity or length. Writers must include their address and daytime phone for verification.

Email: irstaff@helenair.com

Address: Readers' Alley P.O. Box 4249, Helena, MT 59604

Kalispell Daily Inter Lake

300-word limit

Online form: <https://form.jotform.com/63216449575160>

Lewistown News-Argus

Email: editor@lewistownnews.com

Online form: <http://lewistown.server282.com/content/send-letter-editor>

Address: 521 Main Street, Lewistown, MT 59457

Livingston Enterprise

Include your real name, address, and phone number. Letters may be edited for length, taste, and libel considerations.

Email: enterprise@livent.net

Online form: <http://www.livingstonenterprise.com/contact>

Address: PO Box 2000, Livingston, MT 59047

***Missoulian**

Letters should be 200 words or less. Letters must include your real name, address, and phone number.

Online form: <http://www.missoulian.com/app/opedform/>

Email: oped@missoulian.com

Address: 500 S. Higgins Ave, Missoula, MT 59801

Miles City Star

Include the writer's name and an address and daytime phone number. Less than 500 words in length.

Online form: <http://www.milescitystar.com/content/submit-letter>

***Montana Standard (Butte)**

Please limit letters to 400 words. The Montana Standard prints street addresses or box numbers with all letters, and requires a phone number for verification, not publication.

Online form: https://mtstandard.com/forms/online_services/letter/

Email: editor@mtstandard.com

Address: Our Readers Speak, PO Box 672, Butte, MT 59703

Ravalli Republic

300 words or less

<http://www.ravallirepublic.com/app/submission/>

WEEKLY NEWSPAPERS

Belgrade News

250 word limit

Email: editor@belgrade-news.com

W. Main Street Belgrade, MT

***Boulder Monitor**

300 word limit. Signed letter, contact information including city, state.

Email: janderson@jeffersoncountycourier.com

Flathead Beacon

Letters should be 300 words or less. Letters may be edited for length, clarity, taste, and to prevent libel. Include the writer's first and last name, phone number, and address for verification purposes.

editor@flatheadbeacon.com

Address: 217 Main St, Kalispell, MT 59901

Missoula Independent

Email: editor@missoulanews.com

P.O. Box 8275

Missoula, MT 59807

Note- This list is not comprehensive. Please look for weeklies in your area at the link below.

http://www.mt.gov/residents/state_newspapers.mcpX

General Tips and Guidelines:

- *Be timely*--Responding to a current issue or a recent article or column is one of the best ways to increase your chances of getting published. Be sure to mention the name of the article and the date it was written in the beginning of your letter.
- *Get a new signer*--Most newspapers won't print multiple letters from one person over a short period of time. If you've already published a letter, get someone else to sign future ones.
- *Keep it short and simple*--Keep your points short and clear, and stick to one subject. Make your first sentence short, compelling and catchy. Keep it well under the word limit.
- *Get personal*--Newspapers, at their core, are community entities. Editors will be much more likely to publish a letter, and the letter will have much more impact, if it demonstrates local relevance.

Sending your Letter:

- Paste your final letter into the body of an email (don't send as an attachment).
- Put the editor's email address in the "To" field.
- Put "letter to the editor" in the "Subject" line.
- The salutation should read, "Dear editor," and then be followed by your letter.
- Make sure to include your name, address and phone number with the letter. (The papers will only print your name and city, but editors must call you to confirm authorship before running a letter.)
- If your letter doesn't appear, don't be afraid to call the opinion page editor after a few days to ask whether it will run.

Follow up:

- Once your letter is published, please post the link to your Facebook page to further expand your audience! Also, tweet it to your network if you are on Twitter.