



“Members Speak Out” Submission Guidelines

Thank you for your interest in submitting content for *The Co-operator’s* “Members Speak Out” column! The Co-op is excited to have members sharing their thoughts with other members!

“Member Speak Out” topics may include a wide range of subjects, such as:

- Thoughts about co-ops—ours or others
- Opinions about expansion
- Information about food or farming
- Environmental issues
- News from the Co-op’s community
- Other topics of interest to our members

The Co-op embraces diversity and opposing viewpoints and hopes to encourage an active dialogue amongst our membership. To leave space for a larger number of member voices while maintaining efficiency in producing our newsletter, we have established the following guidelines for submission:

- All inquiries received by the 1st of the month will be under consideration for publication in the following month’s newsletter. (E.g. if you submit during the month of February your piece will not run until the April issue or after.)
- Submissions may not be anonymous. We require the name of the author.
- Authors must have a current, up-to-date membership and provide their member number in order to be featured in this column.
- All content must be submitted digitally as a Microsoft Word (or compatible) format to memberservices@eastendfood.coop.
- Submissions may not exceed 300 words. The editor may request a further reduction of the word count when needed due to space constraints. (Anyone interested in submitting a full-length article for *The Co-operator* should email memberservices@eastendfood.coop for more information.)

- Submissions may not be promotional, political, or religious in nature.
- Submissions must be respectful and may not include content that is:
 - threatening, abusive, or obscene
 - deceptive, false, or misleading
 - illegal
 - spam
 - inappropriate, offensive, or hateful.
- All submissions will be printed at the discretion of the editor (see below).

Determining which content is published each month will be at the discretion of myself, as editor, and I'll be using the following general criteria:

- Timeliness of the submission
- Adherence to the above guidelines
- Relevance of the topic to members as reflected in the bi-annual Member Survey
- Alignment with our Ends Policy Statement
- Respect for the many different views of our membership

Please note that all content will be subject to editing. Though my team will use a light touch to avoid changing the author's voice, some changes may be needed because of space restrictions or typos. As editor, I will discuss proposed edits with authors, so anyone interested in submitting can rest assured that their content will not be altered without their knowledge.

If you have any questions about submitting, content, or the process in general, please don't hesitate to let me know. And thanks in advance for your interest in submitting to *The Co-operator*!

In Cooperation,
Heather Hackett
Marketing & Member Services Manager
memberservices@eastendfood.coop