

The St. Bernard Voice

DISPLAY ADS AND CLASSIFIED ADS

To inquire about advertising in the Voice, you can:

- Call our office at 504.279.7488.
- Email ads@thestbernardvoice.com
- Or stop by our office located at 1515 E. Judge Perez Drive, Chalmette, Louisiana 70043.

PUBLIC NOTICES / LEGAL ADVERTISEMENTS

Choose from one of the three submission types:

- Visit our office located at 1515 E. Judge Perez Drive, Chalmette, Louisiana 70043.
- Email your notice as a Word document or PDF to publicnotices@thestbernardvoice.com
- Or fax your notice to 504.393.9327.

We'll also need to know your contact information, billing address, how many times the notice will run and if you require proof of publication (affidavit). Call our office at 504.279.7488 with questions.

NEWS TIPS AND SUBMISSIONS

To give us news tips, news submissions, or any announcements such as births, engagements, weddings, birthdays, anniversaries, and christenings:

- Call our office at 504.279.7488.
- Email copy@thestbernardvoice.com
- Or stop by our office located at 1515 E. Judge Perez Drive, Chalmette, Louisiana 70043.

OBITUARIES

Choose from one of the three submission types:

- Stop by our office located at 1515 E. Judge Perez Drive, Chalmette, Louisiana 70043.
- Email obituaries as a Word document or PDF to copy@thestbernardvoice.com. You can also send us a URL link if it is was posted on a funeral home's website.

WHO'S WHO, WHAT'S WHAT

Every week, we have a "Who's Who" page in the Voice that has upcoming events in St. Bernard Parish. While there is a limit to 100 words and some restrictions apply, if there's an event or meeting you'd like to include in it, you can:

- Call our office at 504.279.7488.
- Email copy@thestbernardvoice.com
- Or stop by our office located at 1515 E. Judge Perez Drive, Chalmette, Louisiana 70043.

LETTERS TO THE EDITOR

In all newspapers, there is an opinion or editorial page where readers are encouraged to express their thoughts. In addition to articles from our regular columnists and an occasional editorial written by one of our publishers, *The St. Bernard Voice* accepts letters from the public addressed to the editor.

Letters could be sent in to raise concerns, give opinions on different matters of public interest, or recognize and appreciate the good works of individuals and organizations. Letters to newspapers are a reflection on society and an excellent way to let elected government officials understand how their constituents feel. If drafted correctly, these letters can be a powerful tool for influencing change in society.

The most effective letters to newspapers are short, specific, and factual. Focus your letter on one main concept and try to get your point across well. Be polite, calm, and use humor where appropriate. Be certain that any information that you have provided is accurate and verifiable.

Here is our "Letter to the Editor" Policy:

- The maximum length for letters is 500 words.
- Letters must be submitted by 5 p.m. on Wednesdays.
- All letters must be signed by an individual. An individual's name may be withheld if the newspaper believes the content of the letter is beneficial to our readers and publishing the writer's name may cause harm, however the letter must still be signed. Letters submitted by an organization must still have an individual's signature.
- Letters submissions should include your full name, city of residence and phone number for us to reach you. Your phone number will not be printed in the newspaper with your letter.
- Letters should be on one subject/topic each. Photos may accompany the letter but will be published at the discretion of the newspaper.
- One letter from an individual or organization is allowed in a six-week time span.
- Letters from candidates seeking election to public office must be a paid advertisement.
- Letters are subject to editing for clarity, length and accuracy.
- Newspaper management maintains the right to refuse the publication of any letter it deems inappropriate for its readers.

How to submit your letter:

- Email your letter to copy@thestbernardvoice.com
- Mail to The St. Bernard Voice, Attention: Editor, PO Box 88, Arabi, Louisiana 70032
- Or drop it off at our office located at 1515 E. Judge Perez Drive, Chalmette, Louisiana 70043.

NOTE: THE ST. BERNARD VOICE IS PUBLISHED WEEKLY ON FRIDAYS. ALL ADVERTISEMENTS AND SUBMISSIONS MUST BE SUBMITTED BY MONDAY AT 5 P.M. TO GET INTO THAT WEEK'S PAPER.

DEADLINES ARE SUBJECT TO CHANGE DUE TO HOLIDAYS AND SPECIAL EVENTS.