

***Choral Journal* - Letters to the Editor Guidelines**

Originally from the Editor's Column, Choral Journal October 2019

Those who contribute a letter to the editor are entitled to their own opinion. Letters should not be taken as an endorsement by *Choral Journal* or ACDA. We encourage a diversity of voices, and we publish the majority of letters that are received, both positive and negative. There are two main reasons a letter to the editor will not be published:

- 1) Length. *Choral Journal* offers a generous 450 word count limit with the understanding that we may still need to edit for length due to layout constraints or other letters being published in that issue. If you are unwilling to trim your letter, it will not be published.
- 2) Tone. If we receive a letter that does not seem to have a point and reads more like a rant, it will not be accepted. While letter writers are free to share an opinion, the letter itself does need to be focused on a specific article and make a specific point. Letters should be professional and not contain a personal attack on an individual or group.

We reserve the right to edit letters for space, clarity, and accuracy. Letters are printed as soon as possible, but they are often not printed in the very next issue of *Choral Journal*. Meaning, a letter may be submitted but not be printed for another month or two. This is due to a variety of factors, including layout spacing, other letters that have come in, and press deadlines. We try when possible to place letters concerning the same article together. Depending on the topic of the letter, we may reach out to the author to offer a “response,” which will be printed in the same issue.

For letters to the editor related to content of the *Choral Journal*, including articles, columns, and reviews, email: abumgarner@acda.org

For questions or feedback related to conferences or other association specifics, email: executivedirector@acda.org

For membership questions, email: membership@acda.org