



Refugee Council of Australia

Refugee Council Guide to Letter Writing May 2010

Writing a letter to the editor of a newspaper is a great way to have your say and participate in the democratic process.

The Refugee Council of Australia invites members and supporters to write letters to the editor regarding coverage of refugee and asylum seeker issues.

Here are ten tips for letter writing:

1. Address the letter 'Dear editor', make specific reference to the article and author you are responding to – you need to write your letter the same day as the article for publication the next day.
2. Include date and contact details (though only name and suburb will be published)
3. Check your facts, spelling and grammar before sending
4. Keep it short and sweet. Do not exceed 200 words.
5. Stick to one issue/topic per letter. Do not rant about numerous subjects.
6. Avoid jargon. Use plain language.
7. Make clear what perspective you are coming from/interest group you represent e.g. 'as a farmer', 'as a mother', 'as a former refugee'.
8. Define a problem and offer a solution or call to action.
9. Do not make defamatory or derogatory statements about journalists or other stakeholders.
10. Write letters in response to good news or articles you commend, not just bad news or things you disagree with.

Join the alert list

Through the A Just Australia campaign, the Refugee Council has formed an alert list for letter-to-editor writers. If you think you have the time to respond quickly (same day) when an article or issue comes up that should be responded to by a letter to the editor, please email us at media@refugeecouncil.org.au We will add you to the alert list.

Key contacts

Adelaide	Adelaide Advertiser	advedit@adv.newsltd.com.au
Melbourne	The Age	letters@theage.com.au
	Herald Sun	hsletters@heraldsun.com.au
Canberra	Canberra Times	letters.editor@canberratimes.com.au
Brisbane	Courier Mail	cmletters@qnp.newsltd.com.au
Perth	West Australian	letters@wanews.com.au
Sydney	Daily Telegraph	letters@dailytelegraph.com.au
	Sydney Morning Herald	letters@smh.com.au
Tasmania	Mercury	mercuryledletter@dbl.newsltd.com.au
National	The Australian	letters@theaustralian.com.au