

## The Chronicle is your newspaper. You can make it work for you best by following these guidelines:

Story Ideas: Call 722-8624 and ask for Managing Editor Allen Johnson on Wednesdays between 1:00 p.m. and 5:30 p.m., and Thursdays and Fridays between 10:30 a.m. and 5:30 p.m. On Mondays and Tuesdays, please leave a message and Mr. Johnson will return your call.

Of course, although we value your input highly, we can't possibly cover every story idea our readers suggest.

But keep the ideas coming. They've often provided us with excellent stories?

grammar and newspaper style. We will print quality black-and-white photos submitted with your articles when space permits.

Please be sure, however, to include all of the pertinent information with your article. If a crucial detail is missing and we are unable to reach you, we will have no choice but not to print your article.

Calendar Items: Items for our Community and Church Calendars follow the same guidelines -- and deadlines -- as community news. Please label such items Community or Church Calendar and submit them in person or by mail. Since our space is limited, priority goes to items involving the black community in Winston-Salem or of particular interest to the black community. Priority also goes to items that will be held the week of publication; thus, if Event A will be held this week and Event B will be held next week, and there's only space for one more item, Event A will appear. Event B would be held for publication the following week.

Chronicle does not cover weddings. We do, however, publish wedding and engagement announcements and photos. Forms can be picked up at the Chronicle offices.

Letters To The Editor: We welcome your letters. which must be typed or legibly written and should not exceed one and one-half typewritten pages in length. Letters should include the name (real name), address and phone number of the writer.

We reserve the right to edit letters for length, grammar and style, while doing our best not to alter their meaning. We do not, as a rule, publish anonymous letters, although we occasionally will use only initials when the writer requests and the editor deems such a practice appropriate. Letters should be addressed to Chronicle Letters, Winston-Salem Chronicle, P.O. Box 3154, Winston-Salem, N.C. 27102.

Complaints: Although we try to serve you as efficiently as we can, we sometimes make mistakes -mistakes that many times can be corrected, if we know we made them. If you did not receive your paper or lost money in a vending machine, call us at 722-8624 and ask for our circulation department.

If you have a complaint about news coverage, call Managing Editor Allen Johnson at 722-8628.

Speaking Engagements: When time permits, Managing Editor Allen Johnson is available to speak to church, school and civic groups. To schedule an engagement, call him at 722-8624.

Community News Items: News that is important to you is important to us. Submit your community news items, either typed or printed legibly, to our receptionist by 5:30 p.m. on the Monday preceding our publication date or you may mail them to the Winston Salem Chronicle, Community News Department, P.O. Box 3154, Winston-Salem, N.C. 27106. (They also must be received by our Monday deadline.) Please keep your items as brief as possible and bear in mind that they will be edited for brevity,

Weddings: Like nearly all other newspapers, the

Columns: If you're interested in writing a guest column for our editorial page, contact our managing editor, Allen Johnson, at 722-8624.

Subscription Or Advertising Information: Call our main number, 722-8624 and we'll refer you to the appropriate people.

Subscription Drives As Fundraisers: Your church, school, social or civic group can make extra cash by selling Chronicle subscriptions for a hefty commission. Contact Publisher Ernest H. Pitt for details.