

Community Submissions Policy

Delaware Source welcome information from local organizations that helps residents stay informed about what's happening in our community.

We aim to share information in a way that is clear, useful, and transparent for readers.

How We Handle Submissions

When you send information to our newsroom, it will typically fall into 1 of 3 categories



Community Updates

Information submissions that helps residents understand, access, or participate in something that affects daily life in Delaware County.

Examples:

- public safety alerts
- road closures/service disruptions
- community programs or workshops (often free or at minimal cost to participants)
- nonprofit initiatives
- school or library programming
- public meetings or civic participation opportunities



Business Briefs

Submissions intended to showcase the growth and offerings of an organization are ideal for a business brief.

Examples:

- business openings or relocations
- hiring announcement
- company milestone/anniversary
- leadership promotions
- product launches
- production announcements

Business briefs are limited to 300-350 words and cost \$50.

Additional advertising options available.



Story Leads

Some submissions are turned into a reported story where additional reporting, interviews, or context would help the community better understand the impact.

Examples:

- major business expansions or job creation
- new development or housing projects
- significant policy changes
- community-wide initiatives/challenges
- large grants or funding announcements

Submitting a story lead does not guarantee news coverage.

Editorial Standard

Delaware Source may edit submissions for:

- clarity
- length
- formatting
- readability

All submissions come with a lead photo. These should not be images of a flyer.

Review Timeline

We aim to review all submissions within 1-2 business days. Business briefs will be published within 1 business day of submission.

If additional information is needed or if a submission better suited for a different path, our team will follow up with next steps.

How to Submit

Community Updates

Email
news@delawaresource.com

Business Briefs

Visit
www.delawaresource.com/business-briefs

Story Lead

Visit
www.delawaresource.com/open-source

