

# The Tri-Town News

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**Kenneth S. Paden.....Publisher**  
**Nancy Sue Burns.....Editor**  
**Anna Ritchey.....Advertising Manager**

## Submitting Articles to The Tri-Town News

We love to receive articles from our area schools, businesses and families. There is never a charge for news. Obituaries, engagements and weddings are free. If you aren't sure whether information you have is suitable for a news article, call and talk to our editor, Nancy Sue Burns, or our publisher, Ken Paden, at 561-3526.

Articles must be in our hands by Monday at 5 p.m. Our papers are put together on Tuesday and are printed early Wednesday. Some papers reach the newsstand on Wednesday afternoon, but most are out to newsstands and subscribers on Thursdays. Please do not send articles about events happening on a Wednesday morning to us on the Monday of the week it happens. No one will see the information in time.

Articles are put in the paper on a space available basis. If there is an article about something coming up it will go in the paper before an article about something that has already gone by. Local events have precedence over events out of the area.

Letters to the editor and obituaries must be signed and include your address and phone number.

We encourage you to e-mail articles and pictures to [ttnews@tritownnews.com](mailto:ttnews@tritownnews.com). You may also drop off articles at our offices at 5 Winkler Road, Sidney Industrial Park, Sidney or mail them to PO Box 208, Sidney, NY 13838. Faxed articles are accepted

at 607-563-8999, but are more difficult to read for our typesetters.

We can accept files that were typed in Microsoft Word or WordPerfect, but prefer Microsoft Word documents whenever possible. If you have lists in Excel, we can convert them to Word if you are unable to. Do not send us Publisher or PrintShop files. If you have a different word processor you can save your article as an "RTF" file and we will be able to open it.

Please do not type articles in all uppercase. It makes it extremely difficult to read, especially names like "DeLuca" or "VanDevort" or "Vandevort" If you are sending us lists, such as class lists or honor rolls, we prefer them with first names first, followed by last names.

## Community Bulletin Board

Items for the Community Bulletin Board should include date of event, time and place and should be at the Tri-Town News by noon on the Monday before the publication date of the paper you want the listing to appear in. Any community event may be submitted. Also, please include a contact person and a telephone number for our records. If you are listing an ongoing meeting, please let us know when the listing should be discontinued.

## Legal Notices and Classified Ads

We also appreciate receiving legal notices via e-mail. There is far less chance of an error if you are sending your notice this way. Just put "Legal Notice" in the subject line of your e-mail and attach your file or paste it into your e-mail. If you have questions about the best way to send something, please call us, we are happy to help. Classified ads can be sent to us if they are pre-paid, or if you include a credit card number with your e-mail. The deadlines for Legal Notices and Classified Ads are at 5 p.m. on Monday.

## Photographs

If you have pictures to include with an article, please attach the digital photo separately to your e-mail and don't put it in your Word file first. The picture quality will be better if it is sent separately. E-mail pictures may be in JPEG or TIF format, in color or in black and white. Photographs from digital cameras are fine. If you name the photo for the event or person pictured it makes it much easier to keep track of as we process your photo and article.

We also accept regular photographs, and will return them to you if you include a self-addressed and stamped envelope with your article. Please write your name and address on the back of the photo as well. Captions can be on a separate sheet paper-clipped to your photo.

## Display Ads

If you want to place a display (box) advertisement, please call our advertising manager Anna Ritchey at 607-561-3526. Rates are listed on our website, [www.tritownnews.com](http://www.tritownnews.com). We can accept ads in PDF, TIFF, EPS, or JPEG format files, but will not be able to make corrections to files that are sent to us. Please call before sending any files.