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**2020 Condo Media Author Guidelines**

**Columns**

Thank you for your interest in authoring a story for *Condo Media* magazine*,* the official publication of the CAI New England Chapter (CAINE). We truly appreciate your contributions. Below are a few thoughts to keep in mind as you develop your story idea as well as some general comments when writing.

**2020 Editorial Calendar & Deadlines**

All articles must be provided in Microsoft Word via email to the chapter office by the following deadlines:

**Issue Focus Editorial Copy Deadline**

**January** Community Assn Volunteer Leadership November 8, 2019

**February** Insurance/Risk Management December 10, 2019

**March** Building/Grounds Maintenance (Spring/Summer) January 13, 2020

**April** Dirty Jobs February 10, 2020

**May** Legal & Legislative Issues March 9, 2020

**June** Security/Safety April 13, 2020

**July** Financial Management & Reserves May 11, 2020

**August** Building/Grounds Maintenance (Fall/Winter) June 8, 2020

**September** Expo Preview July 10, 2020

**October** Rules & Enforcement August 6, 2020

**November** Community Association Management September 10, 2020

**December** Planning October 9, 2020

**Content Focus & Purpose**

Articles approved for publishing in *Condo Media* by the *Condo Media* Board are chosen because they inform and educate CAI members and readers about industry related issues, concerns and trends. Readers throughout New England include community association volunteer leaders and homeowners as well as the professional managers who work with them.

Articles cannot serve as flagrant marketing pieces for a company’s services or products. However, case studies specifically illustrating the premise of an article may be acceptable at the discretion of the *Condo Media* Board.

**Limit your Subject**

Readers need specific advice about specific issues and authors should keep this in mind as they formulate their article and narrow the focus of the piece.

**Story Word Counts**

Articles are intended to catch the attention of busy readers with more concise details and information in a more visual representation.

As a general rule, word counts for feature articles/stories are 1000-1200 words with an additional 200-word side bar of material to complement the story. The side bar material may be presented in bulleted format, may include facts/statistics that support the story or may be a related shorter piece that complements the main story. Please note that stories sent under or over the requested word count may be sent back to the writer for self-editing.

Also, please suggest possible tip boxes or pull quotes to accompany your piece and include any suggestions for headlines, subheads and artwork in the story. Hi-resolution photos with photo captions can also be sent along with the article/story.

**Author Background**

Please include a brief one-line bio that includes your name, title and company affiliation, and provide a hi-resolution head shot.

**Editorial policy**

The *Condo Media* Board of Directors, chapter executive director and copy editor reserve the right to omit and/or condense information and/or photos as necessary to accommodate the focus and layout of the specific magazine issue and reserve the right to edit all articles for content and clarity. In addition, articles may be sent back to the author with questions if necessary. The author will be notified of changes when possible.

The *Condo Media* Board of Directors, chapter executive director and copy editor reserve the right to refuse submissions at the sole discretion of the *Condo Media* Board, chapter executive director and/or copy editor.

*Condo Media* permits multiple submissions. Authors must advise if the article was or will be submitted to other publications and provide publication contact information and dates of publication. If the article has been copyrighted in another publication the author must include the authorization to reprint with the submission to *Condo Media*.

**CAI Credentialing Points**

Those members pursuing and recertifying CAI and CAMICB manager designations and certifications may be able to earn points toward certain designations by getting articles published in *Condo Media*. Contact CAI at (703) 970-9220 or CAMICB at (703) 970-9300 for more information about continuing education credits.