



**2026 Condo Media Author Guidelines**  
**Columns**  
**APPROVED Condo Media Board 9.9.25**

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

**2026 Editorial Calendar & Deadlines**

The *Condo Media* Editorial Board will finalize story ideas and authors at their Editorial Mtg held one month prior to copy deadline. All story ideas for any given month must be submitted to the chapter office (ccarini@caine.org) by the Editorial Mtg date in order to be considered for that month's issue.

All articles must be provided in Microsoft Word via email to the chapter office (ccarini@caine.org) by the Copy Deadline noted below:

	<b>Issue Focus</b>	<b>Editorial Mtg</b>	<b>Copy Deadline</b>
<b>January</b>	Community Assn Volunteer Leadership	Oct 2025	Nov 5, 2025
<b>February</b>	Insurance/Risk Management/Disaster Restoration (GUIDE)	Nov 2025	Dec 5, 2025
<b>March</b>	Building/Grounds Maintenance (Spring/Summer) (GUIDE)	Dec 2025	Jan 6, 2026
<b>April</b>	Technology/Carbon Emissions/Energy Savings	Jan 2026	Feb 2, 2026
<b>May</b>	Legal & Legislative Trends & Issues (GUIDE)	Feb 2026	Mar 6, 2026
<b>June</b>	Security/Safety	Mar 2026	Apr 9, 2026
<b>July</b>	Financial Management & Reserves (GUIDE)	Apr 2026	May 7, 2026
<b>August</b>	Building/Grounds Maintenance (Fall/Winter) (GUIDE)	May 2026	Jun 5, 2026
<b>September</b>	Rules & Enforcement (depending on 2025 Expo month)	Jun 2026	Jul 10, 2026
<b>October</b>	Expo Preview (depending on 2025 Expo month)	Jul 2026	Aug 7, 2026
<b>November</b>	Community Association Management (Guide)	Aug 2026	Sept 4, 2026
<b>December</b>	Planning	Sept 2026	Oct 7, 2026

**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 including 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.