



2027 Condo Media Author Guidelines APPROVED Condo Media Board 9.15.26

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.

2027 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:

	Issue Focus	Editorial Mtg	Copy Deadline
January	Community Assn Volunteer Leadership	Oct 2026	Nov 5, 2026
February	Insurance/Risk Management/Disaster Restoration (GUIDE)	Nov 2026	Dec 9, 2026
March	Building/Grounds Maintenance (Spring/Summer) (GUIDE)	Dec 2026	Jan 6, 2027
April	Technology/Carbon Emissions/Energy Savings	Jan 2027	Feb 2, 2027
May	Legal & Legislative Trends & Issues (GUIDE)	Feb 2027	Mar 5, 2027
June	Security/Safety	Mar 2027	Apr 9, 2027
July	Financial Management & Reserves (GUIDE)	Apr 2027	May 7, 2027
August	Building/Grounds Maintenance (Fall/Winter) (GUIDE)	May 2027	Jun 4, 2027
September	Rules & Enforcement (depending on 2026 Expo month)	Jun 2027	Jul 9, 2027
October	Expo Preview (depending on 2026 Expo month)	Jul 2027	Aug 6, 2027
November	Community Association Management (Guide)	Aug 2027	Sept 3, 2027
December	Planning	Sept 2027	Oct 7, 2027

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.

Features

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.

Regional News Stories

Word counts for Regional News stories (MA, ME, NH, RI and VT) are 750-900 words and are intended to be more focused content around a state specific issue.

Department Features

Articles written for Departments including Trends and Updates; Governance Best Practices; Homeowner Corner; and Community Matters are 500-900 words with a very limited and focused topic.

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.