Community Resource Magazine Article Guidelines

Article Specifications:
- Word count: between 250 and 750 words.
- Method of Submission: electronically as an email attachment and in Microsoft Word format. (Paper copies or PDF files will not be accepted.)
- Photos: submit electronically in "jpg" format as an email attachment.
- Biography: A (bio) of be author's position, designations and affiliation is encouraged. The bio is at the <u>end</u> of the article and should be brief (no more than a few sentences).
- Article Title & Author's name: The title and authorship is at the <u>beginning</u> of the article and may not include anything besides the article, the name of the author, and their title/designations (this is not the place for the bio).

Purpose: Articles that are published in Community Resource are to inform and educate CAI members. The article may not serve as flagrant marketing pieces for a company's services.

Audience: Our audience is made up of large-scale community managers, portfolio community managers, board members and a wide range of vendors who support the community association industry.

Limit your Subject: Be aware that readers need specific advice about specific issues. Keep this in mind as you formulate your article and focus your thoughts.

Substantiate Your Writing: Remember to substantiate the facts and opinions that you present. Credit quotes, documents and personal observations in your writing. When sourcing other entities, provide contact information for the editorial staff and for readers.

Imagery: Add imagery to your story with anecdotes and memorable quotes.

Editorial policy: The editorial staff reserves the right to omit and or condense information as necessary to accommodate the magazine layout. The author will be notified of changes when possible. Community Resource permits multiple submissions. Please let us know if your article was submitted to another publication and provide publication contact information. If your article has been copyrighted in another publication, you must include the authorization to reprint with your submission. The editor and chapter executive director reserve the right to refuse submissions deemed inappropriate for publication.

CAI Credentialing, Points: Those members holding or pursuing CAI designations may be able to earn points toward either certification or recertification by publishing articles.