



## **Community Assets Guidelines for Authors**

Community Association Institute's (CAI) bi-monthly publication, *Community Assets*, provides a great deal of exposure to the CAI membership. These guidelines are intended to maintain the publication's high standards and assure that the information presented is of interest to our membership.

### Disclaimer on Information Printed in Community Assets

The following disclaimer appears in every issue of *Community Assets*: **Community Assets is a publication of the Keystone Chapter, Community Associations Institute. Assets is published six times each year. All articles and paid advertising represent the opinions of authors and advertisers and are not necessarily the opinion of CAI and the chapter. CAI is not responsible for the content of articles. Questions about content should be directed to the author of the article.**

### Content

We cannot accept articles deemed to be promotional in nature. Authors may not promote their business, upcoming seminars, or products that the company produces or sells. Articles will be followed by a brief bio, edited by the publisher, which will include information about the author and the author's business.

### Conditions

Acceptance of articles by CAI implies certain conditions, specifically:

- *Community Assets* is an informational magazine and articles submitted for publication should be fact-based, as opposed to op-ed pieces.
- CAI reserves the right to print the article more than once if it deems it appropriate
- Acceptance of an article by CAI is not a guarantee that it will be published
- By submitting an article, you are representing that said article is an original piece of work written by you or others in your organization and that you have the right to submit the materials. CAI relies upon your representation as fulfillment of its responsibility to exercise diligence in the acceptance of materials.

### Submission Guidelines

Articles will only be accepted if submitted in the following format:

- Please e-mail your article in either **Microsoft Word** or **Open Office** format to [tony@cai-padelval.org](mailto:tony@cai-padelval.org) or [mike@cai-padelval.org](mailto:mike@cai-padelval.org). PDFs or other file formats will not be accepted.
- Please limit the length of your article to **approximately 1000 words**. Lengthier articles may be accepted, but may be edited for space reasons.
- All articles must be **single-spaced**, using **Arial 10 pt. font**. Please **DO NOT indent** paragraphs.
- All **submissions MUST include**: author's name, company, title, e-mail address or phone number, and a brief (no more than two sentences) information statement about the author.
- Photographs for the article may be submitted. Please submit photographs in .jpg format and high resolution. Photographs may be resized and cropped due to space limitations.

Article titles and content are subject to review, edit, and change at the discretion of the editorial staff.

Please sign this form and submit it along with your article. Your signature indicates acceptance of terms stated in this document.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company