

# fCONNECT Magazine - CAI Greater Inland Empire Chapter

## SUMMARY OF GUIDELINES FOR SUBMITTING ARTICLES<sup>1</sup>

### Topic selection, article considerations, and substantive requirements:

1. Articles and columns should be original and focused on addressing local or community association issues.
  - **Note:** The article should not have been published in any other CID industry-related publication within the last one year.
2. Articles and columns should convey one primary message. Readers should be able to extract and apply the message of each article without additional processing. The message should be immediately apparent with an appropriate title.
3. Articles and columns should have an objective emphasis, and should not unduly promote the services of the author. **ARTICLES MUST NOT BE INFOMERCIALS.**
  - **Note:** Articles will be edited to remove promotional content, and to otherwise bring the article submitted into compliance with these guidelines. When possible, the edited article will be provided to the author, and if no objection is raised by the author, the article will be published as edited.
4. Articles and columns should have a proactive message. Where applicable, authors should reinforce a call to action to provide readers with opportunities for immediate involvement.
5. CAI-GRIE does not necessarily endorse or approve statements of fact or opinion made in articles published, and assumes no responsibility for those statements.

### Grammar, spelling, and formatting requirements:

1. When possible, include captions and checklists to help readers organize and apply your message. Consider using bullet points for easy reading.
2. Avoid trade or legal jargon – the readers may not be familiar with the specialized terminology of your industry.
3. Use only one blank return between paragraphs.
4. Do not write in the first person.
5. Do not capitalize the following: “association,” “board of directors,” “the board,” “bylaws,” or “governing documents.”
6. Abbreviate to “CC&Rs” as shown. Please do not use the term “HOA” but use “community association” when referencing such.
7. Periods and commas belong inside of quotes. Exclamation and question marks belong outside of quotes.

### Submission requirements:

1. Articles and columns should be between 750-900 words in length. The publisher may be unable to print or publish articles exceeding the word limit.
2. Articles shall be submitted in electronic form (via email).
3. Authors may submit a photo (hi-resolution jpg format) and short byline without promotional content, e.g., "Robin Smith is managing director of Smith Enterprises, and is a member of the Greater Inland Empire Chapter."
4. Articles are encouraged to be submitted with accompanying photography or other graphic illustrations to enhance the message.
5. Articles should be carefully reviewed for grammar and spelling prior to submission.
6. All editorial matter is to be submitted directly to CAI-GRIE in care of the Committee Chair, who has the final responsibility for all editorial decisions.

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<sup>1</sup> A complete copy of the CAI-GRIE Editorial Guidelines can be obtained from the Chapter Office or at [http://www.cai-grie.org/sub\\_category\\_list.asp?category=25&title=Connect+Magazine](http://www.cai-grie.org/sub_category_list.asp?category=25&title=Connect+Magazine)

**CAI-GRIE is under no obligation to publish any article that is submitted, and retains the right to edit articles to conform to content and space requirements. CAI-GRIE reserves all rights and grants permission to reprint articles to the author.**