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Community Assets Guidelines for Authors

Community Association Institutes's (CAI) quarterly 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.

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. Submissions will be followed by a brief bio written or edited by the publisher giving readers information about the author and the nature of the business.

Acceptance of articles by CAI implies certain conditions, specifically:

- CAI's *Community Assets* is an informational newsletter 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.

Please fax, mail or, preferably, email your article to in a word document to tony@cai-padelval.org. Please limit the length of your article to 500-750 words. Lengthier articles may be accepted, but may be edited for space reasons.

Please sign this form and submit it along with your article to the attention of Tony Campisi.

I accept all terms stated in this document.

Signature

Date

Company