

Write for *Community Manager*

As a community association manager, management professional, senior executive, or business partner, you have first-hand knowledge, skills, and expertise that are essential to successfully managing homeowners associations, condominium communities, and housing cooperatives. Each bimonthly issue of CAI's award-winning *Community Manager* newsletter is an opportunity to share your opinions, best practices, business strategies, and career advancement tips with peers in community association management around the world.

Whether it's emerging trends, recurring challenges, or technologies and processes that streamline your work, this newsletter can help you inform others who work with common interest communities about topics that are crucial to the management profession.

Guidelines for Article Submissions

Community Manager articles are typically **450–650 words** in length and meant to be quick reads that help professionals stay informed while working in a fast-paced environment handling multiple responsibilities.

Articles should be written in an approachable, conversational tone and not be overly technical. The following structure is helpful when writing an article:

- 1) **Introduction** — Identifies the issue or problem. May include a scenario or real-life example that draws in the reader.
- 2) **Body** — The main points addressed in the article. Can contain tips or key takeaways (often formatted with bullet points) offering practical advice that readers can implement in their day-to-day work with associations.
- 3) **Conclusion** — Briefly summarizes the topic of the article.

The following sections have opportunities for article submissions:

- **Board Relations.** Insights and advice to help community managers assist their community association board members in their governance duties. This can include guidance on establishing committees, meetings and elections, homeowner engagement, finding volunteers, etc.
- **Business Resources.** Best practices for aspects of community management that are always relevant, such as the importance of reserve studies, negotiating service contracts, managing different types of communities, succession planning, etc.
- **Business Trends:** Best practices for aspects of management that are considered timely, such as business operations during the COVID-19 pandemic, technologies that facilitate community management, budgeting during an economic recession, and more.
- **Career Path:** Tips and best practices for community managers to improve their skill set, advance their careers, and develop professionally.

- **Common Area:** Topics related to common area maintenance and upkeep, repairs, and capital improvement projects.
- **Peer Perspectives.** Written from a first-person point of view, these articles serve as a column or opinion piece that touches on any topic the author feels is important for community management professionals to know about, drawing from his or her own experience.

Editorial Policy

Before submitting an article to *Community Manager*, please ensure you understand our editorial policy.

Objectivity. Articles published in *Community Manager* are aimed at informing and educating readers about issues and trends affecting the community association management profession. They should not promote a particular company, product, or service.

Accuracy. Authors are considered the experts. Authors must be able to verify that the information in their articles is accurate, that the article is their original work, and that proper attribution is given to quotes, reports, or ideas not belonging to them.

Exclusivity. Do not submit the same, or similar, articles that have appeared in another print or digital publication.

Clarity. The editor reserves the right to cut the article for length or rewrite submitted articles and columns as necessary to fit style and tone. Every effort will be made to provide the author with an edited version of the article prior to publication.

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