

The *Community Interests Magazine* Staff welcomes articles from our membership. It's simple, just follow the guidelines below!

Submission Guidelines:

1. **Submit your article in a WORD document format.**
2. ON THE DOCUMENT, type your name, designations, title, company/association, etc. for article credits.
3. Provide your head shot as a jpg or pdf.
4. OBTAIN PERMISSIONS for any material held in copyright.
5. If you are sending photos, they must be photos you have taken yourself. Photos from the website or from other publications cannot be accepted as it is a violation of copyright laws. Please send your own photos separately as jpgs. Do not embed into your Word document.
6. Include supporting information to content when applicable, e.g. resources such as website addresses, names of magazine or other print news sources, NRS, etc.
7. **SUBMIT TO THE CONTACTS BELOW BY THE 15th OF THE MONTH FOR TWO MONTHS OUT (Example: July articles are due May 15).**

Article Guidelines:

1. Informative, educational, insightful, and thought-provoking content requested.
2. **Word Count Requirements are MIN 250 and MAX 750.**
3. **NO SELF-PROMOTION FOR YOUR BUSINESS/COMPANY IN THE ARTICLE.**
4. Accompanying photos must be at least 300 dpi.
5. Proof your material before submitting in WORD format.
6. Suggested/desired topics include: financials, board and manager education, legislative action, first hand encounters/experiences, community events.

If you would like extra copies of the magazine containing your article, you can request up to 15 copies, at no cost, at the time of article submission. More than 15 copies will need to be ordered through our printing company. Contact the CAI Nevada Chapter office for more details and pricing.

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Articles that do not meet the above guidelines, will be returned to the author for modification. Should you have any questions regarding these guidelines, contact CAI's Nevada Chapter Executive Director or the Magazine Chair. *Thank you for your cooperation and support!*

