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## **Bay Area & Central Valley Communicator Guidelines for Authors**

Community Association Institute's (CAI) quarterly publication, *Bay Area & Central Valley Communicator*, 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 may 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 *Bay Area & Central Valley Communicator* is a magazine and articles submitted for publication must be fact-based
- 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
- Editorial deadlines for *The Communicator* editions are as follows:

Winter 2021  
Spring 2021  
Summer 2021  
Fall 2021

December 17, 2021  
March 23, 2022  
June 18, 2022  
September 24, 2022

Please email your article in a PDF or word document to [kelvinn@meetingpossibilities.com](mailto:kelvinn@meetingpossibilities.com). Please limit the length of your article to up to 1800 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 Kelvin Nanney, CMP, Bay/Cen Chapter Executive Director.

I accept all terms stated in this document.

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Signature

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Date

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Company