

To ensure we continue to provide an elite level of journalism to our industry, the Magazine Committee requests authors of articles to follow the guidelines outlined below. Since the committee is a group of volunteers, if an article is received that does not meet the guidelines, we will return it to the author for modification. Should you have any questions regarding these guidelines, contact CAI's Nevada Chapter Communications Director or the Magazine Chair (contact information below).

*We thank you for your cooperation and support!*

**Submission Guidelines:**

1. Provide your head shot (jpg or pdf)
2. Include your name, designations, title, company/association, etc. for article credits
3. OBTAIN PERMISSIONS for any material held in copyright
4. Include supporting information to content when applicable
5. **SUBMIT TO THE CONTACTS BELOW BY THE 20<sup>TH</sup> OF THE MONTH FOR 2 MONTHS OUT (Ex: July articles are due May 20<sup>th</sup>)**

**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 & Manager Education, Legislative action, first hand encounters/experiences, Community Events

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