



As a valued member of our community, we invite you to contribute to the CAI Michigan Chapter's community magazine. This is a fantastic opportunity for you and your organization to gain valuable exposure and share your expertise without any advertising costs. By writing an article, you help educate and inform our readers while showcasing your knowledge and leadership in the industry. Your contribution will be seen by professionals, board members, and community leaders, providing excellent visibility for your organization.

You can view previous magazines here: [CAI Michigan Community News](#). For submission email your article and attachments to [ced@cai-michigan.org](mailto:ced@cai-michigan.org).

#### **Submission Guidelines:**

- **Format:** Submit articles in MS Word or other editable formats. Do not indent paragraphs; separate each with a return space. Attach photos and graphics separately.
- **Lengths:**
  - 1/4 Page: ~175 words
  - 1/2 Page: ~275 words
  - 1 Page (with photo): ~585 words
  - 1 Page (no photo): ~650 words
  - 2 Pages: ~675 words (1 written, 1 with photo)
  - 3 Pages: ~1600 words (2 written, 1 with photo)
- **Title:** Suggest a concise and compelling title.
- **Photos/Graphics:** Submit in JPEG or PDF format at 300 dpi. Avoid cell phone photos and web images due to resolution issues.
- **Author Info:** Include a high-resolution photo, title, employer, email/website, phone number, and any relevant titles/designations.

#### **Additional Information:**

CAI reserves the right to print articles more than once. Submission does not guarantee publication. By submitting, you affirm the work is original and you have the right to submit it. Articles may be edited as necessary.

We look forward to featuring your work and thank you in advance for your contribution.