

Chesapeake Chapter Beacon Newsletter Editorial Guidelines

Objective

Articles published in *The Beacon* newsletter are aimed at informing and educating readers about issues and trends affecting community associations. They should not promote a particular company, product, or service.

Accurate and Exclusive

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

Easy to Read

The editor reserves the right to cut or rewrite submitted articles as necessary. Every effort will be made to provide the author with an edited version of the article prior to publication.

Guidelines for Submission

Word Count: Writers are encouraged to submit articles between 500 and 1000 words, although longer articles may be considered.

Format: Articles should be submitted using Microsoft Word.

Biography Specifications: At the end of the article, please include your name, company, and position held.

Deadlines:

- Winter/Spring - January 1st
- Spring/Summer - April 1st
- Summer/Fall - July 1st
- Fall/Winter - October 1st

Audience: *The Beacon's* audience includes volunteer Board members and homeowner leaders, community management professionals, and community association business partners and service providers.

Purpose: Articles should be written with the goal of informing and educating readers on topics about community association living. Many writers elect to reference case studies or real-life examples and to provide reasonable solutions to problems that communities face.

Editing Assistance: If you need help with an article idea, writing your article, or editing your article, please reach out to the Chapter Office at contact@caimdches.org who will put you in touch with our newsletter committee chairs.

General Topics and Ideas: *The Beacon* calls for subjects in all areas encompassing community association living. Below are topics that are commonly discussed:

- "Hot Topics" (i.e., Smoking, Electric Vehicles, Noise Complaints, Parking)
- Fair Housing

- Current Legislation
- Landscaping
- Banking & Investing
- Financial Management
- Transitions
- Self-Management
- Governance
- Best Practices
- Active Adult Communities
- Insurance/Risk Management
- Legal Issues
- Maintenance & Construction
- Building Codes
- Energy Efficiency
- Foreclosures & Delinquency
- Volunteerism & Apathy
- Reserves
- Communications
- Aging Infrastructures
- Safety & Security
- Rules & Enforcement
- Strategic Planning