



Thank you for your interest in writing an article for CAI Rocky Mountain Chapter's Common Interests Magazine. We are pleased that you are interested and hope you find the experience rewarding.

Articles should be between 600-800 words. It is acceptable if you have an article that is shorter, because it's more of a fact sheet, sidebar, or blurb. Just let us know your thoughts about the layout so that it comes across as you envision it. If your article is longer, that is acceptable as well. We want the information that you're giving to be understood and interesting. If you are not able to do so within 800 words, we trust that there is a good reason for a lengthier article.

We ask that each author submit a professional headshot. This does not mean that it has to be taken by a professional. It simply means that we would rather not have you kissing a significant other; shirtless on a beach; anything with your tongue out. We want to exude professionalism in our publication and if your headshot isn't professional, we will not include it. A professional photo can help show you're serious about your profession; refine and distinguish your message; show yourself at your best. \*Please note: we will not publish selfies.

We encourage each author to end the article with a few sentences about yourself and your company. This is not intended to be a biography. If your closing statement about yourself or the author is longer than three sentences, we will edit it to accommodate our request. The type of information we're looking for is: *Bridget Nichols has been working for CAI since 2010. CAI is an international membership organization dedicated to building better communities. Please visit [www.caionline.org](http://www.caionline.org) for more information.*

If you have found this process to be interesting and fun, please make sure to spread the word about writing for the RMC Common Interests Magazine. Likewise, if you're interested in joining the committee and would like the opportunity to meet and engage with people in the industry, please let the committee chair person or the executive director of CAI know. We're happy to get you involved.

Committee Chair: Justin Bayer; [jbayer@knottlab.com](mailto:jbayer@knottlab.com)

Chapter Executive Director: Bridget Nichols; [bridget@caddo-leadership.com](mailto:bridget@caddo-leadership.com)

For those of you who have CAI credentials, did you know that you might be able to use the article for points?

Each designation's application and re-designation has a different variety of continuing education options. Please note the articles must be published and a copy must be included with the designation's application or re-designation form.

**AMS:** Articles cannot be used for the application or the re-designation.

**PCAM Application:** 500 word articles are 10 points, 1000 are 15 points, 1500+ are 20 points.

**PCAM Re-designation:** Articles cannot be used.

**LSM Application & Re-designation:** 15 points. Must be a full article not a sidebar or a blurb.

**RS:** There are no continuing education requirements.

**CIRMS Application & Re-designation:** 10 Points. Must be a full article not a sidebar or a blurb.

Thank you for your time and knowledge!

*CAI-RMC Editorial Committee*