

Article Submission Guide

Thank you for your interest in contributing to [INSITE to CONDOS](#) and sharing your expertise with our readers. To ensure a smooth submission process and maintain the high quality of our publication, please review the following submission guidelines.

The Canadian Condominium Institute North Alberta (CCI NA) Chapter invites our Business Partner and Professional members, as well as other professionals in the condominium industry, to submit articles for INSITE to CONDOS, our quarterly magazine. Contributors are acknowledged and recognized in the publication.

We encourage you to complete the [Article Abstract Form](#) first to determine if your article aligns with our editorial standards.

If you have questions or would like to discuss your article ideas, you can email the Managing Editor at education@ccinorthalberta.com.

About INSITE to CONDOS Magazine

The *Canadian Condominium Institute North Alberta* (CCINA) Chapter publishes [INSITE to Condos](#), a quarterly magazine that is focused on the condominium community and industry. The editorial content focuses on issues, trends, and best practices, and shares valuable and practical information with our audience. The magazine is published quarterly and distributed both in print and online to our members and subscribers.

Publication & Distribution Details

Publication: Published quarterly (*print & online*)

- ~48 Pages, Full Colour

Print Run: 3,300 print copies per issue

Reach: Primarily Northern Alberta

Distribution: Online & Print

- Online Distribution to our e-newsletter subscribers: ~4000
- Print Distribution to our membership and interested community members.

Audience:

- Condominium owners/residents & Condo Board members
- Condo Managers
- Business and service providers
- Provincial and Municipal elected officials
- Other members of the condo industry

Editorial Guidelines

Our educational content focuses on issues, trends, and best practices within the condominium industry that align with the following four guiding pillars.

Education sessions should focus on providing practical, actionable, and educational content for condo owners and board directors, and steer away from advertorial style, promotional messaging.

- **Governance & Management:** Foundational knowledge for condo boards and managers, and best practices for governance.
- **Property Maintenance & Improvements:** Practical advice on maintaining and enhancing condominium properties.
- **Finance, Compliance & Risk Management:** Financial strategies, legal and regulatory compliance, and risk mitigation.
- **Condo Community Matters:** Insights into fostering engagement, collaboration, and harmonious living in condo communities

We Seek Articles That:

- Deliver valuable and informative content tailored to condo boards/owners and managers.
- Provide actionable tips, highlight industry trends, and practical solutions to common challenges.
- Engage our readership and encourage sharing among condo boards and communities.
- Maintain an educational focus without resembling advertorials or direct sales pitches.

Determining Your Topic

- Align your article with seasonal themes or industry trends.
- Address the needs and interests of condo owners and board directors.
- Focus on delivering practical value to readers, avoiding promotional content.

Editorial Review & Terms

- The CCINA editorial team reserves the right to edit submissions.
- We also reserve the right to not publish any submitted content.
- Articles may be reproduced in other formats (*e.g., social media*) with credit to the author.
- Articles used with little to no alteration will include your name in the byline.
- Articles significantly rewritten will include the tag “*submitted by*” followed by your name.
- Articles extensively rewritten (60% or more) will include “*article idea by*” and your name.

Writing Guidelines

Plan Ahead

INSITE to CONDOS is published quarterly. Submitting articles in advance provides opportunities to align with seasonal topics and with any relevant CCI education events. Articles related to any products/services are welcome, provided they remain educational and problem-solving in nature.

Article Categories

We welcome a variety of article types to ensure our publication remains engaging and informative.

Feature Articles: (1,500 - 2,500 words)

- In-depth explorations of significant topics relevant to the condominium community and industry, including updates on regulations, innovations, or trends.

Practical Guides (800–1,200 words):

- Step-by-step instructions, checklists, or tools designed to support condo boards, managers, and owners.

Case Studies (800–1,200 words):

- Real-world examples highlighting challenges and solutions in condo management, offering valuable lessons and insights.

Opinion Pieces (500–800 words):

- Thought-provoking perspectives on issues affecting the condominium industry, encouraging discussion and reflection.

Writing Guidelines

- **Know Your Audience:** Tailor your writing to a specific group, such as condo owners or board directors.
- **Use an Inclusive Tone:** Maintain professionalism while fostering a sense of community and collaboration within the industry.
- **Be Actionable:** Include insights and advice that readers can implement or adapt to their needs.
- **Engage Readers:** Craft a narrative flow that keeps readers interested, avoiding overuse of bullet points for better readability.

Writing Style & Citations

- Use **AP style** for writing clarity and tone, and cite any stats or research using **simple Chicago Style Endnotes**, including full source details and web links.

Submission Process

How to Submit

- **Email completed submission or Article Abstract Form to:** education@ccinorthalberta.com
- Use the subject line "INSITE to CONDOS Article Submission – [Your Topic/Article Title]."
- Include a brief author bio (2–3 sentences), your title, credentials, contact information.

Article Format Requirements

Word Count

- **Feature Articles:** 1,500 - 2,500 words
- **Practical Guides:** 800–1,200 words
- **Case Studies:** 800–1,200 words
- **Opinion Pieces:** 500–800 words

File Types

- **Accepted:** .doc, .docx, or google documents.
- **Not Accepted:** .pdf or .pages files

Images/Graphics

- Include high-resolution images (minimum 300 dpi) in .jpg or .png format.
- Vector files are not accepted.
- Ensure you have secured rights for any visuals submitted.

Submission Deadlines

Deadlines are firm. Ads received after the deadline may not be included.

MAGAZINE ISSUES	TARGET SHELF DATE	SUBMISSION DEADLINES
Issue 1 (Winter)	Jan 1-7, 2026	Friday 28, November 2025
Issue 2 (Spring)	Apr 1-7, 2026	Friday 27, February 2026
Issue 3 (Summer)	Jul 1-7, 2026	Friday 29, May 2026
Issue 4 (Fall)	Oct 1-7, 2026	Friday 28, August 2026

Advertising Opportunities

For details, view our [Advertising Guide](#).

For ad-related inquiries, email: info@ccinorthalberta.com