

2026-2027 Submission Guidelines

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

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.

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

Managing Editor

Katy Campbell, Executive Director
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Alena Valova, Admin & Communications Coordinator
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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: Quarterly (~48 Pages, Full Colour)

Reach: Primarily Edmonton & Northern Alberta

Distribution: Online & Print

- Online to ~4500 e-newsletter subscribers
- 3,300 Print copies per issue, targeted distribution to CCI North Alberta members and interested community members

Audience:

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

Questions? If you have questions or require more information, please contact: info@ccinorthalberta.com

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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: ed@ccinorthalberta.com

- Use the subject line: **"INSITE 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

Images/Graphics

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

File Types

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

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, 2027	Friday 27, November 2026
Issue 2 (Spring)	Apr 1-7, 2027	Friday 26, February 2027
Issue 3 (Summer)	Jul 1-7, 2027	Friday 28, May 2027
Issue 4 (Fall)	Oct 1-7, 2027	Friday 27, August 2027

Advertising Opportunities

For details, view our [Advertising Guide](#). For ad-related inquiries, email: info@ccinorthalberta.com