**CM Magazine Article Guidelines**

**CM Magazine** is the flagship quarterly publication of the Association of Condominium Managers of Ontario and is a leading provider of information, news trends and views for professionals within the condominium industry. With a circulation of 9,300+ per issue, the CM Magazine audience includes condominium managers, condominium management companies, industry services and trades providers, and condominium boards.

**Editorial Objective:**

CM Magazine aims to publish the highest quality articles to inform, educate, promote and advance the condominium management profession in Ontario and raise awareness about ACMO and its programs and initiatives.

 **Regular Features:**

* Featured Articles: Shared experiences and advice from RCMs based the theme of the issue
* Your Condo: An update on technology, health & safety, maintenance, trends, etc. by experts in the industry
* RCM Profile: Getting to know your peers. A Q&A focusing on an RCM in the field
* Case Law: An explanation of the Condominium Act and CAT decisions by condominium lawyers
* Ask the Expert: Experts in the industry answer questions submitted by readers

**Editorial Guidelines:**

Word Count: Approximately 750-1000 words.

Content should be educational, informative and relevant to the condominium management field. For example, industry news, views on aspects of the condominium management field, evolving trends, how-to articles, case law, best practices, case studies, etc. All content should be original to CM Magazine and not published elsewhere. We ask that you do not publish your article in any other magazine, newsletter, or website for 2 months after the submission deadline.

Editorial and journalistic integrity is integral to ACMO’s public media mission. As such, articles must be educational, strive to be neutral, fair and accurate, free of strong bias and opinion, and avoid perpetuating prejudicial beliefs or demeaning attitudes. Articles must not actively promote or mention a proprietary product, company or service, as these are considered paid advertorials. Although there may be educational aspects to an article, if it reads like a sales pitch, the article will be declined. If you are interested in submitting sponsored content (advertorial), contact the ad manager at ads@acmo.org.

It is the author’s responsibility to obtain approval from third parties to include personal/business information and to ensure that information is factual, accurate, and free from bias, etc. Information obtained from other sources must be cited. Plagiarized articles, whether in part or entirely copied, will not be published. The author assumes any liability and repercussions for plagiarized content.

For each issue of CM Magazine, it is not unusual for us to receive more articles than can be accommodated. Some articles are better than others, and sometimes we receive several articles that cover the same topic. As such, to help us determine whether your proposed article aligns with our editorial standards and is appropriate for our purposes, we require authors to submit an article abstract in advance.

Disclaimer: Disclaimer: ACMO reserves the right to amend, reschedule or refuse all submissions at our sole discretion. Articles may be edited for content, grammar and length. By submitting an article for publication, you agree to the above editorial policy terms.

**Photo Guidelines:**

Please provide a full-colour headshot photo of the author. The size should be 360 px X 504 px, 300 dpi (approximately 5” x 7”), in a Jpeg format.

Include any accompanying high-resolution images to the article, if applicable. Please ensure that they are correctly attributed and that you have permission to publish them.

**Submission Process & Guidelines:**

1. Submit a completed “CM Magazine Article Abstract” to outline the topic you are covering
2. Await approval from ACMO
3. Prepare the article draft and submit for consideration and review. Note: content submitted should be saved as a Word document using the following filename format: *Author’s Last Name\_Article Title\_month year.doc*

For example, Smith\_Technology in Todays Condos\_ Jan 2020.doc

1. Email the word document as an attachment to editor@acmo.org

**CM Magazine Author Details**

**Author’s Name:**

**Degree(s)/Professional Designation(s):**

**Title:**

**Company/Firm:**

**Website:**

**Are you an ACMO Member (Y/N):**

**Please provide a brief biography of the author (20-50 words) below:**

**CM Magazine Article Submission**

**Article Word Count:**

**Article Title Suggestion:**

**Please copy and paste or write the article below:**