



### ***Community Trending* eNewsletter Editorial Guidelines**

- All submissions must come from:
  - A member of CAI-NJ (Manager, Management Company, Board Member, Business Partner or Business Partner Employee) in good standing
- Companies/Communities are permitted four (4) eNewsletter editorial pieces per calendar year
- Submissions should be between 250 and 500 words
  - Members are responsible to condense and proofread the information appropriately, as CAI-NJ will not do so
  - Any submissions over 500 words will not be published
- Submissions may include up to (2) images
- Example of submission content:
  - May be a company/community update or announcement
  - May be on a specific topic to educate the membership
  - May be a testimonial (ie; how CAI-NJ has helped you, your business, your community, etc.)
- Submissions should not be advertorial in nature

Please note, CAI-NJ does not guarantee that a submission will go into a specific week's eNewsletter and is given permission to use the submission as they see fit. CAI-NJ reserves the right to edit any submissions. The chapter reserves the right to omit information as necessary. CAI-NJ has the exclusive right to refuse to publish any submissions for any reason.

For questions regarding the editorial section of our weekly eNewsletter, *Community Trending*, please contact [brooke@cainj.org](mailto:brooke@cainj.org) or 609-588-0030.