



BOMAQUÉBEC

La référence en gestion immobilière

BOMA QUEBEC'S EDITORIAL POLICY

BOMA Info is BOMA Quebec's newsletter. It is published six times a year by the association's full-time staff. It is sent to members by e-mail and is also available in electronic format on the BOMA Quebec website (boma-quebec.org)

The newsletter aims to:

- Promote the activities and accomplishments of BOMA Quebec;
- Ensure liaison between members and their association;
- Encourage the sharing of property management knowledge and promote real estate as a career;
- Inform members about problems and issues that affect our sphere of activity;
- Encourage a feeling of commitment and belonging to the association.

Content Accepted

- **Feature stories:** This means articles about real estate management, for example its technical, legal, preventive or auditing aspects. While we encourage members to write, these articles may also be written by experts or government agency specialists who might not be members of BOMA Quebec.
Length: 250 words.
- **Short news items:** These are reserved for BOMA Quebec members. They are an opportunity to share successes and achievements, professional recognition and other good news.
Length: 50 to 75 words.

Content Rejected

We do not publish opinion pieces that are likely to create controversy, nor do we accept commercial advertorials. When a text is rejected, we inform the writer. BOMA Quebec reserves the right to refuse requests for publication.

Submitting Articles

For information on submission deadlines, contact our communications manager Marie-Hélène Fréchette at 514 712-6544, mhfrechette@bell.net.

A writer must respect deadlines in order for an article to be published; that is his or her responsibility. The editorial staff reserves the right to accept, refuse or postpone to the next issue any article, if deemed necessary. We also reserve the right to make minor corrections to an article without informing the writer (proofreading and copyediting). In the case of a major correction, we will seek the writer's approval. Article placement or order of presentation remains the prerogative of the editorial staff.

In order to avoid unnecessary e-mail exchanges, please:

- Put the title in capital letters (ideally no more than 50 characters long);
- Add the first and last name(s) of the author(s) and the name of your firm;
- Use MS Word;
- Include if necessary a few illustrations (chart, diagram, author photo, etc.) that might aid comprehension of the text. Provide these elements in JPG or PNG format, taking care to mention the source and content of the image and caption if necessary;
- If an abbreviation is used in the text, the first time it appears write down the full title of the phrase, followed immediately by the abbreviation in parentheses;
- Use neutral turns of phrase that encompass both men and women.

Thank you for your continued collaboration.