Guidelines for Authors of the BACnet Journal

We are looking forward to your contribution to the BACnet Journal.
In order to make our magazine informative and reader-friendly,
we would like to ask you to follow these guidelines:

- *Required Material*
  There are different requirements for different sections of the magazine.
  Please note the **maximum text length.**

	Text Word file (*doc, *docx) in German and English (please do not format in columns!)	**Images** Separate image files (*jpg, *tif, *eps) min. 300 dpi, CMYK, min. 10x15 cm (please do not embed in Word!)	**Additional Material**
Reference Report	**3,200 characters including blanks per language** - Ad-free headline - Lead or abstract (250 characters max.) - 2–3 subheadlines	3–5 photos or graphics of the project, image captions, image sources Company logo Author photo	Author information: name, company, position, email, URL
Product Report	**1,600 characters including blanks per language** - Ad-free headline - 1–2 subheadlines	1–2 photos or graphics of the product, image caption, image source	Contact email address, URL
Insight	**5,000 characters including blanks per language** - subheadlines	Possibly 2–3 tables, graphs (as *xls, *ppt or above formats)	Author information: name, company, function (in BIG-EU and company), email
News	**600–1,000 characters including blanks per language**	1 photo or graph	
	What content is suitable for the News? People, facts and figures, recommended reading, useful websites and apps, interesting stories from the BACnet world – Important: articles should refer to BACnet, BIG-EU or Building Automation.		
New Members	**800 characters including blanks per language**	1 corporate logo	

- *Think about the reader when writing*
  Write your text so that it is technically understandable and not advertising. State the **benefits of your solution** neutrally and avoid mentioning your company or product name too frequently. Do not use exaggerated attributes and superlatives. Please be sure to deliver a **high-quality translation** of each text in German and English. We recommend that new authors take a look at the last edition of BACnet Journal (www.bacnetjournal.org).

- *Put the spotlight on people*
  Quote your clients, project participants and users. It's also nice to see people on photos.

- *Inform the community*
  Take part in the news and inform us of innovations, useful, curious or interesting **facts and figures from the BACnet or Building Automation world**.

- *Approval*
  Since your text and images will be processed and laid out by the editors, you will receive a **proof** prior to printing as PDF for final approval.

- *Disclaimer*
  The author bears responsibility for articles which identify anyone or anything by name. This also includes release for publication by the users and project partners mentioned. As publisher the TEMA AG requires that articles be approved for publication by all companies involved in the project. For this purpose, the prior signing of a "Declaration of Copyrights and Transfer of Rights" is obligatory. Any third-party claims will be borne by the author.

BACnet Journal Editorial Team
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