

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 <i>What content is suitable for the News?</i> 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.	1 photo or graph	
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 BIG-EU 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.