

Checklist 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, min. 10x15 cm (please do not embed in Word!)	Additional material
Reference Project	3,200 characters including blanks per language - Ad-free headline - Lead or abstract (250 characters max.) at the beginning of the text - 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 sub-headlines	1–2 photos or graphics of the product, image caption, image source	Contact email address, URL
Insight	ca. 5,000 characters including blanks per language - sub-headlines	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. Any third party claims will be borne by the author.