

Checklist for Authors of the BACnet Journal

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



- *Required Material*
Depending on the category for which you provide a text, we expect the following documents from you. 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 per language - Ad-free title - Short abstract (max 250 characters) at the beginning of the text - 2-3 subheadings	3-5 photos and graphics of the project, Image description, source - Company Logo - Author Photo	Author information: name, company, position, email, URL
Product Report	1,600 characters per language - Ad-free title - 1-2 sub-headings	1-2 photos and graphics of the product, Image description, source - Company Logo - Author Photo	Contact email address, URL
Insight	ca. 5,000 characters per language - sub-headings	Possibly 2-3 tables, graphs (a *.xls, * ppt or above formats)	Author information: name, company, function (in BIG-EU and company), e-mail
New: News	600 - 1,000 characters 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/graphic	
New Members	800 characters per language	1 corporate logo	

- *Think about the reader when writing*
Formulate your text so that it is technically understandable and not advertising. State the **benefits of your solution** neutrally in the foreground and avoid mentioning your company or product name too frequently. Do not use empty phrases, 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 orientate themselves by taking a look in the current BACnet Journal (www.bacnetjournal.org). Here you can see how your article will look.
- *Put the spotlight on people*
Let your clients, project participants and **users** appear in **text citations**. Also, people are gladly seen in 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** (important: make no direct reference to your company).
- *Approval*
Since your text and images are being processed and laid out by the editors, you will receive a **galley proof** prior to printing as a 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.