

## 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**.

	<b>Text</b> Word file (*.doc, *.docx) in German and English (please do not format in columns!)	<b>Images</b> Separate image files (*.jpg, *.tif, *.eps) min. 300 dpi, CMYK, min. 10x15 cm (please do not embed in Word!)	<b>Additional Material</b>
<b>Reference Report</b>	<b>3,200 characters including blanks per language</b> - 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
<b>Product Report</b>	<b>1,600 characters including blanks per language</b> - Ad-free headline - 1-2 subheadlines	1–2 photos or graphics of the product, image caption, image source	Contact email address, URL
<b>Insight</b>	<b>5,000 characters including blanks per language</b> - subheadlines	Possibly 2–3 tables, graphs (as *.xls, *.ppt or above formats), image captions, image sources	Author information: name, company, function (in BIG-EU and company), email
<b>News</b>	<b>600–1,000 characters including blanks per language</b>	1 photo or graph, image caption, image source	
	<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.		
<b>New Members</b>	<b>800 characters including blanks per language</b>	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](http://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.

BACnet Europe Journal Editorial Team  
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