

# AUTHOR INFORMATION AND GUIDELINES

Thank you for supporting BACnet International with your upcoming article. Please read the following information and guidelines carefully, and complete and return the first page with your article.

## ARTICLE & AUTHOR INFORMATION

Submission of articles for the Journal of Building Automation should include the following information:

- Article Title
- Article Subhead (if needed)
- Author Name
- Author Title
- Company Name
- Company Website
- Author Email
- Author Bio (up to 100 words)

If you completed and submitted the article abstract form then this information has already been received. If you did not, please include this information with your final article submission.

Note: Author information is not included with Success Stories – only the company name, web and email addresses and logo.

## Cancellations

If an author is forced to cancel the submission of an article, the author agrees to contact BACnet International as soon as possible (see article contact listed in the Contacts section). The author agrees to assist BACnet International in identifying and finding a substitute for his/her article.

## Copyright Release Form

A copyright release form is required from every author. If you did not receive a copyright form, please inform the article contact listed in the Contacts section. Note, this signed form must accompany your final article submission.

## ARTICLE GUIDELINES

*Please read the following guidelines regarding your article carefully.*

### Copyright Material

Copyright material and material duplicated from publications are prohibited within your article. Should copyright material be required, you must obtain written permission from the respective publisher and author. Authorization letters must be submitted to BACnet International. Copyrighted material will not be reproduced without appropriate release documentation.

The author also bears sole responsibility for articles identifying anyone or anything by name. This also includes release for publication by end users and/or any partners mentioned.

## Commercialism Code of Conduct

BACnet International has adopted ASHRAE's current definition of commercialism for the purposes of defining our Article Code of Conduct.

***ASHRAE definition:*** *Commercialism is deemed to be the inclusion of visual, written, or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization.*

Based on this definition, articles should not contain any reference to a corporation or organization except stating the company/organization of the author. There should be no reference to a product or service in the article, unless an inclusive list of products is presented in an unbiased manner. Specific product mentions may be accepted if illustrating a certain point and not commercial, and in this instance every attempt should be made to include at least one other product from another company to illustrate that point. Overall, an author should not use his/her article as an advertisement for the services or products of a company.

### COMMERCIALISM CHECKLIST

---

Does my article for BACnet International comply?

- My article does not include tradenames, software names or logos, except for company logo in author bio.
- My article does not include any endorsement of any product, statement, etc.
- References to companies, products, organizations, government agencies, etc. have to be as inclusive as possible and directly relevant to the topic.
- My article does not include exaggerated attributes or superlatives.
- All content supports the mission and vision of BACnet International.
- Any questionable content has been appealed to and approved by the BACnet International Editorial Committee.
- My article abstract clearly outlined the direction of the article, and was submitted to and approved by BACnet International.

## Article Design

The following information will ensure your article is engaging and enriching for the audience.

### GENERAL

---

- Articles should be between 1,000 – 2,000 words in length (7,000 – 10,000 characters including spaces)
- Success Stories should be 750 - 1,000 words (6,400 characters including spaces).
- Success Stories should highlight the successful use of BACnet product(s) in a variety of markets and different applications. They should focus on the solution and not be a company or product promotion. (Note: Success Stories only include company name, URL and email, not individual information.)
- Articles and Success Stories should be provided in Word format and saved without hyphens.

### GRAPHICS

---

- Please include 3 – 5 photos and/or graphics to support your article.
- Images should be sent separately and not just imbedded in the article. They can be shown in the article for suggested placement but please also send separately. Placement is not guaranteed due to possible layout changes.
- One author image should be sent, minimum 300 dpi, 9cm x 13cm
- One company logo should be sent, minimum 300 dpi, 6cm x 6cm

- For all images, include copyrights and captions
- Be careful with screen shots – they are low resolution so please take as large a screen shot as possible.

#### PRODUCT WRITE-UPS

---

- Product write-ups are available with a paid advertisement.
- They should be approximately 500 words in length (3,400 characters including spaces)
- Please include 1 – 2 images, minimum 300 dpi, 9cm x 13cm and also send captions and copyright information for each.
- Images should be sent separately and not just imbedded in the write-up.
- Please also send company name, company email and URL.

#### CONTACT FOR QUESTIONS AND TO DELIVER CONTENT

**CONTACT:** [Mary Catherine Heard, marycatherine@bacnetinternational.org](mailto:marycatherine@bacnetinternational.org)

**ABSTRACT SUBMISSION DEADLINE FOR REVIEW:** \_\_\_\_\_

**FINAL ARTICLE SUBMISSION DEADLINE:** \_\_\_\_\_