

Guidelines for authors

- Deadline** The article must be available to us (re-magazine@ireb.org) on the given date.
- Author's profile** The authors' profile should be around 350 characters including blanks and is completed by a **portrait photo** of the author.
- Please ensure that the photo has a minimum size of 500 pixel x 500 pixel and a minimum resolution of 72 dpi.
- Article volume** Please send us not more than 8 pages (including images) as an editable text file (e.g., Word).
- In case numerous images form part of the article, 8 pages may be exceeded.
- Elements of the article** The article itself must comprise:
- the headline,
 - a sub-headline,
 - a teaser text (about 100 words)
 - the body text
 - headings within the body text
- The body text may include:
- enumeration lists,
 - images (tables have to be formatted as images)

References	<p>Any article that is not an opinion article must have bibliographic references.</p> <p>Bibliographic references must comply with the following characteristics:</p> <ul style="list-style-type: none">▪ They must be verifiable, reliable and recognized sources (e.g., authors of recognized prestige, research articles belonging to universities of recognized prestige or published in publications of recognized prestige).▪ References to personal works or those of related companies should not exceed 25%.▪ References should link explicitly to the respective part of the referred article (chapter, page, topic, etc.), to help the reader identify the relevant content.▪ References cannot belong to pages whose quality has not been verified or whose content may change (e.g., Wikipedia – this site has articles of excellent quality, but there is no guarantee that all articles are of quality).
Don'ts	<p>The article may not be of an advertising character. Therefore, the author has to refrain from the promotion of tools, companies, trainings, etc.</p>
Font	<p>The font size of the text should be 11 point.</p> <p>For special emphasis on a piece of text italic or bold formatting can be used.</p>
Image files	<p>All images included in the article must be sent to us as separate files once your article is accepted.</p> <p>The resolution of the image file must be as follows:</p> <ul style="list-style-type: none">▪ screenshots 72 dpi – preferably uncompressed PNG▪ other image files 750 pixel (width) at 72 dpi – preferably PNG, high-quality JPG
Elements originating from other sources	<p>If elements originating from other sources are part of the article, the author is responsible for requesting a written permission from the copyright owner for the reproduction.</p>

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- 10 working days for abstracts
- 20 working days for articles

The editor might have suggestions for improvement. Please plan resources for the implementation of these suggestions.

Submit the reworked abstract/article within

- 5 working days for abstracts
- 10 working days for articles

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If the editor did not have any suggestions for improvement of the article, you will receive a URL leading to the final editing of your article within periods mentioned above.

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