

# 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

Any article that is not an opinion article must have bibliographic references.

Bibliographic references must comply with the following characteristics:

- 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

The article may not be of an advertising character.

Therefore, the author has to refrain from the promotion of tools, companies, trainings, etc.

## **Font**

The font size of the text should be 11 point.

For special emphasis on a piece of text italic or bold formatting can be used.

### Image files

All images included in the article must be sent to us as separate files once your article is accepted.

The resolution of the image file must be as follows:

- screenshots
  - 72 dpi preferably uncompressed PNG
- other image files

750 pixel (width) at 72 dpi - preferably PNG, high-quality JPG

# from other sources

**Elements originating** 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.



# Feedback from the editor

After the submission of your abstract/article the editor will give you a feedback within

- 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

If your abstract is accepted please submit the article within 20 working days.

# Feedback from the final editing

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.

This link is meant for proofreading and checking the graphics, which might also be layouted.

Your feedback is requested within 5 working days.

# **Author's agreement**

You will have to sign an author's agreement with IREB where

- you agree that you permit IREB to publish the article in a whole or in parts without any limits
- you indemnify IREB from any liability resulting from the permission for the publication
- you guarantee that the material is under your own copyright or that you have the permission to publish it.

### **Data privacy**

You will have to sign a Data Privacy and Processing Information in which you agree that IREB may forward your data to the editors who review your abstract/article.

#### Contact

If you have any questions, please contact us at re-magazine@ireb.org