

CABA Journal - Guidelines

Approved: March 11, 2020

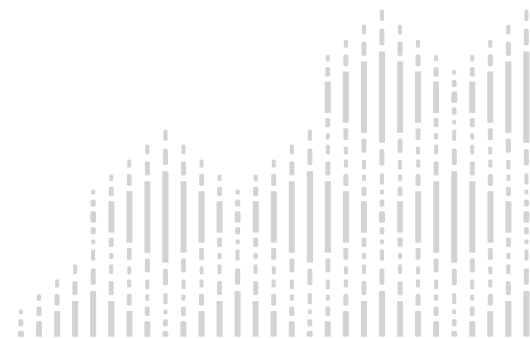
Objectives:

1. Educate the CABA membership and industry at large on emerging research, information, trends, and challenges in the intelligent buildings and/or connected home sectors.
2. Support thought leadership and networking across the industry.

Process:

- 1. Proposal and submission:** Send a brief, one-or-two-line description of the post to admin@caba.org. Only CABA members can submit an idea for content. CABA will confirm acceptance and a date for publication of the article will be proposed. Articles should be submitted five (5) days in advance of the publication date. Acceptance will be at the sole discretion of CABA.
- 2. Criteria:** Submissions should serve to inform and educate readers, on any topic in the intelligent buildings and connected home sector. Press releases or articles that are essentially promotional in nature, or conversely, that present only a one-sided critique of an organization or its product, will not be accepted. Contributors must belong to one of CABA's member organizations. Previously published material may be accepted at the discretion of CABA. Contributors may also rework previously published material for consideration in the CABA Journal.
- 3. Format:** Posts should be between 500-1,200 words and submitted in Word (12- pt. Arial or Calibri font preferred). One image or infographic is permitted per post. An author's bio of between 40-60 words should be included. Longer articles may be considered for inclusion in the *CABA NewsBrief*.
- 4. Publication format and frequency:** New articles will be posted weekly at caba.org/news/caba-journal/. Submissions may be reposted in the CABA NewsBrief and circulated on CABA's Twitter and LinkedIn accounts.

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5. Reprints: Once a post is released, another publication may contact CABA asking permission to re-use the material. Upon notifying the author, CABA normally grants such requests, provided appropriate credit to CABA is included.

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