ASHB Journal Guidelines

Objectives:
1. Educate and inform the ASHB membership and industry at large on emerging research, issues, challenges, and opportunities in the intelligent buildings and/or connected home sectors.

2. Support thought leadership that helps to advance the industry.

Process:
1. Proposal and submission: Send a brief, one-or-two-line description of the post to admin@ashb.com. ASHB 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 ASHB.

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 that present a one-sided critique of an organization or its products, will not be accepted. Contributors should belong to an ASHB member organization. Previously published material may be considered.

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 *ASHB NewsBrief*.

4. Publication format and frequency: new articles will be posted at https://www.ashb.com/news/ashb-journal/, included in the weekly *ASHB NewsBrief,* and circulated on ASHB's Twitter and LinkedIn accounts.

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