# 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).
<table>
<thead>
<tr>
<th><strong>Don’ts</strong></th>
<th>The article may not be of an advertising character. Therefore, the author has to refrain from the promotion of tools, companies, trainings, etc.</th>
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</thead>
<tbody>
<tr>
<td><strong>Font</strong></td>
<td>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.</td>
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</tbody>
</table>
| **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 |
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  - 20 working days for articles  
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Submit the reworked abstract/article to the editor within  
  - 5 working days for abstracts  
  - 10 working days for articles  
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