GUIDELINES FOR SUBMITTING MANUSCRIPTS TO ICT TODAY

WHY SUBMIT A MANUSCRIPT?

Published quarterly, ICT TODAY is distributed digitally to all BICSI members and credential holders, as well as to many paid subscribers, technical schools, and BICSI educational course and event attendees. Authors are, therefore, able to share their scholarly insight with more than 20,000 professionals in the ICT industry. Publishing an article in ICT TODAY is a prestigious honor that earns authors respect among their peers and positions them as experts in the industry.

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WHAT WE ARE LOOKING FOR

ICT TODAY is looking for academic, vendor-neutral insight, and knowledge on emerging technologies in the global ICT industry. We prefer to publish authentic, original manuscripts that have not been previously published in another trade journal. White papers and positions papers that have been distributed throughout the ICT technical community and standards bodies may be considered.

ICT TODAY features in-depth technical or theoretical manuscripts that provide fresh coverage on evolving next generation ICT technologies, standards, and applications.

Manuscripts can take the form of a position paper, technical study or white paper, providing detailed analysis and research to help bridge the gap between theory and practice. Manuscripts can also offer thorough discussion on new and different approaches and principles to designing and installing ICT in a variety of current environments and applications, or they can be business and industry articles that provide new, contemporary insight on current trends, issues and practices.

Manuscripts should be vendor-neutral and remain balanced and professional, while providing authentic, thought-provoking content with substantial authoritative viewpoints and an evident impact factor. ICT TODAY does not publish manuscripts that simply reiterate previously published industry information, tutorials on well-known and documented industry practices or traditional case studies promoting a specific product or solution or quoting vendors or vendor partners involved in a project.

- VENDOR NEUTRALITY: ICT TODAY prides itself on remaining vendor neutral. Manuscripts should, therefore, not reference specific vendors and product trade names. It is acceptable to refer to the specifics of a technology or application, but manuscripts should not serve as a promotion for any product or company.

- LENGTH & FILE TYPE: Manuscripts should be written in the 3rd person and generally run from 3,000 to 3,500 words. ICT TODAY prefers to receive manuscripts in Microsoft® Word with left-aligned formatting, spaces between paragraphs, and the use of subheadings to separate key points. Please avoid wrapping text around graphics.

- FREQUENCY POLICY: To be fair to all potential contributors, ICT TODAY may limit the number of contributions from any one company or author within a given year.

- VISUALS AND GRAPHICS: ICT TODAY encourages all authors to insert visuals and graphics in their manuscripts. Photos can show a specific application or design, while graphics can include tables, illustrations, graphs, charts or schematics. All visuals and graphics should include captions. Please do not wrap text around graphics/visuals. (Because ICT TODAY is a vendor-neutral publication, any product photos containing brand names or logos will be edited to exclude the logos).
TO SUBMIT

To submit a manuscript to ICT TODAY, potential authors need to first submit an abstract proposal. The abstract should be approximately 350 words in length and provide a detailed outline of the manuscript. Abstract proposals can be sent directly to the editor via email at icttodayeditor@bicsi.org.

For a specific issue based on the ICT TODAY editorial calendar, the abstract should be received approximately 12 weeks prior to publication date (e.g., Oct. 1 for the Jan/Feb/March issue, Dec. 1 for the Apr/May/June issue). Please do not submit an abstract unless you have approval from your company to do so. With your abstract, please submit the author name, company, address, phone, email and Web addresses, as well as a brief biography detailing the experience and expertise of the author.

The Editorial Review Board, in conjunction with the editor, will review all proposals shortly after receiving the abstract and contact potential contributing authors as to whether or not their abstract has been accepted for development into a published manuscript. In some instances, the editor may suggest a different focus for your manuscript to better fit the editorial mission.

Note: Acceptance of an abstract does not guarantee final publication. Final manuscripts are assessed by the Editorial Review Board for conformance to the requirements of the publication, editorial mission and editorial calendar. Final decision concerning publication of a manuscript in ICT TODAY, rests with the Editorial Review Board.

If your abstract is accepted for publication in ICT TODAY, you will be asked to submit your completed manuscript approximately eight weeks prior to publication date (e.g., Nov. 1 for Jan/Feb/Mar issue, Jan. 1 for Apr/May/June issue). Please note that manuscripts slated for a specific issue may be held for a subsequent issue due to space constraints. Please be aware that your manuscript will be edited for technical accuracy, style, vendor neutrality, space requirements and ease of reading. The editor may also contact you for clarification on specific items or to request that more information be added to meet ICT TODAY’s editorial standards and mission.

CONTACT

Contact the editor of ICT TODAY, Alexandra Manning, at icttodayeditor@bicsi.org or at (984) 789-9575. Alex is ready to assist you.
ICT Today publishes only original manuscripts that have never been published in any another trade journal or ICT magazine, whether in hard copy or online. We welcome all ICT-relevant topics, including vertical industries (e.g., Health Care, Airports, Power Plants). Each article submission should include in-depth design/installation and technical details in the quest of educating further our BICSI member audience and subscribers. This further education is accomplished by publishing the articles of industry subject experts and technology thought leaders to whom we owe our thanks for ICT Today’s success and distinction from other ICT and data center publications.

2022

**JANUARY/FEBRUARY/MARCH**

Overcoming ICT Challenges
(2022 BICSI Winter Conference Issue)

**APRIL/MAY/JUNE**

Data & Data Center Technologies

**JULY/AUGUST/SEPTEMBER**

Intelligent/Smart Technologies
(2022 BICSI Fall Conference Issue)

**OCTOBER/NOVEMBER/DECEMBER**

Emerging Technologies
*Emerging technology examples include the latest AV, Edge, Wireless, Security, Healthcare, and other ICT advancements.*

To submit an article, please refer to the “Writing Guidelines” document. You may contact the editor, Alexandra Manning, at icttodayeditor@bicsi.org or by calling (984) 789-9575. She is ready to assist you.

For advertising opportunities in ICT TODAY, contact Courtney Nalls at cnalls@bicsi.org

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