

WEBSITE SUBMISSIONS GUIDELINES - BIEE MEMBER CONTRIBUTIONS

We are looking for blogs, articles, research summaries, industry comment, case studies etc, that are likely to be of interest to other BIEE members to post on our new website.

This is in line with the aims of the organisation, which are to encourage the exchange of ideas and information between energy professionals from different disciplines and sectors in the energy industry, and to promote open dialogue and debate of key energy issues.

Accepted contributors will have their blogs posted on the BIEE website and LinkedIn page and Tweeted. We can include links to your own web or profile pages, which can include other relevant research or articles.

Contributions do not have to be specially written for publication on the BIEE site or exclusive to it. (They can for example be a news release for a research report or case study that has already been written for your own website.)

You must be a current member of BIEE to make a submission. The same conditions apply to this as they do to meeting registration i.e. individual members can submit their own work, or work they have co-authored. Corporate members can submit work produced by anyone in their organisation.

Don't forget to share this with your organisation's publicity department so they add us to their mailing list for new content going forward.

Submission Guidelines

- Aim to "combine academic rigour with a touch of journalistic flair" (thanks to 'The Conversation' for this hint).
- Write for a general but well-informed audience (industry, government, or academia). Be policy-relevant and not overly technical or specialist.
- Be thought-provoking. Raise questions as well as answering them.

What to submit

- Your submission should be between 500 and 800 words
- You can include additional material e.g. a pdf of a full research report, images and charts (that we are licensed to publish), or a 2 minute video to accompany your article.
- We will reference academic research with integral links. We prefer to link to full research papers, but we can link to abstracts, news stories, or other material of use to the reader if a full paper is not available. Please put your reference or link in brackets beside each statement to be referenced. Cite sources and provide references to quotations and facts when used.
- Please identify links to content in journals or sites that operate a paywall, unless the link is directly to your own content and this is open access (such as the paid-for gold option that many academic journals offer)

- You can include links to any other informative or educational or news sites
- If the topic is complex, you might want to suggest additional resources or offer a contact for more information at the end.
- Promotional posts (for a brand, product, or service) will not be published.
- Every submitted post will be moderated. By submitting an article, you grant us the rights to make minor edits for brevity and clarity. Once you submit your post, it will be checked by our committee before being published.

How to Submit

- Email your contribution to admin@biee.org with **Member Submission** in the subject line.
- Send your contribution as a word document.
- Full reports or executive summaries referred to in your submission should be supplied in pdf format.
- Images (e.g. topic image, charts, your profile picture) should be in jpeg format.
- Include job title, position and affiliation, a short biography and photo with your contribution. Include your and your institution's Twitter handle and LinkedIn page so we can include them.

Videos

- You can send a short video (1-2 minutes) to accompany your contribution for possible upload and tweeting.
- Use the video format for Twitter on the web: MP4 video format with H264 format with AAC audio. You can upload videos up to 512MB; however, you will be prompted to edit videos to 2 min 20 secs or shorter.
- The easiest way to send us a video is via We Transfer <https://wettransfer.com/>

Copyright

In submitting material, you warrant that you have the right to do so and that your work does not infringe on the copyright or rights of privacy of others. You also agree that we may post and maintain the article on our site.

You are required to grant the BIEE a non-exclusive licence to publish your contribution or research on the BIEE website.

Academic journals are generally content for authors to publicise the work in accepted papers in this way (although it is courteous to liaise with the journal about it) and to accept submissions of work that has been publicised, as long as the full paper has not been published (as opposed to circulation as a pre-print / working paper)

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