

ICT TODAY

THE OFFICIAL TRADE JOURNAL OF BICSI

ICT TODAY IS BICSI'S PREMIER PUBLICATION THAT AIMS TO PROVIDE AUTHORITATIVE, VENDOR-NEUTRAL COVERAGE AND INSIGHT ON NEXT-GENERATION AND EMERGING TECHNOLOGIES, STANDARDS, TRENDS, AND APPLICATIONS IN THE GLOBAL ICT COMMUNITY.



GUIDELINES FOR SUBMITTING MANUSCRIPTS TO *ICT TODAY*

WHY SUBMIT A MANUSCRIPT?

Published quarterly, *ICT Today* is distributed to all BICSI members, as well as technical schools and BICSI course and event attendees. Authors are therefore able to share their scholarly insight with thousands of professionals in the ICT industry. Publishing a manuscript in ***ICT Today*** is a prestigious distinction that earns authors respect among their peers and positions them as experts in the industry.

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GETTING STARTED

ICT Today circulation includes ICT professionals involved in designing, specifying, and installing today's and tomorrow's high-bandwidth, mission-critical cabling systems and data centers. It is very important to keep the circulation and mission in mind when thinking about manuscript submissions.

Before submitting a manuscript idea, please review the publication and the following guidelines so you can more thoroughly understand our audience and the technical content for which we are looking.

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 position 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 or 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 AND FILE TYPE:** Manuscripts generally run from 2,000 to 3,000 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.
- ▶ **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 provide visuals and graphics for 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 and must include credits for all visuals and graphics.

(Because *ICT Today* is a vendor-neutral publication, any product photos containing brand names or logos will be edited to exclude the logos).

VISUALS AND GRAPHICS GUIDELINES:

- ▶ **Photos and Illustrations**
All photos should be high-quality digital images in 300 dpi resolution or higher. For file type, we recommend .jpg, .tif, or other Adobe Photoshop-compatible files.
- ▶ **Charts and Graphs**
All charts and graphs should be provided in Microsoft Excel, an Adobe Illustrator file, or high-resolution unflattened Photoshop file as long as they are at least 5 in. wide and 300 dpi resolution or higher.

Note: While we do not recommend embedding graphics in the Word document containing the manuscript, we also understand that not every author may have the capabilities to provide high-resolution graphics. Depending on the complexity, we may accept simple tables created and embedded in the Word document.

HOW TO SUBMIT

To submit a manuscript to *ICT Today*, potential authors need to first submit an abstract proposal. The abstract should be approximately 300 words in length and provide a detailed description 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 15 weeks prior to publication date (e.g., 30 December for the April/May/June issue, 31 March for the July/August/September 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 (ERB), 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 the manuscript to better fit the editorial mission.

Note: Acceptance of an abstract does not guarantee final publication. Final manuscripts are assessed by the ERB 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 ERB.

If your abstract is accepted for publication in *ICT Today*, you will be asked to submit your completed manuscript approximately 12 weeks prior to publication date (e.g., 20 January for the April/May/June issue, 21 April for the July/August/September 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 readability. 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 mission.

CONTACT

Contact the editor of *ICT Today* at icttodayeditor@bicsi.org.

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ICT TODAY EDITORIAL CALENDAR

ICT Today publishes only original manuscripts that have never been published in any other 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 BICSI members and global audience. 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.

2026

JANUARY/FEBRUARY/MARCH

Data Centers and AI

APRIL/MAY/JUNE

Installer's Edition

JULY/AUGUST/SEPTEMBER

ICT Supply Chain and Workforce Development

OCTOBER/NOVEMBER/DECEMBER

Smart Buildings and ICT Convergence

To submit an article, please refer to the "Writing Guidelines" document. You may contact the editor at icttodayeditor@bicsi.org.

For advertising opportunities in *ICT Today*, contact Courtney Best Nalls at +1 813.769.1842 or cnalls@bicsi.org and Brian Dailey at +1 813.769.1854 or bdailey@bicsi.org.

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