

Article Submission Guidelines

IIBA Poland Chapter – Articles Initiative

These guidelines will help you prepare and submit your article smoothly.

Editorial Standards

- Original content only: We only accept human-authored articles. You may use AI for editing or brainstorming, but not for full drafting. No plagiarism.
- Length: Recommended target is 1,200 to 3,000 words.
- Language: English only.
- Format: Submit your article in Word document format (.doc or .docx).
- Accuracy: Ensure all facts, quotes, and links are correct and current.
- Citations: If you reference other sources, use links or simple footnotes.

Writing Style Tips

- Write clearly and conversationally — keep it accessible for all BAs.
- Be concise: use short paragraphs and simple language.
- Use subheadings to organize your article.
- Start with a strong hook to capture the reader’s attention.
- Include links to helpful resources (if relevant).
- Use visuals (diagrams, screenshots) if they truly add value.

Article Structure

- **Title:** Short and compelling.
- **Keywords:** Up to 5.
- **Summary:** 1–2 sentences (optional, we can help refine this later).
- **Introduction:** Present the topic and engage the reader.
- **Main Body:** Use clear headings and logical structure:
 - Heading 1
 - Heading 2
 - Heading 3

(Add more as needed.)
- **Conclusion:** Summarize key points or provide closing thoughts.



Poland
Chapter

About the Author

- Your name, job title, and company.
- Short bio (50–150 words) about your background and expertise.
- Headshot image (Google Drive link).

Submission Process

Submit your article via our online form: <https://poland.iiba.org/page/become-our-author>

After submission, you'll receive an automatic email with the next steps.

Need Help?

If you have questions before submitting, contact us at article@poland.iiba.org.