

Instructions for Authors

Manuscripts should be submitted electronically (in Word or RTF format) in English only to the editor-in-chief and should be accompanied by an indicative abstract of 100 or 200 words.

A separate title page should include the article title and the author's name, postal address, and E-mail address, if available. Only the title of the article should appear on the first page of the text. To protect anonymity, the author's name *should not* appear on the manuscript, and all references in the body of the text and in footnotes that might identify the author to the reviewer should be removed and cited on a separate page. Articles that do not conform to these specifications will be returned to authors. *Criteria for acceptance* will be appropriateness to the field of the journal (see Scope and Aims), taking into account the merit of the contents and presentation. The manuscript should be concise and should conform to professional standards of English usage and grammar. Manuscripts are received with the understanding that they have not been previously published, are not being submitted for publication elsewhere, and that if the work received official sponsorship, it has been duly released for publication. Submissions are refereed, and authors will usually be notified within 6 to 10 weeks. The text should be structured by numbered subheadings. It should contain (a) an *Introduction*, giving an overview and stating the purpose, (b) a *main body*, describing in sufficient detail the materials or methods used and the results or systems developed, and (c) a *conclusion* or *summary*.

Reference citations within the text should have the following form: (author year) or (author year, page). For example, (Jones 1990), or for a quotation (Jones 1990, 100). A citation with two authors would read (Jones and Smith 1990); three or more authors would be: Jones et al. 1990). When the author is mentioned in the text, only the date and page number should appear in parentheses – e.g. According to Jones (1990, 100), ...

References should be listed alphabetically by author at the end of the article. Author forenames should not be abbreviated. Journal names should not be abbreviated and should be given in italics. Multiple citations by the same author should be listed chronologically and should each spell out the author's name. Articles appearing in the same year should have the following format:

Jones, Thomas. 1990a.
Jones, Thomas. 1990b.
...

Examples:

Dahlberg, Ingetraut. 1978. A referent-oriented, analytical concept theory for INTERCONCEPT. *International classification* 5: 142-51.

Mounier, Evelyne and Paganelli, Céline. 2004. The representation of knowledge contained in technical documents: the example of FAQs (frequently asked

questions). In McIlwaine, Ia ed., *Knowledge organization and the global information society*, proceedings of the Eighth International ISKO Conference 13-16 July 2004 London UK; *Advances in knowledge organization*, 9, pp. 287-90.

Smiraglia, Richard P. 2001. *The nature of 'a work': implications for the organization of knowledge*. Lanham, Md.: Scarecrow.

Footnotes should not be used.

Illustrations should be embedded within the document. Tables should contain a number and title, and all columns and rows should have headings. All illustrations should be cited in the text as Figure 1, Figure 2, etc. or Table 1, Table 2, etc.

Upon acceptance of a manuscript for publication, authors must provide a digital photo (less than 100 KB, preferably in tif or jpg format) and a one-paragraph biographical sketch (100 words or less).