



KNOWLEDGE ORGANIZATION

Journal of the International Society for Knowledge Organization

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A separate title page should include the article title and the author's name, postal address, and E-mail address. Only the title of the article should appear on the first page of the text. Contact information must be present for all authors of a manuscript.

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Criteria for acceptance will be appropriateness to the field of knowledge organization (see Scope and Aims), taking into account the merit of the contents and presentation. It is expected that all successful manuscripts will be well-situated in the domain of knowledge organization, and will cite all relevant literature from within the domain. Authors are encouraged to use the KO literature database at <http://www.isko.org/lit.html>.

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Under no circumstances should the author attempt to mimic the presentation of text as it appears in our published journal. Instead, please follow these instructions.

The entire manuscript should be double-spaced, including notes and references.

The text should be structured with decimally-numbered subheadings (1.0, 1.1, 2.0, 2.1, 2.1.1, etc.). It should contain an introduction, giving an overview and stating the purpose, a main body, describing in sufficient detail the materials or methods used and the results or systems developed, and a conclusion or summary.

Footnotes are not allowed. Endnotes are accepted only in rare cases and should be limited in number; all narration should be included in the text of the article. Do not use automatic footnote formatting. Instead, insert a superscript numeral (Format, Font, Superscript) and create the text of the note manually in a separate list at the end of the manuscript, before the reference list.

Paragraphs should include a topic sentence, a developed narrative and a conclusion; a typical paragraph has several sentences. Paragraphs with tweet-like characteristics (one or two sentences) are inappropriate.

Italics are permitted only for phrases from languages other than English, and for the titles of published works.

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Em-dashes should not be used as substitutes for commas. Dashes must be inserted manually (Insert, Advanced Symbol, Em-dash) with no spaces on either side.

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Illustrations should be embedded within the document. Photographs (including color and half-tone) should be scanned with a minimum resolution of 600 dpi and saved as .jpg files. Tables should contain a number and caption at the bottom, 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.

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Reference citations within the text should have the form: (Author year). For example, (Jones 1990). Specific page numbers are required for quoted material, e.g. (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 optional page number should appear in parentheses: “According to Jones (1990), ...” or “Smith wrote (2010, 146):” A subsequent page reference to the same cited work (e.g., to Smith 2010) should have the form “(229).” There is never a comma before the date.

In-text citations should not be routinely placed at the end of a sentence or after a quotation, but an attempt should be made to work them into the narrative. For example:

“Jones (2010, 114) reported statistically significant results.

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In-text citations should precede block quotations, and never are placed at the end of a block-quotation.

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Author names should be given as found in the sources (not abbreviated, but also not fuller than what is given in the source). Journal titles should not be abbreviated. Multiple citations to works by the same author should be listed chronologically and should each include the author’s name. Articles appearing in the same year should have the following format: “Jones 2005a, Jones 2005b, etc.”

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Examples:

Dahlberg, Ingetraut. 1978. “A Referent-Oriented, Analytical Concept Theory for INTERCONCEPT.” *International Classification* 5: 142-51.

Howarth, Lynne C. 2003. “Designing a Common Namespace for Searching Metadata-Enabled Knowledge Repositories: An International Perspective.” *Cataloging & Classification Quarterly* 37, nos. 1/2: 173-85.

Pogorelec, Andrej and Alenka Šaupperl. 2006. “The Alternative Model of Classification of Belles-Lettres in Libraries.” *Knowledge Organization* 33: 204-14.

Schallier, Wouter. 2004. “On the Razor’s Edge: Between Local and Overall Needs in Knowledge Organization.” In *Knowledge Organization and the Global Information Society: Proceedings of the Eighth International ISKO Conference 13-16 July 2004 London, UK*, ed. Ia C. McIlwaine. Advances in Knowledge Organization 9. Würzburg: Ergon Verlag, 269-74.

Smiraglia, Richard P. 2001. *The Nature of ‘a Work’: Implications for the Organization of Knowledge*. Lanham, Md.: Scarecrow.

Smiraglia, Richard P. 2005. "Instantiation: Toward a Theory." In *Data, Information, and Knowledge in a Networked World; Annual Conference of the Canadian Association for Information Science ... London, Ontario, June 2-4 2005*, ed. Liwen Vaughan. <http://www.cais-acsi.ca/2005proceedings.htm>.

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