

***KNOWLEDGE ORGANIZATION***  
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***Richard P. Smiraglia, Editor-in-Chief***

### **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 approximately 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). For example, (Jones 1990). Specific page numbers are given to identify 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 page number should appear in parenthesis – e.g. According to Jones (1990, 100), ...

*References* should be listed alphabetically by author at the end of the article. Journal names should not be abbreviated. 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.

Sager, Juan C. 1990. *A practical course in terminology processing*. Amsterdam: John Benjamins.

Sukiasyan, Eduard R. 1996. Change as a problem of classification system development. In Rebecca Green ed.,, *Knowledge organization and change: proceedings of the 4th International ISKO Conference*. Frankfurt: Indeks Verlag, pp. 119-22.

*Footnotes* are not allowed.

Insofar as possible, avoid automatic formatting. Do not use *tabs* in your paper at all. Do not use automatic *bulleted lists*. (To insert a bullet use “Insert, Symbol”).

*Photographs* (including color and half-tone) should be scanned with a minimum resolution of 600 dpi and saved as tif files (Tagged Image File Format). *Tables* and *figures* should be embedded within the document. Tables should contain a number and title 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.

Upon acceptance of a manuscript for publication, each author must provide a digital photo, a one-paragraph biographical sketch, and complete contact information.