

KNOWLEDGE ORGANIZATION

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Instructions for Authors

Manuscripts should be submitted electronically (in Word format) in English only via ScholarOne at <https://mc04.manuscriptcentral.com/jisko>. Manuscripts that do not adhere to these guidelines will be returned to the authors for resubmission in proper form.

Manuscripts should be accompanied by an indicative abstract of approximately 250 words. Manuscripts of articles should fall within the range 6,000-10,000 words. Longer manuscripts will be considered on consultation with the editor-in-chief.

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.

To protect anonymity, the author's name should not appear on the manuscript.

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>.

The manuscript should be concise and should conform to professional standards of English usage and grammar. Authors whose native language is not English are encouraged to make use of professional academic English-language proofreading services. We recommend Vulpine Academic Services (vulpineacademic@gmail.com).

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 8 weeks.

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

The text should be structured with numbered subheadings. 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.

Paragraphs should include a topic sentence and developed narrative; a typical paragraph has several sentences.

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

Bold type is not permitted.

Em-dashes should not be used as substitutes for commas.

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.

Author-generated keywords are not permitted.

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.

"Many authors report similar data; according to Matthews (2014, 94): "all seven studies report means within $\pm 5\%$."

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

References should be listed alphabetically by author at the end of the article. Reference lists should not contain references to works not cited in the text. 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." Journal issue numbers are given only when a journal volume is not through-paginated. References for published electronic resources should be accompanied by either a URL or DOI; access dates are not required. Unpublished electronic resources may use an access date in

lieu of a data of publication. In cases of doubt, authors are encouraged to consult *The Chicago Manual of Style* 16th ed. (or online), author-date reference system (chapter 15).

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 Šauperl. 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*, edited by 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.caais-acsi.ca/2005proceedings.htm>.

Upon acceptance of a manuscript for publication, authors must provide a digital photo and a one-paragraph biographical sketch (fewer than 100 words). The photograph should be scanned with a minimum resolution of 600 dpi and saved as a .jpg file.