KNOWLEDGE ORGANIZATION KO

Publisher

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Instructions for Authors

Manuscripts should be submitted electronically (in Word or RTF format) in English only via email to the editor-in chief and should be accompanied by an indicative abstract of 100 to 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 as much as possible 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 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 permitted; all narration should be included in the text of the article.

Italics should not be used for emphasis. Em-dashes should be used as substitutes for commas. Paragraphs should include a topic sentence and some developed narrative. A typical paragraph has several sentences.

Reference citations within the text should have the following 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 parenthesis – e.g. According to Jones (1990), …

References should be listed alphabetically by author at the end of the article. Author names should be given as found in the sources (not abbreviated). 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." Issue numbers are given only when a journal volume is not through-paginated.
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* 37n1/2: 173-85.

Pogorelec, Andrej and Šauperl, Alenka. 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 McIlwaine, Ia C. 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. Würzburg: Ergon Verlag, pp. 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 Vaughan, Liwen, ed. *Data, information, and knowledge in a networked world; Annual conference of the Canadian Association for Information Science … London, Ontario, June 2-4 2005.* Available http://www.cais-acsi.ca/2005proceedings.htm.

Illustrations should be kept to a necessary minimum and 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 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, authors must provide a wallet-size 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.

Advertising

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Scope

The more scientific data is generated in the impetuous present times, the more ordering energy needs to be expended to control these data in a retrievable fashion. With the abundance of knowledge now available the questions of new solutions to the ordering problem and thus of improved classification systems, methods and procedures have acquired unforeseen significance. For many years now they have been the focus of interest of information scientists the world over.

Until recently, the special literature relevant to classification was published in piecemeal fashion, scattered over the numerous technical journals serving the experts of the various fields such as:

> philosophy and science of science
> science policy and science organization
> mathematics, statistics and computer science
> library and information science
> archivistics and museology
> journalism and communication science
> industrial products and commodity science
> terminology, lexicography and linguistics

Beginning in 1974, KNOWLEDGE ORGANIZATION (formerly INTERNATIONAL CLASSIFICATION) has been serving as a common platform for the discussion of both theoretical background questions and practical application problems in many areas of concern. In each issue experts from many countries comment on questions of an adequate structuring and construction of ordering systems and on the problems of their use in opening the information contents of new literature, of data collections and survey, of tabular works and of other objects of scientific interest. Their contributions have been concerned with

(1) clarifying the theoretical foundations (general ordering theory/science, theoretical bases of classification, data analysis and reduction)
(2) describing practical operations connected with indexing/classification, as well as applications of classification systems and thesauri, manual and machine indexing
(3) tracing the history of classification knowledge and methodology
(4) discussing questions of education and training in classification
(5) concerning themselves with the problems of terminology in general and with respect to special fields.

Aims

Thus, KNOWLEDGE ORGANIZATION is a forum for all those interested in the organization of knowledge on a universal or a domain-specific scale, using concept-analytical or concept-synthetical approaches, as well as quantitative and qualitative methodologies. KNOWLEDGE ORGANIZATION also addresses the intellectual and automatic compilation and use of classification systems and thesauri in all fields of knowledge, with special attention being given to the problems of terminology.

KNOWLEDGE ORGANIZATION publishes original articles, reports on conferences and similar communications, as well as book reviews, letters to the editor, and an extensive annotated bibliography of recent classification and indexing literature.

KNOWLEDGE ORGANIZATION should therefore be available at every university and research library of every country, at every information center, at colleges and schools of library and information science, in the hands of everybody interested in the fields mentioned above and thus also at every office for updating information on any topic related to the problems of order in our information-flooded times.

KNOWLEDGE ORGANIZATION was founded in 1973 by an international group of scholars with a consulting board of editors representing the world's regions, the special classification fields, and the subject areas involved. From 1974-1980 it was published by K.G. Saur Verlag, München. Back issues of 1978-1992 are available from ERGON-Verlag, too.

As of 1989, KNOWLEDGE ORGANIZATION has become the official organ of the INTERNATIONAL SOCIETY FOR KNOWLEDGE ORGANIZATION (ISKO) and is included for every ISKO-member, personal or institutional in the membership fee (US $ 55/US $ 110).