KNOWLEDGE ORGANIZATION

formerly **INTERNATIONAL CLASSIFICATION**

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Beilagenhinweis: In einigen Heften liegt das Programm bei der Konferenz über "Environmental Knowledge Organization"

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Instructions for Authors

Manuscripts may be submitted in either English, German or French to the editor-in-chief in two sets (the original and one copy) typed in double space, comprising between 1500 to 3000 words. They should be accompanied by an English indicative abstract of 100-200 words. The contributions are refereed.
Criteria for acceptance will be appropriateness to the field of the journal (see Scope and Aims) taking into account the merit of the content and its presentation. Papers are accepted with the understanding that they have not been published, submitted or accepted for publication elsewhere and that, if the work received official sponsorship, it has been duly released for publication. Authors will usually be notified within 6 to 10 weeks. Unless specifically requested, manuscripts or illustra-tions will not be returned.
The text of the contributions should be structured by subheadings; it should contain (a) an introduction, stating the purpose, (b) a description of materials and methods in sufficient detail, (c) information on results or systems developed, and (d) a conclusion on and/or summarization.
References should be listed at the end of the paper with the numbers in brackets referring to such numbers in brackets within the text part.
Additional notes should be indicated in the text by lifted single numbers behind a word and equally collected with their texts at the end of the paper under the heading *Notes*.
Journal References should contain the names and initials of all authors, full titles of the publication, abbreviation of the journal according to the ISO Standard 4, volume number, year of publication in brackets, issue number and first and last page numbers. *Monograph References* should give the name(s) of the author(s), full title, edition, place of publication, publisher, year and the number of pages.
Examples: Brandhorst, J.P.J.: Quantifiability in iconography. Knowl.Org. 20(1993)No.1, p.12-19, 11 refs.
Hunter, E.J.: Classification made simple. Aldershot, GB: Gower 1988. 115p.
Illustrations should be restricted to the necessary minimum. *Graphs and diagrams* should be supplied as black and white drawings suitable to reproduction. *Half-tone illustrations* should be sharp, well-contrasted glossy prints. Illustrations should be numbered lightly with a soft pencil on the back. Numbered legends should be attached on a separate sheet.
Tables should be typed double-spaced on a separate sheet, contain a number and a title at the top and be cited in the text. Each column should have a heading.
Authors shall receive *25 reprints* of their papers free of charge. Additional reprints may be ordered.
Corrections in gally proof exceeding 10% of the typesetting costs will be charged to the author.

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