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Contents page

Denner, Lize and Marthinus van der Walt. (2004). **The Organization of Electronic Information in Selected Small, Medium and Micro Enterprises (SMMEs) in South Africa.** *Knowledge Organization*, 31(1). 4-25. 16 refs.

ABSTRACT: This article reports on an empirical investigation into the information needs and information organization practices of small business enterprises in South Africa. The purpose of the investigation was to determine what information should be taken into account when designing systems for organizing information in such businesses, and how these businesses actually organize their electronic documents. The investigation of the systems in use also presented the opportunity to gather business concepts that were used to construct a generic classification scheme for the purpose of information organization in small enterprises. Data were gathered from 24 small businesses located in three different provinces by means of personal interviews with owners/managers, guided by a questionnaire, and through on-site observation of the information organization systems used. The results of the survey show what information is regarded as critically important in small businesses, and give insight into the current situation with regard to information organization in the businesses. Recommendations are made for improving information organization in small businesses.

Van der Walt, Marthinus. (2004). **A Classification Scheme for the Organization of Electronic Documents in Small, Medium and Micro Enterprises (SMMEs).** *Knowledge Organization*, 31(1). 26-38. 17 refs.

ABSTRACT: This article proposes a generic classification scheme for the purpose of organizing electronic documents in business enterprises in the SMME sector. Data were gathered from literature on information organization, business information, competitive intelligence and information systems, as well as through an empirical study of information organization practices in a sample of 24 small businesses in three different provinces in South Africa. The concepts gathered from folder systems for documents, email and Internet favourites, augmented by concepts derived from the literature, were analyzed using the technique of facet analysis. Business processes feature prominently in the resultant scheme.

Mai, Jens-Erik. (2004). **Classification in Context: Relativity, Reality, and Representation.** *Knowledge Organization*, 31(1). 39-48. 49 refs.

ABSTRACT: This paper surveys classification research literature, discusses various classification theories, and shows that the focus has traditionally been on establishing a scientific foundation for classification research. This paper argues that a shift has taken place, and suggests that contemporary classification research focus on contextual information as the guide for the design and construction of classification schemes.

Zins, Chaim. (2004). **Knowledge Organization: An Epistemological Perspective.** *Knowledge Organization*, 31(1). 49-54. 11 refs.

ABSTRACT: This philosophical essay explores the epistemological foundations of knowledge organization and discusses implications for classification research. The study defines the concept of "knowledge," distinguishes between subjective knowledge (i.e., knowledge as a thought in the individual's mind) and objective knowledge (i.e., knowledge as an independent object), establishes the necessity of knowledge organization in the construction of knowledge and its key role in the creation, learning, and dissemination of knowledge, and concludes with implications for the development of classification schemes and knowledge maps.

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Dr. Elaine SVENONIUS, Graduate School of Education and Information Studies, UCLA, 5380 ½ Village Green, Los Angeles, CA 90016

Dr. M.S. van der WALT, Department of Information Science, University of Stellenbosch, Private Bag X1, Stellenbosch 7602, South Africa

Prof. Dr. Harald ZIMMERMANN, Softex, Schmollerstrasse 31, D-66111 Saarbrücken, Germany

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Editor-in-chief (Editorial office)

Dr. Hope A. OLSON (Editor-in-Chief), Joanne MILLEMAN (Editorial Assistant), School of Information Studies, University of Wisconsin Milwaukee, PO Box 413, Milwaukee, Wisconsin 53201, USA
Fax: +1 (414) 229-4848; Email: olson@sois.uwm.edu

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Sager, J.C. (1990). *A Practical Course in Terminology Processing*. Amsterdam: John Benjamins.

Sukiasyan, E. R. (1996). Change as a problem of classification system development. In R. Green (Ed.). *Knowledge Organization and Change: Proceedings of the 4th International ISKO Conference*. Frankfurt: Indeks Verlag. 119-122.

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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 meant to be a programme for the improvement of classification methods and processes, a forum for discussion for all those interested in the organization of knowledge on a universal or a subject-field scale, using concept-analytical and/or concept-synthetic approaches as well as numerical procedures and comprising also 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, the Newsletters of the International Society for Knowledge Organization (ISKO News) and the Committee on Classification Research of the International Federation for Information and Documentation (FID/CR News) as well as book reviews, letters to the editor, and an extensive annotated bibliography of recent classification and indexing literature, covering some 500 items in each issue.

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).

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