

KNOWLEDGE ORGANIZATION

KO

Official Journal of the International Society for Knowledge Organization

ISSN 0943 – 7444

International Journal devoted to Concept Theory, Classification, Indexing and Knowledge Representation

Publisher

Ergon – ein Verlag in der Nomos Verlagsgesellschaft mbH
 Waldseestraße 3-5
 D-76530 Baden-Baden
 Tel. +49 (0)7221-21 04-667
 Fax +49 (0)7221-21 04-27
 Sparkasse Baden-Baden Gaggenau
 IBAN: DE05 6625 0030 0005 0022 66
 BIC: SOLADES1BAD

KNOWLEDGE ORGANIZATION**Journal of the International Society for Knowledge Organization****Richard P. Smiraglia, Editor-in-Chief****KOeditor-in-chief@knoworg.org****Instructions for Authors**

Manuscripts should be submitted electronically (in Microsoft® 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" at <https://www.isko.org/ko.html>), 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.

Manuscript Formatting

Under no circumstances should the author attempt to mimic the presentation of text as it appears in our published journal. Instead, please follow these instructions:

In Microsoft® Word please set the language preference ("Tools," "Language") to "English (US)" or "English (UK)."

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

The text should be structured with decimally-numbered subheadings (1.0, 1.1, 2.0, 2.1, 2.1.1, etc.). 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.

Author-generated keywords are not permitted.

Footnotes are not allowed but endnotes may be used. Do not use automatic footnote formatting. Instead, insert a superscript numeral (Format, Font, Superscript) and create the text of the note manually in a separate list at the end of the manuscript, before the reference list.

Paragraphs should include a topic sentence, a developed narrative and a conclusion; a typical paragraph has several sentences. Paragraphs with tweet-like characteristics (one or two sentences) are inappropriate.

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. Dashes must be inserted manually (Insert, Advanced Symbol, Em-dash) with no spaces on either side.

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.

Examples of KOS (classification, taxonomy, ontology, thesaurus, etc.) arrays should be configured as figures and set into the document as .jpgs; they should not be entered as editable text.

Remove all active hyperlinks, including those from reference formatting software (if hovering over the text with a mouse produces a gray highlight, the text is hyperlinked; remove the link "Insert," "Hyperlink," "Remove link").

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.

References

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 be 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. Websites mentioned in passing in the text should be identified parenthetically with their URLs but not with references unless a specific page of a specific website is being quoted.

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."

Proceedings must be identified fully by volume title (which often differs from the name of the conference), editor(s), series (if applicable), and details of publication (place and publisher name). Papers in proceedings must be identified by their page numbers. Papers from online proceedings that lack publication details should include a DOI or URL.

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 but not in lieu of actual publication data; access dates are not allowed.

Unpublished electronic resources may use an access date in lieu of a date of publication. In cases of doubt, authors are encouraged to consult *The Chicago Manual of Style* 17th ed. (or online), author-date reference system (chapter 15).

Examples:

Dahlberg, Ingtraut. 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 Šaupel. 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>.

© Ergon – ein Verlag in der Nomos Verlagsgesellschaft,
 Baden-Baden 2021. All Rights reserved.

KO is published by Ergon.

Annual subscription 2021:

- Print + online (8 issues/ann.; unlimited access for your Campus via Nomos eLibrary) € 359,00/ann.
- Prices do not include postage and packing
- Cancellation policy: Termination within 3 months' notice to the end of the calendar year