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Publisher

KNOWLEDGE ORGANIZATION
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Richard P. Smiraglia, Editor-in-Chief
KOeditor-in-chief@knoworg.org

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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.

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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.

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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 ±5%."

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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."

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Examples:

Dahlberg, Ingetraut. 1978. "A Referent-Oriented, Analytical Concept Theory for INTERCON-CEPT." *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.cais-acsi.ca/2005proceedings.htm.

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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.