

Information Services & Use

Information for authors

Scope and aims

Information Services & Use is conceived as an information technology oriented publication with a wide scope of subject matters.

International in terms of both audience and authorship, the journal will aim at leaders in information management and applications in an attempt to keep them fully informed of fast-moving developments in fields such as: online systems, offline systems, electronic publishing, library automation, education and training, videotex, word processing and telecommunications. These areas will be treated not only in general but also in specific contexts; applications to business and scientific fields will be sought so that a balanced view is offered to the reader.

'Information Services' are considered by the journal to comprise both the entities and the functions with which they are involved. These subjects are therefore considered as distinct from information uses which are concerned with service applications. Under this concept, the journal will report on intellectual processes for the organization of information, transformation techniques, media, economics and all varieties of support to services, including education and training. Education and training are also the essential elements for that other facet of the journal, the use of information. Information technology available, at the moment, is solutions waiting for problems. The user of information services, and their managers, faced with a problem, find it increasingly hard to identify the appropriate solution. The journal hopes to serve as a guide in this embarrassment of choices.

In view of the accelerating pulse of information technology, *Information Services & Use* will attempt to minimize lag-time between manuscript receipt and publication, but it will not sacrifice accuracy and technical thoroughness to do so. The editors intend to preserve a neutral and unbiased position, but do not believe that controversy should be avoided. A major objective is the development of theme issues in order to provide over-views of some vital areas; but this will be done only when sufficient numbers of manuscripts to support this objective can be procured. Notice will be made of these theme issues so that a full range of opinions can be obtained.

Types of contribution considered

The primary purpose of the journal is to publish complete papers covering a specific topic of project in sufficient detail and depth to be of practical use to interested readers. In addition to full-length papers, short-notes reporting on a small project or giving an interim report on a project will also be considered. The journal will also include news items in addition to the regular contributions mentioned above.

Review procedure¹

All papers are submitted to expert referees for review. Their reports are fully considered in selecting material for publication. The names of specific referees are never divulged to the author; however, review comments will be provided as appropriate to assist the author in revising his paper.

Manuscripts

Organization of the paper and style of presentation

- 1 Manuscripts must be written in English. Authors whose native language is not English are recommended to seek the advice of an English-speaking colleague, if possible, before submitting their manuscripts.
- 2 Submit the original and two copies of your manuscript. Enclose the *original* illustrations and two sets of photocopies (three prints of any photographs).
- 3 Manuscripts should be typed on one side of the paper, with wide margins and double spacing throughout, including the abstract, footnotes and references. *Every page of the manuscript, including the title page, references, tables, etc., should be numbered in the upper right-hand corner.* However, in the text no reference can be made to page numbers; if necessary, one may refer to sections. Underline words that should be in italics, but do not underline any other words. Avoid excessive use of italics to emphasize parts of the text.
- 4 Manuscripts should be organized in the following order:
 - Title (should be clear, descriptive and not too long)
 - Name(s) of author(s)
 - Full affiliation(s)
 - Present address of author(s), if different from affiliation
 - Complete* address to which correspondence should be sent
 - Abstract
 - Introduction

¹ On occasion the editors may omit this procedure.

Body of text subdivided by subheadings

Conclusion

References

Tables

Figure captions

Acknowledgements and any short additional information concerning research grants, etc., may be included on the title page at the bottom.

- 5 Titles and subtitles should be typed on a separate line, without indentation. Use lowercase letters.
- 6 SI units should be used, i.e. the units based on the metre, kilogramme, second, etc.
- 7 Any special instruction to the copy editor or typesetter written on the copy should be encircled. The typesetter will then know that the instruction is not to be set in type. When a typewritten character might have more than one meaning (e.g. the lowercase letter l may be confused with the numeral 1), a note should be inserted in a circle in the margin to make the meaning clear to the typesetter. If Greek letters or uncommon symbols are used in the manuscript, they should be written very clearly, and if necessary a note such as 'Greek lowercase chi' should be put in the margin and encircled.
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Abstract

The abstract should be clear, descriptive, self-explanatory and not longer than 200 words. It should also be suitable for publication elsewhere.

Tables

- 1 Authors should take notice of the limitations set by the size and layout of the journal. Large tables should be avoided. Reversing columns and rows will often reduce the dimensions of a table.
- 2 If many data are to be presented, an attempt should be made to divide them over two or more tables.
- 3 Drawn tables intended for direct reproduction should not be folded.
- 4 Tables should be numbered according to their sequence in the text. The text should include references to all tables.
- 5 Each table should be typewritten on a separate page of the manuscript. Tables should never be included in the text.
- 6 Each table should have a brief, and self-explanatory title.
- 7 Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses.

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- 1 Illustrations (line drawings and photographs) should be professionally drawn in black ink, on separate sheets of paper, not pasted on pages and not folded.
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References

- 1 In the text, refer to the cited works by arabic numerals enclosed in square brackets. Specific identification of the applicable parts of the reference, e.g. page numbers, equation number, etc., may be included within the brackets. If possible, avoid mentioning authors' names. When referring to the same source at a later point in the text, use the same reference number.
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 - [6] Dubois, C.P.R. (1978). Toward cost-effective information handling in a multilingual environment. Paper presented at the European Regional Congress of Agricultural Librarians and Documentalists, 17–22 April, Hamburg.
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