Information for authors

1. Aims and scope

*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 use 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.

2. Manuscripts

2.1. 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 a native English speaker, if possible, before submitting their manuscripts.
Information for authors

2. Submit the original and two copies of your manuscript as well as a floppy disc. Instructions concerning submission of files are given in a separate section.

3. Manuscripts should be typed on one side of the paper only, with wide margins and double spacing throughout, including the abstract, footnotes and references; this leaves room for editorial instructions to the typesetter. 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 should be made to page numbers; if necessary, one may refer to sections. Underline words that should be in italics, but try to avoid the excessive use of italics.

4. Manuscripts should be organized in the following order:
   - title page;
   - introduction;
   - body of text (divided into section and/or subsections);
   - conclusion (if any);
   - acknowledgements;
   - references;
   - tables;
   - figure captions.

Any information concerning research grants, etc., should be included in the acknowledgement section preceding the references.

5. Headings and subheadings should be typed on a separate line, without indentation; do not type the whole heading in capitals.

6. SI units should be used, i.e., the units based on the metre, kilogramme, second, etc.

7. Any special instruction to the desk 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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1. The title page should provide the following information:
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   - 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.

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1. Authors should take notice of the limitations set by the size and layout of the journal. Large tables should be avoided. It may be better to divide large tables into smaller ones.
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1. All publications cited in the text should be presented in a list of references following the text of the manuscript. The manuscript should be carefully checked to ensure that the spelling of the authors’ names is exactly the same in the text as in the reference list, and that the reference list is complete.

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Examples


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