

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.

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.

8. IOS Press reserves the right to return accepted manuscripts and illustrations to the author for revision if they are not in the proper form given in this guide.

2.2. Title page

1. The title page should provide the following information:

- 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.

2. The abstract should be clear, descriptive, self-explanatory and not longer than 150 words. It should also be suitable for publication elsewhere.

2.3. Tables

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.
2. Drawn tables intended for direct reproduction should not be folded.
3. Tables should be numbered according to their sequence in the text. The text should include references to all tables.
4. Each table should be typewritten on a separate page of the manuscript. Tables should never be included in the text.
5. Each table should have a brief and self-explanatory title.
6. Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses.
7. Vertical lines should not be used to separate columns. Leave some extra space between the columns instead.
8. Any explanations essential to the understanding of the table should be given in footnotes at the bottom of the table.

2.4. Illustrations

1. IOS Press does not redraw or typeset illustrations; they are reproduced photographically from the author's original drawings. *It is therefore very important that all drawings be of the highest quality.*
2. Illustrations (line drawings and photographs) should be on separate sheets of paper, not pasted on pages and not folded.
3. Illustrations should be numbered according to their sequence in the text. References should be made in the text to each illustration.
4. Each illustration should be identified on the reverse side (or, in the case of line drawings, on the lower front side) by its number and the name of the author. If it is not clear which is the top and which is the bottom of the illustration, indicate which is which.
5. Illustrations should be designed with the format of the page of the journal in mind. They should be of such a size as to allow a reduction of 50%.
6. If the illustrations are not produced by software, lettering should be done using transfer letters or Indian ink. Make sure that the size of the lettering is big enough to allow a reduction of 50% without it becoming illegible. The text in the illustration should be English. Use the same kind of lettering on every illustration.
7. On maps and other illustrations where a scale is needed, use bar scales rather than numerical ones, i.e., do not use scales of the type 1:10,000. This avoids problems if the illustration needs to be reduced.
8. Each illustration should have a self-explanatory caption. The captions to all illustrations should be typed on a separate sheet of the manuscript.
9. Explanations should be given in the typewritten legend. The text in the illustration itself should be kept to a minimum.
10. Photographs are only acceptable if they have good contrast and intensity. Only sharp and glossy original photographs without screen can be satisfactorily reproduced. Reproductions of photographs which have already appeared in print cannot be accepted.
11. Colour illustrations cannot usually be included, unless the cost of their reproduction is paid for by the author.

2.5. References

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.

2. The list of references should be arranged alphabetically by authors' names, and chronologically per author and then numbered. If an author's name is mentioned separately as well as with one or more co-authors, the following order should be used: publications of the single author, arranged in chronological order; publications of the author with one co-author; publications of the author with more than one co-author.

3. Use the following system for arranging your references:

- (a) For periodicals: [initials, name], [title paper], [title periodical (italics)] [volume (bold)]([number, if any]) ([year]), [first page]–[last page].
- (b) For books: [initials, name], [title book (italics)], [publisher], [place of publication], [year].
- (c) For papers in proceedings: [initials, name], [title paper], in: [title book (italics)], [volume, if any], [initials + names of editors], eds, [publisher], [place of publication], [year], pp. [first page]–[last page].
- (d) For unpublished reports, departmental notes, etc.: [initial, name, if any], [title paper]. Unpublished [description], [name of institute, department, etc.].

Examples

- [1] V.G. Drinfeld, Elliptic modules, *Mat. Sb.* **94**(136) (1974), 596–627 (in Russian).
- [2] J. Kendrick, Service sector productivity, *Business Economics*, April, 1987, 25–32.
- [3] J.H. van Lint, Algebraic geometry codes, in: *Coding Theory and Designs*, Part I, D. Ray-Chauduri, ed., IMA Volumes in Math. and its Appl., Vol. 20, Springer, New York, 1990, pp. 137–162.
- [4] F.J. MacWilliams and N.J.A. Sloane, *The Theory of Error-Correcting Codes*, North-Holland, Amsterdam, 1977.
- [5] D. Weld and J. de Kleer, eds, *Readings in Qualitative Reasoning About Physical Systems*, Morgan Kaufmann, 1990.
- [6] A. Raoult, Analyse mathématique de quelques modèles de plaques et de poutres élastiques ou élasto-plastiques. Thèse d'État, Univ. P. et M. Curie, 1988.
- [7] University of Southern California Financial Accounting Study Group: Setting financial accounting standards for the 21st century. Financial Reporting and Standard Setting, New York: AICPA, 1991.

4. Do not abbreviate the titles of periodicals, or use only standard abbreviations, in the list of references.

5. In the case of publications in any language other than English, the original title is to be retained. However, the titles of publications in non-Latin alphabets should be transliterated, and a notation such as '(in Russian)' or '(in Greek, with English abstract)' should be added.

6. *Citation in the text is indicated by numbers in square brackets.* Multiple citations are set with spaces: [25–27, 31]. More detailed citations are set as in following examples: see [12, p. 760] and also [5, Chapter V, p. 233].

Sometimes author's name(s) can be given along with the reference by number. Then, if reference is made to a publication written by more than two authors, the name of the first author should be used followed by 'et al.'. However, you should never use 'et al.' instead of author's names in the list of references.

2.6. Footnotes

1. Footnotes should only be used if absolutely essential. In most cases it will be possible to incorporate the information in the text.

2. If used, they should be numbered in the text, indicated by superscript numbers and kept as short as possible.

3. Electronic submission guide

All accepted papers will be processed electronically. To complete the production and final printing of your paper, the publisher will need to receive your manuscript (disk plus 2 paper/hard copies) in the format described below.

3.1. General instructions

1. Papers should be submitted on floppy disk (3 1/2"). *Please do not send the files via e-mail.*
 2. Include 2 hard copies of the printed version of *exactly what is sent on disk.*
 3. Note the operating system, software, and version number used to create your disk. Write this information on the disk label or in an accompanying letter.
 4. Do not import graphics and table files in your text file. Illustrations and graphics should be formatted in Encapsulated Postscript Format (preferably).
 5. Graphics and table files should be submitted separately, numbered on the disk, as referred to in the paper. A hard copy printout of the graphics and tables should be submitted along with the text.
 6. Make sure your files are self-contained, i.e., there are no pointers to your system set-up.
 7. Check that your files are complete. Include: abstract, text, references (bibliography), footnotes, biographies, photos, tables, figure/table captions, subject and keywords.
 8. Package diskettes to protect them in mailing.
 9. Please include your postal address and fax number, where proofs of the manuscript can be sent.
- For the most accurate and efficient transferral of your manuscript, especially those containing extensive mathematics, use \LaTeX (preferably), \TeX or $\mathcal{A}\mathcal{M}\mathcal{S}\text{-}\text{\TeX}$ programs. Include macros used with files.

Please:

- *do not* use files in a page layout software (Ventura, QuarkExpress, PageMaker, Frame-Maker);
- *do not* send postscript files of the text;
- *do not* send the files via e-mail.

Always include ASCII files of your paper together with the word processor files. The hard copy version and the electronic version must always be identical.

4. Copyright

1. An author, when quoting from someone else's work or when considering reproducing an illustration or table from a book or journal article, should make sure that he is not infringing a copyright.

2. Although in general an author may quote from other published works, he should obtain permission from the holder of the copyright if he wishes to make substantial extracts or to reproduce tables, plates

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3. Material in unpublished letters and manuscripts is also protected and must not be published unless permission has been obtained.

4. Submission of a paper will be interpreted as a statement that the author has obtained all the necessary permission.

5. A suitable acknowledgement of any borrowed material must always be made.

6. Upon acceptance of an article by the journal, the author(s) will be asked to transfer the copyright of the article to the publisher. This transfer will ensure the widest possible dissemination of information.

5. Proofs

1. Copy editing of manuscripts is performed by the staff of IOS Press. The author is asked to check the galley proofs for typographical errors and to answer queries from the copy editor.

2. IOS Press, at its discretion, is entitled to recover from the author of any paper or report published in the journal, any cost occasioned by alterations made by the author in the printer's proof other than correction of typesetting errors and essential additions which update information in the paper; the latter preferably as sentences at the end of existing paragraphs or as new paragraphs.

6. Reprints

1. The first author of a contribution to the journal shall be entitled to receive 10 complimentary copies of the issue in which the article in question has appeared.

2. Reprints of articles can be ordered separately. Prices are available upon request from the Publisher, IOS Press, Van Diemenstraat 94, 1013 CN Amsterdam, The Netherlands. Fax: +31 20 620 34 19. E-mail: Editorial@ios.nl.

7. Submission of manuscripts

Submission of an article is understood to imply that the article is original and unpublished and is not being considered for publication elsewhere.

If the address to which proofs should be sent is different from the correspondence address, authors are kindly requested to indicate this. Both the editor and the publisher should be informed of any changes in either or both of these addresses. Please also supply a direct telephone number and a fax number, if available.

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