

GUIDELINES FOR AUTHORS

The Editorial Committee of *Issues in Information Science – Information Studies* (ZIN – – *Information Studies*) accepts only manuscripts that have not been published before and are not under consideration for publication anywhere else. Following types of papers may be submitted for publication: original papers, book reviews, conference (and other events) reports.

Each manuscript is reviewed under a double-blind peer review process. In order to ensure the anonymity of the review process, do not place any information in the text that could be used to identify the author.

Each manuscript is reviewed by two referees, selected on the basis of necessary expertise in the subject area under review. The review report is based on standard form containing a statement whether the manuscript is recommended for publication. Criteria for acceptance include appropriateness to the field of the Journal, scientific merit, proper text organization and correct language use.

The final decision about manuscript publication will be sent to the Author within 10 weeks after text submission. The manuscript should be formatted according to the guidelines listed below and submitted via e-mail to: **zin.iinsb@uw.edu.pl**

1. General guidelines

1.1. Format

All files should be submitted as RTF (Rich Text Format) files, including text and illustrative content. All pages must be typed and 1.5 spaced using 12-point Times New Roman font. The title of the manuscript should be typed with 14-point font. Please do not use any preformatted styles.

1.2. Extent

Manuscripts should be no longer than 40 000 characters (including spaces), reviews and reports - no longer than 14 000 characters.

1.3. Title page

Authors should prepare **separate title page**, which includes:

- title of the paper,
- name(s) of the Author(s) with appropriate affiliations,
- e-mail address of the corresponding Author,
- address for correspondence,
- biographical note(s) (see below),
- structured abstract (see below),
- keywords (see below),
- statement of originality (see below).

According to the Journal policy against ghostwriting and guest authorship, Authors are requested to list on this page names and affiliations of each person that contributed to the text (the author of the idea, methods, etc. used in the submitted manuscript as well as the percentage of this author's contribution to the research process and text compilation). Authors are also requested to describe sources of funding that have supported the work and the financial involvement of research institutes, associations and other entities (*financial disclosure*).

1.4. Author(s) biographical note(s)

The title page should include concise biographical notes (about 70 words each) of all authors: academic degrees or professional positions, current places of work and positions, areas of interest, the most important publications (max. 3). Authors should also provide their contact details: e-mail, postal address.

1.5. Structured abstract

Each submitted manuscript should be accompanied by an abstract 100 words or 1000 characters long and placed on the title page. The abstract should be formatted according to the categories listed below. Author(s) should identify at least four mandatory sections:

- Purpose/thesis (mandatory)
- Approach/methods (mandatory)
- Results and conclusions (mandatory)
- Research limitations (optional)
- Practical implications (optional)
- Originality/value (mandatory)

1.6. Keywords

The title page should include keywords (4 to 10) - noun phrases in singular form, where first element is capitalized. Keywords in alphabetical order should be delimited by full stop.

1.7. Statement of originality

Author(s) should include on the title page a statement that the submitted text has not been published before and is not under consideration for publication anywhere else. If the paper was presented at a scientific meeting, provide detailed information about the event and the conference proceedings. If the paper is planned to become a part of the Author's book, provide its details and planned publishing date.

2. Manuscript formatting and preparation

2.1. Body of the paper

The text should be organized into entitled sections and subsections. It should start with **Introduction**, giving an overview and stating the purpose, and end with **Conclusion**, giving the summary of the author's contribution to the study.

Author(s) may use three levels of headings. Each heading should have its own title and number according to the following pattern:

1. First-level heading

1.1. Second-level heading

1.1.1 Third-level heading

2.2. References

Bibliographic citations are not allowed in footnotes. The reference list should be prepared according to APA 6-th Edition citation style (see below). Footnotes can be used only to give additional information or commentary. Footnotes are numbered consecutively with Arabic numerals. It is recommended to limit the amount of footnotes per page.

2.3. Titles in the body of the text

Titles of exhibitions, conferences, programs, etc. should be written within double quotation marks. Use italics for publication titles (books, journals, papers, etc.).

2.4. Emphasis

Bold face should be used to emphasize certain words or passages.

2.5. Illustrative content

All illustrations (tables, charts, figures etc.) should be converted to greyscale. All illustrations should be cited in the text according to their form (Table, Figure, Photograph, etc.) and have title and consecutive number (e.g. Table 1. Metadata levels). Use the abbreviation in the text when referring to the illustrative content (e.g. see Tab.1, see. Figure 5).

2.6. Citations and reference list

Use APA 6-th Edition as a citation and reference list format. The references list should only include works that are cited in the text.

Cite references in the text by the name(s) of the author(s) and year of publication in parentheses: (Name, Year of publication), eg. (Dembowska, 1991). If there are two authors, put their names with ampersand (&) mark between: (Name & Name, Year of publication), eg. (Cisek & Sapa, 2007). If there are more than two authors, put the name of the first one followed by abbreviation *et al.*: (Name et al., Year of publication), eg. (Berners-Lee et al., 2001). Edited works are cited by the name of the editor followed by the abbreviation *Ed.* : (Name, Ed., Year of publication), eg. (Kocojowa, Ed., 2005). If there is no information on the author or editor, put the first word from the title in italics followed by ellipsis (...) and the year of publication : (Word ..., Year of publication), eg. (*Libraries* ..., 1995). Use the following pattern when referring to specific pages in the cited publications: (Dembowska, 1991, p.15) or (Cisek & Sapa, 2007, p. 40-42) or (Kocojowa, Ed., 2005, p. 18).

Place the reference list at the end of the text under the heading **References**. The reference list should be in alphabetical order without numbering.

List the references (books and journal articles) in alphabetical order by authors' last names. List edited works under the name of editor followed by the abbreviation *Ed.*. If there is no information on the author or editor, list the publication under the first word from its title.

Use italics for book titles and regular font for titles of papers and book chapters. Use abbreviation In: when referring to book chapters in citations.

If there are two or more items by the same author(s), list them ordered by the year of publication (reverse date order). If two or more works are by the same author(s) within the same year, list them in alphabetical order by title and distinguish them by adding the letters a, b, c, ... to the year of publication:

Dembowska, M. (1976a)

Dembowska, M. (1976b)

References List Examples

Book

Breslin, J.G.; Passant, A.; Decker, S. (2009). *The Social Semantic Web*. Berlin: Heidelberg: Springer Verlag.

Dembowska, M. (1991). *Nauka o informacji naukowej : organizacja i problematyka badań w Polsce*. Warszawa: IINTE.

Book (edited)

Bellardo Hahn, T.; Buckland, M., eds. (1998). *Historical Studies in Information Science*. Medford, NJ: Information Today.

Biblioteki (1976). *Biblioteki publiczne województwa toruńskiego: informator*. Toruń: Wojewódzka Biblioteka Publiczna i Książnica Miejska im. M. Kopernika.

Journal article

Osinska, V. (2010). Rozwój metod mapowania domen naukowych i potencjał analityczny w nim zawarty. *Zagadnienia Informatyki Naukowej* 96(2), 41-51.

Dervin, B.; Nilan, M. (1986). Information Needs. *Annual Review of Information Science and Technology*, 21, 3-31.

Book chapter

Rayward, W.B. (1998). Visions of Xanadu: Paul Otlet (1868-1944) and Hypertext. In: T. Bellardo Hahn & M. Buckland (eds.) *Historical Studies in Information Science*. Medford, NJ: Information Today, 65-80.

Electronic journal article

Berners-Lee, T.; Hendler, J.; Lassila, O. (2001). The Semantic Web. *Scientific American* [online], May, [30.06.2013], <http://www.scientificamerican.com/article.cfm?id=the-semantic-web>

Hollender, H. (2013). SYNAT: dziesiątki dużych i małych pomysłów na informację naukową. *Biuletyn EBIB* [online], 135 (8), [15.07.2013], http://www.ebib.pl/?page_id=413#art6

Miller, H. (2013). Big-data in cloud computing: a taxonomy of risks. *Information Research* [online], 18 (1), [15.07.2013], <http://informationr.net/ir/18-1/paper571.html#.UehdnVfZfTo>

Article in encyclopedia

Psychology of culture contact (1926). In: *Encyclopaedia Britannica*, Vol. 1, 13th ed., London and New York, NY: Encyclopaedia Britannica, 765-771.

Iluminatorstwo (1971). W: *Encyklopedia Wiedzy o Książce*. Wrocław – Warszawa – Kraków: Zakł. Narod. im. Ossolińskich, 911-952.

Big data. (2013, November 12). In *Wikipedia, The Free Encyclopedia* [online] [12.11.2013], http://en.wikipedia.org/w/index.php?title=Big_data&oldid=581347727

Encyclopedia articles with information on their author(s) are described as book chapters.

Electronic document available online

MNiSW (2011). *Narodowe Centrum Nauki w Krakowie. Nadchodzi czas nauki* [online]. Ministerstwo Nauki i Szkolnictwa Wyższego, [15.07.2013], <http://www.nauka.gov.pl/?id=2268>

Smith, B. (2004). *Ontology and information systems* [online]. The Buffalo University, Department of Philosophy, [15.07.2013], <http://ontology.buffalo.edu/ontology.doc>.

US NLM (2004). *Medical Subject Headings* [online]. US National Library of Medicine. National Institutes of Health, [15.07.2013], <http://www.nlm.nih.gov/mesh/meshhome.html>

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