

## Layout and Style Instructions for Papers

(It is the same as for previous ISKO International Conferences)

The deadline for receiving your paper (camera ready) is **31<sup>th</sup> January 2014**. Papers received after this date will not be included in the Conference Proceedings. Your paper should not exceed **8 pages (~3500 words)** in length and written in English. You are required to send an electronic copy in .doc or .rtf format by email to [isko2014@uj.edu.pl](mailto:isko2014@uj.edu.pl).

In order ensure that the papers are relatively consistent in format, your text should conform to the following instructions:

### 1. General parameters

- ✚ Paper format: A4 (21 x 29.7 cm)
- ✚ Margins: top 5.15 cm, bottom 5.5 cm, left/right 4.3 cm
- ✚ Header: 4.2 cm
- ✚ Footer: 0 cm
- ✚ Font: Times New Roman
- ✚ Main text: 10 pt, justified (left and right) with 1st line indent at 0.4 cm
- ✚ Text of tables, figures, notes, block quotations, and abstract: 8 pt
- ✚ Tables and figures: centered
- ✚ Captions: 9 pt, centered above table or figure, numbered, 1 blank line before
- ✚ Page numbers: within header, align center, font size 10 pt (1st page not paginated)

### 2. Basic format

- ✚ In the upper left corner give the name(s) of the author(s). In 11 pt bold face type.
- ✚ Leave 1 blank line.
- ✚ Beginning at the left margin give the title of the paper in upper and lower case, 14 pt bold face type.
- ✚ Leave 1 blank line.
- ✚ Following this, the word "Abstract" in bold 10 pt should be given as the heading for the abstract text.
- ✚ In the following line the text of the abstract should be given in 8 pt type face.
- ✚ Leave 1 blank line.
- ✚ Continue with the text, in 10 pt type face, with line spacing set at exactly 11.5 pt throughout with no blank lines between paragraphs in the same section. Indent all paragraphs by 0.4 cm. Structure your text with headings in 10 pt. bold face type and number the headings with Arabic numbers if desired.
- ✚ Precede all headings with 1 blank line.

3. **Stressing of words.** This can be done by using italics. Do not use bolding or underlining in the text.

4. **Figures and Tables.** Every figure or table should be numbered and given a brief descriptive caption above (in 9 pt type), explaining its meaning. Use 8 pt. type for text in figures and tables. Please make sure your figures are clear and sharp. Figures should also be sent separately as high resolution JPEG files.

5. **Block quotations** should be in 8 pt type with left/right margins set to 0.4 cm extra.

6. **Notes/footnotes** should be indicated using superscript numbers following the text of the note, e.g. Knowledge Organization<sup>2</sup>, and collected at the end of each page (foot notes). Use 8 pt type for text in notes.

7. **References** and bibliographic data should be given parenthetically in the text, listing the author's last name and year of publication. For example: (Smith, 1997); add page numbers where appropriate, e.g. (Jones, 2006, 88-103).

Full bibliographic data should be given in a section labeled "References" and should be placed at the very end of the paper. The bibliographic form used should be one which you are comfortable with and consistently applied. If you need assistance on this, we recommend Chicago, but PMLA, APA etc. could be adopted.

Beghtol, Clare (1986). Semantic warrant: Concepts of warrant in bibliographic classification systems. *Canadian Journal of Information Science*, 20(2) July: 30-41.

Dogan, Mattei & Pahre, Tobert (1990). *Creative marginality: Innovation at the intersections of the social sciences*. Boulder, CO: Westview Press.

Editorial (1996). *Journal of Material Culture*, 1 (1): 1-7. [<http://www.sageltd.co.uk/journals/details/mcuedit.html>]. Accessed 25 June 2006.

Olson, Hope, & Ward, Dennis (1997). Feminist locales in Dewey's landscape: mapping a marginalized knowledge domain. In *Knowledge organization and information retrieval: Proceedings of the sixth International Study Conference on Classification Research*. Held at University College London, 16-18 June, 1997. The Hague: FID. Pp. 129-133.

8. **Numbering of pages**. All pages except the first page should be numbered, at the top of the page (center).

9. **Address and date** of submission. Please send an extended abstract of the paper before **31<sup>st</sup> November 2013**. The abstract should be 350-550 words in length, setting forth clearly the background, purpose, and method for the work to be communicated in the full paper and then your file of full paper (camera ready) no later than **31<sup>st</sup> January 2014** to the ISKO email address [isko2014@uj.edu.pl](mailto:isko2014@uj.edu.pl). In the body of the email message please indicate your full name, job title, institution, mailing address, phone and fax numbers and your e-mail address as you want this information to appear in the list of contributors at the end of the proceedings along with information about all co-authors.