Instructions to Authors

Information Research: an international electronic journal attracts high usage - currently averaging more than 3,000 hits a month on the top page and, probably, about 10,000 a month on the site as a whole. Most papers attract several hundred hits a month and some more than 1,000. Items appearing in the journal are now being cited in other, print publications and the journal is indexed in LISA and Information Science Abstracts.

Information Research is now a fully refereed journal, although we also continue to publish Working Papers, and we have an Editorial Board representative of all areas covered by the journal.

These *Instructions to Authors* are published so that submissions may be prepared to a standard format and style.

In addition, all authors should remember that the journal has an international readership - local acronyms or organizations, for example, need to be explained.

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1. Form of submission.

Papers should be submitted to the Editor-in-Chief, or to any member of the Editorial Board, electronically or on a 3" diskette in HTML or XHTML format, suitable for browsing with Netscape or Internet Explorer versions 4.0 or higher. With effect from Volume 9 No. 1, XHTML will be used and HTML files can be converted automatically. Any diagrams in the text should be converted to .gif or .jpg files and included in the files on the diskette or as additional attachments to the e-mail message. (Useful guides are:
Ian S. Graham, *HTML 4.0 Sourcebook*, Wiley, 1998.
Chuck Musciano and Bill Kennedy, *HTML and XHTML: the definitive guide*, (5th ed.) O'Reilly, 2002)

For general writing style, the Economist *Style Guide* should be followed. A partial Web version of this guide is available. Another useful resource is: Robert Ritter, *The Oxford guide to style.* Oxford: Oxford University Press,

2002.

An Evaluation Form is used to collect responses from referees. A copy is available here as a guide to the way your paper will be assessed.

1.1 Warning!

DO NOT USE MicroSoft's Word program or its html editor Front Page to convert your word-processed document to HTML - these programs add a great deal of unnecessary coding, inflating the file by up to 200% and making the page unreadable in the intended way by older browsers. *If you use this kind of conversion program, your paper will be returned for editing and this may delay publication.*

I have provided a template for papers, which can be downloaded, and the easiest way to prepare your paper is to cut and paste the title, abstract, paragraphs, etc., into the template.

If possible, use an HTML editor, such as Homesite, or the excellent, free editor 1st Page 2000.

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2. Layout.

Note that *Information Research* uses a style sheet, which fixes the style of paragraphs and headings; therefore, *do not use any style features* (such as font size or colour) in your own HTML code

The title, authors names and affiliations, etc., at the head of the paper should appear as follows:

Task dimensions of user evaluations of information retrieval systems

F.C.Johnson, J.R. Griffiths and R.J. Hartley
Department of Information and Communications
Manchester Metropolitan University
Manchester, UK

2.1 In-text headings

Headings in the text should use the following HTML tags: Heading 2 for first level headings, Heading 3 for second level, and Heading 4 for third level. The heading, "References" at the end of the paper should be Heading 2. The style-sheet used by *Information Research* will ensure that the headings are produced as below and no additional coding is neededto specify, for example, font colour.

This is heading 2

This is heading 3

This is heading 4

Please note that other aspects of style, such as the font colour, etc., are set by the style sheet and should not be specified separately.

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3. In-text citations and bibliographical references

With effect from Volume 9 No. 1 the journal uses the style of the *APA publication manual (5th ed.)*, with some slight variations to conform to general UK style. These variations are noted, where appropriate, below. This style is widely used and the standard packages for managing bibliographical references, such as EndNote and Reference Manager make it available as one of the output styles.

3.1 Citations

Citations in the text should be according to the "Harvard" or "author/date" system, e.g.:

"The sample used in this study did not obey the principles of statistical sampling, but the principles of *maximum variation sampling*, as defined by Patton (1990) and those of *theoretical sampling*, as defined by Strauss & Corbin (1990), *i.e.*, sampling on the basis of concepts that have proven theoretical relevance to the evolving theory."

Note:

1. Personal communications are cited only in the text and *not* in the list of references;
2. where the author's name and publication date of the item appear as part of the discussion, it is not necessary to cite in the way shown above. For example: "In 1990 Patton defined the principle of 'maximum variation sampling'." would not require any additional citation.

3.2 Bibliographical references

The corresponding references should be set out as below. Please note that only the first word of a title should be given an initial capital letter:

3.2.1 Books

Book with one author

General form: Author's name. (Year). *Title of book.* (Edition). Place of publication: Publisher.

Patton, M.Q. (1990). *Qualitative evaluation and research methods*. (2nd. ed.). London: Sage.

Book with more than one author

Strauss, A. & Corbin, J. (1990). *Basics of qualitative research: grounded theory procedures and techniques*. London: Sage.

Note: variation from APA - a word following a colon is not capitalised in English punctuation other than in a list.

Book with editor(s)

General form: Editor's name. (Ed(s).). (Year). *Title of book.* (Edition). Place of publication: Publisher.

Gibbs, J.T. & Huang, L.N. (Eds.). (1991). *Children of color: psychological interventions and minority youth*.

San Francisco: Jossey-Bass

Bruce, C.S. & Candy, P. (Eds.). (2000). *Information literacy around the world: advances in programs and research.* Wagga Wagga, NSW: Charles Sturt University.

Note: variation from APA - page 217 of the APA Publication manual gives a list of cities that do not require a state abbreviation (in the USA) or a country name because they are recognized publishing centres. This is followed generally in Information Research but no place of publication in the UK requires the addition of a country name. Thus, one uses: 'Oxford: Oxford University Press' not 'Oxford, England: Oxford University Press'; nor do major cities in other countries, for example, Canberra, Melbourne, and Sydney in Australia [Perth would be Perth, WA to distinquish it from Perth in Scotland], or Quebec, Toronto, and Vancouver in Canada, Riga in Latvia, Vilnius in Lithuania, Warsaw in Poland, etc.

Article in a book

Wilson, T.D. (1994). Information needs and uses: fifty years of progress? In B.C. Vickery (Ed.), *Fifty years of information progress: a Journal of Documentation review* (pp. 15-51). London: Aslib.

Dictionary entry

Literacy. (1996). In *Chambers 21st century dictionary*. Edinburgh: Chambers.

Encyclopedia entry

Harnad, S. (2002). Electronic journal archives. In *International encyclopedia of information and library science*. (2nd ed.). (pp. 174-176). London: Routledge.

3.2.2 Periodicals - general notes

- Separate names with a comma, and an ampersand (&) before the last author.
- Dates: Journals, use (Year). Magazines with no volume number, use (Year, Month). Daily newspapers, use (Year, Month, Day)
- Titles: article titles - capitalize first word in titles, and proper names.
- Journal titles: capitalize all words except articles and prepositions.
- Issue numbers: include only if pagination is by issue, not continuous.
- Pages: newspapers, use p. for one page, pp. for two or more pages. For journals and magazines do not use p. or pp. before page numbers.

Article in a journal or magazine with volume number and continuous pagination.

General form: Author's name. (Year). Title of article. Title of journal or journal, volume number, page numbers.

Henshaw, R., & Valauskas, E.J. (2001). Metadata as a catalyst: experiments with metadata and search engines in the Internet journal, First Monday. *Libri*, *51*, 86-101.

Article in a journal or magazine paginated by issue.

Watson, R.T., Akselsen, S., Evjemo, B., & Aarsaether, N. Teledemocracy in local government. *Communications*

of the ACM, 42(12), 58-63.

3.2.3 Conference papers and proceedings

Unpublished papers, delivered at conferences take the form:

Dervin, B. (1983) *An overview of sense-making research: concepts, methods and results to date.* Paper presented at the International Communications Association Annual Meeting, Dallas, Texas.

Papers published in conference proceedings take the form:

Bernal, J.D. (1959) The transmission of scientific information: a user's agenda. In *International conference on scientific information, Washington, DC, 1958.* (pp. 77-95). Washington, DC: National Academy of Sciences – National Research Council.

Papers published in regularly published conference proceedings are treated as papers in a journal and take the form:

Hirsh, S.G. (1996). Complexity of search tasks and children's information retrieval. *Proceedings of the Annual Meeting of the American Society for Information Science, 33*, 47-51

3.3 References to electronic sources.

The *Publication manual of the American Psychological Association*. 5th edition gives the following guidance.

Electronic magazine, journal or newspaper article.

Use the same form as for a print publication. However, Web journals, etc., commonly do not have page numbers, unless they are .pdf format versions of a printed journal. Follow the bibliographical reference with information on the date of access and the URL of the paper as below. Note that the URL is also used as a link from the cited item.

Allen, D. (1995). Information systems strategy formation in Higher Education Institutions. *Information Research, 1*. Retrieved 17 August, 2003 from http://informationr.net/ir/1-1/paper3.html

Note: variation from APA - the international order of elements for dates is used, i.e., day, month, year, rather than the APA recommended US practice of month, day, year.

Individual documents on Web sites take the form:

Author/Corporate author name. (Date) *Title of file*. Retrieved (Access date) from URL. For example:

Sveiby, K.E. (2001) *Frequently asked questions.*. Retrieved 16 July, 2001 from http://www.sveiby.com.au/faq.html

Note: if a date is not available use (n.d.)

Chapters or sections in an Internet document take the form:

Sawicki, M. (2001) Edmund Husserl (1859-1938). In *The Internet encyclopedia of philosophy*. Retrieved 24 October, 2002 from http://www.utm.edu/research/iep/h/husserl.htm

If a document is part of a large and complex Web site, identify the host organization and the relevant programme or department before giving the URL for the document. For example:

Brick, J., Collins, M. & Chandler, K. (1998) *An experiment in Random-Digit-Dial screening* . Retrieved 17 August, 2003 from US Department of Education, Office of Educational Research and Improvement Web site: http://nces.ed.gov/pubs98/98255.pdf

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Personal e-mail messages

E-mail messages sent from one person to another should be treated as personal communications: they are cited as 'personal communication' in the text, but do not appear in the reference list.

Messages posted to electronic discussion lists take the form:

Koehler, W.C. (2002, October 21). Who do we use to educate LIS students - a teaser. Message posted to Open Lib/Info Sci Education Forum, archived at http://listserv.utk.edu/cgi-bin/wa?A2=ind0210&L=jesse&F=&S=&P=14084

For other kinds of electronic documents, or further examples, see the APA Manual or its Web site at http://www.apastyle.org/elecref.html or any one of a number of sites that provide guidance on the use of the APA style. For example: the APA style crib sheet at http://www.apastyle.org/elecref.html, or A guide for writing research papers based on styles recommended by the American Psychological Association at http://webster.commnet.edu/apa/apa_index.htm

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