Information Processing & Management
NOTE: REVISED INSTRUCTIONS TO CONTRIBUTORS

Aims and Scopes

Information Processing & Management is devoted to refereed reporting of:

1. *basic and applied research* in information science, computer science, communication, cognitive science, and related areas, that deals with the generation, organization, storage, retrieval, transfer, and utilization of information; the nature, manifestation, and effects of information, knowledge, and communication; and human information behavior.
2. *experimental and advanced procedures, and their evaluation* in: information retrieval (IR); text processing; text and knowledge representation; knowledge-based IR, including expert systems; natural language processing and IR; human-computer interfaces; hypertext and multimedia; and related implementation issues.
3. *management* of information resources, libraries, information centers, systems, and networks, including studies of contemporary advances and the principles of information management.

The aim is to provide an international forum for advanced works and critical analysis in these interdependent areas.

Invited are original papers and critical reviews of trends reporting on:

- Research on the formal characteristics and properties of *information, knowledge, cognitive structures*, and the associated processes of *communication*; including *bibliometric* studies of the structural and statistical properties of information collections; and studies of *human information behavior* such as seeking, searching, retrieving, and using information.
- Progress in the theory, principles, and procedures of *technological applications to information processing*, particularly those involving information retrieval, knowledge-based retrieval; enhancement of intelligent information processing by machines, and human-computer interactions.
- Modeling and evaluation of *information systems performance*, including libraries, and their optimization in relation to given environments.
- Discussion of principles of *management of information*, and of information resources, systems, and networks, and the use of information for *management decision making*.
- Studies in the *economics of information*; and in issues involving *information policies*, including studies presenting data relevant for information policy making on organizational, national, and international levels

Notes for Contributors

Contributors to *Information Processing & Management* will be welcomed from throughout the world. Manuscripts should be forwarded, *unfolded* and in *triplicate*, to the Editor-in-Chief or to any other member of the Editorial Board chosen by the author(s) on the basis of regional proximity or interest in the topic. Book reviews should be forwarded to Book Review Editor, Prof. Trudi Bellardo and software surveys to Editorial Board member Prof. Edward A Fox. Addresses are on the inside front cover. The contributions are to be English; however, for those having difficulties with the English language, *IP & M* will provide help with copyediting or advice.

Only papers not previously published will be considered for publication and authors must agree not to publish elsewhere papers submitted to and accepted by the journal. A copyright transfer form must be signed by author(s); the form will be forwarded upon submission of a manuscript.

All contributions submitted are subject to peer review. Author(s) can suggest possible referees. Copies of referees' comments will be forwarded to the author, together with publication decision.

Authors will have the option of preparing articles in a camera-ready format (which will be photo-reduced and re-produced as is) or preparing articles to be typeset. Camera-ready articles will be published more quickly than those that are typeset. Authors interested in using a camera-ready format should contact the Editor-in-Chief for instructions.

Types of contributions. The following are invited: (i) *full length papers* reporting original work generally of up to 4000 words; (ii) *brief communication* of original work or work in progress of up to 1200 words submitted in camera ready copy; (iii) *critical reviews of trends* in any area of *IP & M* coverage; (iv) *book reviews* and critical literature reviews; (v) *letters to the editor* commenting on *IP & M* publications or editorial policies and practices; (vi) *guest editorials* of up to 500 words on an issue of general interest; and (vii) *software surveys* on forms found in this and other Pergamon publications.

Organizations. The general organization of scholarly papers should be followed: the background and purpose of the study should be stated first; then the details of methods, materials, procedures and/or equipment used; followed by findings, discussion, and conclusions. Appendices may be used to amplify details where appropriate.

Submission requirements. All manuscripts must be submitted *in triplicate*, on good quality white bond paper size $8\frac{1}{2} \times 11$ in. (conventional American standard) or 21×30 cm (standard size DIN A4). All typing must be *double-spaced* (including references and captions) on single side of the paper only and with ample margins. (The actual typing area should not be more than $6\frac{1}{2} \times 9\frac{1}{2}$ in. or 16.5×24 cm.)

Title page. The title page should list (1) the article; (2) the author's name and affiliation at the time the work was conducted; (3) corresponding author's address and telephone number; (4) a concise running title; and (5) an unnumbered footnote giving address for reprint requests and any acknowledgements.

Abstract. An abstract should be submitted that does not exceed 200 words in length. This should be typed on a separate sheet following the title page.

Style and references. Manuscripts should be prepared carefully using the *Publication Manual of the American Psychological Association*, 3rd ed., 1983 for style. The reference section must be double-spaced and all works cited must be listed. Avoid abbreviations of journal titles and incomplete information.

Sample journal reference: Salton, G., & Buckley, C. (1988). Parallel text search methods. *Communications of the ACM, 31*(2), 202–215.

Sample book reference: Sperber, D., & Wilson, D. (1988). *Relevance: Communication and cognition.* Cambridge, MA: Harvard University Press.

Sample edited book reference: Dreyfus, H.L., & Dreyfus, S.E. (1988). Making a mind versus modeling the brain: Artificial intelligence back at a branchpoint. In S.R. Graubard (Ed.), *The artificial intelligence debate* (pp. 15–43). Cambridge, MA: The MIT Press.

Sample conference paper reference: Milstead, J.L. (1988, May). *Database design: Indexing applications.* Paper presented at the 20th annual meeting of the American Society of Indexers, New York, NY.

Sample reference in text: 'For example, Belkan (1988) says. . . .' (For specific reference supply page numbers.)

Tables and figures. Do not send glossy prints, photographs or original artwork until acceptance. Copies of all tables and figures should be included with each copy of the manuscript. Upon acceptance of a manuscript for publication, original camera-ready figures and any photographs must be submitted, unmounted and on glossy paper. Photocopies, blue ink or pencil are not acceptable. Use black india ink, and type figure legends on a separate sheet. Write the article title and figure number lightly in pencil on the back of each.