



Article Title (Written using the “JIS Title” Style)

Primary Author (Written using the JIS Author Style)¹

Primary author affiliation (Written using JIS Author Address Style)

Secondary Authors separated by semi-colons if they have same affiliation (Written using JIS Author Address Style)

Secondary authors' affiliation (Written using JIS Author Address Style)

Abstract

The JIS Template uses built in MS Word Styles to ensure that the document is correctly set out for rapid editorial processing and typesetting. To use it create a new document and paste your whole article into it. You can then go through the paper, highlighting each section as appropriate and applying the relevant style using the “Styles” function inside Word. It is important that you don't change the styles to suit your paper. They are designed like this to suit the editorial process and to give consistency to the journal.

The abstract should be around 150 words and be formatted in the “JIS Abstract” MS Word style. It should summarise the key hypothesis and findings of the article. Structured abstracts can be used at the authors' discretion.

Please ensure that you update the metadata for the document and remember to add the authors' full names to the header section.

Keywords: Author keywords; separated by semi-colons; (Written using MS Word Style “JIS Keywords”)

1. Main section headings should be short and in “Heading 1” style (numbered)

Headings should be self-explanatory and should normally be less than six words. They must be written using the “Heading 1” built in style. They are not capitalised. The article should be arranged to have no more than eight main sections to aid readability. All sentences should be separated by a single space.

Quotations should be written using the “JIS Quotation” style which ensures that they stand out and can be distinguished from the Normal text. Quotation marks are not needed around them.

¹ Correspondence to: Author name, Author Address, Author email.

Add all Authors' Full Names into the Header

1.1. *Sub headings should be written using "Heading 2" Style, they can be longer and can run onto a second line if absolutely necessary*

1.1.1 Sub-sub-headings can be used if appropriate in the text

Used occasionally and are rendered in normal text running onto a second line if necessary. These are written in "Heading 3" style.

Occasionally it will be necessary to use lists. These should be included using the style "JIS List Bullet 1"

- This the first item in the list
- This is the second item in the list
 - This is a second level indent using the style "JIS List Bullet 2"

Numbered items should be written using the "JIS List Number 1" style

1. This item is the first in the list
2. This item is the second in the list
 - a. This is a second level indent written using "JIS List Number 2" style

2. Figures and tables

Figures and tables should be designed to spread across the whole page. To aid readability for the referees, the tables and figures should be included inline in the text at the most appropriate point. The editor and typesetter may move them to suit printing but will endeavour to place them as near the author's original placement as possible.

Tables should be prepared using the Microsoft word "table" capability and **NOT** be spaced using tab characters. Tables should be captioned "*Table nm. Title*" and be referred to by number in the text.

Diagrams need to be of a quality suitable for high resolution printing at 600-1200dpi preferably in grey scale. If colour is essential, then it can only appear in colour in the electronic version. Scanned images are not normally suitable but bit map screen dumps can be reproduced in a readable form if they spread across the full width of the page. All diagrams should be captioned "*Figure nm. Title*" and referred to by number in the text. If the facilities in MS word are used to draw the diagram, then a "drawing canvas" should be used and all of the drawing components should fit within this canvas.

Where a small diagram is to be included, it would also be helpful if the same diagram could be included as a full page diagram at the end of the article appropriately labelled. This will help the type setters in the event that the smaller version can't be reproduced effectively.

Diagrams and images imported from other packages should also be included in their original file format attached to the submission e-mail with an explanation of the format used. This is important to ensure that the highest quality can be achieved in typesetting.

3. References

All publications cited in the text must reference by number e.g. [1]. The MS word automatic paragraph numbering must not be used. They must be numbered in the order of appearance in the text – **NOT** alphabetically. They should then be presented in a list of references following the text of the manuscript in a standard format. Non-compliant manuscripts will be returned to the author for correction.

Add all Authors' Full Names into the Header

3.1. *Acceptable Reference formats*

It is essential that the correct reference formats are used, in particular the order of initials and surname

For a book:

- [1] T.A. Hanson and J.M. Day (eds), *Managing the Electronic Library: a Practical Guide for Information Professionals* (Bowker-Saur, London, 1998).

For a journal article:

- [2] A.S. Duff, Daniel Bell's theory of the information society, *Journal of Information Science* 24(6) (1998) 373-394.

For a paper in an edited volume:

- [3] G.M. Banik, Keys to opening the end-user market. In: M.E. Williams (ed.), *National Online Meeting 1996: Proceedings of the 17th National Online Meeting*, (Learned Information, New York, 1996).

For an unpublished paper:

- [4] A.B. Jones, *Information in theory and practice* (Unpublished manuscript, MIT, Cambridge, MA, 1977).

For an electronic resource:

- [5] J. Scheeres, *Argentina Mulls Open Source Move* (2001). Available at: <http://www.wired.com> (accessed 11 May 2003).