

Notes to Contributors

Articles on subjects falling in the purview of RCIS's interests and not previously published will be considered for publication in *Information Studies*. Ordinarily an article should not exceed 6,000 (six thousand) words.

Manuscripts should be submitted in duplicate, typed on one side of the paper, double spaced, and with broad margins. Each paper should also give the name(s), designation, and full address(es) of the author(s) and an informative abstract not exceeding 250 (two hundred and fifty) words. Words in italics should be indicated in the manuscript by underlining (For style, please see an issue of the periodical)

Illustrations should be limited to the minimum. Diagrams should be drawn in black ink on separate sheets with appropriate captions. They should be clear and of such dimensions convenient for photo reduction to page size.

References should be numbered consecutively in the text, the numbers being enclosed in square brackets. The citations should be listed in the same numerical sequence at the end of the article under the heading "References". Such notations as *idem*, *ibid* and *op. cit* should be avoided. Authors should ensure that the bibliographical details of each citation are complete and accurate.

As far as possible citations should be in the following form:

1. Whitlock, Charles R.; Krumme, R. Dwane; Crivellone, Donald P. *Just Do It Management*. Bombay: IBH Publishers; 1992.
2. Ravichandra Rao, I.K. "Design and Development of Library Automation: Functions, File Requirements and Procedures". In *Computer Application to Libraries, IR and Networking*, ed. by S.Parthasarathy. Bangalore, Sarada Ranganathan Endowment for Library Science; 1986; p.1-39.
3. Svenonius, Elaine. "Ranganathan and Classification Science". *Libri*. 42(3) 1992 July-September: 176-183.

It will facilitate publication if the article is sent in ASCII format on a floppy disk in addition to the typed/printed copy.

Editorial correspondence and papers for publication should be sent to the Editor, *Information Studies*, 216, 4th Main Road, 16th Cross Road, Malleswaram, Bangalore 560 055, India.