

Notes for Contributors

All contributions and correspondence should be sent to: Professor Malcolm L. Johnson, The Editor, *Ageing and Society*, Department of Health and Social Welfare, The Open University, Walton Hall, Milton Keynes, MK7 6AA, England. All books for review should be sent to: Dr Anthony M. Warnes, Age Concern Institute of Gerontology, King's College London, 552 King's Road, London SW10 0UA, England.

General approach

Authors are asked to bear in mind the multi-disciplinary and international nature of the readership when writing their contribution. In particular, care should be taken to draw out the implications of the analysis for readers in other fields, other countries, and other disciplines. Jargon specific to a particular discipline or country should be avoided, and definitions should be provided for words which might be unfamiliar to some readers.

Articles should generally contain between 5,000 and 10,000 words, although longer or shorter articles may be accepted by arrangement with the Editor.

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Preparation of manuscript

Authors of papers should send *three* copies of their article and keep one copy of the typescript for correcting proofs.

Contributions (articles, review articles, reviews) should be clearly typed on one side of the paper only using a conventional size of paper, preferably A4. All material should be typed double-spaced (including endnotes) with generous margins.

The *title* of the article and the author's name and affiliation should be typed on a separate page at the beginning of the article. The title *only* should appear on the next page, which should contain an abstract of between one and two hundred words.

Style

References to books and articles should be numbered consecutively throughout the text and typed separately in number order at the end of the article. Bibliographic citations should include the following details: in the case of books, the author or authors, the full title, publisher, place of publication and date; in the case of articles, the author or authors, the title and full name of the journal, volume, year and page reference (first and last page). References should be typed using the following style.

1. Hendricks, J. and Hendricks, C. D. *Ageing in Mass Society: Myths and Realities*. Third edition, Little, Brown & Co., Boston & Toronto, 1986.

2. Walker, A. The social creation of poverty and dependency in old age. *Journal of Social Policy*, 9 (1980), 49–75.

Footnotes should be avoided if at all possible; when they must occur they should be numbered along with the references.

Tables and figures should be clearly laid out, numbered consecutively, and designed to fit on a page 234mm × 155mm. Vertical lines between columns should be omitted, and horizontal lines limited to the top and bottom of the table, with an additional one below the column headings. Totals and percentages should be labelled, and units identified. Every table or figure should have a title and at least one reference in the text to indicate its location.

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First proofs may be read and corrected by contributors provided that they can give the Editor an address through which they can be reached without delay and can guarantee to return the corrected proofs to the Editor by airmail where appropriate, within seven days of receiving them. The master proof will always be sent direct to the Editor by the printer; contributors will receive duplicates.

Authors will receive 25 offprints of their article free of charge; additional copies may be purchased if ordered at proof stage.

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