

## **Review Editorship of Ageing and Society**

The Editorial Board of Ageing and Society is seeking someone to succeed Professor Anthony Warnes, as Review Editor of the journal. The responsibilities of the Review Editor have greatly expanded in recent years and the position represents an essential part of the editorial work of producing the journal. As well as the book reviews section, other tasks associated with this post include: Review Articles and Symposia, Progress Reports, the Forum Section, and Abstracts. It is intended that an appointment will be made in the autumn of 1996, with a start date in mid-1997. The successful candidate would be expected to work closely with the Editor-Designates of the journal (Ken Blakemore and Bill Bytheway) who will replace the current Editor Professor Peter Coleman in January 1997.

The future Review Editor will be expected to ensure that this part of the Journal's work continues to reflect a broad spectrum of research from the Social Sciences and Humanities. Further innovations are likely in terms of the scope and breadth of this section and the Review Editor will play a key role in advising the Board on the possibilities for future developments.

An Honorarium is available for this post.

The Board invites further enquiries and nominations for the position and these should be addressed in the first instance to the Board's Secretary, Gillian Crosby, at the Centre for Policy on Ageing, 25-31 Ironmonger Row, London EC1V 3QP, UK. Before September 30th 1996.

## Notes for Contributors

All contributions and correspondence should be sent to: Professor Peter G. Coleman, The Editor, *Ageing and Society*, Department of Geriatric Medicine, University of Southampton, Level E, Centre Block, Southampton General Hospital, Southampton SO16 6YD, UK. All books for review should be sent to: Professor Anthony M. Warnes, Department of Health Care for Elderly People, University of Sheffield, Northern General Hospital, Herries Road, Sheffield S5 7AU, UK.

## General approach and preparation of manuscripts

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. Stereotypical presentation of individuals or social groupings, including the use of ageist language, should be avoided. Articles should generally contain between 3,000 and 10,000 words. When an article has been accepted for publication, the author is strongly encouraged to send a copy of the final version on computer disk (Apple Macintosh or IBM compatible PC) *together with* the hard copy typescript, giving details of the wordprocessing software used (Microsoft Word, Word or Word Perfect). However, the publisher reserves the right to typeset material by conventional means if an author's disk proves unsatisfactory.

Submission of an article is taken to imply that it has not previously been published, and is not being considered for publication elsewhere. If an author is publishing a related article elsewhere, this fact should be stated. Contributors of articles or reviews accepted for publication will be asked to assign copyright, on certain conditions, to Cambridge University Press.

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 A4 (or an equivalent) size paper. All material should be typed double-spaced (including endnotes) with generous margins. The article should be preceded by an abstract of between 100 and 200 words, followed by 3–10 key words or expressions. The title of the article and the author's name and affiliation should be typed on a removable cover page (to facilitate the anonymous refereeing procedure).

## Citation of references

Contributors may follow either of the standard conventions: (a) in-text citation of sources (author/date system); (b) citation in notes.

(a) *In-text citation.* Give author's surname, date of publication and page references (if any) in parentheses in the body of the text, e.g. '(Cole 1992: 251)'. A complete list of references cited, arranged alphabetically by authors' surname, should be typed double-spaced at the end of the article in the form:

Cole, T. 1992. *The Journey of Life: A Cultural History of Aging in America*. Cambridge University Press, Cambridge.

Elder, G. H. and Clipp, E. C. 1988. Wartime losses and social bonding: influences across 40 years in men's lives. *Psychiatry*, **51**, 177–198.

Ruth, J.-E. and Öberg, P. 1996. Ways of Life: old age in life history perspective. In Birren, J. E., Kenyon, G., Ruth, J.-E., Schroots, J. F. F. and Svensson, T. (eds), *Aging and Biography: Explorations in Adult Development*. Springer, New York, 167–186.

(b) *Citation in notes.* References should be given in notes, numbered consecutively through the typescript with raised numbers, and typed double-spaced at the end of the article. Full publication details (in the same format as (a)) should be given in the notes when a work is first cited; for second and subsequent citations a short form may be used.

**Notes** other than bibliographical references should be kept to an absolute minimum. If they are essential, they should be numbered consecutively in with the bibliographical notes.

**Tables** should be clearly laid out on separate pages, numbered consecutively, and designed to fit a printed page of 234 × 155 mm. Titles should be typed above the body of the table, with an initial capital for the first word and proper names only and underlined (for italics). Vertical lines should not be used and horizontal lines should be used only at the top and bottom of the table and below column headings. Totals and percentages should be labelled and units identified.

**Figures** should also be provided on separate pages and numbered consecutively. Captions should be provided on a separate sheet. Indicate in the margin of the typescript approximately where in the text tables and figures should fall.

**Proofs and offprints.** 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 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 free of charge; additional copies may be purchased if ordered at proof stage.

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