

Ageing & Society

Submission

Ageing and Society is an interdisciplinary and international journal devoted to the understanding of human ageing and the circumstances of older people in their social and cultural contexts. We invite original contributions that fall within this broad remit and which have empirical, theoretical, methodological or policy relevance. All submissions, regardless of category, are subject to blind peer-review. Authors are reminded of the requirement to avoid ageist and other inappropriate language and to avoid the stereotypical representation of individuals or groups.

All papers must be submitted using Manuscript Central through the Journal's website at:
<http://journals.cambridge.org/aso>.

All books for review should be sent to: Stella Allinson, Review Editor's Assistant, Ageing and Society, Faculty of Health and Social Care, The Open University, Walton Hall, Milton Keynes, MK7 6AA, UK.

All submissions must conform to the submission guidelines outlined below. Failure to do so may result in the submission being rejected.

Article categories

Research articles

Research articles must contain between 3,000 and 9,000 words, excluding the abstract and references. Most papers usually have the following sections in sequence: Title page, Abstract (200-300 words), Keywords (three to eight), Main text, Statement of ethical approval as appropriate, Statement of funding, Declaration of contribution of authors, Statement of conflict of interest, Acknowledgements, Notes, References, Correspondence address for corresponding author. However authors have the flexibility to organise the main text of article into the format that best suits the topic under consideration.

Forum articles

In addition to research papers, the Journal welcomes critical/reflective commentaries on contemporary research, policy, theory or methods relevant to the Journal's readers. These articles reflect a viewpoint of the author and they may form part of an ongoing debate. These articles should contain 2,000-5,000 words. There is no preset organisational structure.

Special issues

Proposals are invited for special issues that fall within the remit of the journal. Ageing & Society especially looks for proposals that show originality and which address topical themes. Proposals which involve authors from a range of disciplines and/or countries are particularly encouraged and the special issue must demonstrate clear added value in advancing an understanding of ageing and later life that is more than the sum of the individual papers.

Proposals should be submitted by the co-ordinating Guest Editors by email to the Editor, Christina Victor: christina.victor@brunel.ac.uk

Proposals should be submitted by 28 February each year. For further information see the guidelines for special issue proposals available at:

http://journals.cambridge.org/images/fileUpload/images/A&S_Special_Issue_Proposals.pdf

It is Ageing & Society practice that all papers in special issues are subject to blind peer review, undergoing the same refereeing process as all other submissions, led by the Ageing & Society Editor and co-ordinated by the journal's Editorial Assistant. The final decision whether to publish individual papers submitted as part of a special issues remains with the Editor.

Submission requirements

Exclusive submission to Ageing & Society

- Submission of the article to Ageing & Society is taken to imply that it has not been published elsewhere nor is it being considered for publication elsewhere. Authors will be required to confirm on submission of their article that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere. Where the submitted manuscript is based on a working paper (or similar draft document published online), the working paper should be acknowledged and the author should include a statement with the submitted manuscript explaining how it differs from the working paper. Articles which are identical to a working paper or similar draft document published online will not be accepted for publication in Ageing & Society.

Appropriateness for Ageing Society

- All submissions must fall within the remit of the journal, as described at the beginning of this document.
- All manuscripts must meet the submission requirements set out in this document, closely following the instructions in the 'Preparation of manuscripts', 'Citation of references' and 'Table and Figures' sections below.
- Authors are requested to bear in mind the multi-disciplinary and international nature of the readership when writing their contribution. Care must be taken to draw out the implications of the analysis for readers in other fields, other countries, and other disciplines. Papers that report empirical findings must detail the research methodology.
- The stereotypical presentation of individuals or social groupings, including the use of ageist language, must be avoided.

Submission documents

All submissions should include:

- A copy of the complete text of the manuscript, with a title page including the title of the article and the author(s)' names, affiliations and postal and email addresses.
- A copy of the complete text minus the title page, acknowledgements, and any running headers of author names, to allow blinded review.

Named authors

- Papers with more than one author must designate a corresponding author. The corresponding author should be the person with full responsibility for the work and/or the conduct of the study, had access to the data, and controlled the decision to publish. The corresponding author must confirm that co-authors have read the paper and are aware of its submission. Full contact details for all co-authors should be submitted via Manuscript Central.
- All named authors for an article must have made a substantial contribution to: (a) the conception and design, or analysis and interpretation of data; (b) the drafting of the article or revising it

critically for important intellectual content and (c) approval of the version to be published. All these conditions must all be met. Participation solely in the acquisition of funding or the collection of data does not, of itself, justify authorship.

Peer-review process

- The corresponding author should prepare (a) a complete text and (b) complete text minus the title page, acknowledgements, and any running headers of author names, to allow blinded review. References to previous papers of the authors must not be blinded, neither in the text nor in the list of references.
- Papers are peer-reviewed. Authors may be asked to submit a revised version of the original paper. In any revised submission, we prefer you to indicate these revisions using track changes where appropriate. An accompanying letter from the corresponding author should outline your changes, and comments on advice that you have chosen not to accept. The corresponding author should confirm that co-authors have agreed to any changes made.

Ethical considerations

- Where the paper reports original research, confirmation must be given that ethical guidelines have been met, including adherence to the legal requirements of the study country. For empirical work conducted with human subjects authors must provide evidence that the study was subject to the appropriate level of ethical review (e.g. university, hospital etc.) or provide a statement indicating that it was not required. Authors must state the full name of the body providing the favourable ethical review and reference number as appropriate.

Declaration of funding

- A declaration of sources of funding must be provided if appropriate. Authors must state the full official name of the funding body and grant numbers specified. Authors must specify what role, if any, their financial sponsors played in the design, execution, analysis and interpretation of data, or writing of the study. If they played no role this should be stated.

Copyright

- Contributors of articles or reviews accepted for publication will be asked to assign copyright, on certain conditions, to Cambridge University Press.

Open Access

- Please visit <http://journals.cambridge.org/openaccess> for information on our open access policies, compliance with major funding bodies, and guidelines on depositing your manuscript in an institutional repository.

Preparation of manuscripts

All contributions (articles, reviews and all types of review articles) should be typed double-spaced with at least one-inch or two-centimetre margins throughout (including notes and the list of references).

Most research articles usually have the following sections in sequence: Title page, Abstract (200-300 words), Keywords (three to eight), Main text, Statement of ethical approval as appropriate, Statement of funding, Declaration of contribution of authors, Statement of conflict of interest, Acknowledgements, Notes, References, Correspondence address for corresponding author.

The title page should give the title of the article and the author(s)' names, affiliations and postal and email addresses. When composing the title of your article, please give consideration to how the title would be shortened to appear as a running head in final version of the Journal.

The tables and figures should be presented one to a page in sequence at the end of the paper. Black and white photographs may be submitted where they are integral to the content of the paper. Charges apply for all colour figures that appear in the print version of the Journal (see below for further details).

Authors are asked to follow the current style conventions as closely as possible. Please consult a very recent issue of the journal. In particular, please note the following:

- Use the British variants of English-language spelling, so 'ageing', not 'aging'.
- **First level headers are in bold, sentence case and left justified**
- *Second level headers are in italic (not bold), sentence case and left justified*
- Do not number paragraphs or sections. Avoid very short (particularly one sentence) paragraphs.
- Do not use **bold text** in the text at all. For emphasis, use italic.
- In the main text, the numbers one to ten should be written as words, but for higher numbers the numerals (e.g. 11, 23, 364) should be used.
- All acronyms must be expanded on first use, even EU, USA, UK or UN, for those which are commonplace in one country are not in others.
- Do not use footnotes. Endnotes are permitted for technical and information details (including arrays of test statistics) that distract from the main argument. Endnote superscripts should be placed outside, not inside a punctuation mark (so.3 not4.).
- Write per cent (not %) except in illustrative brackets.

Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the editor and any reviewers. We list a number of third-party services specialising in language editing and/or translation, and suggest that authors contact as appropriate:

<http://journals.cambridge.org/action/stream?pageId=8728&level=2&menu=Authors&pageId=3608>

Please note that the use of any of these services is voluntary, and at the author's own expense. Use of these services does not guarantee that the manuscript will be accepted for publication, nor does it restrict the author to submitting to a Cambridge published journal.

Citation of references

Contributors may follow either the standard conventions: (a) in-text citation of sources (author/date system); or (b) citations 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). For references with one to three authors, all authors should be named (Black, Green and Brown 2003). For references with four or more authors, the following form is required: (Brown *et al.* 2003). Note that all authors must be named in the list of references, and *et al.* is not permitted in the list. 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**, 1, 177-98.

Ruth, J.-E. and Oberg, 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, 167-86.

(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.

For both styles of reference lists, please particularly note the following:

- Authors are requested to minimise the citation of unpublished working and conference papers (because they are difficult for readers to acquire). Where they are cited, complete details of the title of the conference, the convening organisation, the location and the date of the presentation must be given. Papers that have been submitted to journals but on which no decision has been heard must not be cited.
- *Titles of Books and Journals are in Title Case and Italic.*
- Titles of papers, articles and book chapters are in sentence case and not italicised.
- Please note carefully that part or issue numbers should be given for journal paper citations, that page ranges for book chapters should always be given and should be condensed, so 335-64 not 335-364, and S221-9 not S221-229.
- Please use (eds) and (ed.) where required (no capitals, full stop after truncated ed. but not compressed eds).

Citation of Internet pages or publications that are available online

Give authors, date, title, publisher (or name of host website) as for a printed publication. Then follow with ... Available online at ... full Internet address [Accessed date].

Tables and figures

There should never be more than ten tables and figures in aggregate, and only in exceptional circumstances more than eight. Please do not use Boxes or Appendices. Present all illustrative material as tables or figures. Please indicate in the text where approximately the Table and Figures should appear using the device < Insert Table 1 about here > on its own line. For figures generated by Excel, please send the original file (rather than a 'picture' version) so that the figures can be copy-edited.

Tables and figures should be clearly laid out on separate pages, numbered consecutively, and designed to fit a printed page of 228 x 152 mm (actual text area 184 x 114 mm). Titles should be typed above the body of the table, with an initial capital only for the first word and proper names and italicised or 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. Authors are asked to give particular attention to the title and to column and row labels (they are often poorly selected, incomprehensible or inadequate). All multiple word labels should be in sentence case. Short titles that concentrate on the subject of the table are recommended. Technical or methodological details (such as sample size or type of statistic) should be described in the labels or in table notes. Spurious accuracy should be avoided: most statistics justify or require only one decimal place.

Figures should also be provided on separate pages and numbered consecutively. For each figure, the caption should be below and in sentence case. Separate lists of captions are not required.

Colour figures can be submitted to Ageing & Society, but charges apply for all colour figures that appear in the print version of the journal. At the time of submission, contributors should clearly state whether their figures should appear in colour in the online version only, or whether they should appear in colour online *and* in the print version. There is no charge for including colour figures in the online version of the Journal but it must be clear that colour is needed to enhance the meaning of the figure, rather than simply being for aesthetic purposes. If you request colour figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

Figures should be provided in the following formats:

- For colour halftones: Tiff or Jpeg format at 300 dpi (dots per inch) at their final printing size.
- For line work or line work/tone: EPS format with any halftone element at 300dpi final printing size.

Proofs and offprints

Proofs will be sent to the corresponding author as a PDF via email for final proof reading. The proofs should be checked and any corrections returned within 2 days of receipt. The publisher reserves the right to charge authors for excessive correction of non-typographical errors.

Authors will receive a PDF of the published paper and a copy of the Journal, to go to the corresponding author. If offprints are required, these must be purchased at proof stage.

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