

Ageing & Society

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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. The stereotypical presentation of individuals or social groupings, including the use of ageist language, should be avoided.

Articles should generally contain between 3,000 and 9,000 words. All contributions (articles, reviews and all kinds 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 papers have the following sections in sequence: Title page, Abstract (of around 220 words), Keywords (three to eight), Main text, Acknowledgements, Notes, References, Correspondence address. The tables and figures should be presented one to a page in sequence at the end of the paper.

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.

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

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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.

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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].

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Tables 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 for the first word and proper names only 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 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 a table note. Spurious accuracy should be avoided: most statistics justify or require only one decimal place.

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Articles for submission should be prepared for A4 size paper in Microsoft Word and sent to Miles Lambert at ageingandsociety@yahoo.co.uk.

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