

Submitting a Proposal for a Themed Section



Social Policy and Society

A Journal of the Social Policy Association

1. Prospective Guest Editor(s) of a Themed Section should, in the first instance, contact the Managing Co-Editors, Hugh Bochel and Catherine Bochel, by e-mail to spseditors@lincoln.ac.uk to outline their idea.
2. Following an initial discussion, a proposal for a Themed Section should be submitted in Microsoft Word format by e-mail to spseditors@lincoln.ac.uk. This should include:
 - a. the envisaged title
 - b. the names and institutional affiliations of the proposed Guest Editor(s)
 - c. a brief outline of the rationale for the Themed Section
 - d. a list of contents (listing all of the contributors, the titles of each article and an abstract for each)
3. Proposals are then reviewed by the Editorial Board. Guest Editors whose proposals are subsequently accepted, will be invited to publish a Themed Section in the journal.
4. Themed Sections should contain the following:
 - a. An 'Introduction', usually written by the Guest Editor(s) providing a short introductory piece to the Themed Section
 - b. a set of peer reviewed articles - usually no more than six articles in total
 - c. a 'Review Article', which provides a selected review of the key literature
 - d. a short 'Some Useful Sources' guide to key sources in the area
5. The total word limit for an entire Themed Section is no more than 40,000 words. This is to include all tables, endnotes and bibliographies.
6. Each individual article must be no more than 5000 words in length and must conform to the Instructions for Contributors.
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All books for review should be sent to: Stella Allinson, Review Editors' Assistant, *Ageing & Society*, Faculty of Health and Social Care, The Open University, Walton Hall, Milton Keynes, MK7 6AA, UK.

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Submission of an article is taken to imply that it has not been published 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.

Papers with more than one author must designate a corresponding author. The corresponding author must confirm that co-authors have read the paper and agree to its submission.

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.

Where the paper reports original research on human subjects, confirmation must be given that ethical guidelines have been met, including adherence to the legal requirements of the study country. Authors must state the full name of the body providing the favourable ethical review and reference number.

A declaration of sources of funding must be provided if appropriate. 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.

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

Articles must be between 3,000 and 9,000 words (excluding the abstract and references). All contributions (including reviews) should be typed double-spaced with at least one-inch or two centimetre margins throughout (including notes and the list of references).

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