

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.
7. Upon acceptance of their proposal Guest Editor(s) will receive further detailed guidance from the Managing Co-Editors about their responsibilities e.g. the required refereeing process, production deadlines etc.

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Notes for contributors

All papers should be submitted using Manuscript Central through the journal's website at http://journals.cambridge.org/jid_ASO. 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.

General approach and preparation of manuscripts

Authors are asked to bear in mind the multi-disciplinary and international readership when writing their contribution. In particular, care should be taken to draw out the implications of the analysis for readers in other fields, countries and 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 (including reviews) should be typed double-spaced with at least one-inch or two centimetre margins throughout (including notes and the list of references). Most papers require 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.

The title page should give the title of the article and the author(s)' names, affiliations and postal and email addresses. 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 nine 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 test statistics) that distract from the main argument. Endnote superscripts should be placed outside a punctuation mark (so, ³ not⁴).
- Write per cent (not %) except in illustrative brackets.

Citation of references

Contributors may use either: (a) in-text citation of sources (author/date system); or (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). 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. A complete list, arranged alphabetically by authors' surname, should be typed double-spaced 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 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), *Ageing and Biography: Explorations in Adult Development*. Springer, New York, 167–86.

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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.

Page ranges for book chapters should always be given. Page ranges should be condensed, so 335–64 not 335–364, and S221–9 not S221–S229. Use (eds) and (ed.) where required. For journal paper references, part numbers must be given.

Citation of Internet pages or publications that are available online

Give author, 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 234 × 155 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. 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 table notes. Spurious accuracy should be avoided: most statistics justify only one decimal place.

Figures

Figures should also be provided on separate pages and numbered consecutively. Indicate in the margin of the typescript approximately where the tables and figures should appear. Do not convert figures to word 'Picture' format.

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