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References to books and articles should be numbered consecutively throughout the text and typed separately in number order at the end of the article. Bibliographic citations should include the following details: in the case of books, the author or authors, the full title, publisher, place of publication and date; in the case of articles, the author or authors, the title and full name of the journal, volume, year and page reference (first and last page). References should be typed using the following style.

- 1. Hendricks, J. and Hendricks, C. D. Ageing in Mass Society: Myths and Realities. Third edition, Little, Brown & Co., Boston & Toronto, 1986.
- 2. Walker, A. The social creation of poverty and dependency in old age. *Journal of Social Policy*, **9** (1980), 49–75.

Footnotes should be avoided if at all possible; when they must occur they should be numbered along with the references.

Tables and figures should be clearly laid out, numbered consecutively, and designed to fit on a page 234mm×155mm. Vertical lines between columns should be omitted, and horizontal lines limited to the top and bottom of the table, with an additional one below the column headings. Totals and percentages should be labelled, and units identified. Every table or figure should have a title and at least one reference in the text to indicate its location.

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