## **Notes for Contributors**

All contributions and correspondence should be sent to: Professor Malcolm L. Johnson, The Editor, *Ageing and Society*, Department of Health and Social Welfare, The Open University, Walton Hall, Milton Keynes, MK7 6AA, England. All books for review should be sent to: Dr Tony Warnes, Age Concern Institute of Gerontology, King's College London (KQC), 552 King's Road, London SW10 oUA, England.

### **General** approach

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. Jargon specific to a particular discipline or country should be avoided, and definitions should be provided for words which might be unfamiliar to some readers.

Articles should generally contain between 5,000 and 10,000 words, although longer or shorter articles may be accepted by arrangement with the Editor.

Submission of an article is taken to imply that it has not previously been published, and is not being considered for publication elsewhere. If an author is publishing a related article elsewhere, this fact should be stated. Contributors of articles or reviews accepted for publication will be asked to assign copyright, on certain conditions, to Cambridge University Press.

#### **Preparation of manuscript**

Authors of papers should send *three* copies of their article and keep one copy of the typescript for correcting proofs.

Contributions (articles, review articles, reviews) should be clearly typed on one side of the paper only using a conventional size of paper, preferably A4. All material should be typed double-spaced (including endnotes) with generous margins.

The *title* of the article and the author's name and affiliation should be typed on a separate page at the beginning of the article. The title *only* should appear on the next page, which should contain an abstract of between one and two hundred words.

#### Style

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. Aging 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  $\times$  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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Authors will receive 25 offprints of their article free of charge; additional copies may be purchased if ordered at proof stage.

June 1988

CONTENTS	
PAUL JOHNSON and JANE FALKINGHAM: Intergenerational Transfers	
and Public Expenditure on the Elderly in Modern Britain	129
ANNA HOWE: Themes in Soviet Gerontology	147
TIM DANT: Dependency and Old Age	
TIM DANT. Dependency and Old Age	171
REVIEWS SECTION	
REVIEW ARTICLE	
RICHARD LEWIS and JOHN WATTIS: Continuing Care of Old	
People—A Medical Viewpoint	189
reopie – A Medical Viewpoint	rog
ABSTRACTS	
JOHN BOND: Sociology and Social Policy	211
PATRICK RABBITT: Cognitive Psychology	215
SHEILA PEACE: Older Women	218
Shella TEACE. Older Wollen	210
REVIEWS	
J. L. Esposito: The Obsolete Self: Philosophical Dimensions of Aging (W.	
Andrew Achenbaum)	225
S. di Gregorio (ed.): Social Gerontology : New Directions (Ursula Lehr)	226
J. B. Lancaster, J. Altmann, A. S. Rossi and L. R. Sherrod (eds): Parenting Across the Life Span: Biosocial Dimensions (Lillian E. Troll)	228
C. D. Chambers, J. H. Lindquist, Oz White and M. T. Harter (eds):	220
The Elderly: Victims and Deviants (Bill Bytheway)	231
E. Midwinter and S. Tester: Polls Apart? Older Voters and the 1987 General	
Election (John Vincent)	232
<b>S. Tester and B. Meredith:</b> Ill-Informed: A Study of Information and Support for Elderly People in the Community (Caroline L. Nash)	236
K. A. Bayles and A. W. Kaszniack: Communication and Cognition in Normal	230
Ageing and Dementia (Michael Philpot)	237
D. C. Rubin (ed.): Autobiographical Memory (Patrick Rabbitt)	239
W. Stroebe and M. A. Stroebe: Bereavement and Health: The Social and Bruchsharied Concerners of Portuge Loss (Alan Totham)	
Psychological Consequences of Partner Loss (Alan Tatham) W. H. Barker: Adding Life to Years (Sir Ferguson Anderson)	241
K. Andrews and J. Brocklehurst: British Geriatric Medicine in the 1980s	243
(Sir Ferguson Anderson)	243
BOOKS RECEIVED: January-March 1988	247

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