

## 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 0UA, 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. *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.

### Proofreading of the manuscript

First proofs may be read and corrected by contributors provided that they can give the Editor an address through which they can be reached without delay and can guarantee to return the corrected proofs to the Editor by airmail where appropriate, within seven days of receiving them. The master proof will always be sent direct to the Editor by the printer; contributors will receive duplicates.

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

CONTENTS

ARTICLES

- PETER LASLETT: The Emergence of the Third Age 133  
BLEDDYN DAVIES: Equity and Efficiency in Community Care:  
Supply and Financing in an Age of Fiscal Austerity 161  
DAVID WILKIN and BEVERLEY HUGHES: Residential Care of Elderly  
People: The Consumers' Views 175  
GRANT MCCrackEN: Culture and Consumption Among the Elderly:  
Three Research Objectives in an Emerging Field 203

REVIEWS SECTION

ABSTRACTS

- KENNETH WRIGHT: Economics and the Care of the Elderly 225  
MARGOT JEFFERYS: Social Policy 227  
DAVID CHALLIS: Social Work and Social Services 229  
J. GRIMLEY EVANS: Medicine in Society 232

REVIEW ARTICLE

- ALAN WALKER: Ageing and the Social Sciences: the North American Way 235

REVIEWS

- Victor W. Marshall (ed.):** *Later Life, the Social Psychology of Aging* (Sheila M. Chown) 243  
**W. Andrew Achenbaum:** *Social Security: Visions and Revisions* (Michael Fogarty) 245  
**Chris Phillipson and Alan Walker (eds.):** *Ageing and Social Policy: a Critical Assessment* (Olive Stevenson) 246  
**Alan Butler (ed.):** *Ageing, Recent Advances and Creative Responses* (Joep Munnichs) 249  
**Anne Foner:** *Aging and Old Age: New Perspectives* (Graham Allan) 251  
**Michael W. Galbraith (ed.):** *Elder Abuse: Perspectives on an Emerging Crisis* (Rosalie S. Wolf) 253  
**M. P. Janicki and H. M. Wisniewski (eds.):** *Aging and Developmental Disabilities* (Paul Brearley) 255  
**Anne Borsay:** *Disabled People in the Community* (Nan Maitland) 257  
**Fay D. Wright:** *Left To Care Alone* (Anne Borsay) 258  
**J. A. Muir Gray (ed.):** *Prevention of Disease in the Elderly* (Sebastian Fairweather) 260  
**B. Burns and C. Phillipson:** *Drugs, Ageing and Society* (Stefano Olivieri) 261  
**T. L. Brink (ed.):** *Clinical Gerontology* (Bob Woods) 263  
**Ellen D. Taira (ed.):** *Therapeutic Intervention for the Person with Dementia* (Dianna Shomaker) 264  
**Graham Fennell:** *Anchor's Older People: What Do They Think?* (Anthea Tinker) 266  
**Roland Schmidt (ed.):** *Ausbildung und Praxisfelder für Sozialarbeit/Sozialpädagogik in der Altenarbeit* (Fred Karl) 268  
**R. Jeanneret (ed.):** *Universites du Troisieme Age en Suisse* (Maximilienne Levet-Gautrat) 269

- BOOKS RECEIVED: January-March 1987 271

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