

Journal of Gerontology: SOCIAL SCIENCES

General Information and Instructions to Authors

Online manuscript submission is ordinarily required.

THE JOURNAL OF GERONTOLOGY: SOCIAL SCIENCES is a bimonthly journal of The Gerontological Society of America that publishes articles dealing with aging issues from the fields of anthropology, demography, economics, epidemiology, geography, health services research, political science, public health, social history, social work, and sociology. The Journal publishes five types of contributions: 1) articles reporting original research; 2) brief reports; 3) letters to the editor; 4) reviews; and 5) theoretical and methodological articles. All submissions are peer-reviewed, with the Editor making the final decision. All manuscripts should be addressed to Charles F. Longino, Jr., PhD, Editor, Journal of Gerontology: Social Sciences, Reynolda Gerontology Program, Wake Forest University. Email: jgss@wfu.edu. **If online submission is impossible, an alternative submission strategy can be arranged in advance with the editor.**

1. Submission and Acceptance of Manuscripts

Submission of a manuscript to the Journal implies that it has not been published and is not under consideration elsewhere. All authors must have participated sufficiently in the conception and design of the work, the analysis of the data, as well as the writing of the manuscript to take public responsibility for it. They must also have approved the manuscript for submission. Any affiliations with or involvement in any organization or entity with a financial interest in the subject matter or materials presented in the manuscript must be declared. All authors must agree to produce the data on which the manuscript is based for examination by the Editor or his assignees should they request it in order to document procedures, clarify controversies, or verify results. Upon acceptance of the manuscript for publication, copyright will be transferred to The Gerontological Society of America. If accepted for this Journal, the manuscript is not to be published elsewhere without permission. As a further condition of publication, the corresponding author will be responsible, where appropriate, for certifying that permission has been received to use copyrighted instruments or software employed in the research and that human or animal subjects approval has been obtained.

2. Manuscript Preparation

- a. *Online submission and reviewing.* Manuscripts should be submitted via the Journal of Gerontology: Social Sciences website, jgss.allentrack.net. Authors will set up an account through the website which will be used to upload files as new submissions. Authors will also be able to log on to the website and check on the status of submissions. When setting up the account, the corresponding author will answer a series of questions which were previously addressed with the certifications pages. Those questions must be answered in order for the submission to be considered. Please contact jgss@wfu.edu with any questions.
- b. *Preparing the manuscript.* The text and references together can normally range up to 20 pages (8 1/2" × 11" page size), if concisely expressed, with shorter texts welcome. Articles using qualitative methodology must be concisely written, but may require somewhat greater length. Manuscripts must be double spaced, including references and tables, with 1-inch margins, and a font size no smaller than 12 points. Pages should be numbered consecutively, beginning with the title page and including all pages of the submission.
- c. *Title page.* A title page should include the title of the manuscript and the full name and (with footnotes) affiliation of each author. A short running page headline not to exceed 40 letters and spaces should be placed at the foot of the title page.
- d. *Author anonymity.* If the author wishes to have a "blind" review, his/her files must be uploaded to the website with all identifying information removed. Manuscripts not submitted in this manner will receive open review. If the manuscript is accepted for publication, the corresponding author will be required to submit a final version of the accepted paper with the identifying information included (i.e., title page).
- e. *Abstract.* A structured abstract of not more than 200 words should be typed, *double spaced*, on a separate page. It should have four sections: Objectives, Methods, Results, and Discussion.
- f. *Text.* The text of articles is usually divided into sections with the headings: Introduction, Methods, Results, and Discussion. Articles may need subheadings within some sections to clarify their content. Do not use appendices.
- g. *Text references.* References in text are shown by citing in parentheses the author's surname and the year of publication. Example: "... a

recent study (Jones, 1987) has shown ...". If a reference has two authors the citation includes the surnames of both authors each time the citation appears in the text. Example: "... a recent study (Jones & Brown, 1988) has shown ...". When a reference has more than two authors and fewer than six authors, cite all authors the first time the reference occurs; in subsequent citations, and for all citations having six or more authors, include only the surname of the first author followed by "et al." If more than one publication in the same year by a given author or multiple authors is cited, distinguish citations by adding, a, b, etc. to the year of publication. Example: "... a recent study (Jones, 1987b) has shown ...". Multiple references cited at the same point in the text are separated by semicolons and enclosed in one pair of parentheses. The order within one pair of parentheses is alphabetical by first author's surname or, if all by the same author, in sequence by year of publication. Examples: "Recent studies (Brown, 1986; Jones, 1982) have shown ...". "Recent studies (Jones, 1985a, 1985b). . ."

- h. *Reference list.* Type *double spaced* and arrange alphabetically by author's surname; do not number. The reference list includes only references cited in the text. Do not include references to private communications. Consult the Publication Manual of the American Psychological Association for correct form.
 - i. *Footnotes and Acknowledgments.* Reference and content footnotes should not be used. Acknowledgments, including source of research support, should be placed on a separate page before the references. Please indicate where correspondence would be addressed; list E-mail address after the zip code.
 - j. *Tables.* Each table should be typed *double spaced* on a separate sheet. Number tables consecutively and supply a brief title at the top for each. Footnotes to a table are typed immediately below the table. The reference marks are superscript small letters (^{a,b,c} ...) with the footnotes arranged alphabetically by their superscripts. Asterisks are used only for indicating tile probability level of tests of significance. Indicate in the text the preferred placement for each table by noting [Table 1 about here].
 - k. *Illustrations.* Figures must be professionally lettered in a sans-serif type (e.g., Unifont or Helvetica) or from a laser printer. Typewritten/dot matrix lettering will not be acceptable. Do not send original copy with a manuscript submitted for review. Include 5 photocopies of original or roughly drawn, legible draft. Upon acceptance of article, 2 original prints must be submitted. Type captions double spaced on a separate page.
1. Other than as specified above, manuscripts should be prepared according to the Publication Manual of the American Psychological Association (5th ed.), obtainable from APA, 750 First Street, N.E., Washington, DC 20002-4242.
- #### 3. Brief Reports
- Manuscripts (excluding references) must be no longer than 2 500 words, including no more than a total of *two* (2) tables, graphs, or illustrations.
- #### 4. Review Articles
- These articles are mainly solicited by the Editor.
- #### 5. Theoretical or Methodological Articles
- Theoretical papers must include an integration and critical analysis of existing views in a specific area as well as proposed resolution(s) of controversial positions. Methodological contributions should be supported with examples based upon empirical data if possible.