

THE GERONTOLOGIST

General Information and Instructions to Authors

(Revised October 2004)

The Gerontologist is a bimonthly journal of The Gerontological Society of America that provides a multidisciplinary perspective on human aging through the publication of research and analysis in gerontology, including social policy, program development, and service delivery. It reflects and informs the broad community of disciplines and professions involved in understanding the aging process and providing service to older people. Articles, including those in applied research, should report concepts and research findings, with implications for policy or practice. Contributions from social and psychological sciences, biomedical and health sciences, political science and public policy, economics, education, law, and the humanities are welcome. Brief descriptions of innovative practices and programs are appropriate in the Practice Concepts section.

1. Submission and Acceptance of Manuscripts

Authors are strongly encouraged to submit all manuscripts online at <http://tg.allentrack.net>.

Prior to submission, corresponding authors should gather the following information: (a) complete contact information for themselves and each contributing author; at a minimum, this should include mailing address, e-mail address and phone number; (b) a copy of the manuscript, in a Word-compatible format, including title page, key words, acknowledgements, abstract, text, and references; DO NOT BLIND the manuscript for online submissions. If the manuscript is selected for peer review, it will be blinded by TG staff; (c) a separate file for each table (in Word or Excel) and each figure (most common graphics formats are acceptable; figures also may be embedded in a Word-compatible file, though this is not recommended); (d) a cover letter (optional) explaining how the manuscript is innovative, provocative, timely, and of interest to a broad audience, and other information authors wish to share with editors. Note: The cover letter for new manuscripts will NOT be shared with reviewers.

For multi-author papers, the journal editors will assume that all the authors have been involved with the work and have approved the manuscript and agree to its submission. (If the manuscript is eventually accepted, all authors will be required to certify that this is the case.)

Additional instructions regarding web-based submissions appear online.

If there is a compelling reason why the author cannot submit online, submissions will be accepted via e-mail to tg@benrose.org. If a manuscript is submitted through the mail (to Linda S. Noelker, Editor-in-Chief, *The Gerontologist*, Benjamin Rose, 850 Euclid Avenue, Suite 1100, Cleveland, OH 44114-3301), the submission MUST include both a hard copy of the manuscript and an electronic version on disk.

2. Acceptance of Manuscripts

Submission of a manuscript to *The Gerontologist* implies that it has not been published or is not under consideration elsewhere. If accepted for this journal, it 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.

In the case of coauthored manuscripts, the corresponding author will also be responsible for submitting a letter, signed by all authors, indicating that they actively participated in the collaborative work leading to the publication and agree to be listed as an author on the paper. These assurances will be requested at the time a paper has been formally accepted for publication.

3. Manuscript Preparation

The Gerontologist uses APA style. General guidelines follow; for more detailed information, consult the *Publication Manual of the American Psychological Association* (5th ed.)

- a. Preparing the manuscript. Manuscripts should be double-spaced, including references and tables, on 8-1/2" × 11" white paper using 1" margins. Number pages consecutively for the abstract, text, references, tables, and figures (in this order).
- b. Submitting the manuscript. Manuscripts should be submitted online at <http://tg.allentrack.net>. (See above for details).
- c. Title page. The page should include complete contact information for each author, including (at a minimum) affiliation, mailing address, e-mail address, and phone number. Corresponding author should be clearly designated as such.
- d. Acknowledgement. If the authors choose to include acknowledgements recognizing funders or other individuals, these should be placed on a separate page immediately following the title page. These will be removed from the manuscript when it is blinded for review.
- e. Abstract and key words. On a separate page, each manuscript must include a brief abstract, double-spaced. Abstracts for research articles and Practice Concepts submissions should be approximately 200 words (the web-based system will not accept an abstract of more than 250 words), and *must* include the following headings: *Purpose* of the study, *Design and Methods*, *Results*, and *Implications*. Forum manuscripts must also include an abstract of about 200 words, but the headings are not necessary. Brief reports should include a brief abstract (25 to 50 words). Below the abstract, authors should supply 3–5 key words that are not in the title. (Please avoid elders, older adults, or other words that would apply to all manuscripts submitted to TG.) Please note you may not move forward in the online submission process until a minimum of 3 key words have been entered.
- f. Text references. Refer to the *Publication Manual of the American Psychological Association* (5th ed.) for style. 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 2 authors, the citation includes the surnames of both authors each time the citation appears in the text.

When a reference has more than 2 authors and fewer than 6 authors, cite all authors the first time the reference occurs. In subsequent citations, and for all citations having 6 or more authors, include only the surname of the first author followed by "et al." Multiple references cited at the same point in the text are in alphabetical order by author's surname.

- g. 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 and in most cases should not exceed 50 entries. Do not include references to private communications or submitted work. Consult the *Publication Manual of the American Psychological Association* (5th ed.) for correct form.

Examples:

Journals: Binstock, R. H. (1983). The aged as scapegoat. *The Gerontologist*, 23, 136–143.

Books: Quadagno, J. S. (1982). *Aging in early industrial societies*. New York: Academic Press.

- h. Tables. Prepare tables, double-spaced in separate files, number consecutively with Arabic numbers and supply a brief title for each. Place table footnotes immediately below the table, using superscript letters (a, b, c) as reference marks. Asterisks are used only for probability levels of tests of significance (* $p < .05$). Indicate preferred placement for each table in the text.
- i. Illustrations. Photographs must be black-and-white. Figures must be professionally lettered in a sans-serif type (e.g., Arial or Helvetica). Graphics must be submitted in a suitable, common graphic format. Upon acceptance of article, originals must be submitted.

4. Types of Manuscripts Considered for Publication

All manuscripts submitted to *The Gerontologist* should address practice and/or policy implications. The word limits listed below include abstract, text, and references.

- a. **Research Articles.** Most articles present the results of original research. These manuscripts may be no longer than 6,000 words. The text is usually divided into sections with the headings: Introduction, Design and Methods, Results, and Discussion. Subheads may also be needed to clarify content.
- b. **The Forum.** Timely scholarly review articles or well-documented arguments presenting a viewpoint on a topical issue are published in this section. Total length should be no more than 5,000 words.
- c. **Practice Concepts.** Practice Concepts are manuscripts of no more than 4,000 words that critically review the state-of-the-art in a major area of professional practice OR describe an innovative practice amenable to replication. Authors reporting on practice innovations should clearly specify the following information about the practice: uniqueness or innovativeness, theoretical or conceptual basis, essential components or features, lessons learned from implementation, and data concerning outcomes. An important goal is to provide enough information about the practice to allow its replication by readers.
- d. **Letters to the Editor.** Letters related to content in recent issues are published as space permits. Letters should be no more than 900 words, double-spaced. Letters are subject to review, editing, and rebuttal.
- e. **Book Reviews.** Book reviews are published in essay form. Reviews are prepared at the request of the Book Review Editor and are not guaranteed acceptance prior to submission. Unsolicited book review essays are not accepted. Books for review should be sent to Robert H. Binstock, PhD, Book Review Editor, Professor of Aging, Health and Society, School of Medicine, Case Western Reserve University, Cleveland, OH 44106.
- f. **Audiovisual Reviews.** Audiovisual reviews are prepared at the invitation of the Audiovisual Review Editor. Unsolicited reviews are not accepted. Materials for review should be sent to Robert E. Yahnke, PhD, University of Minnesota, 254 Appleby Hall, 128 Pleasant St. S.E., Minneapolis, MN 55455.
- g. **Guest Editorials.** Upon occasion, the Editor-in-Chief will invite guest editorials. Unsolicited editorials are not accepted.
- h. **Brief Reports.** Reports of research, descriptive data with broad implications, work in progress, or innovations in pedagogy or education are examples of articles published in this section. Manuscripts should be no more than 2,200 words, double-spaced.
- i. *The Gerontologist* does not publish obituaries, speeches, poems, announcements of programs, or new product information.

5. Copyright

Authors of accepted manuscripts must transfer copyright to *The Gerontological Society of America*. However, authors have unlimited rights to republish their articles in volumes they write or edit and to duplicate the material for their own use in classroom activities. When articles are republished or duplicated under these circumstances, a citation to the previous publication in *The Gerontologist* and approval from the GSA Permissions Editor are required.