



Contributors' Guidelines

The Journal of the Institute of Ageing and Health (West Midlands)

Ageing and Health

The journal welcomes original articles relating to older people's health care from anyone involved with/ or receiving care. This includes carers, older people, organisations, students, professionals and health care workers.

We especially welcome new, as well as experienced, authors and are happy to provide assistance with submissions if you are new to the process.

Submissions can cover any topic related to ageing or health in later life. Preferably manuscripts should be submitted electronically via email to either bernie.keenan@bcu.ac.uk or joanne.brooke@bcu.ac.uk

Presentation

A well written appropriately constructed paper makes the editors' job simpler and hastens publication. To this end the following should be considered, but where doubts remain enquires, prior to submission, as to suitability, styles etc., can be sent to the editors.

Manuscripts should be prepared using Microsoft Word in double spaced format with ample margins.

Title page

A separate page should include:

Title of the article

To include authors name and email contact address

May include, if relevant, qualifications, designations and place of work

For non-research articles

When submitting these papers, please include a separate title page as noted above.

The format should include an introduction, main body and conclusion. Any references, if used, should also follow the Harvard System of referencing as set out below.

There is no minimum word limit for these articles; however they should not exceed 4,000 words.

For original research include:

Key words - Up to six essential key words

Abstract - No more than 200 words to include a short resume of the research aims, major findings and conclusions

Main text - To include an introduction, methodology used, results, discussion, any related limitations and future recommendations, ethical considerations and conclusion.

Length of article - This should be between 2-4,000 words in length (minus references)

References

These should be in alphabetical order with the author(s) name and year in the text. At the end of the article the full list of references should follow the Harvard System (see examples below).

Please include the first authors name and second in the text, any more than 2 authors should be written as the first author then et al.

Please give the names and initials of all authors in the reference list (unless there are more than seven, when only the first seven should be given followed with et al.)

Examples:

Book references

Sheldon JH. (1948) *The Social Medicine of Old Age: Report of an inquiry in Wolverhampton*. Oxford. Oxford University Press.

Chapters in books

Mountain G. (2010) *Assessment and dementia* In Downs M and Bowers B (eds) *Excellence in Dementia Care Research into Practice*. Berkshire. Open University Press.

Journal references

The authors' names are followed by the title of the article; year of publication: the title of the journal either in full or abbreviated according to the style of Index Medicus (in italics); the volume number; the issue number if applicable; and the first and last page numbers.

Holmes C., Hopkins V., Hensford C., MacLaughlin V., Wilkinson D., Rosenvinge H. (2002) Lavender oil as a treatment for agitated behaviour in severe dementia: a placebo controlled study. *Int J Geriatr Psychiatry*. 17: 305-308

Electronic references

British Geriatric Society. (2012) Population and Projections. Available at:

<http://www.bgs.org.uk/index.php> [accessed on 3 /3/12]

Authors should get permission from the source to cite personal communications or for the inclusion of logos.

Authors must verify references against the original documents before submission.

Illustrations

Photographs of people or their lesions must be accompanied by written consent from the subject. Tables should be short, plain and should not repeat information contained in the body of the text.

If printed charts are included these should be original figures, diagrams and tables. These should all be referred to in the text.

If using already published figures, tables, diagrams and/or tables these must be acknowledged and it is the authors responsibility to gain permission for their use.

Publication is at the discretion of the editor and peer review will be undertaken.

Proofs maybe sent for consideration to
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c/o Jeanette Lane
Institute of Ageing & Health – West Midlands
Email: jeanette.lane1@nhs.net