

# Southern African Journal of Gerontology

## Instructions to authors

### Editorial policy

The Journal publishes contributions (articles on original research, review articles, short communications, book reviews and commentary on articles already published) from any field of gerontology.

Contributions should be written in English. An abstract must be provided.

All contributions will be critically reviewed by at least two reviewers and all reviewing is strictly confidential. The acceptance or rejection of contributions is the decision of the Editorial Committee. Manuscripts may be returned to the authors if extensive revision is required, or if the style, presentation or language does not conform to the Journal practice. The Editor retains the customary right to style and to edit manuscripts.

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Contributions accepted will be published, as far as possible, in the order in which they are received. Special (thematic) numbers will be prepared from time to time.

### Presentation of manuscripts

**Number:** Four copies of the typed manuscript (with tables and illustrations) plus a stiffy disk, preferably in MS Word 97, must be submitted. **Format:** Manuscripts must be typed on one side only of A4 paper, double spaced with a left-hand margin of at least 30 mm and extra space above subtitles. The first line of all paragraphs must be indented. **Layout of manuscripts:** should be as follows: *Articles and short communications:* The first page(s) should contain the title of the article, the author's(s) name(s) and address(es), and the name and address of the author to whom correspondence should be addressed. The second page should contain the abstract. These pages must be followed by the text of the article, acknowledgements, the notes, the references, the tables and illustrations (figures and graphs). The text of articles should preferably not exceed 20 typed pages. *Commentaries* on articles published in this journal should contain suitable titles, the names(s) and addresses of the author(s) and should preferably not exceed five typed pages. *Book reviews* should not exceed three pages and should contain the following details: title of the book, name(s) of the author, year of publication, place where published, name of the publisher, number of pages, ISBN number and price. **Titles** should be short (not exceeding 15 words) but sufficiently informative for use in title lists or in coding for information storage and retrieval. **Abstracts:** Each article must be preceded by a short abstract (not exceeding 200 words) in English. The abstract should give the content of the article factually and concisely, and should be suitable for separate publication and adequate for indexing. The abstracts should be limited to four or five sentences. Abstracts must only contain information appearing in the article. **Text:** The text must commence on a new page and pages must be numbered consecutively. Breaking words at the end of a line should be avoided, except where a hyphen occurs. Words or symbols that are to be italicized in the text, must be italicized or underlined in the manuscript. **Style:** Authors should keep their language simple and formulate sentences clearly. Good and correct technical terminology should be used throughout. Repetition and circumlocution should be avoided. Numbers from one to eleven should be written out in the text, except where they are followed by symbols. Where a number is to be used at the beginning of a sentence it must be written out, but best be avoided. Only acknowledged abbreviations and symbols should be used and less well-known abbreviations should be declared. **Notes** must be numbered consecutively and appear at the end of the text under the caption "Notes"; the numbers of the notes must be placed in the text to the right of any punctuation marks as unparenthesized superscripts.<sup>1,2,3</sup> Footnotes should be avoided.

**References:** Two kinds of references must be used, namely short references in the text and more detailed references at the end of the manuscript. *References in the text:* When word-for-word quotations,

facts or arguments from other sources are cited, the surname(s) of the author(s), year of publication and page number(s) must appear in parentheses in the text, e.g. (Lawton, 1975:12), (Lawton & Cohen, 1974:195). When an entire publication is referred to, the page number(s) is/are to be omitted, e.g. (Holmes, 1983), (Cowgill & Holmes, 1972). *References at the end of the manuscript:* More details about sources referred to in the text must appear at the end of the manuscript (after the notes, if any) under the caption "References". The sources must be arranged alphabetically according to the surnames of the authors. When more than one publication of the same author(s) are referred to, they must be arranged chronologically according to years of publication; if more than one publication of the same author(s) appeared in one year they must be distinguished by a, b, etc., e.g. 1982a, 1981b. The abbreviation "Anon." should be used when the author of a publication is unknown and "n.d." when the year of publication is not available. Note the use of capitals, punctuation marks and italics in the following examples:

#### Two authors

Markides, K. & Midel, C.H. 1987. *Ageing and ethnicity*. Newbury Park, CA: Sage.

#### Collection

Cowgill, C.O. & Holmes, L.D. (Eds) 1972. *Ageing and modernization*. New York: Meredith.

#### Article in a collection

Lawton, M.P. 1987. Housing for the elderly in the mid-1980s. In: Lesnoff-Caravaglia, G. (Ed.) *Handbook of social gerontology*. New York: Human Sciences Press, pp. 15-31.

#### Journal article

Brody, E.M. 1985. Parent care as a normative family stress. *The Gerontologist*, 25:19-29.

#### D. Phil. thesis

Brindley, M. 1982. *The role of old women in Zulu culture*. Ph.D. thesis. Kwadlangezwa: University of Zululand.

#### Unpublished manuscript

Fourie, J. 1988. The consequences of population ageing. Unpublished. Pretoria: Seminar on Ageing, Centre for Research on Ageing.

#### Newspaper report

Pension increase for elderly. 1993. *Sunday Times*, Johannesburg, October 29, p.11.

#### Personal communication

Zuma, N. 1994. Personal communication. Pretoria, March 25.

**Tables** should be presented on separate A4 sheets and grouped together at the end of the manuscript. They should be numbered in Arabic numerals (Table 1) and should bear short yet adequate descriptive captions. Their appropriate positions in the text should be indicated. Footnotes to tables should be designated by lower-case letters which appear as unparenthesized superscripts <sup>a,b,c</sup> to appropriate entries. **Illustrations (figures)** should be prepared on separate A4 sheets. One set of original illustrations on good quality drawing paper should accompany each submission. All original illustrations must be fully identified on the back. Authors should provide computer-generated illustrations, giving uniform lines and lettering of a size which will be clearly legible after reduction. Free-hand or typewritten lettering and lines are not acceptable. Disks of illustrations and percentages must be provided. Authors are requested to pay particular attention to the proportions of illustrations so that they can be accommodated in single (86 mm) or double (179 mm) columns after reduction, without wastage of space. *Illustrations* must be numbered consecutively in Arabic numerals (Figure 1) and descriptive captions should be listed on a separate sheet. All illustrations should be grouped together at the end of the manuscript and their appropriate positions in the text should be indicated.

**Reprints:** Twenty (20) reprints of contributions are provided free to the sole or senior author, who must see to an equitable distribution if more than one author is concerned.

**Editorial address:** Manuscripts for publication should be submitted to the Editor, SAJG, HSRC/UCT Centre for Gerontology, Faculty of Health Sciences, University of Cape Town, Observatory 7925, South Africa.

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