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.

The Editor retains the customary right to style. All contributions are those of the authors, and are not necessarily subscribed to by the Editorial Committee, the Editorial Advisory Panel, or the Journal Centre for Gerontology. However authors bear full responsibility for the factual correctness of their contributions. All authors must give signed consent to publication. All opinions expressed in the contribution(s) must be impartial and should preferably not exceed five typed pages.

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 floppy disk, preferably in WordPerfect 5.1, 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 copyright. The second page should contain, the abstract. These pages must be followed by the text of the article, acknowledgements, the tables, the references, the tables and illustrations (figures and graphs). The text of articles should preferably not exceed 20 typed pages. Comments 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 one or two sentences for short communications. 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. Numerals must be used consistently 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 that are unparenthesized superscripts. 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) is/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, 1982b. 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

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Article in a collection

Journal article

D. Phil: thesis

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Newspaper report

Personal communication

Tables should be prepared 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 abcd 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. Freehand 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. Additional reprints may be ordered after publication from the Editor.

Editorial address: Manuscripts for publication should be submitted to the Editor, SAJG, HSRC/UCT Centre for Gerontology, University of Cape Town, Medical School, Observatory 7925, Republic of South Africa.
Contents

Editorial – SAJG comes of age
   Monica Ferreira .......................................................... 1

Voter education and older African first-time voters in South Africa's 1994 elections
   Valerie Möller .......................................................... 3

Child care by the elderly and the duty of support in multigenerational households
   Sandra Burman ......................................................... 13

Practice concept – Co-ordinating community care of the aged through case management
   Frances Howes .......................................................... 18

Practice brief – Use of physiotherapy services by elderly patients at a central hospital in Zimbabwe
   S.L. Amosun, Mary Mazarire and J. Mawere .......................... 24

Briefly noted – The training of carers in homes for the aged
   J.R.H. Tooke .......................................................... 27

Book review – Old age in global perspective: cross-cultural and cross-national views, by Steven M. Albert and Maria G. Cattell
   Valerie Möller .......................................................... 30