

# GUIDELINES

## FOR

# AUTHORS

*Advances in Life Course Research*  
Series Editor  
Timothy J. Owens  
Associate Professor of Sociology  
Department of Sociology  
Purdue University  
700 West State Street  
West Lafayette, Indiana 47906-2059  
[towens@purdue.edu](mailto:towens@purdue.edu)  
(765) 496-6932



**ELSEVIER**

**To help us to publish your manuscript quickly and to a high standard, we ask all authors to follow these guidelines when preparing their manuscript.**

## **Who to contact**

Until your manuscript is in the galley proof stage, all correspondence should be between either your specific volume editor and the series editor.

The typesetter can only answer queries concerning the setting, dispatching and returning of page proofs

## **What we need from you**

**We ask authors to provide an electronic copy of their manuscript.**

- **ELECTRONIC COPY**  
Electronic manuscripts prepared with Microsoft Word (for Macintosh or Windows) and Wordperfect (for Macintosh or Windows) are strongly preferred but Elsevier can work with many computer systems and formats.

## **How you should prepare your manuscript**

- **YOUR MANUSCRIPT SHOULD INCLUDE:**  
A Title Page which should contain the following information: (1) the title, (2) the name(s) and institutional affiliation(s) of the author(s), an abstract of not more than 100 words.

This should be followed by the Main Text, Acknowledgements, Appendix, References, Figures and Tables.

- **USE TIMES ROMAN FOR ALL TEXT AND TABLES:**  
Using this font throughout will reduce problems at typesetting, especially with tables.
- **WHEN TYPING**
  - Distinguish between the digit 1 and the letter l (also 0 and O).
  - Use tabs for indents, not spaces.
  - Display titles and headings in a consistent manner.
  - Double space between all lines of the manuscript; single spacing is acceptable only on tables.

□ **REFERENCES**

Should follow the APA (American Psychological Association) standard. References should be indicated by giving (in parentheses) the author's name followed by the date of the paper or book; or with the date in parentheses, as in 'suggested by Fletching (1975)'.

In the text, use the form Olsen *et al* 1975 where there are more than two authors, but list all authors in the references. Quotations of more than one line of text from cited works should be indented and citation should include the page number of the quotation; e.g. (Thomas 1979: 56).

References should be listed, as follows, in one alphabetical sequence at the end of the text:

**For journals:** Thornthwaite, C. W. and Marther, J. R. (1995). The water balance. *Climatology* 8, 1-104.

**For Books:** Zeleny, M. (1982). *Multiple criteria decision making*. New York: McGraw-Hill.

**For a thesis:** Gartside, S. (1994). *Helplessness and depression*. Unpublished doctoral dissertation, McGill University, Montreal.

**For papers from conference proceedings, chapters from book etc.**

Smith, I. J. K. (1977). Liberal theories of the state. In P. Shed (Ed.), *Alternative perspectives of the state* (pp. 170-82). Boston MA: Back Bay Press.

□ **TABLES AND FIGURES:**

Begin each table or figure on a separate page. In text, indicate the approximate placement of each table by a clear break in the text, inserting:

**TABLE1/FIGURE1 ABOUT HERE**

**set off by double-spacing above and below.**

All figures and tables should be numbered consecutively (e.g. Table 1, Figure 1)

□ **GRAPHICS AND ILLUSTRATIONS**

Should be submitted electronically with the manuscript.

To make sure that we can use your artwork, please check the <http://www.elsevier.com/locate/authorartwork/> web site including the "Dos and Don'ts" and the "Hints and Tips" sections (the "i" symbol indicates more information)

## A final checklist

□ **PERMISSION TO REPRINT:**

If you are using material from a copyrighted work (e.g., tables, figures or an extract from a book exceeding more than 400 words), you will need written permission from the copyright holder (in most cases the publisher) to use this material. **It is the author's responsibility to obtain the reprint permission.** A copy of the permission **must** accompany the manuscript.

□ **YOUR ADDRESS AND EMAIL ADDRESS.**

We especially need a current email address as your proofs will be sent to you by email as a PDF attachment, which can be read on any computer using the free Adobe Acrobat Reader download from

<http://www.adobe.com/products/acrobat/readstep.html>

**Please include a complete list of contributors' names, affiliations, addresses, email addresses and telephone numbers with your manuscript. Please do not supply us with PO Box addresses. Email will be used to forward PDF proofs and the telephone numbers are required when despatching the complimentary copy on publication.**

Updated: 23 April 2007