Manuscripts, in English, should be submitted to the Executive Editors Office via the journals web–based online manuscript submission and peer–review system:

http://jccg.edmgr.com

Inquiries regarding journal policy and other such general topics should be sent to the Editor-in-Chief:

Margaret A. Perkinson, PhD
Department of Occupational Science & Occupational Therapy
Doisy College of Health Sciences
Saint Louis University
3437 Caroline St.
St. Louis, MO 63104
mperkin7@slu.edu

The online system offers easy straightforward log–in and submission; supports a wide range of submission file formats [Word, WordPerfect, RTF, TXT and LaTeX for manuscripts; TIFF, GIF, JPEG, EPS, PPT, and Postscript for figures (artwork)]; eliminates the need to submit manuscripts as hard–copy printouts, disks, and/or e–mail attachments; enables real–time tracking of manuscript status by author; and provides help should authors experience any submission difficulties (click on "Contact Us" from the toolbar).

The Journal of Cross–Cultural Gerontology is a refereed journal, published as a quarterly. No page charges are levied on authors or their institutions. Books for review should be sent to the Editor–in–Chief. Authors may suggest up to five individuals (including institutional affiliations) who can be contacted as potential reviewers. Note that the Editor is not bound to use the suggested reviewers, and may contact additional or other individuals to review the manuscript.

Preparation of the Manuscript

Manuscripts should be written in English; four copies of the material should be submitted in the format given below. Also, the final revised manuscript should be supplied also on a 3 1/2 inch disk (preferably in Microsoft Word or WP 5.1 or higher). This point does not apply to manuscripts submitted in the online system. Manuscripts should be presented on DIN A4 or 8 1/2 × 11 inch bond paper, one side only, leaving at least 2 cm margins on all sides. Please double–space all materials, including Notes, References, and Tables. All pages (including the Cover page, Notes, References, Figure–legends and Tables) should be numbered consecutively, in the right–hand upper corner.

The manuscripts should be arranged in the following order:

Cover page (page 1)

• Title
The Title should be concise and accurate, but should contain adequate information regarding the contents.
Capitalize only the first letter of the first word.
• Authors full first and last names; the middle name only as initial.
  Capitalize the name(s)
  If more than one, use & for and before the last name.

• Affiliation(s)
  Each authors affiliation(s) should be identified (including the city and country), and
  footnoted with superscript numerals for the respective authors.

After 4 lines, type a line across the page and then add:
Address for correspondence: Name, Full address, City, Country
On a new line: Phone number; Fax number; E-mail.
In the published version of the paper, the Address for correspondence will be printed at the last
page, just after the References.

After 4 lines, type a second line across the page:
Here give an abbreviated title to be used as the running headlines as the full title may not fit on
one line. The running headlines should appear on each page in the right upper corner just before
the page number.

Page 2

• Abstract
  Please provide an Abstract, brief and informative, from 100 to approx. 250 words. It is
  preferable that the Abstract is not in the first person, and it should not contain any
  mathematical formulae or cite references.

• Key words
  Maximum of 6 and a minimum of 3, in alphabetical order, suitable for indexing.

Page 3

• Main text
  The main text usually is arranged as Introduction, Materials (or Subjects) and Methods,
  Results, and Discussion, without page breaks.
  The relative importance of headings and subheadings should be clear.
  Headings and subheadings (not numbered) should be made clear by spacing and
  indentation.
  Capitalize only the first word; do not use all capital letters. The approximate location of
  Tables and Figures should be indicated within square brackets, on a separate line with a
  spaceline above and below, preferable after the paragraph in which it is first mentioned.
  New Paragraphs should be indicated by clear indentation (use a standard tab). Do not use
  spacelines between paragraphs.
  Breaking a word at the end of a line is not allowed.
  Endnotes are to be numbered consecutively and placed just before the References cited
  section.

Acknowledgments
  Acknowledgments and grant numbers should be placed at the end after the main text, before
  Notes and References.
Tables
- Each table should be mentioned in the text and its place indicated in the text.
- The tables should be numbered consecutively with Arabic numbers, followed by a title (at the end no period), for ex.:
  Table 1. Characteristics of focus group participants, 1990–1995 (n = 39)
- Horizontal rules should be indicated; vertical rules are not used.
- Table-footnotes should be marked with superscript letters; if only one, an asterix (*) may be used.
- Tables may be edited by the publisher to permit more compact typesetting.
- Each table should be typed on a separate page.

Figures
- Each figure should be mentioned in the text and its place indicated in the text.
- The figures should be numbered consecutively with Arabic numbers.
- Line drawings should be in a form suitable for reproduction without modification. Extremely small type should be avoided as figures are often reduced in size. Maximum width (after reduction) 115mm.
- Photographs should be supplied as black–and–white, high contrast glossy prints.
- Color prints may be inserted at the authors own expense.
- All the figure–legends should be listed on one sheet. Avoid double phrasing in figure and figure legend.

References
All references must be closely checked to determine that dates and spelling are consistent. Please note that the names of all authors should be given in the list of References, and et al. used only in the text. The literature references should be arranged alphabetically, typed double–spaced and in the text referred to as: author(s) and year of publication, e.g.: (Quah et al. 1991; Velkoff & Kinsella 1993). Use always & for and between two authors names. Always state the full page–numbers in the Reference section. Some examples of references are given below:

Articles in a periodical


Article in a newspaper

Books


*Chapter in a book*


*Unpublished papers*


**Permissions**

The author is responsible for obtaining permission from copyright owners whenever illustrations, tables, or lengthy quotes are used from previously published materials.

**Copyright Transmission**

- Copyright for all published material is held by Springer. Submission of a paper for publication implies that copyright reverts to the publisher from the author and also that the article has not been published and is not being considered for publication elsewhere.
- Permission to reproduce, in whole or in part, any material published in *Journal of Cross-Cultural Gerontology* must be obtained from the publishers.

**Proofs and Offprints**

- When proofs are submitted to the corresponding author, it is important that the proofs be checked and returned by airmail, together with the copy-edited manuscript, to the publisher within two days after their receipt.
- It is the author’s responsibility to guarantee that there are no technical errors. •
- Only in proof-stage is it allowed to update references of papers, submitted or in press. •
- Alterations other than typographical errors and/or misspellings must be held to a minimum; the author can be charged for the labor required to make extensive text-changes.
- 25 offprints of each paper will be provided free of charge to the corresponding author, together with a complete issue in which the paper is published.
- Ordering information for additional offprints will be sent with the proofs to the corresponding author, and this order-form has to be returned together with the proofs to the publisher.
A *Cumulative Index* of all the published Articles, the Aging trend series, and Book reviews, published during the period 1986–1995 (Volumes 1–10), including also a Cumulative Author Index, has been published in Volume 10, No. 4 (December 1995), pp. 365–394.

**Springer Open Choice**

In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), Springer now provides an alternative publishing option: Springer Open Choice. A Springer Open Choice article receives all the benefits of a regular subscription–based article, but in addition is made available publicly through Springer's online platform SpringerLink. To publish via Springer Open Choice, upon acceptance please visit [http://www.springeronline.com/openchoice](http://www.springeronline.com/openchoice) to complete the relevant order form and provide the required payment information. Payment must be received in full before publication or articles will publish as regular subscription–model articles. We regret that Springer Open Choice cannot be ordered for published articles.