

# Journal of Social Policy

## Notes for Contributors

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2. Articles should generally contain between 5,000 and 10,000 words including footnotes, although longer or shorter articles may be accepted by arrangement with the editor. Short articles stand a better chance of early publication.

3. Submission of an article is taken to imply that it has not previously been published, or is not being considered for publication elsewhere. If an author is publishing a related article elsewhere, this fact should be stated.

4. Contributions (articles, review articles, reviews) should be clearly typed on one side of the paper only using a conventional size of paper, preferably A4. All material should be typed double-spaced with generous margins. Contributors should send two copies and keep one copy of the typescript for correcting proofs.

5. Contributions should be accompanied by an abstract of between one and two hundred words, and a title page providing information about the position/s held by the author/s and giving full details of any acknowledgements.

6. Manuscripts will not be accepted for publication unless they conform to the usual journal style. Contributors are advised to look at the latest issue of the journal for general guidance, although a brief style sheet is available from the editor upon request. Particular attention should be made to the journal requirements about references and tables.

7. Notes should not contain bibliographical references: these should be built into the text and the Harvard (author/date) system used. Such notes *as are essential* should be referred to in numerical order throughout the text and the numbers shown as superscript. Notes and bibliographical references should be typed (double-spaced) as separate sections at the end of the article.

8. Tables should be clearly laid out and designed to fit on to a page 234 mm × 155 mm. Vertical lines between columns should be omitted, and horizontal lines limited to the top and bottom of the table, with an additional one below the column headings. Totals and percentages should be labelled, and units identified.

9. First proofs may be read and corrected by contributors provided that they can give the editor an address through which they can be reached without delay and can guarantee to return the corrected proofs to the editor, by airmail where appropriate, within seven days of receiving them.

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11. Contributors of accepted articles will be asked to assign their copyright, on certain conditions, to Cambridge University Press, to help protect their material, particularly in the USA.

## TABLE OF CONTENTS

## ARTICLES

- A. BOVAIRD, M. HARLOE and C. M. E. WHITEHEAD: Private Rented Housing: Its Current Role 1
- ROBERT E. GOODIN: Self-Reliance Versus the Welfare State 25
- L. E. A. HOWE: The 'Deserving' and the 'Undeserving': Practice in an Urban, Local Social Security Office 49

## REVIEW ARTICLE

- PETER TAYLOR-GOOPY: Attitudes to Welfare 73
- JO CAMPLING: Social Administration Digest 83

## BOOK REVIEWS

- A. Walker: *Social Planning* (B. Deacon) 101
- C. Ham & M. Hill: *The Policy Process in the Modern Capitalist State* (J. Edwards) 104
- C. Bell & H. Roberts (eds): *Social Researching* (J. Pahl) 105
- M. White: *Long-term Unemployment and Labour Markets* (C. Hakim) 107
- B. Jordan & N. Parton (eds): *The Political Dimensions of Social Work* (O. Stevenson) 109
- H. Geach & E. Szwed (eds): *Providing Civil Justice for Children* (N. Parton) 111
- J. Black *et al.*: *Social Work in Context* (E. Sainsbury) 112
- M. Rein: *From Policy to Practice* (H. Glennerster) 113
- M. Loney *et al.* (eds): *Social Policy and Social Welfare* (P. Fairfoot) 115
- H. Pontell: *A Capacity to Punish* (A. Willis) 117
- A. Rutherford: *Prisons and the Process of Justice* (A. Willis) 117
- P. Ashley: *The Money Problems of the Poor* (M. Adler) 119
- B. Abel-Smith: *Cost Containment in Health Care* (G. Mooney) 120
- K. Jones & A. J. Fowles: *Ideas on Institutions* (A. Davis) 121
- A. Onokerhoraye: *Social Services in Nigeria* (J. Midgley) 122
- W. L. Miller: *The Survey Method in the Social and Political Sciences* (M. Bulmer) 123
- J. Martin & C. Roberts: *Women and Employment* (S. Lonsdale) 124
- A. F. Osborn *et al.*: *The Social Life of Britain's Five Year Olds* (H. Graham) 126
- H. Graham: *Women, Health and the Family* (M. Wynn) 127

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