


SAGE LaTeX guidelines

A demonstration of the $\LaTeX 2_{\epsilon}$ class file for *SAGE Publications*

Journal Title
XX(X):1-4
©The Author(s) 2015
Reprints and permission:
sagepub.co.uk/journalsPermissions.nav
DOI: 10.1177/ToBeAssigned
www.sagepub.com/


Alistair Smith¹ and Hendrik Wittkopf²

Abstract

This paper describes the use of the $\LaTeX 2_{\epsilon}$ `sagej.cls` class file for setting papers to be submitted to a *SAGE Publications* journal. The template can be downloaded [here](#).

Keywords

Class file, $\LaTeX 2_{\epsilon}$, *SAGE Publications*

Introduction

Many authors submitting to research journals use $\LaTeX 2_{\epsilon}$ to prepare their papers. This paper describes the `sagej.cls` class file which can be used to convert articles produced with other $\LaTeX 2_{\epsilon}$ class files into the correct form for submission to *SAGE Publications*.

The `sagej.cls` class file preserves much of the standard $\LaTeX 2_{\epsilon}$ interface so that any document which was produced using the standard $\LaTeX 2_{\epsilon}$ article style can easily be converted to work with the `sagej` style. However, the width of text and typesize will vary from that of `article.cls`; therefore, *line breaks will change* and it is likely that displayed mathematics and tabular material will need re-setting.

In the following sections we describe how to lay out your code to use `sagej.cls` to reproduce much of the typographical look of the *SAGE* journal that you wish to submit to. However, this paper is not a guide to using $\LaTeX 2_{\epsilon}$ and we would refer you to any of the many books available (see, for example, [Kopka and Daly \(2003\)](#), [Lamport \(1994\)](#) and [Mittelbach and Goossens \(2004\)](#)).

The three golden rules

Before we proceed, we would like to stress *three golden rules* that need to be followed to enable the most efficient use of your code at the typesetting stage:

- (i) keep your own macros to an absolute minimum;
- (ii) as \TeX is designed to make sensible spacing decisions by itself, do *not* use explicit horizontal or vertical spacing commands, except in a few accepted (mostly mathematical) situations, such as `\,` before a differential `d`, or `\quad` to separate an equation from its qualifier;
- (iii) follow the journal reference style.

Getting started

The `sagej` class file should run on any standard $\LaTeX 2_{\epsilon}$ installation. If any of the fonts, style files or packages it

requires are missing from your installation, they can be found on the *TeX Collection* DVDs or downloaded from CTAN.

The article header information

The heading for any file using `sagej.cls` is shown in Figure 1. You must select options for the trim/text area and the reference style of the journal you are submitting to. The choice of options are listed in Table 1.

Table 1. The choice of options.

Option	Trim	Columns
<code>shortAfour</code>	210 × 280 mm	Double column
<code>Afour</code>	210 × 297 mm	Double column
<code>MCfour</code>	189 × 246 mm	Double column
<code>PCfour</code>	170 × 242 mm	Double column
<code>Royal</code>	156 × 234 mm	Single column
<code>Crown</code>	7.25 × 9.5 in	Single column

Option	Reference style
<code>sageh</code>	SAGE Harvard style (author-year)
<code>sagev</code>	SAGE Vancouver style (superscript numbers)
<code>sageapa</code>	APA style (author-year)

For example, if your journal is short A4 sized, uses Times fonts and has Harvard style references then you would need `\documentclass[ShortAfour,times,sageh]{sagej}`

Most *SAGE* journals are published using Times fonts but if for any reason you have a problem using Times you can easily resort to Computer Modern fonts by removing the `times` option.

¹Sunrise Setting Ltd, UK

²SAGE Publications Ltd, UK

Corresponding author:

Alistair Smith, Sunrise Setting Ltd Torbay Innovation Centre, Vantage Point, Long Road, Paignton, Devon, TQ4 7EJ, UK.

Email: alistair.smith@sunrise-setting.co.uk

```

\documentclass[<options>]{sagej}

\begin{document}

\runninghead{<Author surnames>}

\title{<Initial capital only>}

\author{<An Author\affilnum{1},
Someone Else\affilnum{2} and
Perhaps Another\affilnum{1}>}

\affiliation{<\affilnum{1}First and third authors' affiliation\
\affilnum{2}Second author affiliation>}

\corrauth{<Corresponding author's name and full postal address>}

\email{<Corresponding author's email address>}

\begin{abstract}
<Text>
\end{abstract}

\keywords{<List keywords>}

\maketitle

\section{Introduction}
.
.
.

```

Figure 1. Example header text.

Remarks

- (i) In `\runninghead` use ‘*et al.*’ if there are three or more authors.
- (ii) For multiple author papers please note the use of `\affilnum` to link names and affiliations. The corresponding author details need to be included using the `\corrauth` and `\email` commands.
- (iii) For submitting a double-spaced manuscript, add `doublespace` as an option to the `documentclass` line.
- (iv) The abstract should be capable of standing by itself, in the absence of the body of the article and of the bibliography. Therefore, it must not contain any reference citations.
- (v) Keywords are separated by commas.
- (vi) If you are submitting to a *SAGE* journal that requires numbered sections (for example, *IJRR*), please add the command `\setcounter{secnumdepth}{3}` just above the `\begin{document}` line.

The body of the article

Mathematics

`sagej.cls` makes the full functionality of $\mathcal{A}\mathcal{M}\mathcal{S}\mathcal{T}\mathcal{E}\mathcal{X}$ available. We encourage the use of the `align`, `gather` and `multline` environments for displayed mathematics.

`amsthm` is used for setting theorem-like and proof environments. The usual `\newtheorem` command needs to be used to set up the environments for your particular document.

Figures and tables

`sagej.cls` includes the `graphicx` package for handling figures.

Figures are called in as follows:

```

\begin{figure}
\centering
\includegraphics{<figure name>}
\caption{<Figure caption>}
\end{figure}

```

For further details on how to size figures, etc., with the `graphicx` package see, for example, [Kopka and Daly \(2003\)](#) or [Mittelbach and Goossens \(2004\)](#).

The standard coding for a table is shown in [Figure 2](#).

Cross-referencing

The use of the $\mathcal{L}\mathcal{T}\mathcal{E}\mathcal{X}$ cross-reference system for figures, tables, equations, etc., is encouraged (using `\ref{<name>}` and `\label{<name>}`).

```

\begin{table}
\small\sf\centering
\caption{<Table caption.>}
\begin{tabular}{<table alignment>}
\toprule
<column headings>\\
\midrule
<table entries
(separated by & as usual)>\\
<table entries>\\
.
.
.\
\bottomrule
\end{tabular}
\end{table}

```

Figure 2. Example table layout.

The commands available are:

```

\begin{acks}
To typeset an
  "Acknowledgements" section.
\end{acks}

\begin{biog}
To typeset an
  "Author biography" section.
\end{biog}

\begin{biogs}
To typeset an
  "Author Biographies" section.
\end{biogs}

\begin{dci}
To typeset a "Declaration of
  conflicting interests" section.
\end{dci}

\begin{funding}
To typeset a "Funding" section.
\end{funding}

\begin{sm}
To typeset a
  "Supplemental material" section.
\end{sm}

```

Endnotes

Most *SAGE* journals use endnotes rather than footnotes, so any notes should be coded as `\endnote{<Text>}`. Place the command `\theendnotes` just above the Reference section to typeset the endnotes.

To avoid any confusion for papers that use Vancouver style references, footnotes/endnotes should be edited into the text.

References

Please note that the files `SageH.bst` and `SageV.bst` are included with the class file for those authors using \LaTeX . For APA style references please use `mmlapa.bst` which should be part of most modern \TeX distributions.

See the above instructions regarding choosing the correct reference option.

Copyright statement

Please be aware that the use of this \LaTeX class file is governed by the following conditions.

Copyright

Copyright © 2015 SAGE Publications Ltd, 1 Oliver's Yard, 55 City Road, London, EC1Y 1SP, UK. All rights reserved.

Rules of use

This class file is made available for use by authors who wish to prepare an article for publication in a *SAGE Publications* journal. The user may not exploit any part of the class file commercially.

End of paper special sections

Depending on the requirements of the journal that you are submitting to, there are macros defined to typeset various special sections.

This class file is provided on an *as is* basis, without warranties of any kind, either express or implied, including but not limited to warranties of title, or implied warranties of merchantability or fitness for a particular purpose. There will be no duty on the author[s] of the software or SAGE Publications Ltd to correct any errors or defects in the software. Any statutory rights you may have remain unaffected by your acceptance of these rules of use.

Acknowledgements

This class file was developed by Sunrise Setting Ltd, Paignton, Devon, UK. Website:

<http://www.sunrise-setting.co.uk>

References

Kopka H and Daly PW (2003) *A Guide to L^AT_EX*, 4th edn. Addison-Wesley.

Lamport L (1994) *L^AT_EX: a Document Preparation System*, 2nd edn. Addison-Wesley.

Mittelbach F and Goossens M (2004) *The L^AT_EX Companion*, 2nd edn. Addison-Wesley.