

Journal Editor's Guide

2010 Edition



Journal Editor's Guide

2010 Edition

Table of Contents

Introduction	3
The Perfect Journal Article	3
SAGEtrack: A Quick Reference Guide	4
Author's/Editor's Checklist	7
The SMART (SAGE Manuscript and Resource Tracking) Production Process	8
Getting Connected to SMART	8
Adding Article Titles	9
Entering Author Information	9
Attaching Files	10
Submitting the Article	11
Transfer of Copyright/Exclusive License to Publish Agreements	12
OnlineFirst	12
Journals Production Flowchart	13
The Article Production Process	14
Breakdown	14
Copyediting	14
Typesetting	14
Proof Collation	14
Submitting Complete Contact Information	15
Reviewing Author/Editor Proof Sets.	16
Issue Building	17
Article and Issue Page Counts.	18
Important Matters to Note.	19
Viewing Articles in SMART	19
Due Dates	19
Journal Style	19
Editorial Boards	19
Special Issues	19
Permission Guidelines for SAGE Journals	20
General Guidelines for Authors	20
Summary of SAGE's Permission Policy.	20
Elements of a Complete Grant of Permission	21
How to Encourage Manuscript Submissions	22
Who to Contact at SAGE.	23
Article Due Dates for 2010 Issues	24
Forms and Checklists	25
SAGE Artwork Submission Guidelines	26

APA Style Guidelines	27
Chicago Style Guidelines	28
ASA Style Guidelines	29
AMA Style Guidelines	30
CSE Style Guidelines	31
Vancouver Style Guidelines	32
Request for Permission to Reprint Material for Scholarly Purposes	33
SAGE FAQs	34
A Final Word from SAGE	36



Introduction

Thank you for taking time to read the 2010 edition of the Journal Editor's Guide.

The Journals Production staff at SAGE Publications wants to work with you to produce your journal on time and to maintain the highest level of quality. The guidelines in this manual will help you prepare each issue so that the production process flows smoothly.

In this edition of the Editor's Guide, a new section was created to assist you with questions you may have about SAGEtrack. The basic guidelines provide instructions and tips that will help you get around the site. There are also links to additional resources where you can learn more about SAGEtrack from online tutorials and our peer review specialist.

To facilitate SAGE's smooth and efficient production process is SMART (SAGE Manuscript and Resource Tracking), our Web-based manuscript

tracking system.

SMART is practical and user-friendly, and allows us to take advantage of the speed and convenience of a digital workflow by submitting all of our journals to the printer electronically. This not only expedites the production process but more importantly ensures the highest level of quality possible in the printed product.

We have included several forms you can use to make your tasks easier, a list of which can be found on page 24. These forms were created to facilitate a timely and efficient production flow. Please make photocopies or adapt electronic copies to send to authors, guest editors, and any other staff members working on your journal.

If you have any questions regarding the Editor's Guide, please feel free to bring up the concern with your production editor. Thanks again, and enjoy!

THE PERFECT JOURNAL ARTICLE

1. Is complete, with all necessary transfer of copyright agreements or exclusive license to publish agreements, biographies, abstracts, tables, high-resolution figures, keywords, and references.
2. Is submitted no later than its due date.
3. Includes an electronic file that contains all elements (text, tables, biographies, references, etc.). Tables should be placed at the end of the file, following text and references. Figures should be uploaded as separate electronic files in SMART.
4. Is submitted with complete contact information for the corresponding author: name, current address, phone number, fax number, e-mail address, and alternate address.
5. Conforms to the appropriate style (APA, Chicago, ASA, AMA, CSE, etc.) throughout.
6. Includes permissions for all copyrighted material.

SAGEtrack: A Quick Reference Guide

Some journals use SAGEtrack, an online peer review system that is powered by Scholar One Manuscripts. SAGEtrack allows you to assign editors and select reviewers for manuscripts, as well as accept, reject, and revise manuscripts, and send completed manuscripts directly to SAGE for publication. Below is a quick outline of important aspects in SAGEtrack. For more information about SAGEtrack and for any questions you may have, please click on the “Online Help” button located in the gray bar at the top right-hand corner of any page within the site.

You can also click on the following link to access a variety of online training documentation: <http://mcv3help.manuscriptcentral.com/portal/welcome.html>.

Feel free to contact our peer review specialist, Kristen Marchetti, with any further questions you may have. Her email address is Kristen.Marchetti@sagepub.com.


The Welcome Page

When you log in, you are taken to the Welcome page. Here you see links to all of the role centers you have permissions for in this journal. Default permissions include Author or Author and Reviewer Centers. Contact the journal administrator if you do not already have an editor center link.

- ★ Keep in mind that your editor center can vary from “Editorial Assistant Center, Managing Editor Center,” etc., depending on your preference.

Your editor center Dashboard can be accessed by clicking on the Editor Center link on the Welcome page. This Dashboard will be used to assign editors and select reviewers for manuscripts, as well as accept, reject, and revise manuscripts, and send completed manuscripts directly to SAGE for publication. To access your dashboard page, click the appropriate link.

FORGOT YOUR PASSWORD?

For security reasons, Manuscript Central will not email you your current password. Instead, by entering your email address in the Password Help field and clicking  Go, the system will send you an email containing instructions for resetting your password.

IMPORTANT: Please retain your new password information. Manuscript Central will not send your password via email. Remember: your password is *case-sensitive*.


Assigning Editors

1. Access your editor center. Find the Editor Lists: click on “Awaiting AE Assignment.”
2. Select the editor name from the dropdown menu and click Assign. The number in parentheses after an editor’s name indicates current assignments.

NOTE: The number of current assignments is displayed next to the editor’s name. To view assignment details, click “View Details.”

3. The manuscript moves to the assigned editor’s dashboard lists for action.

Selecting & Inviting Reviewers

1. Access your editor center. Find the Editor Lists and click on “Awaiting Reviewer Selection.”
2. The first Action tab is for selecting the reviewer. You can search for reviewers using one of several methods. Types of methods available are configured by the journal (i.e., search by author’s preferred reviewers, related papers, or first/last name). In the search results, click  to view the details of a reviewer’s history analysis.
3. Once you have selected the reviewer, the Action tab changes to the Invitation task. Click Invite and an editable invitation email will open. Make any changes or attach files as necessary, and then click Save and Send. The invitation will then be sent to the reviewer.

Viewing Completed Reviews

1. Access your editor center. Find the Editor Lists and click on “Awaiting Editor Preliminary Decision.” Reviews will appear

in this section when the required number of reviews has been returned.

NOTE: Returned reviews can be viewed at any time by accessing the manuscript.

2. Click the view review link directly beneath the reviewer’s name you’d like to review. The manuscript information that is displayed on the page will be based on the journal’s configuration settings.

Making Manuscript Decisions

1. Access your editor center. Find the Editor Lists and click on “Awaiting EIC Decision.”
2. Use the Reviews section to view a summary and access the details of all submitted reviews (see “Viewing Completed Reviews” section above).
3. Select the radio button for your decision. You may enter in comments here if you’d like, which will remain internal to the journal.
4. Click Create Draft E-Mail to open the editable decision letter to the author. Make any changes to the letter as needed and click Send and Commit Decision.

NOTE: The decision does not commit until you click Commit Decision in the email.
5. Click Send and Commit Decision to save and commit your decision.

- ★ For more detailed information on how to make other types of decisions (such as preliminary or immediate) or recommendations, visit the following link to watch instructor-led tutorials: <http://mcv3help.manuscriptcentral.com/portal/welcome.html>.

BYPASS THE PEER REVIEW PROCESS

If your journal has chosen to make progress indicator of manuscripts an editable field, you can bypass the review process entirely by changing the number of required reviews in the Progress box from the default setting to 0. The manuscript will then move to the next action task in the workflow—typically Make Decision, Make Preliminary Decision, or Make Recommendation task.

Exporting Accepted Manuscripts to SAGE

1. When a paper has been accepted, it will move to the "In Production" section in your editor center. Since you cannot take action on the accepted manuscripts from within the editor center; return to the main menu and enter the Production Center.
2. Check the manuscript files in the Manuscript Files tab before you export them. It is important that the necessary files are set to be exported from the system. Anything you want to be sent to SAGE Production should be marked "Ready for Batch/Page Count" within the Manuscript Files tab. See "A Quick Checklist" for a list of things to remember during this step.
3. Once you have checked the files and are sure the correct files are marked "Ready for Batch," click the Complete Production Checklist tab at the top of the screen.
4. On the next screen, you simply need to check the box(es) in the "Production Checklist" to declare you have checked that the files are OK for exporting. Click Checklist Complete.

5. You will then move to the "Assign to Batch" screen to assign manuscripts to batches that will then be exported to SAGE Production via FTP. From the drop-down menu next to "Assign to a Batch," select SAGE Production from the drop-down menu. Click Assign to export the batch.

6. The page will automatically refresh and say "Pending Export" for the batch. At this point, the batch will be exported within 24 hours.

★ You will notice on the Production Center Dashboard that the manuscript will have moved to the bottom list titled "Assign to Batch—Awaiting Export." From here, the manuscript will be moved within 24 hours, as mentioned above, via the SAGE FTP site as a zip file containing all the files you checked off during Step #2. An email is generat-

ed from the system alerting the administrator and the SAGE Production Editor that the manuscript files have been exported. The email template is preconfigured to include data such as: author contact details, abstract, keywords etc.

A QUICK CHECKLIST

Are you looking at the latest version of the paper?

Make sure you are looking at the latest version of the paper, for example, SAGE-08-001.R1 and not SAGE-08-001 (the previous version). The easiest way to tell is by the date of submission.

Is your journal a double blind?

If so, check to ensure that the author has uploaded a Title Page, and that this is marked "Ready for Batch/Page Count." Contact the author if this is not present, and manually upload to the "Manuscript Files" tab.

Does your journal use the ELP?

If so, check to confirm receipt of the e-form.

The production export process is now complete!

Author's/Editor's Checklist

Before Submitting an Article

- ✓ Transfer of copyright/exclusive license to publish agreement is obtained.
- ✓ Electronic document is a Word (.doc) file.
- ✓ Title page includes all authors' names and e-mail addresses, as well as the corresponding author's address, phone numbers (work and home), fax number, vacations or other dates when he or she might be unavailable and addresses and phone numbers for those dates, and any other pertinent contact information.
- ✓ Abstract is 250 words or fewer (may vary for some journals).
- ✓ For online searchability, four or five keywords should be listed (may vary for some journals).
- ✓ Biographical information is included when applicable (length varies from journal to journal).
- ✓ Endnotes and footnotes are grouped on a separate page.
- ✓ All in-text citations are represented in the reference list; all references have in-text citations.
- ✓ Reference list follows the journal's style (APA, ASA, Chicago, AMA, CSE, etc.).
- ✓ Tables should be formatted in table form with separate cell divisions and rows. Tables are listed at the end of the electronic article file, each on a separate page.
- ✓ Electronic figures are high resolution; they appear exactly as they should in the journal. Each figure should be submitted as a separate document in SMART.
- ✓ Written, signed permission for copyrighted material has been obtained where necessary.

The SMART (SAGE Manuscript and Resource Tracking) Production Process

If any journal article is ready for publication, then it is ready to be sent to SAGE. SAGE journals are built one article at a time, using the SMART production process.

How do you know when an article is ready? It's ready if the final revision is accepted and complete, and

- is available electronically in Microsoft Word (.doc) format (if you have made substantial changes to the author's original, please notify the author—it will save time at the proofs stage).
- has complete author contact information for corresponding author only, including address, telephone number, and e-mail information (see “Submitting Complete Contact Information” on p. 14).
- has up-to-date transfer of copyright/exclusive license to publish forms signed by the corresponding author (see “Transfer of Copyright Agreements” or “Exclusive License to Publish” on p. 11).
- has an abstract of 250 words or less.
- has four or five keywords for online searchability.
- is double spaced throughout, including text, notes, references, tables, and block quotations.
- has complete references in the journal's chosen style (e.g., APA, Chicago, ASA, AMA, CSE).
- has tables saved at the end of the document, with callouts for each in the text.
- has high-resolution figures saved in separate files, with callouts for each in the text (see “SAGE Artwork Submission Guidelines” on page 25).
- is free of typographical errors and is formatted in the journal's style (e.g., APA, Chicago, ASA, AMA, CSE).

When an article is ready to be sent from SAGE-track, it will automatically get loaded into SMART, and the editor does not need to upload them. For those journals that manually enter articles or any other editorial pieces in to SMART, the following submission procedures will serve as a step-by-step guide.

GETTING CONNECTED TO SMART



To connect, log on to SMART at <http://journals.sageapps.com/SMART>.

The SMART log-in screen will appear (Figure 1). Your initial user ID is your journal's acronym, and the password is 1234.

If it is your first time logging in, you will be prompted to change your password. You can choose any password, and there is no minimum number of characters. Whoever is responsible for entering your journal's articles into SMART will log on with the same user ID and password, including guest editors, managing editors, editorial assistants, etc. You may

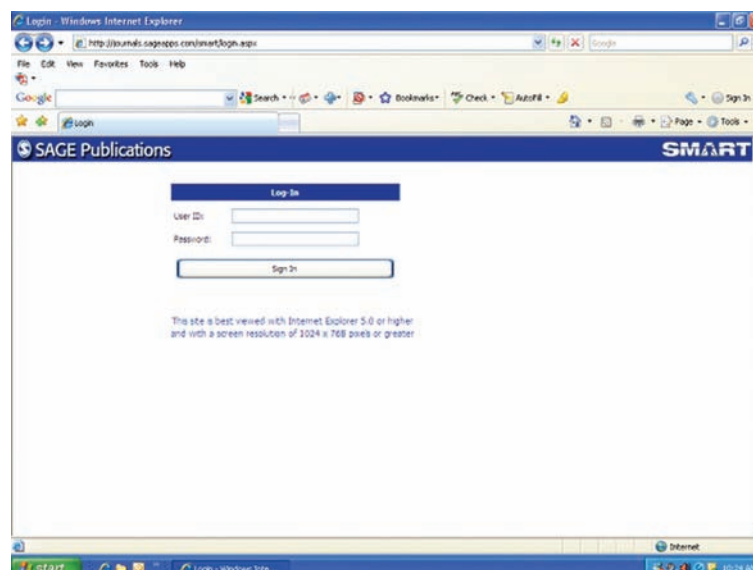


Figure 1: Log-In

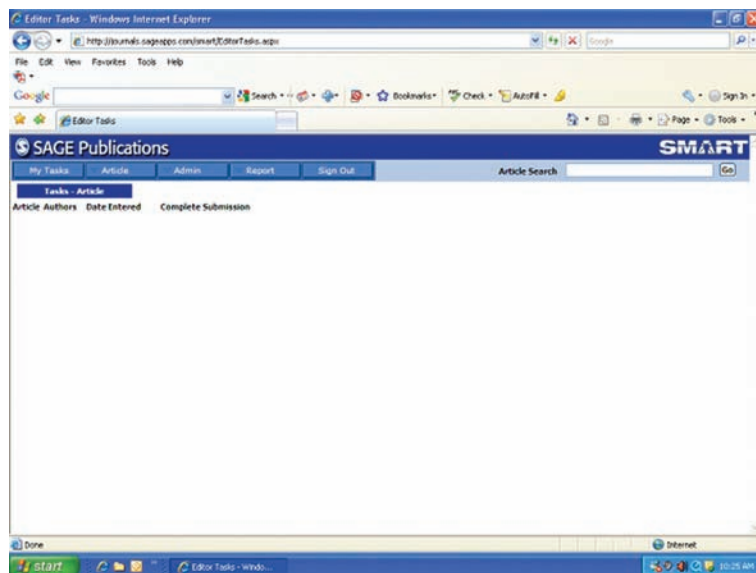


Figure 2: Task List

change passwords at your discretion, but you can have only one password at a time.

If you happen to forget or lose track of your password, please contact your production editor. He or she can have the password reset to your initial user ID (journal acronym) and password (1234).

ADDING ARTICLE TITLES

The next screen will be the Tasks screen (Figure 2). To enter a new article into SMART,

1. Click **Article** on the top of the screen (Figure 3), scroll down and select **Add an Article**. This will bring up the **Add an Article** screen (Figure 4).
2. Enter the title of the article into the **Title** field. Enter any subtitle information into the **Subtitle** field. Please do not type a colon after the title. The system will insert one automatically if there is a subtitle. When entering book reviews into SMART, follow this standard:

Book Review: Title of the book reviewed, by Author of the book reviewed.

All of this is done on the **Title** line; do not use the **Subtitle** line (Figure 5). Each book review must be entered separately into SMART. The reviewer information will be entered on the next screen.

3. Click on the proper **Article Type** for the piece that you are entering. The **Other** category is used for supplementary material such as calls for papers and announcements. Your journal will always be listed in the **Journal** field, so you will not need to touch this field. If you happen to work on two or more SAGE journals, please remember to log on with the proper user ID for that journal.
4. When you have finished entering article information, click **Save Article**. This will take you to the **Article Submission** screen.

ENTERING AUTHOR INFORMATION

When entering author information,

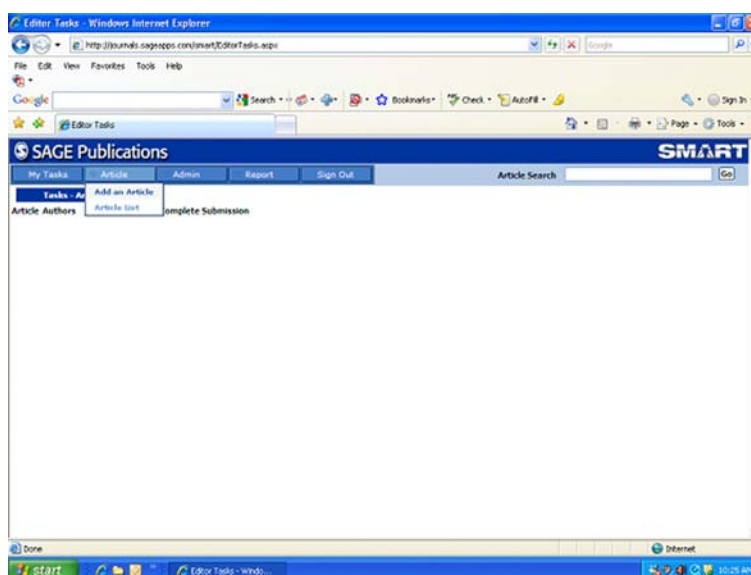


Figure 3: Article Options/Add an Article

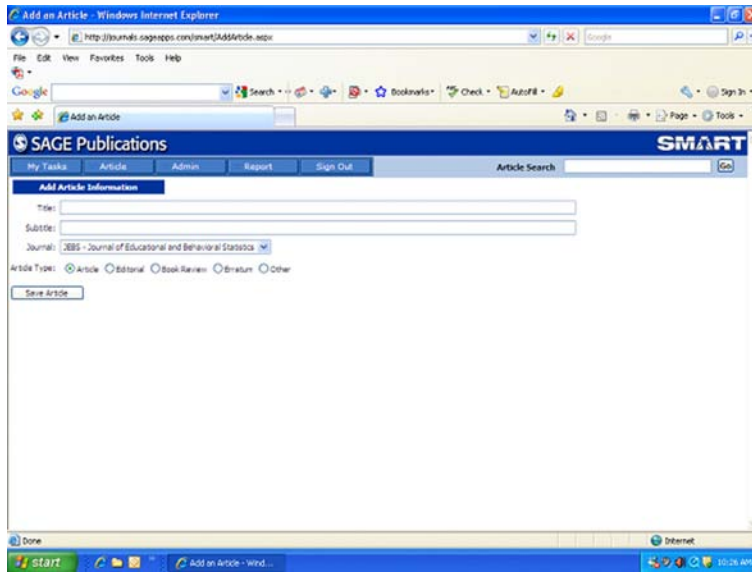


Figure 4: Add an Article

1. Please enter all available author information in the appropriate fields (Figure 6). Check the **Agreement Submitted** box for each author once a signed transfer of copyright/exclusive license to publish agreement has been received by you. SMART will not allow you to submit an article until all transfer of copyright/exclusive license to publish agreements have been received.
2. Select one corresponding author by clicking the **Corresponding Author** box at the bottom of the **Author Information** section. For all authors, the minimum requirements are first and last name and e-mail address. For corresponding authors, there must also be a mailing address. Please be sure to enter accurate author information; if there are any inaccuracies in the corresponding author's mailing address, authors will not receive their complimentary journal copies. For authors with United States addresses, you can leave the **Country** field blank. For authors outside

the United States, a postal code is not required, but a city and country must be entered.

3. Click **Save Author**. (You must click **Save Author** to keep your data.) If any required elements have been left out, you will get a red message indicating what needs to be completed.

If there is more than one author for an article, repeat this process for each author. Once author information has been entered, it will appear in a gray field below the **Author Entry** fields. To make changes, click the **Edit** icon, shown as a pad and pen, to the left of the author's name. Make the changes and then click **Update Author**.

ATTACHING FILES

To attach a file,

1. Click the **Article Document** circle under the **Attachments** field.
2. Click the **Browse** button and navigate through the **Choose File** dialog box until you find the desired article file on your

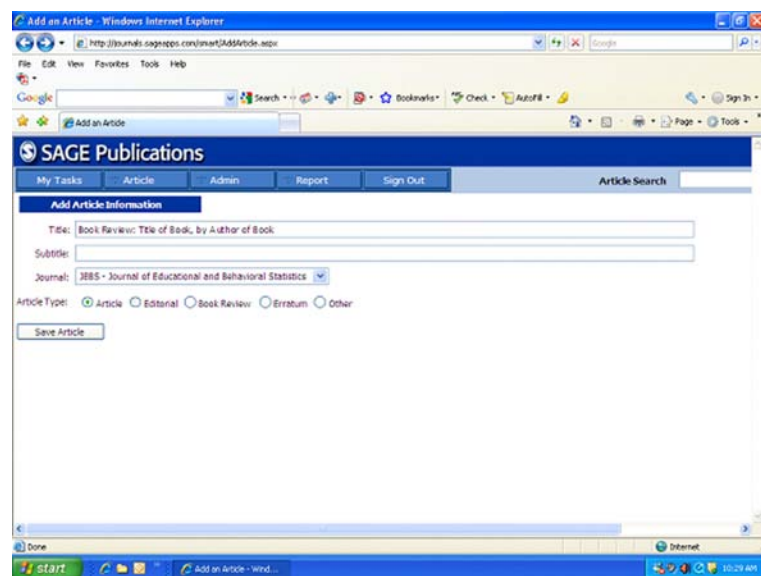


Figure 5: Book Review

Figure 6: Author Information

system (Figure 7). Please ensure that you have clicked the **Article Document** circle and that you are attaching the correct file, particularly if you have more than one version of an article file on your system.

Remember that article files should be in Microsoft Word format. All tables and figures should also be uploaded.

For figures, it is best to include the original electronic files (do not insert them into the Word file if the author sent the figures as separate attachments).

To upload figures or tables, click the **Table** or **Figure** circle, browse for the appropriate file, and click **Save Attachment**. Any saved attachments will appear in the gray field below the **Browse** box. If you attach the wrong file, or the file needs to have data added to it, click the **Remove from List** icon, shown as a red X, and attach the correct file.

If you wish to add comments about an article, enter that data into the **Comments** box and click **Save Comment**. (You must click **Save**

Comment to keep your data.) Examples of this are article placement in a specific section of an issue, banner requests, dates an author will be unavailable, or indication that extra copyediting is needed because the author is a nonnative English speaker.

When you have attached all pertinent files, click **Submit Article**.

SUBMITTING THE ARTICLE

The next screen will be the **Confirm Article Submission** screen. This screen allows you to review the information you have entered before submitting the article to

SAGE. This screen offers two options: **Confirm Article Submission** and **Return to Article Submission**. You must choose one of these to proceed (do not hit the **Back** or **Refresh** buttons, or the article may be lost).

Please review all the entries carefully

- If anything needs to be changed, click **Return to Article Submission**.

Figure 7: Attaching Files

- If article title information needs updating, make the changes and click **Update Article**.
- If author information needs updating, click the **Edit** button next to the author's name in the gray field, make the changes, and click **Save Author**.
- Click **Submit Article** again to return to the Confirm Article Submission screen.

If everything looks good, click **Confirm Article Submission**. If any required elements have been left out, you will get a red message indicating what needs to be done. Otherwise, you will be taken back to the Tasks list. Click **Add an Article** to add another article.

TRANSFER OF COPYRIGHT AGREEMENTS

If your journal uses a transfer of copyright agreement (vs. an exclusive license to publish agreement), then remember that all contributing authors (including government employees—there is verbiage covering their status within the agreement) must sign a transfer of copyright agreement with SAGE. An article cannot be published without the consent of all authors. For most journals that SAGE publishes, the corresponding author signs in behalf of all other contributing authors.

If you are collecting the agreements for your journal, you are encouraged to obtain and send the signed agreements as soon as possible after you have accepted the article for publication. (For those journals using SAGEtrack, agreements are collected electronically through the peer-review process.) Agreement forms can be scanned and e-mailed it to the production editor. You can also sign and fax the agreement to 805.375.1735, attn: [Production Editor's Name], Journals Production.

Please keep the signed hard copies of all the agreements for backup.

EXCLUSIVE LICENSE TO PUBLISH

SAGE is proud to announce the new exclusive license to publish that is being rolled out for many journals, and we hope that all journals will begin implementing its use. With an exclusive license agreement—which is to be used in place of the transfer of copyright agreement—the author(s) retain copyright. The work is credited as © The Author(s) but the author(s) license the control of all rights exclusively to SAGE or, where relevant, a society or other proprietary publishing partner. This means that all licensing requests including permissions are managed by SAGE.

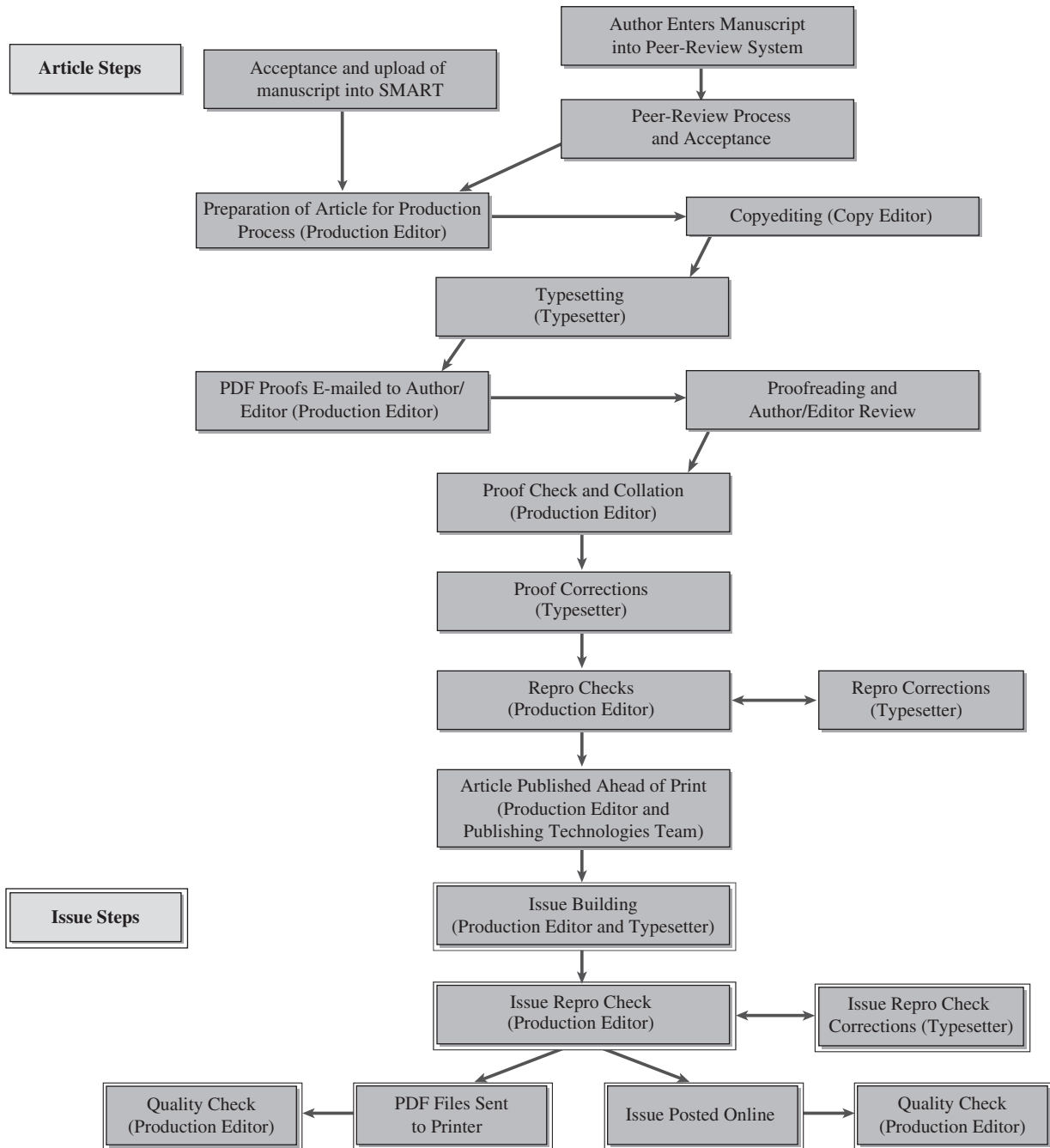
An exclusive license helps us ensure adequate protection against infringement of copyright protected material through breach of copyright or piracy anywhere in the world. It also ensures that requests by third parties to reprint or reproduce a contribution, or part of it in any format, are handled efficiently in accordance with general policy which encourages dissemination of knowledge inside the framework of copyright.

ONLINEFIRST

OnlineFirst is a feature in which completed articles are published online prior to their inclusion in a print issue, offering authors the advantage of making their research accessible to the public in a more timely manner. **Please note that articles will not be published ahead of print without a completed transfer of copyright agreement or exclusive license to publish agreement.** Each OnlineFirst article is citable by the publication date of the manuscript's first online posting and the Digital Object Identifier (DOI), providing a persistent, permanent way to identify manuscripts published in the online environment. You can cite OnlineFirst articles as follows:

Smith, J. R. Article title. *Journal of Guidelines*. July 1, 2008; DOI:10.1177/0123456789123456

JOURNALS PRODUCTION FLOWCHART



The Article Production Process

Below is a description of each production step that takes place once you've sent your manuscript to SAGE (see "Journals Production Flowchart" on the previous page to follow along with all production steps listed).

Breakdown	
Simply, breaking the article down into its separate elements – i.e., text and figures – to be sent to copyediting and typesetting. This is also a check for any missing elements.	
Copyediting	
A light copyedit is performed (e.g., adhering to journal style and correcting grammar and/or punctuation errors). Once completed, an author query list is created by the copyeditor for the author. The author query list contains requests for missing information (e.g., inconsistent references and/or cite dates) or asks for clarification (e.g., unclear sentences).	
Typesetting	
A typesetter designs each article according to the journal's specifications, and formats the author query list to be sent to the author at proofs.	
PDF Proofs to Author/Editor	Proofreading
After the article has been typeset, it is checked for correct format and style, then sent to the author/editor for proofing. Authors and editors can submit any corrections they may have at this time.	If your journal is proofread, the article is sent to proofreading when the PDF proofs are sent. The proofreader follows the style of the journal and does a comprehensive check of grammar and formatting.
Proof Collation	
Once all corrections have been submitted, they are implemented into the article, and again, the article is checked for correct format and style.	
Repro Checks	
At this stage, the article should be in its completed form; if there are any additional corrections that need to be made, several rounds of repro checks can be sent to the typesetter until the article is perfect.	
Article to OnlineFirst	
Two more quality checks are done to ensure that the online article is perfect, since it is considered officially published once it has been posted online. This check includes final verification of all transfer of copyright/exclusive license to publish agreements.	
Issue Building/Pagination	
All completed articles scheduled for an issue are put together by the production editor for pagination, who submits any further corrections that need to be done to the cover, table of contents, and article titles.	
Issue Repro Check	
The biggest quality check occurs at this stage to confirm that everything in the issue – every article title, page, page number, and both the front & back covers – is perfect. If corrections are needed, they can be sent to the typesetter at this step.	
PDF Files to Printer	Issue Posted Online
The final quality check is done on the covers to make sure that everything is ready for publication.	Similar to the OnlineFirst check, two more quality checks are done when the issue is posted online.

Submitting Complete Contact Information

It is essential that SAGE be able to easily contact authors once the article has gone into production. When you submit to production, please include all authors' and coauthors' names, including coauthors' e-mail addresses. For the corresponding author we need:

- current address
- phone numbers (office and home)
- fax number
- e-mail address
- notice of when an author plans to be out of town for an extended period of time, and where he or she may be reached during that time

The above information allows SAGE to send authors their galley proofs and it makes it

possible for us to send contributors copies after publication.

Complete and current contact information is essential for SAGE production editors and copy editors. If we cannot reach an author and encounter extensive problems with his or her article, we will be forced to hold the article until a later issue. If he or she was on vacation and thus did not see the proofs until after the deadline, no further changes can be made.

Holiday addresses. Keep in mind that we will be working on journals during holiday seasons such as summer break, Thanksgiving, and Christmas. We encourage you to obtain vacation or alternate addresses for authors during these times. Please enter this information into the **Comments** box during article submission.



Reviewing Author/Editor Proof Sets

SAGE will e-mail proofs to authors and/or editors via portable document format (PDF). Authors and editors are strongly encouraged to review their proofs, carefully paying close attention to all equations, figures, and tables in addition to the text.

The turnaround time for author/editor corrections is short, ranging from 24 hours to 7 days depending on the journal's schedule. A memo with a due date accompanies the proofs. We require a response from the author, indicating corrections needed or confirming that the article needs no corrections.

We generally accept proof corrections by e-mail and encourage authors to submit them this way. Authors may make changes directly to the article PDF by using the drawing mark-up tools in Adobe Acrobat. However, please keep in mind that the drawing mark-up tools differ from the commenting tools and text editing tools that are available in Acrobat. Below are some examples of proof correction methods we accept and those

we discourage because they are often difficult to read and may be overlooked.

You can help us maintain schedules by reminding authors (via e-mail or phone, perhaps) that it is necessary to return proof corrections by the due date or to let us know that they have no corrections. If we have made several unsuccessful attempts to contact an author regarding his or her proofs, we can continue production on the article without author corrections, but only with the editor's approval.

Downloading a PDF

All that is needed for downloading and viewing a PDF file is Adobe's Acrobat Reader, which is available for free at <http://www.adobe.com>. Most newer computer systems come with Acrobat already loaded. If an author has difficulty reading the article PDF, we will be happy to fax a copy of the proof, but we encourage you to prepare your authors for receiving proofs electronically.

Examples of Preferred Methods of Proof Corrections

<i>Via email body or Word document</i>	<i>Commenting Mark-up Tools</i>
Page 3, paragraph 2, line 6 Currently reads: "use of eclectic special educational services (e.g., sensori-" Correction: "use of eclectic special educational services (e.g., TEACCH, sensori-" Page 12, AAC section, paragraph 2, line 11 Currently reads: "(assisted instruction). Mirenda also found substantial" Correction: "(assisted instruction). Mirenda [omit also] found substantial"	
Send via email stating page number, paragraph number, and line within the paragraph on which the correction appears.	Use the commenting mark-up tools – i.e., the text box and pencil tools – to make marks similar to the corrections below

Examples of Discouraged Methods of Proof Corrections

<i>Commenting Tools</i>	<i>Text-Editing Tools</i>
frustration can be understood (e.g., in Nina Eliasoph's [1998] study on apathy in U.S. politics). Acting out therefore reflects not only straightforward instability but also an attempt to (re)make sense of a hegemony that has become insufficient or fragmented. It is not only the repeated pain and trauma of war, displacement, or physical uncertainty (e.g., from incest cases or the ever-present threat of terrorist attacks or violent reprisals in the Israeli-Palestinian conflict) that do quotidian trauma but also the often slow and quiet violation of a worldview. Overtly violent or aggressive trauma stems from limit events in which signifying chains are made to seem incompatible with lived or imagined reality. More subtle levels of banal quotidian trauma similarly rely on incompatibility, and both forms of traumatic existence are apparent in a dual process of remaking or creating new cog-	nitive models (e.g., the death-camp mentality spoken of in many Holocaust memoirs) and of acting out against the breakdown of the symbolic (e.g., renegotiating masculinity in MTV's <i>The Pickup Artist</i>). This is not to equate the two forms of quotidian trauma nor is it to suggest that they should be seen through one another. Instead, it is to suggest that trauma is a social and cultural framework within which individuals and groups exist. Although its causes and results vary drastically, examining traumatic processes from multiple perspectives allows for an understanding of the maintenance, breakdown, reification, and evolution of common sense. This provides us with a method by which we may engage or understand on one hand the often bewilderingly counterproductive developments in geopolitical conflicts (e.g., the Sudan, Israel-Palestine, and Iraq-United States) and on the other hand the acceptance of or adherence to such policies or
Please do not use either of these tools when correcting an article. As you can see in this section, both are extremely hard to see and are likely to be overlooked.	

Issue Building

If you decide you'd like to assemble the table of contents yourself, this can be set up for you in SMART. Request this access from your production editor and he or she can have an **Articles Selected and Sequenced** step added to your issue task list. Once this is done, you can access the step by clicking the **Manage** icon.

How to Select and Sequence: All articles ready for publication (and not yet already assigned to a different issue) will appear at the bottom of the screen. The pages listed for each article are the actual lengths in typeset pages.

To choose an article for the issue you are working on, click **Select**. The article will then move up to the **Articles Placed in Issue** section. Repeat this step until you have selected all the articles for the issue.

If you have selected any articles in the incorrect order, or if they already appear in an incorrect order in the Articles Place in Issue section, you

can use the up and down arrows to place them in the proper sequence or you can number them using the fields provided on the left-hand side of the screen. You can also click **Remove** on the right-hand side of the screen if an article was selected accidentally. Once **Remove** has been selected, the article will be removed from the issue's table of contents, but not from production or SMART.

To assist in selecting articles and deciding on issue length, listed at the top of the page are the pages per volume (the maximum amount allowed by contract), the average pages per issue (created by dividing the pages per volume by the number of issues per year), and the pages remaining (the actual number of pages left in the volume).

You may also retrieve the number of pages used in the current volume by selecting **Page Count Report** under the Admin options.

The screenshot shows the SMART interface for managing the table of contents. At the top, it indicates the volume and issue information: "Science Communication: Volume 31 Number 1 - September 2009". Key statistics shown are "Pages per Volume 244" and "Average Pages per Issue 136".

The main section is titled "Articles Placed in Issue" and contains a table with the following data:

#	Article ID	Article Type	Article Title	Authors	Pages	Display in TOC	Remove Article
1	329046	Other	Can Science Communication Workshops Train Scientists for Reflexive Public Engagement? The ESCnet Experience	Steve Miller, Declan Fahy	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	329046	Book Review	Of Note	JoAnna M. Valenti	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	329052	Book Review	Book Review: Girls in Science: A Framework for Action, by L. Chapman et al.	Jocelyn Stankie	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	329822	Article	Managing Misunderstandings: The Role of Language in Interdisciplinary Scientific Collaboration	Mario Montelp, Elizabeth Keating	23	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	329821	Article	The Main Man: Scientists as Icons in Popular British Fiction Between the Early 1920s and the Late 1950s	Nicholas Russell	28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	327272	Article	The Development of Public Perception Research in the Genomics Field: An Empirical Analysis of the Literature in the Field	Karenia R. Ph, Jan M. Gunning	27	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	323242	Article	Tactic Understandings of Health Literacy: Interview and Survey Research with Health Journalists	Amanda Horvath, Maria El-Jamali	22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	329050	Book Review	Book Review: Science Communication in the Information Age (2 volumes), by A. Holman, E. Vakkari, E. Stanton, S. Smith, and J. Thomas (Eds.)	Hank A. S. Miller, Martin J. Goodhart	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	329051	Book Review	Book Review: Decoding the Media, by Jo Marchant	Mike Toner	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below this table, there is a section for "Articles Available for Placement" with a search bar and a table showing a search result for Article ID 312423:

Select Article	Article ID	Article Type	Article Title	Authors	Manuscript Number	Acceptance Date	Date Completed	Pages
<input type="checkbox"/>	312423	Article	Rob: Information Seeking Among U.S. and Dutch Residents	Ellen F. J. van Huizen, Robert J. Griffin, Jan M. Gunning	34282	17-Dec-2008	27-Feb-2009	23

At the bottom, there is a section for "Add TOC Section Headings" with a text input field and an "Add heading" button.

Figure 8: Ordering and Removing Articles

Article and Issue Page Counts

Journals are printed in groups of 4 pages called *signatures*. Your journal contract calls for a specific number of pages per volume. The average number of pages per issue is the pages per year divided by the number of issues. For example, if a quarterly journal is allotted 448 pages per year, each issue should be 112 pages. It's fine if one issue is 108 pages and the next 116, provided the total for the year does not exceed 448.

In order to check your current page count in SMART click on **Report** at the top of the screen and select **Page Count Report**. This will show a record of how many pages you have in each issue.

The SMART system does a preproduction estimate of how many printed pages a manuscript will fill in a finished journal (known as a *castoff*). When the production editor processes the manuscripts you have submitted, he or she is given an estimate of how many printed pages the article will require. Likewise, when it is time to build your next issue (see "The SMART Production Process"), you will be shown total numbers of pages for the articles and the issue you have built.

If the page estimate substantially exceeds the contracted pages per issue, we will work with you to determine whether to run the issue as is

(e.g., if it is a special issue) and deduct a corresponding number of pages from subsequent issues in the volume. More often, however, we will request that you deduct the appropriate number of manuscript pages so that the issue remains within its page allotment.

Checking Issue Length and Keeping Track of Page Count

SMART will keep a running tally of the **Total Article Pages** under the article list. The **Total Issue Pages** listed below adds in the pages used by elements already selected for the issue (e.g., table of contents, instructions for authors, call for papers). The **Total Issue Pages** number will be counted for your pages per volume.

Filler & Paid Ads

If the last page of an issue does not fill a signature, SAGE will fill those blank pages with ads. The ads do not count against your page allotment; however, the copyright page and table of contents in each issue, and the annual statement of circulation that appears in the last issue of the volume do count. If a paid ad makes it necessary to add a new signature, those pages are not counted against the page allotment.

GOOD TO KNOW

The minimum number of pages required to bind an issue is about 56 pages. If you are close to reaching this number, please contact your production editor and he or she can help find ways to reach the minimum page count for issue binding. If you find your page count is consistently short, there are different ways SAGE may be able to help you increase your submission rate. A list of suggestions appears on page 21.

Important Matters to Note

Viewing Articles in SMART

If you ever need to view all the articles you have submitted to SMART, click on **Article** from the top of the screen and select **Article List**. SMART will provide you with a list of article titles and respective authors, the date an article was submitted, and whether that article is complete, in process, or has already been published.

Due Dates

To maintain a timely production process, it is important to make sure articles are submitted to SAGE in a timely manner. Please consult the list of manuscript due dates on page 23. Keep in mind that the dates shown are the last date by which articles should be submitted for a particular issue.

Journal Style

The ideal time to ensure that the manuscript conforms to the appropriate style is before the article is accepted for publication.

Does style really matter? We believe that it does and so do most readers. In fact, most of the work done by our copy editors involves amending articles to conform to each journal's chosen style. Each style—whether APA, Chicago, ASA, AMA, CSE, or another accepted style—has its own nuances, subtleties, and peculiarities for even the seemingly smallest of treatments: hyphenation, numerals, the ordering of a series of references, statistical terms, the use of abbreviations, and so on. We do not expect an author to be thoroughly versed in a particular style, but we do expect the treatment of references, both in the citations in the text and within the reference section, to follow the journal's style.

Our copy editors will also edit for grammar and punctuation and will try to edit out any biased or

sexist language. They will query authors about missing elements, inconsistencies, and material that appears unclear.

APA, Chicago, ASA, AMA, and CSE style guides have been added to this edition of the Guide (see pp. 26-31).

Editorial Boards

Please send your production editor, by e-mail, any revisions to your editorial board. Your production editor is responsible for disseminating editorial board changes throughout SAGE. Please include complete addresses, not just affiliations, so that we can ensure that complimentary copies are sent to the designated board members.

To help ensure that changes are made properly and efficiently, SAGE has created an "Editorial Board" template for editors to use. This template can be filled out with all the editorial board changes you'd like to have made and passed along to your production editor. Please contact your production editor if you would like a copy of this template to use.

Special Issues

As soon as you know of plans for a special or theme-oriented issue, please inform SAGE before the articles are entered into SMART. SAGE's marketing department can plan special marketing and promotions for this issue. It is also very important to send a copy of this guide to the guest editor and to make clear which functions (e.g., sending contributor transfer of copyright/exclusive license to publish agreements) you expect the guest editor to handle. Please remember, it is better to schedule a special issue at the beginning of a volume (issue 1 or 2). That way, if the special issue is long, the page count can be adjusted in the later issues. We do not do "double" issues. Instead, consider making the issue a two-part special issue.

Permission Guidelines for SAGE Journals

The author of an article published in a SAGE journal is solely responsible for obtaining all necessary permissions, paying any associated fees, and providing SAGE with the necessary documentation. When possible, authors should use SAGE's permission form (see "Request for Permission to Reprint Material for Scholarly Purposes" on page 32) to acquire permission. This form is also available on our Web site at <http://www.sagepub.com> by clicking on Resources for the Journal Editors/Authors on the right side of the home page. A new STM-specific Permissions Guidelines has also been prepared and is available at the Resources link as well. SAGE will not pursue permission on the author's behalf. Permission must be granted in writing by the copyright holder and must accompany the manuscript. Permission to use, reproduce, and distribute the copyrighted material in all media (print and electronic) throughout the world in all languages must be granted; emailed permissions are acceptable.

GENERAL GUIDELINES FOR AUTHORS

Begin the process of securing permission as early as you can. Waiting too long may jeopardize an author's ability to secure permission, and the copyrighted material you wish to include in your article will have to be pulled.

When possible, use SAGE's Request for Permission to Reprint Material for Scholarly Purposes form when soliciting permission. This form is available from your editor in PDF format and ensures the permission meets requirements. If the material for which you seek permission is audio or visual, please contact your production editor for a copy of this particular permission form.

Encourage authors to try to negotiate a lower fee if they are asked to pay to use copyrighted material. Often, copyright holders will offer a lower fee for authors of scholarly material. All you have to do is ask.

SUMMARY OF SAGE'S PERMISSION POLICY

Permission is required when an author copies, quotes, or paraphrases more than a minimal amount of another author's copyrighted material or if the portion used is the "heart" or "essence" of the copyrighted work, including

1. any piece of writing or other work that is used in its entirety (e.g., poems, tables, figures, charts, graphs, photographs, drawings, illustrations, book chapters, journal articles, newspaper articles, magazine articles, radio/television broadcasts). In the case of tables and figures, please note that any table or figure that replicates 50% or more of an original requires permission;
2. portions of articles or book chapters, if it captures the "essence" or "heart" of the work. There is no set mathematical formula or established specific number of words/percentage of a photograph, table, or chart that determines whether the use of copyrighted material requires permission, and must be examined on a case-by-case basis;
3. any portion of a fictional, creative, or other nonfactual work (e.g., opinion, editorial, essay, commentary, lyrics, plays, novels, short stories); and
4. any portion of an unpublished work.

Written, signed permission will be required in any circumstance previously addressed unless SAGE specifically advises otherwise. Due to the complex and evolving nature of the law, SAGE's permissions policy is subject to change. A complete discussion of SAGE's permission policy is available in a separate document and can be passed along by request from your production editor.

ELEMENTS OF A COMPLETE GRANT OF PERMISSION

When soliciting permission to use a copyrighted work, please make sure that the grant of permission does the following:

Allows distribution in all electronic media. This is the most commonly missed element in securing permissions. Because SAGE electronically distributes PDFs of all journal articles, the electronic version of each article must exactly match the print version. This requires that the copyrights for material used in print also allows for distribution in all electronic media.

Grants worldwide rights. Often, rights are only given for the distribution and publication in the United States. Because SAGE disseminates its journals globally, worldwide permission is needed.

Does not have restrictions on print run. Occasionally, restrictions are placed on the amount of copies that can be printed of a journal containing the copyrighted work. Because the print run varies for each journal, an unlimited print run is required.

Is in accordance with all aspects of SAGE's Request for Permission form. Carefully read the grant of permissions to be sure that it is in accordance with the wording on SAGE's Request for Permission form. The wording on the form states that you request from the copyright holder "the nonexclusive right throughout the world to reproduce, distribute, transmit and display the material but only as included in the article and all subsequent versions and editions thereof and foreign language translations and other derivative works, in whole or part, alone or in compilations, in all formats and media now known or later developed, published or prepared by SAGE Publications, its assignees and its licensees."

How to Encourage Manuscript Submissions

Submission requirements. If authors have stopped considering your journal because your requirements are too restrictive, consider revising them. Do other journals in your field allow manuscripts to be 30 pages long? If so, increase your page limits to 20 or even 25 pages per article. In short, rethink your requirements, and ask yourself if *you* would want to submit to this journal.

New sections. Consider a “Practice” section. For example, begin publishing book reviews or perhaps add a pedagogy section.

Attend conferences. When you attend conferences, make sure you are very visible. Put the name of your journal on your name tag and wear it at all times. Carry several copies of your journal with you; show the journal to colleagues. Carry Calls for Papers with you and distribute them. Many conferences have a “meet the editor” session, for which you will likely want to sign up.

Conference papers. You may want to publish conference proceedings or papers from symposia. If using the entire proceedings does not appeal to you, ask selected individuals to submit their conference papers to you.

Editorial board. Have your editorial board members contributed lately? Or, whom among their colleagues can they approach for papers? What are their perceptions about why the journal is receiving so few manuscripts, and what can be done about it?

Internet. Set up a chat room or forum on the Internet where authors can talk to you informally. Design a Web site for your journal. If you build a Web site, let us know so we can link it to SAGE's.

Association sponsorship. If your journal is sponsored by an association, work with them. Have them run a Call for Papers announcement/ad in their newsletter. Or, add your own editorial

information to their Web site. Also, have them include a Call for Papers in their regular mailings to members.

Special issues. Consider publishing thematic special issues once a year. Many editors arrange for a guest editor to handle the entire issue on their behalf.

Best Paper awards. Consider running a Best Paper contest, either for regular papers or student papers. Identify the winner once a year in the journal. These competitions will likely increase the flow of manuscripts. You will probably receive many other papers you want to publish that did not win.



How SAGE Can Help

Calls for papers. We can mail Calls for Papers in addition to our regular promotional mailings. We can also send flyers to your sponsoring association for them to distribute.

Advertisements. We can place call for papers ads in related SAGE journals.

Conference support. We can have a call for papers available at the SAGE booth. Or, if SAGE is not attending, we can print some for you to take.

Internet. If you have established a chat room on the Internet, or if you or a sponsoring association has a Web site, let SAGE know. We can publicize this information on our own Web site, as well as in our brochures.

Experience. Use our years of experience and expertise. If you feel the submissions flow problem may be insurmountable, discuss it with us. We will likely be able to offer suggestions specifically tailored to you and your journal.

Who to Contact at SAGE

In matters relating to your journal, you may need to deal with many different people at SAGE.

To route your questions, comments, suggestions, or needs to the appropriate person, please use this guide.

For questions regarding...

Contact

Journals Editorial:

- Journal contracts and terms
- Contractual page length allotments
- Financial concerns
- Editorial board complimentary copies
- Editorial board revisions
- Journal letterhead/stationary

Publishing Editor

Journals Production:

- Major or routine production concerns
- Covers and interior type specifications
- Production schedules and manuscript due dates
- Corrections, additions, or deletions to manuscripts or proofs
- Transfer of copyright/exclusive license to publish agreements
- Questions about the current volume or page allotment

Production Editor

Journals Marketing:

- All marketing and promotions concerns
- Special issues
- Mailing lists
- Brochures
- Conventions
- Bulk sales

Marketing Manager

Circulation:

- Bulk shipping
- Journal quantity mailed

Circulation Manager

SAGEtrack:

- Logging into your Editor or EIC Center
- Assigning editors
- Selecting and inviting reviewers
- Viewing completed reviews
- Making manuscript decisions
- Any other questions pertaining to SAGEtrack

Peer Review Specialist

Forms and Checklists

On the following pages, we have included a number of forms to assist editors and authors in preparation of manuscripts. Please distribute these forms to authors or any staff working on your journal.

FORMS

- SAGE Artwork Submission Guidelines
- APA Style Guidelines
- Chicago Style Guidelines
- ASA Style Guidelines
- AMA Style Guidelines
- CSE Style Guidelines
- Vancouver Style Guidelines
- Request for Permission to Reprint
 - ★ This form is for authors who seek permission on figures, tables, etc. See pp. 19-20 for more detail.
- SAGE FAQs



SAGE Artwork Submission Guidelines

Artwork includes charts and graphs, maps, photographs, line art, and tables with 17 or more columns.

ELECTRONIC ART

Acceptable submissions include the following: TIFF, EPS, JPEG, and PDF. Use the following checklist to ensure proper submission of artwork:

- Resolution: Images should be supplied with a resolution of at least 300 dpi.
- Color: Please note that color images will be published in color online and black and white in print (unless otherwise arranged). Therefore, it is important that you supply images that are legible in black and white as well (i.e., by using color with a distinctive pattern or dotted lines). The captions should reflect this by not using words indicating color.
- Dimension: Check that the artwork supplied matches or exceeds the dimensions of the journal. Images can not be scaled up after origination.
- Fonts: The lettering used in the artwork should not vary too much in size and type (usually sans serif font as a default).

WORD FILES (Word, Excel, PowerPoint)

Microsoft Office is essentially a family of applications that can be used to produce a variety of

document types, including written documents, spreadsheets, presentations, and databases. Microsoft Application Files are acceptable for vector art (line art).

Although we prefer artwork files in TIFF, EPS or PDF formats, we are also aware that a number of authors already (for convenience) submit their artwork in Microsoft Office formats; therefore, we will continue to support these submission types now and in the future. Use the following checklist to ensure proper submission of artwork in Word files:

- Dimension: Once you have imported/inserted an image into a Microsoft Office application, do not change its size
- Fonts: Please use only standard fonts, i.e., Arial, Courier, Helvetica, Symbol, Times.

SCANNED IMAGES

Line Art (black and white) should be scanned as a bitmap at 900ppi and photos should be scanned as a grayscale or CMYK at 300ppi.

HELPFUL HINTS



- ★ SAGE Journals Production has prepared a separate “Artwork Submission Guidelines” form to answer this question. For this form, go to Resources for Journal Editors/Authors at www.sagepub.com.
- ★ If applicable, charges for color figures are \$800 for the first color figure and \$200 for each additional color figure.
- ★ Images are best submitted separately from the text document. Embedding image files in Word or similar programs automatically reduces the resolution below what is needed for quality print publication.
- ★ Did you know that you can confirm that your artwork is print-ready? Sheridan Press, one of SAGE's printers, preflights artwork for authors for free. We encourage you to take advantage of this service, DigitalExpert, at <http://dx.sheridan.com>. There you can upload your artwork and Sheridan will send you an e-mail letting you know if your artwork is ready for press. The service is free and only requires you to sign on and give them an e-mail address where they can reach you.

APA Style Guidelines

References

(5th Edition: 4.01-4.5, pp. 215-281)
(6th Edition: Chapter 7, pp.193-224)

Journal article

Smith, J. R. (2001). Reference style guidelines. *Journal of Guidelines*, 4, 2-7.

Book

Smith, J. R. (2001). *Reference style guidelines*. Thousand Oaks, CA: Sage Publications.

Chapter in a book

Smith, J. R. (2001). Do not capitalize prepositions. In R. Brown (Ed.), *Reference style guidelines* (pp. 55-62). Thousand Oaks, CA: Sage Publications.

Editor of a book

Smith, J. R. (Ed.). (2001). *Reference style guidelines*. Thousand Oaks, CA: Sage Publications.

Dissertation (unpublished)

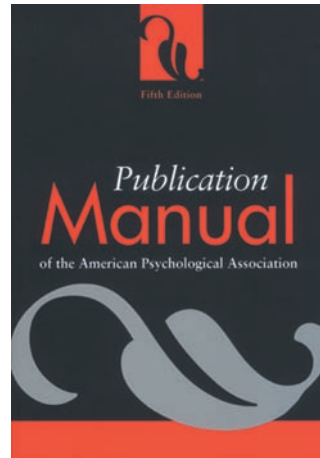
Smith, J. R. (2001). *Reference style guidelines*. Unpublished doctoral dissertation, University of California, Los Angeles.

Paper presented at a symposium or annual meeting

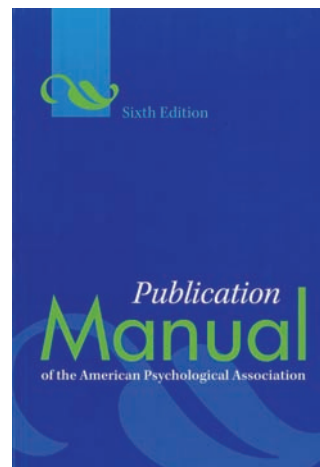
Smith, J. R. (2001, January). *A citation for every reference, and a reference for every citation*. Paper presented at the annual meeting of the Reference Guidelines Association, St. Louis, MO.

Online

Smith, J. R. (2001, January). Quotes of 40 or more words will be block quotes. *Reference style guidelines*. Retrieved Month, Date, Year, from <http://www.sagepub.com>



APA Manual, fifth edition



APA Manual, sixth edition

Note: Please do not place a period at the end of an online reference.

Citation Formats

(5th Edition: 3.94-3.102, pp. 207-214)
(6th Edition: 6.11-6.21, pp. 174-179)

(Jones, 2000; Smith, 1992)
(Smith & Jones, 2006, p. 27)
(Smith et al., 1992, chap. 2, pp. 235-239)
Smith et al. (1992) stated

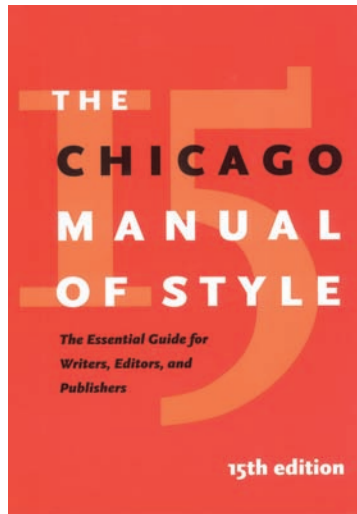
APA Reminders:

- Do not abbreviate page ranges, but please repeat digits.
- Spell out numbers one to nine; use numerals for 10 and above.
- For hyphenation, see Tables 3.1-3.3 (pp. 91-93) in the fifth edition; see Tables 4.1-4.3 (pp. 98-100) in the sixth edition of the manual.
- In titles, do not capitalize prepositions or coordinating conjunctions (e.g., and, but).
- Capitalize the first word after a colon that begins a complete sentence.
- Recently, the sixth edition of the APA manual was published. Please consult the sixth edition for further examples of references and any other questions you may have. For a brief explanation of sixth edition updates, please visit <http://apastyle.org/manual/whats-new.aspx>.

Chicago Style Guidelines

Like APA, Chicago Manual of Style (or CMS) is more commonly used for scholarly writing about social sciences or historical pieces. In articles that use Chicago style, please be sure that

- every citation has a reference, and every reference is cited;
- acronyms, abbreviations, and jargon are defined, unless they are well-known (such as FBI) or in the dictionary or Chicago manual (see Table 13.1 and sec. 15.2);
- and when citing a specific page, include a citation followed by comma (e.g., Piaget 1980, 74).



Paper presented at a symposium or annual meeting

Smith, J. R. 2001. A citation for every reference, and a reference for every citation. Paper presented at the annual meeting of the Reference Guidelines Association, St. Louis, MO, January.

Online

Smith, J. R. 2001. Reference style guidelines. In MESH vocabulary file [database online]. Bethesda, MD: National Library of Medicine. [cited 3 October 2001]. Available from www.sagepub.com.

Please include all authors'/editors' names not "et al.," unless it appears that way in the publication.

References

The standard format is referred to as author-date style (see 17.3). For a quick guide to Chicago style citation practices, please see http://www.chicagomanualofstyle.org/tools_citationguide.html.

Journal article

Smith, J. R. 2001. Reference style guidelines. *Journal of Guidelines* 4 (2): 2-7 [or 4:2-7].

Book

Smith, J. R. 2001. *Reference style guidelines*. Thousand Oaks, CA: Sage Publications.

Chapter in a book

Smith, J. R. 2001. Spell out numbers one through ninety-nine. In *Reference style guidelines*, edited by R. Brown, 155-62. Thousand Oaks, CA: Sage Publications.

Editor (instead of author) of a book

Smith, J. R., ed. 2001. *Reference style guidelines*. Thousand Oaks, CA: Sage Publications.

Dissertation (unpublished)

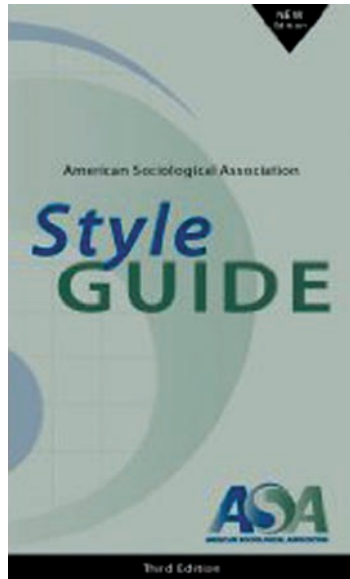
Smith, J. R. 2001. Reference style guidelines. PhD diss., University of California, Los Angeles.

Chicago Reminders:

- Page ranges use en dash, are abbreviated (see 9.64).
- Spell out numbers one to ninety-nine; spell out rounded numbers after one hundred. Spell out centuries (e.g., twentieth century); spell out percent.
- For hyphenation guide, see 7.90. Hyphenate written-out fractions: "one-third of the participants".
- In titles, don't capitalize prepositions or coordinating conjunctions (e.g., and, but)
- Cap the first word after a colon only with two or more sentences, or when it introduces a block quote.
- Footnotes in tables can be (1) source notes (e.g, Sources: Data from Adams1998); (2) Or explanations and definition such as UV = ultraviolet. In table text, superscript notes as a, b, c. Do not superscript letters in notes section.
- In citations, list only first author followed by "et al." [e.g., (Sechzer et al. 1996, 243)] In references, list up to 10 authors; if more, list first 7 and "et al."

ASA Style Guidelines

ASA very closely follows the author-date style used in the Chicago Manual. However, there are subtle yet very important discrepancies to note when using ASA. For more information regarding this style of references and citations, please refer to section 4.3 in the 3rd edition of the American Sociological Association Style Guide.



Paper presented at a symposium or annual meeting

Smith, John R. and Jill Young. 2001. "Reference Style Guidelines: An Analysis." Paper presented at the Annual Meeting of The American Sociological Association, May 4-7, Chicago, Illinois.

Online

Bird Studies Canada. 2004. "Avibase: The World Bird Database." Retrieved July 15, 2005 (<http://www.bsc-eoc.org/avibase/avibase.jsp?pg=home&lang=EN>).

References

Journal Article

Smith, John R. and Jill Young. 2001. "Reference Style Guidelines: An Example." *Journal of Guidelines* 2(1):159-71.

Book

Smith, John and Jill Young. 2001. *Reference Style Guidelines: An Example*. Thousand Oaks, CA: Sage Publications.

Chapter in a book

Smith, John R. 2001. "Reference Style Guidelines." Pp. 328-64 in *Book of Guidelines*, edited by J. A. Young, K. Frank, and C. Lambert. Thousand Oaks, CA: Sage Publications.

Editor of a book

Smith, John Russell, Jill A. Young, and Kristin T. Frank, eds. 2001. *Book of Guidelines*. Thousand Oaks, CA: Sage Publications.

Dissertation (unpublished)

Smith, John Russell. 2001. "Reference Style Guidelines: An Example." Ph.D. dissertation, Department of Literature, University of Michigan, Ann Arbor, MI.

Citations

Journal article/Book/Chapter in a book

Smith and Young (2001)
(Smith and Young 2001:52)

ASA Reminders

- Always capitalize titles of journal articles, books, and chapters.
- If issue numbers are used in some journal article references, they must be present in *every* journal article reference, or else omitted.
- You can order in-text citations by date of publication or by alphabetical order, as long as the method is consistent throughout the article.
- Annual Meeting is always capped in both the article text and references.
- Spell out numbers one through nine; but age, comparative numbers, and numbers 10 and up are numeric. Twentieth century is always spelled out.
- Please use en dashes in both the article text and references when writing out page ranges.

AMA Style Guidelines and Manuscript Requirements

AMA style was created by the American Medical Association and is the style often used for scholarly writing in STM (science-technology-medicine) journals. In articles using AMA style, please be sure that

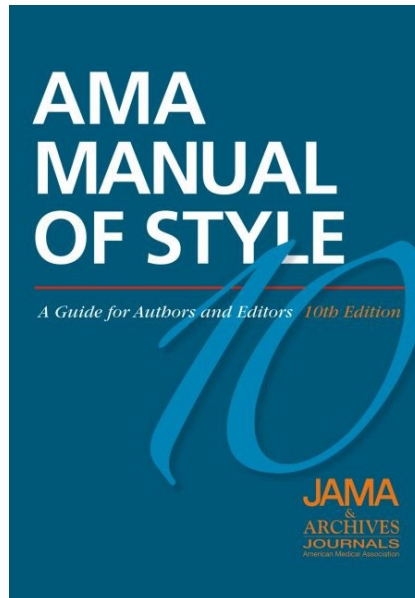
- numerals are used to express numbers in most circumstances, but spell out ordinals first through ninth
- periods are not used with honorifics, scientific terms, or abbreviations
- citations are given by superscript numerals in consecutive order

References

- Check individual journal instructions for authors, as some journals use Vancouver references

Journal article

1. Stern BJ, Krumholtz A. Sarcoidosis and its neurological manifestations. *Arch Neurol*. 1985;42:909-927.



Book

1. Sherlock S, Dooley J. *Diseases of the Liver and Biliary System*. 9th ed. Oxford, England: Blackwell Scientific Publications; 1993.

Chapter in a Book

1. Cole BR. Cystinosis and cystinuria. In: Jacobson HR, Striker GE, Klahr S, eds., *The Principles and Practice of Nephrology*. 2nd ed. Philadelphia, Pa: BC Decker Inc; 1991:396-403.

Dissertation/Thesis

1. King L. *Modern Literary Apparitions and Their Mind-Altering Effects* [master's thesis]. Evanston, Ill: Northwestern University; 1994.

Conferences/Meetings (unpublished)

1. Eisenberg J. Market forces and physical workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of the American Medical Colleges; October 28, 1995; Washington, DC.

Conferences/Meetings (published)

1. Slama K, Ed. *Tobacco and Health: Proceedings of the Ninth World Conference on Tobacco and Health, Paris, France, 10-14 October 1994*. New York, NY: Plenum Press; 1995.

CSE Style Guidelines and Manuscript Requirements

CSE style was created by the Council of Science Editors, which was previously known as CBE (Council of Biology Editors). This style tends to be used for biological science journals, but covers a range of sciences. In articles that follow CSE style, please be sure that

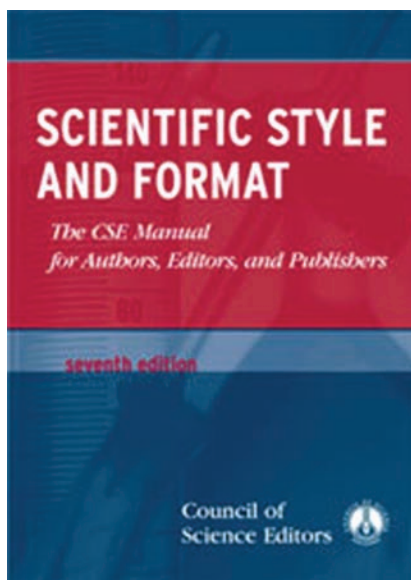
- metric measure is the accepted form for physical and chemical quantities (refer to the International System of Units)
- use numerals when the number designates anything that can be counted or measured, including ordinals
- CSE uses 2 systems for references and citations: the citation-sequence (C-S) and the name-year (N-Y). C-S uses sequential superscripted numerals in text (similar to AMA style). N-Y uses author surnames and year of publication in text, similar to APA or Chicago style.

References

- Check individual journal instructions for authors, as some journals use Vancouver references

Journal article

C-S: J. Stern BJ, Krumholtz A. Sarcoidosis and its neurological manifestations. *Arch Neurol* 1985;245:311-4.



N-Y: You CG, Lee KY, Chey RY, Menguy R. 1980. Electrogastrographic study of patients with unexplained nausea: a complete guide. *Sci Am* 245(3): 311-4.

Book

C-S: 1. Gilman AG, Rall TW, Nies AS, editors. *The pharmacological basis of therapeutics*. 8th ed. New York: Pergamon; 1990.

N-Y: Gilman AG, Rall TW, Nies AS, editors. 1990. *The pharmacological basis of therapeutics*. 8th ed. New York: Pergamon.

Chapter in a Book

N-Y: Cole BR. Cystinosis and cystinuria. In: Jacobson HR, Striker GE, Klahr S, editors. *The principles and practice of nephrology*. 2nd ed. St. Louis (MO): Mosby. p 1334-60.

Dissertation/Thesis

N-Y: Smith, JR. 1997. *The snapping mechanism of Alpheid shrimp [dissertation]*. Charlottesville (VA): University of Virginia.

Conferences/Meetings

N-Y: Meyer B, Hermanns K. 1985. Formaldehyde release from pressed wood products. In: Turoski V, editor. *Formaldehyde: analytical chemistry and toxicology. Proceedings of the symposium at the 187th meeting of the American Chemical Society; 1984 Apr 8-13; St. Louis, MO*. Washington: American Chemical Soc. p 101-16.

Uniform Requirements of Manuscripts Submitted to Biomedical Journals (Vancouver Reference Style) Guidelines

Some STM journals specify Vancouver style references. They should be numbered consecutively in the order in which they are mentioned. More information is available at <http://www.icmje.org>

EXAMPLES

Journal article

Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med* 1996; 124:980-3.

Book

Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany, NY: Delmar Publishers; 1996.

Chapter in a Book

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. *Hypertension: pathophysiology, diagnosis, and management*. 2nd ed. New York: Raven Press; 1995. p. 465-78.

Dissertation/Thesis

Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis, MO: Washington Univ.; 1995.

Conferences/Meetings

Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

REPRINT MATERIAL FOR SCHOLARLY PURPOSES

To copyright holder: _____

Address _____

From author: _____

Address _____

Title of Work or Figure/Table: _____

by Author(s)/Editor(s): _____

that appeared in _____

Complete Journal or Book Title, Broadcast, Newspaper, or Periodical Edition and Copyright Date

page number(s) _____

I hereby request your permission to include the above-referenced material in the scholarly article prepared by me/us tentatively entitled _____ to be published by SAGE Publications in the journal _____, in an upcoming issue and the nonexclusive right throughout the world to reproduce, distribute, transmit and display the material but only as included in the article and all subsequent versions and editions thereof and foreign language translations and other derivative works, in whole or in part, alone or in compilations, in all formats and media now known or later developed, published or prepared by SAGE Publications, its assignees and its licensees.

These rights in no way restrict republication of your material in any form by you or others authorized by you. If you do not control these rights in their entirety, please inform me of others to whom I should write.

At your specific request, SAGE Publications will include a credit line to read (please specify):

With appreciation for your cooperation, _____
Author's signature Date

I (we) hereby grant permission for use of the material requested above.

Signature Date Signature Date

SAGE FAQs

Q. How long before my article is published? Can you provide the citation information?

A. The assignment of articles to specific issues is the responsibility of the journal editor(s) at their editorial office. In many cases, articles are not assigned to specific issues until all corrections and changes have been made, and the editor is able to determine how many articles will actually fit in the issue and what order is most appropriate. In all cases, page numbers are only finalized during the last few days of production, just prior to an article being hosted on SAGE's OnlineFirst (publish-ahead-of-print) program.

Q. When will I receive my complimentary copies?

A. Most complimentary copies are mailed from SAGE's contract printing facilities 1-2 weeks before the issue cover date and should arrive near the first of that month. Shipments to non-U.S. addresses may take a few weeks longer to arrive. Only the corresponding author of each article will receive copies of the journal. He or she is responsible for delivering copies of the journal to the co-authors.

Q. How do I know if my table or figure will require permission from a copyright holder (and what limitations will SAGE accept/not accept)?

A. SAGE Journals Production has prepared a document titled "Permissions Guidelines" to answer this very detailed question. It may be downloaded from Resources for Journal Editors/Authors at www.sagepub.com. A new STM-specific Permissions Guidelines has also been prepared and is available at the Resources link as well. In general, any table or figure that replicates 50% or more of a previously copyrighted table or figure requires permission. Also, SAGE requires that copyright holders not place restrictions on production runs of the issue or exclude online publishing of the journal in any form.

Q. What are the required elements for a SAGE journal article (e.g., abstract, keywords, bio, footnotes vs. endnotes vs. references, etc)?

A. Journal requirements change occasionally. It is always best to review a recent issue for specific elements and reference or note styles. You can also find submission guidelines for each SAGE journal at www.sagepub.com. Most SAGE journals require abstracts—although they vary in size from 50 to 250 words—as well as keywords (4-5 word/phrases that are specific to the article's subject matter). Many journals, but not all, print biographical data on the author(s). The journal's editor is also a good resource for this information.

Q. How should I prepare the tables that accompany my manuscript?

A. Generally speaking, the less formatting in the original tables, the better. Tables need not be prepared using table-maker software. Tables should always be submitted in a text format (e.g., formatted within Microsoft Word or Excel) versus being scanned as images.

Q. How should figures be prepared for submission?

- A. SAGE Journals Production has prepared a separate “Artwork Submission Guidelines” form to answer this question. For this form, go to Resources for Journal Editors/Authors at www.sagepub.com. Artwork includes charts and graphs, maps, photographs, line art, and tables with 17 or more columns. Acceptable file formats for artwork include TIFF, EPS, and JPEG, and PDF Microsoft Application Files are acceptable for vector art (line art). For scanned images, black and white images should be scanned as a bitmap at 900 ppi and photos should be scanned as grayscale or CMYK at 300ppi. If applicable, charges for color figures are \$800 for the first color figure and \$200 for each additional color figure. Images are best submitted separately from the text document. Embedding image files in Word or similar programs automatically reduces the resolution below what is needed for quality print publication.

Q. To what extent may I make changes in the article at the page proofs stage?

- A. The cover letter provided with your page proofs will give instructions to the corrections process—which is your last check before publication. In general, at the proof review stage you should check your article for errors and questions the copy editor may have had. Please note that the proof review stage is not the time for rewriting. In fact, you may incur charges if you make significant changes to your manuscript.

Q. What is the best way to send SAGE corrections to my page proofs?

- A. We prefer that you make changes directly to the article pdf using the drawing tools (but not the commenting tools) in Adobe Acrobat. You can also print out your page proofs and make corrections legibly on the hard copy with a blue or black pen, or make a list of corrections in an e-mail, citing the page, paragraph, and line number that each correction occurs on. You may then scan and attach the corrections in PDF form to the e-mail, but please make sure the scanned document is fully legible. If your article has bolded queries and you need to make additions of more than a few words, please put those additions in a Word document and e-mail it to production editor. Please see page 15 for more detailed information on submitting page proof corrections to SAGE.

Q. How can I order reprints of my article?

- A. Along with your page proofs, you will receive a reprint order form. To order reprints, simply fill out this form and mail it in to Sheridan Press. All the requisite mailing and contact information will be provided in the form. Alternatively, you may also order reprints from Sheridan online at <http://www.sheridan.com/sage/eoc>. Please note that orders of fewer than 50 reprints cannot be processed.

A Final Word from SAGE

Dear Editors,

Now that you have had the chance to review the 2010 Editor's Guide, we'd like to take this opportunity to thank you for working with SAGE. We look forward to working on your journal and its articles, and we hope that you enjoy the experience and work as much as we do. If you have any questions or concerns, please do not hesitate to contact your production editor, who will be happy to assist you with anything you may need.

Your editorial team appreciates all that you do and strives to meet and beat your expectations of SAGE Publications. Again, thank you for all your time and effort you put forth to make your journal successful, punctual, and influential!

Best,

Journals Production
SAGE Publications, Inc.