Important Matters to Note for 2005

Here is your 2005 Editor’s Guide!

- This year’s version of the Editor’s Guide contains several pages of new information that you may share with authors including
  - Artwork submission guidelines
  - Sage FAQs

Please enter article and title information into SMART correctly and completely.

- A big reason why correct contact information for corresponding authors is so important is that our mailing labels are generated from the author data in SMART. Authors will not receive their complimentary copies if address information given to us is inaccurate.
- (By way of reminder, full contact information is needed only for corresponding authors, but we do need at least an e-mail address or phone number for all coauthors. Also, all complimentary copies are sent to corresponding authors only, who then distribute comp copies to their coauthors.)
- We would like to remind you that what is entered into SMART from the onset actually feeds the Web at the back end. The more correct the information that comes in is, the more likely that errors won’t slip through and be disseminated electronically.

Please send us your backlog!

- We have worked through the backlogs of most of our journals, but we know there are some articles still out there. We would again like to encourage you to submit any articles into SMART that you have already accepted so that we may begin to process them as soon as possible.
- About a year ago, we formally encouraged you to upload any articles into SMART that you had already accepted for publication so that we could begin to build a pool of completed articles in our system. Our intent in doing this was at least two fold:
  - First, to create more flexibility for you in assembling tables of contents, and
  - Second, to allow you to focus on one article at a time rather than processing an entire issue at once before its deadline.

Please upload final versions of articles only.

- On occasion, we begin work on an article before we are alerted by the article’s author that the version of the article we received from the journal’s editorial office is not the author’s most recent. What this means is that we must stop work on the article, research the issue, and in many cases start over from scratch with a new version of the article.
- As you can see, this extra work costs time, money, and confusion, and we ask that you be conscious of this to help us reduce its occurrence.
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Thank you for taking time to read the 2005 edition of the Journal Editor’s Guide!

The Journals Production staff at Sage want 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.

To facilitate Sage's smooth and efficient production process is SMART (Sage Manuscript and Resource Tracking), our Web-based manuscript tracking system. SMART is convenient and user-friendly and allows Sage to take advantage of the speed and convenience of a digital workflow by submitting all of our journals to the printer electronically, which not only expedites the production process but more importantly ensures the highest possible level of quality in the printed product.

As always, we have included several forms you can use to make your tasks easier. Forms in this edition include

- guidelines for submitting artwork;
- style guides for authors highlighting commonly used features of APA, Chicago, AMA, CBE, and Vancouver styles;
- a form to use when seeking permission to reprint previously published material;
- a checklist for authors and editors; and
- a list of frequently asked questions.

We have created these forms 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.

THE PERFECT JOURNAL ARTICLE

1. Is complete, with all necessary transfer of copyright agreements, biographies, abstracts, tables, high-resolution figures, keywords, and references.

2. Is submitted in SMART once you have accepted it and 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 can be saved either at the end of the main electronic file or uploaded as separate electronic files in SMART.

4. Is submitted in SMART with complete contact information for the lead author: name, current address, phone number, fax number, e-mail address, and alternate address.

5. Conforms to the appropriate style (APA, Chicago, AMA, CBE, etc.) throughout.

6. Includes permissions for all copyrighted material, such as tables and figures.
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 (Sage Manuscript and Resource Tracking) 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 lead author only, including address, telephone number, and e-mail information (see “Submitting Complete Contact Information” on p. 13).
- has up-to-date transfer of copyright forms signed by all authors (see “Transfer of Copyright Agreements” on p. 8).
- has an abstract of 150 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, AMA, CBE, etc).
- has tables saved at the end of the document, with callouts for each in the text.
- has high-resolution figures saved either at the end of the document or in separate files, with callouts for each in the text (see “Sage Artwork Submission Guidelines” on page 22).
- is free of typographical errors and is formatted in the journal’s style (i.e., APA, Chicago, AMA, CBE, etc.).

GETTING CONNECTED TO SMART

To connect, log on to SMART at http://www.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 change passwords at
your discretion, but remember that you can have only one password at a time.

**ADDING ARTICLE TITLES**

The next screen will be the Tasks screen (Figure 2). To enter a new article into SMART, **(1)** Click *Add an Article* under *Article Options* on the top of the screen (Figure 3). 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, **(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 agreement has been received by you. SMART will not allow you to submit an article until all transfer of copyright 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, we must also have a mailing address. Please be sure to enter accurate author information; this information feeds Sage's Web site, and 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 Edit 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) Then click the Browse button and navigate through the Choose File dialog box until you find the desired article file on your system (Figure 7). Please ensure that you have clicked

Figure 4: Add an Article

Figure 5: Book Review
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 Remove from List in the gray field and attach the correct file.

If you wish to add comments about an article, such as indication of placement in a particular section of an issue, enter that data into the Comments field and click Save Comment. (You must click Save Comment to keep your data.)

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.
• 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**

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 a signed agreement from all authors. Articles will not move into the copyediting stage without a signed agreement from each contributing author.

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. Agreement forms can be faxed to the attention of the production editor once they have been signed.

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

**THE ARTICLE PRODUCTION PROCESS**

Once you’ve sent your article to Sage, it is produced as follows (see "Journals Production Flowchart" on p. 11):

**Breakdown**

The production editor for the journal reviews the article you’ve sent to make sure it is complete. When it is, and when the signed transfer of copyright form(s) have been received by Sage, the article will be sent to copyediting. If there are figures included with the article, they are sent to Sage’s Art Department for formatting and other preproduction preparations.

**Copyediting**

Articles are copyedited electronically by a copy editor on our copyediting staff. Our copy editors perform only a light edit (e.g., adhering to journal style and correcting grammar and/or punctuation errors), so no substantial changes are incorporated into the text and the author’s voice is retained. Nonnative English speakers sometimes require more assistance, and we are happy to provide that. Once copyediting is complete, the copy editor will send a query letter to the corresponding author requesting any missing information (e.g., inconsistent references and/or cite dates) or asking for clarification (e.g., unclear sentences). Once the responses are received, the copy editor incorporates any necessary changes and sends the article to a designer for typesetting.
Typesetting
An in-house typesetter designs each article according to the journal’s specifications. Once a typesetter completes designing an article, the article is given to the production editor for review and approval. If the production editor for the journal approves the article, it is sent for proofreading and review by the author and editor.

Proofreading
All articles are proofread by a proofreader for grammar, spelling, punctuation, and editorial style. At the same time the articles are read in-house, they are sent to the corresponding author and editor (or managing editor) via e-mail as PDF files.

Proof Collation
The production editor collates the proof corrections from the Sage proofreader, the author, and the editor into one copy of the article. The production editor then gives the corrected article to the typesetter for proof corrections to be incorporated. Once the typesetter completes the corrections, the production editor carefully reviews them to ensure that all changes were incorporated.

Once enough articles to fill an issue are ready, it’s time to build an issue.

Issue Building
At least a week before a journal is scheduled to go to press, the production editor will send to the editor a complete list of the articles he or she presently has ready (i.e., proof corrections have been received from the corresponding author and incorporated) to include in the issue.

Log on to the SMART system, and you will see the task Articles Selected and Sequenced in your issue task list. Click Manage (Figure 8).

All the articles that are ready for publication 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, you can use the up and down arrows to place them in the proper sequence. You can also click Remove if an article was selected accidentally (Figure 9).

Checking Issue Length
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.

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).

Completing the Issue
Once the issue length and article order have been verified, click View Tasks under the Article Options list.

When you are back to your task list, click the Complete button next to the issue task.

This will take you to another screen to verify that you have completed the task. If you are happy with the article sequence, click Complete Task. The article list now goes to your production editor who will have the issue paginated and prepared for the printer.

The production editor then creates the table of contents and gives the pagination instructions to the typesetter.

Final Repro
Once the complete issue is paginated, the entire issue of the journal goes through a final repro check. In a final repro check, the production editor and/or a Sage proofreader go through the complete issue, checking running headers and footers, tag lines, and the table of contents page against the article title pages.

To Press
Once any final changes are incorporated and checked by the production editor, the complete issue is uploaded to Sage’s FTP site and accessed by our printer.

Additional Quality Checks
Sage includes one more quality check for each journal after it has gone to press. The production editor for the journal receives a set of blue-lines (negatives) of the covers of each issue, and he or she carefully checks to make sure that they are error free.
**Journals Production Flowchart**

- **Breakdown**  
  (Production Editor)

- **Copyediting**  
  (Copy Editor)

- **Typesetting**  
  (Typesetter)

- **Proofreading**  
  (Proofreader)

- **Author/Editor review**

- **Proof corrections due to Production Editor**

- **Proof collation**  
  (Production Editor)

- **Proof corrections**  
  (Typesetter)

- **Repro checks**  
  (Production Editor)

- **Issue building**  
  (Production Editor and Typesetter)

- **Issue repro check**  
  (Production Editor)

- **Production delivers to manufacturing**

- **Repro corrections**  
  (Typesetter)
Important Matters to Note

Viewing articles in SMART
If you ever need to view all the articles you have submitted to SMART, insert the cursor in the Search box in the upper right-hand corner of the screen, hit the space bar once, and click GO. SMART will provide you with a list of article titles and respective authors, the date an article was submitted, and whether that article is in process or has already been published.

Due Dates
In order 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 20. 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, AMA, CBE, 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 sexist language. They will query authors about missing material, inconsistencies, and material that appears unclear.

APA, AMA, Chicago, and CBE style guides have been added to this edition of the Guide (see pp. 23-27).

Editorial Boards
Please send your production editor, by e-mail or fax, any revisions to your editorial board. Your production editor is now 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.

Special Issues
As soon as you know of plans for a special or theme-oriented issue, please inform us. 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 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.
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 an article in SMART, please include all authors’ and coauthors’ names, including coauthors’ e-mail addresses. For the lead 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 contact authors about copyediting queries, proof sets, and contributor transfer of copyright agreements, 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. Also, if we do not receive proofs from an author by the deadline given, we assume he or she does not have any changes. 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.
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. However, it is important that subscribers feel there is consistency from issue to issue. 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, the annual statement of circulation, and the index 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.

A castoff is a preproduction estimate of how many printed pages a manuscript will fill in a finished journal. The SMART system does much of the castoff work. When the production editor processes the articles 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. 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 at the end of this guide.
Reviewing Author/Editor Proof Sets

Sage will e-mail proofs to authors and/or editors via portable document format (PDF). A Sage proofreader will read your journal; however, 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; if we do not receive proof corrections by that due date, we assume the author and/or editor has no corrections.

Once an author receives e-mailed proofs, he or she should print the pages; Acrobat Reader will not allow you to make changes on the electronic copy. The author can then make changes on the printed copy.

We accept proof corrections by fax, e-mail, or overnight delivery. It is not necessary to return pages that have no corrections; we only need the pages that have corrections on them.

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.

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 proofs. We encourage you to prepare your authors for receiving proofs electronically.
Permission Guidelines for Sage Journals

The author is responsible for obtaining all necessary permissions and for paying any associated fees. When possible, authors should use Sage’s permission form (see “Request for Permission to Reprint Material for Scholarly Purposes” on page 28) to acquire permission. This form is also available on our Web site at http://www.sagepub.com. Permission must be granted in writing by the copyright holder and must be forwarded to Sage after the manuscript has been uploaded to SMART. Both print and electronic rights must be obtained.

GENERAL GUIDELINES

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.

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 to reprint, paraphrase, or adapt the following in a work of scholarship or research:

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 chapters of books, if the portion used is a sizable amount (750 words for books, 500 words for journal articles) in relation to the article or chapter as a whole, or regardless of size, if it captures the “essence” or the “heart” of the work;

3. any portion of a fictional, creative, or other nonfactual work (e.g., opinion, editorial, essay, commentary, lyrics, plays, novels, short stories); and

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

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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.

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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...

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<th>Contact</th>
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<td><strong>Acquisitions:</strong></td>
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<td>• Journal letterhead/stationary</td>
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<td>• Corrections, additions, or deletions to manuscripts or proofs</td>
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## Article Due Dates for 2005 Issues

(The following dates represent the last day by which an article can be submitted for a particular issue. Please submit manuscripts in SMART as they are ready!)

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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 Reference Style Guidelines
• AMA Style Guidelines
• CBE Style Guidelines
• Vancouver Style Guidelines
• Request for Permission to Reprint
• Sage FAQs
• Author's/Editor's Checklist
SAGE ARTWORK SUBMISSION GUIDELINES

Artwork includes charts and graphs, maps, photographs, line art, and tables with 17 or more columns. It is the responsibility of the author to provide correct, final copies of the figures by the time the article is sent to Sage.

Electronic Copies of Figures
Acceptable electronic graphic file formats include the following:
- TIFF (.TIF), Tag Image File Format
- EPS (.EPS), Encapsulated Postscript (EPSF) File
- JPEG (.JPG), Joint Photographic Experts Group
- PDF (.PDF), Portable Document Format with press ready job option

Microsoft Application Files
Acceptable graphic application formats include the following:
- Adobe Illustrator for PC
- Adobe PageMaker for PC
- Adobe PhotoShop for PC
- Adobe Indesign for PC
- Microsoft Word*
- Microsoft Excel*
- Adobe PageMaker for PC
- Microsoft PowerPoint*
- Adobe PhotoShop for PC
- Macromedia Freehand for PC
- QuarkXpress for PC
- Adobe Indesign for PC
- Microsoft Word*

*Do not embed low resolution rastor images.

Photographs
Photographs should be glossies or halftone prints (velox prints), rather than snapshots, and the contrast should be sharp for best reproduction.

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Guidelines for scanning artwork are as follows:

**Line Art (black and white)**
- Scan to size of final printed version with allowance of no more than 5% larger or smaller
- Scan at 1200 ppi
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**Color/Grayscale Images (CMYK, RGB, grayscale)**
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- Scan at 300 ppi
- Save as grayscale, CMYK, or RGB

Saving and Naming Electronic Files
There are three requirements in file identification:
- The platform (Mac or PC)
- Application and version the file was created in (i.e., Illustrator version 8.0.1)
- Type of file it was saved as (i.e., .ai, .psd) or exported as (i.e., .TIF, .EPS)
- Identification of figures by number (i.e., Figure3.tif) if submitted as separate file

NOTE: When saving files, fonts should be embedded, which ensures the text in the art will remain as intended.

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If you are submitting a color figure for a black-and-white journal, please keep in mind that it may be difficult to discern between colors when they are turned into greyscales. Except for certain Sage Science, Technical, Medical (STM) journals, the reproduction of color figures requires an extra charge. For color instructions and pricing, please contact the journal production editor at Sage.

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With your manuscript, please include
• 4 or 5 keywords to facilitate electronic access to your article;
• an abstract of 150 or fewer words, if your journal requires abstracts; and
• a biographical sketch of 40 or fewer words, if your journal requires one.

In the article, please be sure that
• acronyms, abbreviations, and jargon are defined unless they are well known (such as FBI) or they can be found in the dictionary or APA manual (e.g., pp. 85, 115);
• quotes of 10 or more words include page number(s) from the original source; and
• every citation has a reference, and every reference is cited.

References

Journal article

Book

Chapter in a book

Editor of a book

Dissertation (unpublished)

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

Also
• Please provide translations for non-English titles in references.
• Provide page ranges for articles and for book chapters.
• Provide all authors’ and editors’ names (not “et al.” unless it appears that way in the publication).

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• Please be sure captions are included.
• Indicate in text where tables and figures should appear.
• Be sure to send high-resolution, black-and-white versions, and electronic files of figures.

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• Please be aware that you may need to obtain permission from the copyright holder to quote, reprint, or adapt works or portions of works from other sources (e.g., poetry, song lyrics, quotations from unpublished works, and tables and figures).
Chicago Reference Style Guidelines

With your manuscript, please include
- 4 or 5 keywords to facilitate electronic access to your article;
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- a biographical sketch of 40 or fewer words, if your journal requires one.

In the article, please be sure that
- acronyms, abbreviations, and jargon are defined, unless they are well-known (such as FBI) or in the dictionary or Chicago manual (e.g., Table 13.1 and sec. 14.50);
- quotes of 10 or more words include page number(s) from the original source; and
- every citation has a reference, and every reference is cited.

References

Please include all authors’/editors’ names (not “et al.”, unless it appears that way in the publication).

Journal article

Book

Chapter in a book

Editor of a book

Dissertation (unpublished)

Paper presented at a symposium or annual meeting

Online

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- Please be sure captions are included.
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- Please be aware that you may need to obtain permission from the copyright holder to quote, reprint, or adapt works or portions of works from other sources (e.g., poetry, song lyrics, quotations from unpublished works, and tables and figures).
AMA Style Guidelines

With your manuscript, please include

• 4 or 5 key words to facilitate electronic access to your article
• an abstract of no more than 150 words
• affiliations, degrees, honors of all authors
• correspondence address
• a brief biographical sketch (30 or fewer words) if your journal requires one
• funding, grant support should be acknowledged

In the article, 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

Book

Chapter in a Book

Dissertation/Thesis

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)
CBE Style Guidelines

With your manuscript, please include

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- an abstract (please see your journal’s Instructions for Authors for length of abstract)
- affiliations, degrees, honors of all authors
- correspondence address
- a brief biographical sketch (30 or fewer words) if your journal requires one
- funding, grant support should be acknowledged

In the article,

- 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
- CBE 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

Book

Chapter in a Book

Dissertation/Thesis

Conferences/Meetings
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

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Journal article

Book

Chapter in a Book

Dissertation/Thesis

Conferences/Meetings
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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. If your copyright agreement also calls for tearsheets, expect them within a week of receiving your journal copies.

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 separate “Permissions Summary for Authors” guide to answer this very detailed question. It may be downloaded from Resources for Journal Editors/Authors at www.sagepub.com. In general, any table or figure that replicates 50% 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 now require abstracts—although they vary in size from 50 to 150 words—as well as keywords (4-5 word/phases 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. Generally speaking: 1) Sage can work with the most common commercial digital image formats, although the preferred formats are TIFF and EPS; 2) The higher the resolution for figure images, the better the quality in the end product (no image should be below 300 dpi); 3) 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 either print out your page proofs and make corrections legibly on the hardcopy 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. If working on hardcopy, you may either send your corrected proofs via express mail or fax them to us at (805) 499-0871 (use the finest setting on your fax machine). 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.

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.
Author’s/Editor’s Checklist

✓ Transfer of Copyright agreement is obtained.

✓ Electronic document is a Word (.doc) file.

✓ Each section begins on a separate page: title page, abstract, text, appendix(es), notes, references, biographical paragraph, each table, each figure.

✓ Title page includes all authors’ names, addresses, phone numbers (work and home), fax numbers, e-mail addresses, vacations or other dates when authors might be unavailable and addresses and phone numbers for those dates, and any other pertinent contact information.

✓ Abstract is 150 words or fewer (may vary for some journals).

✓ Biographical information is included when applicable (length varies from journal to journal).

✓ Endnotes are grouped on a separate page. There are no footnotes.

✓ All in-text citations are included in the reference list; all references have in-text citations.

✓ Reference list follows the journal's style (APA, Chicago, AMA, CBE, etc.).

✓ Tables do not have cells or lines dividing the different elements. Preferably, each element is separated by tabs. Tables are embedded at end of electronic article file.

✓ Figures are high resolution, and an electronic version is provided; they appear exactly as they should in the journal.

✓ Written, signed permission for copyrighted material has been obtained where necessary.