

# JOURNAL EDITOR'S GUIDE



2012  
EDITION



# 2013 Editor's Guide

Thank you for taking time to read the 2013 edition of the Journal Editor's Guide. Our goal as a production department at SAGE is to provide you and your journal with the highest quality care in production quality, publication speed, and responsiveness. Please take a look at the 2013 edition for important tips, useful resources and links, and informative FAQ. Your efforts in reading and following these guidelines are greatly appreciated and will help us better serve you!



## Author/Editor Checklist for Submitting Complete Manuscripts to Your Production Editor (PE)

### Please ensure the manuscript...

- Is a Word file (.doc or .docx)\*
- Conforms to the appropriate style throughout (APA, AMA, etc.)
- Is the final version for publication, with developmental editing completed
- Includes title, short title\*\*, abstract\*\*, and keywords\*\*
- Includes names, e-mails, mailing addresses, affiliations, degrees\*\*, and biographies\*\* for ALL authors
- Includes article type or issue section heading
- Includes callouts within article text for all figures, tables, and supplements
- In-text and display math equations and chemical formula are editable, and not in image format.
- Includes references for all in-text citations, and all references are mentioned in the text
- Tables are editable (Word, Excel, or PowerPoint format), include captions, and are placed after reference list (or in separate files if not Word format)
- Figures meet Artwork Guidelines (see below), include captions, and are placed at end of manuscript file or in separate files
- Online-only supplements or appendices are clearly marked with “\_online\_supp” in the file name

### In addition to the manuscript file, please include:

- Copyright agreement (signed)
- Permission(s) for usages of copyrighted material as appropriate (signed)

\*Please contact your production editor if you need to submit manuscripts in other formats such as LaTeX or if equations have been submitted as images.

\*\*Omit as appropriate for specific article type or journal

Complete and accurate contact info for authors is important so that we can send proofs and ask production-related questions.

Submitting manuscripts to SAGE as they become ready—rather than waiting to send several at once—helps us avoid bottlenecks and publish your articles faster!

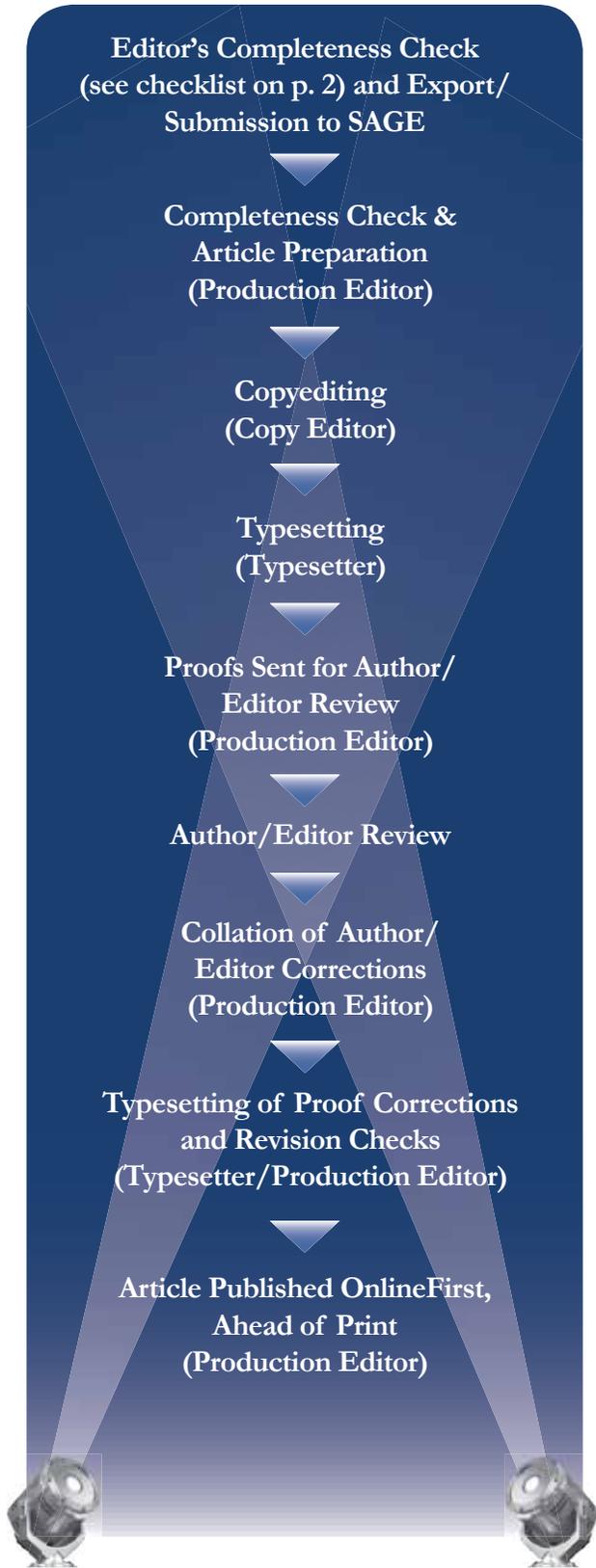
If your authors frequently misformat submissions or omit elements, it may help to revise your manuscript guidelines or provide a submission template. Please ask your PE for suggestions.

Send notes to your PE via SAGE Track, providing information about section heading, special formatting needs, online supplements, special issues, etc. Please see our FAQ for more about SAGE Track.

### Artwork Submission Guidelines

- Figures must be high resolution (at least 300 dpi). They should be submitted exactly as they should appear in the journal. Line art should be submitted in Word or its original format.
- Images are best submitted separately from the text document. Please do not embed images into your file, as embedding raster image files (photographs) in Word or similar programs automatically reduces the resolution below what is needed for quality print publication.
- Please see our “Artwork Submission Guidelines” online (<http://www.sagepub.com/journalgateway/msg.htm>) for more detailed information.
- Also see “Resolution for Dummies” in the Appendix for a brief tutorial on image quality.

## The Article Production Process



SAGE Production Editors (PEs) guide articles through the various production processes illustrated at left and serve as central liaison for all parties involved. Our web-based system for coordinating journal production, SAGE Manuscript and Resource Tracking, or SMART, helps PEs track and manage production.

### **COPYEDITING OVERVIEW**

SAGE performs light copyediting, mainly correcting the types of errors a typical reader would notice, such as obvious mistakes in grammar, spelling, punctuation, and editorial style. SAGE copy editors do *not* perform developmental editing to improve writing style or comprehension; instead, they strive to preserve author voice and intention as much as possible. For a detailed outline of SAGE copyediting expectations and examples, please see the SAGE Journals Copyediting Overview in the Appendix.

### **TYPESETTING OVERVIEW**

The typesetter carefully reviews all incoming article submissions, and identifies and tags all elements of an article for placement in the typeset page. References are linked to their corresponding citations, tables are formatted, and then tables and figures are placed within the articles close to their callouts. The typesetter designs each article according to the journal's specifications, and submits an initial proof to the PE for their review.

### **PROOF REVIEW AND CORRECTION REQUESTS**

Thorough review by authors (and editors, if you choose to see proofs) at the proof stage is crucial because there are generally no additional review opportunities prior to publication. Once an article is published, correction possibilities are limited. If an article has been published in an issue, the article cannot be modified, but an erratum or corrigendum may be published to identify and correct the error.

For articles published OnlineFirst, but not yet published in an issue, corrections can be accomplished by publishing either an erratum, a revised OnlineFirst version, or a revised issue version. The benefit of an error's correction should be carefully considered against the potential disadvantages of post-publication corrections. Please see our FAQ for more information. Always contact your PE for advice about a particular situation.

## ISSUE PRODUCTION

Adherence to issue due dates is imperative to ensure on-time issue publication, as this can affect your journal's institutional subscriptions, impact factor, and subscription revenue. Please remember the following for smooth sailing through issue production:

- Please submit all issue content—including the Table of Contents (TOC)—by the deadlines listed in your Quick Ref. Please take care to remember special items like editorials, book reviews, and news pieces.
  - SMART's Article List is a great tool for reviewing available articles for issue placement, listing all articles along with submission dates, page counts, author names, and other helpful data. The information is easily sorted and copy-able, which can be helpful for creating the Table of Contents you'll send to your PE or for tracking your page usage. For more information, please see the SMART Appendix or ask your PE.
  - For many journals, your PE can create the TOC for an issue by selecting completed articles by order of acceptance and page allotment. Please contact your PE to discuss this option and outline the parameters of selection.
- Please send updates for editorial boards, submission guidelines, and other recurring content as soon as you think of them, no matter how distant the next issue. We suggest using TOC preparation as an additional “last-call” reminder to think about any such updates and supply them.
  - Many of our issues are finalized as early as 2 months prior to the cover month, so the deadline for such updates may be earlier than you expect! You can ask your PE for specific deadlines or reminders if needed.

## PAGE BUDGETS

Your journal has a contractual number of pages allowed per volume. Maintaining awareness of your page usage (both when accepting manuscripts and planning issues) is important for optimizing publication schedules and minimizing extra costs. For example, if you publish more articles OnlineFirst than are covered by your page budget, you may not be able to publish articles within issues as quickly as you would like. Exceeding your page budget can be costly and we strive to help you keep your journal within its page budget:

- We provide the flexibility to divide your volume page budget among that volume's issues however you prefer. Some issues can be longer and some shorter, as long as the total pages for the volume don't exceed the budget and each issue is at least 56 pages (the minimum required for a “perfect bind” with flat spine).
  - We recommend that you publish any special issues early in a volume, as special issues have the tendency to run long.
- We provide easy-access reminders about your page budget (and more) in your customized Quick Ref guide, which also features a method for estimating the number of journal pages a manuscript will require.
- We provide up-to-the-minute information about your current and historical articles, including page counts and much more, on our SMART website (for more information, see the SMART Appendix).

### What counts toward page budget?

Editorial content, plus any special elements on interior pages, such as:

- TOC (Table of contents)
- Verso (Postal/copyright info)
- Editorial board
- Call for papers
- Reviewer lists
- Submission guidelines
- Indexes

**Please consult your journal's contract for additional details about your page budget and the costs of extra pages.**

Please discuss any page budget challenges with your PE.

## Who to Contact at SAGE

In matters relating to your journal, you may need to contact several people at SAGE. To route your questions, comments, suggestions, or needs to the appropriate person, please use this guide.

*For questions regarding...*

*Contact...*

### **Journals Production:**

### **Production Editor**

- Editorial board changes (copy PE, Publishing Editor, and editorialupdates@sagepub.com)
- Status of articles or issues in production
- Production schedules and manuscript due dates
- Corrections, additions, or deletions to manuscripts or proofs
- Transfer of copyright/exclusive license to publish agreements and permissions
- Page usage or page budget for current volume or issue
- Changes to online submission guidelines
- Covers and interior design specifications
- Errata/corrigenda

### **Journals Editorial:**

### **Publishing Editor**

- Journal contracts and terms
- Contractual page length allotments
- Financial concerns
- Ethical/plagiarism concerns
- Editorial board complimentary copies
- All Society/Association concerns
- Facebook, podcasts, and videocasts
- All marketing and advertising/promotions concerns
- Special issues
- Mailing lists
- Brochures
- New filler ads
- Conventions
- Bulk sales

### **SAGE Track:**

### **Peer Review Specialist**

- Logging into your Editor or EIC Center
- Adjusting SAGE Track access for editors or reviewers
- Assigning editors or reviewers to particular manuscripts in SAGE Track
- Viewing completed reviews
- Making manuscript decisions
- Any other questions pertaining to SAGE Track peer review process (ex. rejection and acceptance rates) or manuscript export

## FAQs

**I'm having trouble transmitting an accepted paper from SAGE Track to production.** Once a manuscript is accepted in SAGE Track, it goes through three tasks—completion and approval of the contributor form, completion of the production checklist, and the assign to batch task. Manuscripts must be assigned to the SAGE Production batch and exported to reach production. For further assistance, contact the Peer Review Specialist.

**How can I upload a revised version of a manuscript or other associated files to an existing manuscript submission in SAGE Track?** In order to upload revised version of a manuscript, or other manuscript files, navigate to the Manuscript Files and click 'Edit Details' for the file in question. Browse and upload the new file in the 'Upload later version of the file' field and save your changes.

**Who should I contact about updating my Editorial Board?** Please email three people to ensure updates are made both in print and online: your production editor, publishing editor, and [editorialupdates@sagepub.com](mailto:editorialupdates@sagepub.com).

**Who updates my journal website (submission guidelines, editorial board, prize article list)?** Your PE updates the submission guidelines. Your publishing editor handles everything else.

**How should content for a supplemental issue be handled?** Supplement material can be submitted through SAGE Track or provided directly to your PE. Be sure to clearly designate any supplement articles upon submission. Please remember that articles cannot be submitted to production until the supplement contract is signed.

**When will an issue be posted online?** We strive to post each issue online by the beginning of that issue's cover month, and ideally around the same time that print subscribers receive issues in their mailboxes. However, sometimes additional time is needed to ensure appropriate quality. You can sign up for email alerts about online issue postings at <http://online.sagepub.com/cgi/alerts>.

**Do authors receive alerts for online publication?** Yes, SMART automatically emails authors at the following production stages: when their article enters SAGE production, when it has been published OnlineFirst, and when it has been published in an issue.

**An author did not receive his comp copy.** Please email [journals@sagepub.com](mailto:journals@sagepub.com). If your journal no longer provides complimentary print copies, authors can order a print copy by contacting [reprint@sagepub.com](mailto:reprint@sagepub.com).

**Can an author have a PDF of his article?** Authors should receive final PDFs automatically via email upon publication OnlineFirst, or a hard copy of the print issue, depending on journal policy. If they do not, please contact your PE.

**I lost my online password for...**

- 1. Journal website:** Please ask your publishing editor
- 2. SMART:** Please ask your PE to reset it
- 3. SAGE Track:** On your journal's SAGE Track homepage (the Log In page), enter your e-mail address in the field below "Forgot your Password" and click "Go". You will receive an e-mail that provides a temporary one-use password and instructions on how to create a new password.

**How do authors of NIH-funded work submit their manuscripts to PubMed Central and what version of the manuscript should be deposited?** Authors must submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central (PMC) upon acceptance for publication. The policy requires that these papers are made available on PMC no later than 12 months after publication, however, please note that SAGE requests authors to wait 12 months before posting their published work. Authors should visit the NIH/PubMed deposit website (<http://www.nihms.nih.gov/>) to deposit the "final accepted version" of the manuscript and set up the number of months after publication when the manuscript may be made publicly available. PMC will automatically make the paper publicly available after the designated delay period has expired.

### **If an error is discovered post-publication, what is the best way to correct it?**

- If published in an issue: the article cannot be modified, but an erratum or corrigendum can be published to clarify the error
- If published OnlineFirst, but not yet in an issue: the article can be modified by publishing a new version either at OnlineFirst or in issue, and/or an erratum/corrigendum can be published

Errata and corrigenda are good choices for serious errors (such as a misspelled author name, or incorrect data that could cause harm) because they create greater awareness of the error and are effectively downstreamed to indexers like PubMed. But these error notices carry unfavorable connotations and can also negatively affect Impact Factor, so we recommend using them sparingly.

Modifying the article as a new version at OnlineFirst or issue is a good choice for less serious errors. But “versioning” can raise questions such as “Which version was intended in citation?” and “What changed between the versions and why?”. Also, SAGE cannot control whether downstream sources, such as PubMed, accept the modifications.

The benefit of an error’s correction should be carefully considered against the potential disadvantages of post-publication corrections. Please contact your PE for additional advice about errors and corrections.

**What is the difference between an erratum and a corrigendum?** If an error is discovered post-publication, a notice clarifying or correcting the error can be published. This notice is called an “erratum” if the error was caused by the publisher or journal editor, or a “corrigendum” if the error originates with the author(s).

### **LINGO**

**What is the role of a Production Editor (PE)?** PEs are primarily project managers for the production process, guiding articles and issues through production. They serve as central liaison for authors, editors, and all production staff; maintain and distribute knowledge about each journal’s needs; review and adjust correction requests to meet those needs; perform quality checks; and oversee journal scheduling and page budgets.

**What is SMART?** Our web-based SMART (SAGE Manuscript and Resource Tracking) system helps us coordinate article and issue production, and SMART can also help you view article progress, plan issues, track page budgets, and more (see your Quick Ref or ask your PE for login info and the SMART appendix for more details). SAGE Track files and author information feed directly into SMART along with any notes you placed within the “production notes” section.

**What is SAGE Track?** SAGE Track is a web-based system designed to help manage article submissions and the peer review process. It is powered by ScholarOne Manuscripts, also known as Manuscript Central, but its capabilities are expanded to also work with SAGE’s other systems such as SMART. SAGE Track exports flow directly into SMART. For the editorial office, SAGE Track is a tremendous timesaver. It automates the entire peer-review process and can be set up to send automatic reminders and correspondence to reviewers and authors. It also acts as a reviewer database, tracking reviewer patterns (i.e., how many reviews have been completed or declined), allowing the editor to assign reviewer ratings, and helping the editor choose potential reviewers based on areas of expertise. The system is also capable of generating many reports, including accept/reject ratio, submissions received, time from submission to decision, and reviewer history.