

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

Journal Title  
XX(X):1–3  
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DOI: 10.1177/ToBeAssigned  
www.sagepub.com/

SAGE

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## Abstract

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

## Keywords

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

## Introduction

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

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

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

## The three golden rules

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

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

## Getting started

The sagej class file should run on any standard  $\text{\LaTeX} 2_{\epsilon}$  installation. If any of the fonts, style files or packages it requires are missing from your installation, they can be found on the *TeX Collection* DVDs or downloaded from CTAN.

## The article header information

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

Table 1. The choice of options.

Option	Trim and font size	Columns
	210 × 280mm, 10pt	Double column
	210 × 297mm, 10pt	Double column
	189 × 246mm, 10pt	Double column
	170 × 242mm, 10pt	Double column
	156 × 234mm, 10pt	Single column
	7.25 × 9.5in, 10pt	Single column
	156 × 234mm, 12pt	Single column

Option	Reference style
	SAGE Harvard style (author-year)
	SAGE Vancouver style (superscript numbers)
	APA style (author-year)

For example, if your journal is short A4 sized, uses Times fonts and has Harvard style references then you would need

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

### 'Review' option

Some journals (for example, *Journal of the Society for Clinical Trials*) require that papers are set single column and with a larger font size to help with the review process. If this

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**Figure 1.** Example header text.

is a requirement for the journal that you are submitting to, just add the `option` to the `line`.

### Remarks

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

## The body of the article

### Mathematics

`sagej.cls` makes the full functionality of  $\mathcal{A}_M\mathcal{S}\mathcal{T}\mathcal{E}\mathcal{X}$  available. We encourage the use of the `,` and `environments` for displayed mathematics. `amsthm` is used for setting theorem-like and proof environments. The usual `command` needs

to be used to set up the environments for your particular document.

### Figures and tables

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

Figures are called in as follows:

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

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

### Cross-referencing

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

### End of paper special sections

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

The commands available are:

**Figure 2.** Example table layout.

and remember to add the relevant option to the `\usepackage` line as listed in Table 1.

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Please be aware that the use of this  $\text{\LaTeX}$  2<sub>ε</sub> class file is governed by the following conditions.

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### Acknowledgements

This class file was developed by Sunrise Setting Ltd, Brixham, Devon, UK.

Website:

### References

- Kopka H and Daly PW (2003) *A Guide to  $\text{\LaTeX}$* , 4th edn. Addison-Wesley.
- Lamport L (1994)  *$\text{\LaTeX}$ : a Document Preparation System*, 2nd edn. Addison-Wesley.
- Mittelbach F and Goossens M (2004) *The  $\text{\LaTeX}$  Companion*, 2nd edn. Addison-Wesley.

## Endnotes

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

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

## References

Please note that the files `SageH.bst` and `SageV.bst` are included with the class file for those authors using  $\text{\BibTeX}$ . The files work in a completely standard way, and you just need to uncomment one of the lines in the below example depending on what style you require: