A demonstration of the LATEX 2ε class file for SAGE Publications

Journal Title

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Abstract

This paper describes the use of the \LaTeX sagej.cls class file for setting papers to be submitted to a *SAGE Publications* journal. The template can be downloaded here.

Keywords

Class file, LATEX 2_{ε} , SAGE Publications

Introduction

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

The sagej.cls class file preserves much of the standard LaTeX $2_{\mathcal{E}}$ interface so that any document which was produced using the standard LaTeX $2_{\mathcal{E}}$ 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 resetting.

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

The three golden rules

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

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

Getting started

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

The article header information

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

Table 1. The choice of options.

Option	Trim and font size	Columns
shortAfour Afour MCfour PCfour	210 × 280 mm, 10pt 210 × 297 mm, 10pt 189 × 246 mm, 10pt 170 × 242 mm, 10pt	Double column Double column Double column Double column
Royal Crown Review	$\begin{array}{c} 156 \times 234 \text{ mm, } 10pt \\ 7.25 \times 9.5 \text{ in, } 10pt \\ 156 \times 234 \text{ mm, } 12pt \end{array}$	Single column Single column Single column

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

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

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

'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

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```
\documentclass[<options>]{sagej}
\begin{document}
\runninghead{<Author surnames>}
\title{<Initial capital only>}
\author{<An Author\affilnum{1},
Someone Else\affilnum{2} and
Perhaps Another\affilnum{1}>}
\affiliation{<\affilnum{1}First and third authors' affiliation\\
\affilnum{2}Second author affiliation>}
\corrauth{<Corresponding author's name and full postal address>}
\email{<Corresponding author's email address>}
\begin{abstract}
<Text>
\end{abstract}
\keywords{<List keywords>}
\maketitle
\section{Introduction}
```

Figure 1. Example header text.

process. If this is a requirement for the journal that you are submitting to, just add the Review option to the \documenclass[]{sagej} line.

Remarks

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

The body of the article

Mathematics

sagej.cls makes the full functionality of AMSTEX available. We encourage the use of the align, gather and multline environments for displayed mathematics. amsthm is used for setting theorem-like and proof environments. The usual \newtheorem command needs to be used to set up the environments for your particular document.

Figures and tables

sagej.cls includes the graphicx package for handling figures. Figures are called in as follows:

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

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

The standard coding for a table is shown in Figure 2.

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```
\begin{table}
\small\sf\centering
\caption{<Table caption.>}
\begin{tabular}{}
\toprule
<column headings>\\
\midrule
\\
\\
.
.\\
bottomrule
\end{tabular}
\end{table}
```

Figure 2. Example table layout.

Cross-referencing

The use of the LATEX cross-reference system for figures, tables, equations, etc., is encouraged (using \ref{<name>} and \label{<name>}).

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:

```
\begin{acks}
To typeset an
  "Acknowledgements" section.
\end{acks}
\begin{biog}
To typeset an
  "Author biography" section.
\end{biog}
\begin{biogs}
To typeset an
  "Author Biographies" section.
\end{biogs}
\begin{dci}
To typeset a "Declaration of
  conflicting interests" section.
\end{dci}
\begin{funding}
To typeset a "Funding" section.
\end{funding}
\begin{sm}
To typeset a
  "Supplemental material" section.
\end{sm}
```

Endnotes

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

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

References

Please note that the files SageH.bst and SageV.bst are included with the class file for those authors using BIBT_EX. 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:

```
%%Harvard (name/date)
%\bibliographystyle{SageH}
%%Vancouver (numbered)
%\bibliographystyle{SageV}
\bibliography{<YourBibfile.bib>}
```

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Acknowledgements

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```
Website: http://www.sunrise-setting.co.uk
```

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