SAGE Word template guidelines

Quick start-up instructions

- Open the template
- Save it to your desktop, or if you use the template frequently attach the template (see [Appendix C: Word techniques](#))
- If you have already started writing your article, copy and paste your entire article into the template ("ctrl + A" > "ctrl +C" > "ctrl + V, see [Appendix A: General keyboard shortcuts](#))
- Apply the paragraph styles listed in [Appendix B](#). The copy-editor and typesetter will particularly need to be clear about the following paragraph styles:
  1. Heading levels
  2. Quotes
  3. Extracts
  4. Bulleted and numbered lists
- Formatting references: Please make sure the reference list is consistent in its structure. If you have already finished the list and it is not in the required journal-specific style, it is still an acceptable format, but please do not mix different reference styles, like Vancouver and APA.

Applying paragraph styles

Each paragraph section of text needs to be given a style 'tag'. To view the available styles go to 'Format', 'Styles and Formatting'. Select 'Available styles'. The styles and formatting pane should now be displayed on the right hand side of your screen.
A list of which style should be used for which types of text is included in [Appendix B](#).
Author biographies should be tagged as 'TEXT'.
You do not need to insert any additional space above or below extracts, or any other elements.

Applying character styles

Apply character styles after applying paragraph styles, highlighting the words to be tagged. Currently, there are 3 inbuilt character styles, "CPB", "H3", and "H4".
Endnotes/reference numbers: Within the text, please delete and retype endnote markers and style these as 'superscript' (E.G., using the 'Format', 'Font' function). Endnotes should not be embedded.

Funding statement

If there is no "Declaration of conflicting interests" or funding mentioned in the article, insert the following paragraph (for most SAGE journals; copyeditor to confirm with Production Editor):

Order of front matter headings

1. Article type
2. Corresponding author info
   Corresponding Author:
   Sarah D. Brown, Georgia State University, NCBDDD/CDC, 0000 Stanton Road MS E-23, Atlanta, GA, 505003, USA
   Email: sbrown@cdc.gov
3. Article title
4. Authors
   Social Sciences
   Sarah D. Brown
   Georgia State University, Atlanta, GA
   Science, Technical, Medical (STM) titles
   Sarah D. Brown[1]. Paul Smith[2]. Vera Klein[1]
   [1]Georgia State University, Atlanta, GA
   [2]University of California, California, CA
5. Abstract
   Abstract
   The goals of our study were to .....
   Keywords
   autism, M-CHAT, PEDS, screening

Order of end matter headings

6. Acknowledgements (if present)
7. Funding statement or Declaration of conflicting interests (mandatory)
8. Notes (if present)
9. References (or endnotes)

Other style elements

Please refer to the journal's style guide, and the SAGE Journal Guidelines, for further information on style elements within the articles.

4. Checklist

Do's

- ✓ Save as you go, backing up your work regularly.
- ✓ Insert bookmarks to help you move round the document without losing your place.
- ✓ Hide the mouse! Taking time to teach yourself how to move round the screen and use the more common formatting shortcuts (see [Appendix C](#)) will pay off handsomely in terms of time saved, extra productivity in all your screen work and reduced risk of RSI. If you need to use the mouse, use tools like "Format painter"
- ✓ Use the copyeditor's best friend, CTRL + Z, to undo the last command (can be repeated indefinitely), or CTRL + Y to redo the last command.
- ✓ Type numbers with a tab (not a space) after them for lists.
- ➢ To insert a special character, go to /Insert/Symbols/, and select a character from the list or key it in, then copy and paste down the list. There is no need anymore to insert unicode characters
- ✓ Use Word's search facilities and useful options such as "Match Case".
- ✓ Use global changes, but beware –ise spellings and other style variations should follow original author style in quotes and references.
- ✓ Contact the SAGE production editor if you have any queries.
- ✓ Make suggestions if you can see a better way of doing something
- ✓ Insert the figure and table after first text reference. Typesetters will then place them at the bottom of that page, or at the top of the next page.

Don'ts

- ➢ Don't use entity codes (previously used to add en dashes, bullet points, non-breaking spaces, and figure spaces (before numbered notes when there are more than 9), etc.
- ➢ Don't add tabs to indent paragraphs. Each paragraph style determines how a paragraph should look. For instance, there is no need to insert a tab or spaces at the start of paragraphs styled with the text indent paragraph style.
- ➢ Don't alter the appearance of a paragraph locally; for example, don't use Word's style toolbar or tab facilities to change spacing.
- ➢ Word's extended character styles should cover all foreign accents and therefore don't need unicode styles. However, if in doubt, please highlight the respective areas and attach a pdf in SMART
- ➢ Don't use Word's facilities to number lists or add bullets.
- ➢ Avoid callouts ("CL"), unless necessary

Appendix A: General keyboard shortcuts

Please note these shortcuts are for guidance only, and subject to change with each new version of Windows/Word.

Beginning of document	CTRL+Home
End of document	CTRL+End
Top of screen	CTRL+Page Up
Bottom of screen	CTRL+Page Down
Beginning of line	Home
End of line	End
Beginning of current para	CTRL+↑
Beginning of last para	CTRL+↑↑
Beginning of next para	CTRL+↓
Beginning of last word	CTRL+←
Beginning of next word	CTRL+→
Beginning of last letter	SHIFT+←
Beginning of next letter	SHIFT+→
Highlight text	CTRL+SHIFT+→
Go to	CTRL+G or F5
Find	CTRL+F
Go to style box	CTRL + shift + s
Remove local formatting	Highlight, then CTRL + spacebar
open file	CTRL+O
close file	CTRL+F4
save file	CTRL+S
save file as	F2
print file	CTRL+P
select all	CTRL+A
copy selected text	CTRL+C
cut selected text	CTRL+X
paste selected text	CTRL+V
Bold	CTRL+B
Italic	CTRL+I
small caps	CTRL+shift+K
all caps	CTRL+shift+A
Superscript	CTRL+plus sign
Subscript	CTRL+eq sign
change case	Shift + F3
undo last command	CTRL+Z
redo last command	CTRL+Y
Find	CTRL+F
Replace	CTRL+H
find next	shift + F4
switch between open windows	CTRL+F6
Acute	CTRL+' [the letter] á
grave	CTRL+ `[the letter] è
cedilla	CTRL+ , [c or C] ç
Circumflex	CTRL+ shift + ^ [the letter] ô
Umlaut	CTRL+ shift + ü

Appendix B: SAGE Template style Names

Shortcut keys

Below the list of styles. The list of shortcut keys has to be customized by the user. To install these on your machine, follow this procedure:

1. Open "Styles and Formatting" panel (select >Format >Styles and Formatting)
2. Right-click on style, >modify >Format >shortcut key, then in "Press new shortcut key" enter your preferred shortcut for this style, then >assign, making sure you assign this style not only in your opened article, but also on the template on your c-drive
3. Depending on how often you use a particular style, you repeat this to the styles you use

List of paragraph styles used by Sage

Style Tag	Definition	Shortcut key*
ABKW	Abstract and keywords text	Alt +5
ABKWH	Heading for abstracts and keywords	Alt +6
AF	Author affiliation	Alt + 4
AN	Acknowledgments, funding, conflict of interest statement text	
AS	Article subtitle	Alt +2
AT	Article title	Alt + 1
AU	Author name	Alt + 3
BL	Bulleted list item	
BLB	Bulleted list item bottom	
BLT	Bulleted list item top	
CL	Callout for typesetting	
CP	Figure or table caption	
CPB	Figure or table caption bold character style (don't use if it overwrites CP)	
CPSO	Table or figure source note	
DI	Extracted dialogue text	
DR	Dates received and accepted (on title page)	
EH	End heading (e.g., Acknowledgments, Conflict of Interest, References)	
EN	Equation number	
EQ	Freestanding equation	
EX	Extract	
H1	Heading Level 1	Alt +F1
H2	Heading Level 2	Alt +F2
H3	Heading Level 3; just tag the header as paragraph, no need to italicize	Alt +F3
H4	Heading Level 4: just tag the paragraph, no need to run on with next paragraph or italicize	
IN	Indented paragraph leading into extracted item (e.g., extract, list, poetry, equation)	
IN FL	Flush left paragraph leading into extracted item (e.g., extract, list, poetry, equation)	
ML	Math list	

NL	Numbered list item	
NNUM	(Numbered) Notes	
Normal	Used for the DOI, verso, recto, and any regular paragraphs in text.	
OP IN	Opening paragraph leading into extracted item (e.g., extract, list, poetry, equation)	
OQ	Opening quote (extracted)	
OUT	Indented paragraph following extracted item (e.g., extract, list, poetry, equation)	
OUT FL	Flush left paragraph following extracted item	
OUT IN	¶ following and preceding tag containing OUT or IN	
OUT IN FL	Flush left paragraph between two extracted items (see examples above)	
PO	Poetry (set apart from body text paragraphs)	
PX	Subsequent paragraph(s) in multiparagraph extract	
QS	Quote source	
REF	Unnumbered reference entry	
Ref num double	Double-digit numbered reference entry	
Ref num single	Single-digit numbered reference entry	
SI	Signature line (for edtiorials, reviews)	
SI AF	Signature line affiliation (for editorials, reviews)	
TBL	Bulleted list item in table	
TCH	Table column head	
TEXT	Flush left paragraph text (mainly used for opening paragraph and author bios)	Ctrl + t
TEXT IND	Indented paragraph text (body text paragraphs)	Ctrl + shift + t
TNL	Numbered list item in table	
TT	Table text	
TY	Article type (section head on title page)	
UL	Unnumbered list	
ULB	List item bottom line	
ULT	List item top line	
BRA	Book reviewer	
BRAF	Book reviewer affiliation	
BRD	Book review details	
BRE	Book review extract	
BRREF	Book review reference entry	
BRT	Book review text, flush left	
BRTI	Book review text, indented paragraph	

*suggested shortcut keys to styles used most often

Appendix C: Word Techniques

Here are some quick 'How to' procedures for performing some key tasks in Word

Attaching a Word Template

- Click on the Tools menu.
- Select Templates and Add-Ins.
- Click on the Attach box.
- Select the new SAGE template and click Open
- Tick the Automatically Update Document Styles box just underneath the Attach box.
- Click on the Add box.
- Select the new SAGE template and click OK.

Opening Toolbars

- Click on the View Menu.
- Click on Toolbars.
- Click on the Toolbar you want to open. The ticks show which toolbars are already open.

Alternatively, move the mouse pointer over the grey toolbar area at the top of the screen and click the Right mouse button. Click on the toolbar you want to open.

Closing Toolbars

- Click on the View Menu.
- Click on Toolbars.
- Click on the Toolbar you want to close. The ticks show which toolbars are already open.

Alternatively, move the mouse pointer over the grey toolbar area at the top of the screen and click the Right mouse button. Click on the toolbar you want to close.

Moving Toolbars

You should see two light grey lines at the end of the toolbar. Move the mouse pointer over these two lines and press and hold the left mouse button. You can now 'drag' the toolbar to a new position. You can also drag the tool bar in or out of the grey area at the top of screen.

If you want to drag a toolbar back into the grey toolbar area at the top of the screen, move the mouse pointer over blue bar above the toolbar and click and hold the left mouse button. You can now 'drag' the toolbar back into the grey toolbar area.

Customizing and creating Toolbars

If you want to see the styles in the toolbar, as you did with the old coffeecup template, you can set these up individually, deciding which to include.

- Go to >Tools>Customize, and click on "New" (see image below)
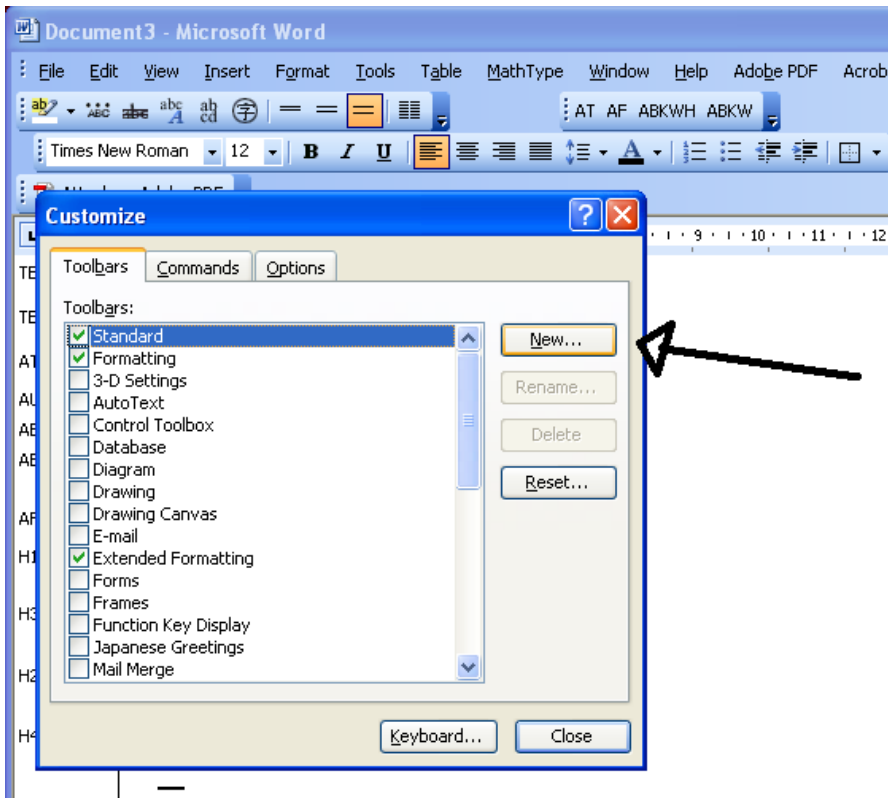
- Name the toolbar accordingly, for example "Opening page styles", or "Main body text styles"

- Click ok and close the window

- Go to >Tools>Customize>Commands, scroll down and select >Styles; then, using the cursor, highlight and drag and drop the styles you need, into the newly created toolbar

- Right-click the style, and in the drop-down list go to the field giving the name, and delete the word "Style" (otherwise your toolbars get to long)

- Remember: Only once you are in >Tools>Customize>Commands, you can customize your toolbars

Search and Replace

- Press CTRL + h to call up the Search and Replace box.

- Type the word or words you want to search for in the Find What box.

- Type the word or words you want to replace in the Replace With box.

- Click Find Next to search.

- Click Replace to replace the word you found or click Replace All to do a *Global Search and Replace.*

It is possible to search for anything in Word including paragraph markers, styles, comments and manual line breaks. You can select these from the Special menu. Word has its own codes for these. For instance tabs become ^t, a manual page break is ^m and a paragraph marker is ^p.

If you want to search for italics or fonts click the Format button.

Search and Replace Tip

- Make sure you check the formatting below the Find What and Replace With boxes. Click the No Formatting button to clear all formatting before your search.