

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

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Alistair Smith<sup>1</sup> and Hendrik Wittkopf<sup>2</sup>

## 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:

- keep your own macros to an absolute minimum;
- 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  $\backslash,$  before a differential  $d$ , or  $\backslashquad$  to separate an equation from its qualifier;
- 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 options are listed in Table 1.

Table 1. The choice of options.

| Option     | Trim          | Columns       |
|------------|---------------|---------------|
| shortAfour | 210 × 280 mm  | Double column |
| Afour      | 210 × 297 mm  | Double column |
| MCfour     | 189 × 246 mm  | Double column |
| PCfour     | 170 × 242 mm  | Double column |
| Royal      | 156 × 234 mm  | Single column |
| Crown      | 7.25 × 9.5 in | 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  $\backslash\documentclass[\text{ShortAfour},\text{times},\text{sageh}]{\text{sagej}}$

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.

## Remarks

- In  $\backslash\text{runninghead}$  use ‘*et al.*’ if there are three or more authors.
- For multiple author papers please note the use of  $\backslash\text{affilnum}$  to link names and affiliations. The

<sup>1</sup>Sunrise Setting Ltd, UK

<sup>2</sup>SAGE Publications Ltd, UK

## Corresponding author:

Alistair Smith, Sunrise Setting Ltd Torbay Innovation Centre, Vantage Point, Long Road, Paignton, Devon, TQ4 7EJ, UK.

Email: [alistair.smith@sunrise-setting.co.uk](mailto:alistair.smith@sunrise-setting.co.uk)

```

\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.

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  $\text{\LaTeX}$  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](#).

### Cross-referencing

The use of the  $\text{\LaTeX}$  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.

```

\begin{table}
\small\sf\centering
\caption{<Table caption.>}
\begin{tabular}{<table alignment>}
\toprule
<column headings>\
\midrule
<table entries
(separated by & as usual)>\
<table entries>\
.
.
.\
\bottomrule
\end{tabular}
\end{table}

```

**Figure 2.** Example table layout.

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 `BIBTEX`.

For APA style references please use `mslapa.bst` which should be part of most modern `TEX` distributions.

See the above instructions regarding choosing the correct reference option.

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### Acknowledgements

This class file was developed by Sunrise Setting Ltd, Paignton, Devon, UK. Website:

<http://www.sunrise-setting.co.uk>

### References

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