**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](#Appendixc))
* 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](#AppendixaKeyboardShortcuts))
* Apply the paragraph styles listed in [Appendix B](#AppendixDSAGETemplatestyleNames). 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](#AppendixDSAGETemplatestyleNames).

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):

**Funding**

The author(s) received no financial support for the research, authorship, and/or publication of this article.

## Order of front matter headings

1. Article type
2. Corresponding author info

**Corresponding Author:**

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1. Article title
2. Authors

*Social Sciences*

Sarah D. Brown

Georgia State University, Atlanta, GA

*Science, Technical, Medical (STM) titles*

Sarah D. Brown1. Paul Smith2. Vera Klein1

1Georgia State University, Atlanta, GA

2University of California, California, CA

1. Abstract

Abstract

The goals of our study were to …..

Keywords

autism, M-CHAT, PEDS, screening

## Order of end matter headings

1. Acknowledgements (if present)
2. Funding statement or Declaration of conflicting interests (mandatory)
3. Notes (if present)
4. 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](#AppendixCKeyboardShortcuts)) 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 [Home](#quickstartup)

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 [Home](#quickstartup)

## 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 [Home](#quickstartup)

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**

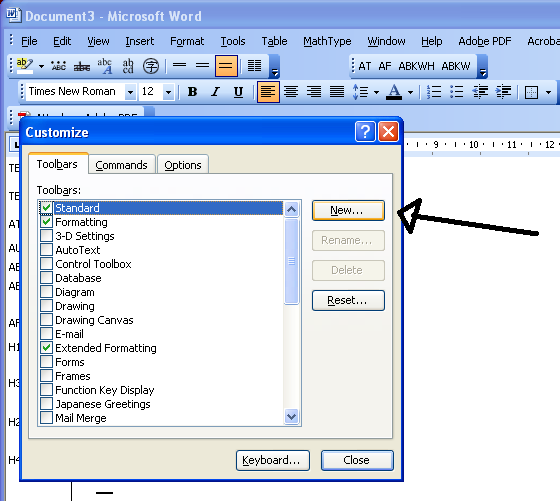
You should see two light grey lines at the end of the toolbar. Move the mouse pointer over these two lines and press and hold the left mouse button. You can now 'drag' the toolbar to a new position. You can also drag the tool bar in or out of the grey area at the top of screen.

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)

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* 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.