

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

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SAGE

Alistair Smith¹ and Hendrik Wittkopf²

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, ?, ? and ?).

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 \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 ?? . 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 ?? .

Table 1. The choice of options.

Option	Trim and font size	Columns
shortAfour	210 × 280 mm, 10pt	Double column
Afour	210 × 297 mm, 10pt	Double column
MCfour	189 × 246 mm, 10pt	Double column
PCfour	170 × 242 mm, 10pt	Double column
Royal	156 × 234 mm, 10pt	Single column
Crown	7.25 × 9.5 in, 10pt	Single column
Review	156 × 234 mm, 12pt	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.

'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

¹Sunrise Setting Ltd, UK

²SAGE Publications Ltd, UK

Corresponding author:

Alistair Smith, Sunrise Setting Ltd Brixham Laboratory, Freshwater Quarry, Brixham, Devon, TQ5 8BA, UK.

Email: 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.

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

Remarks

- (i) 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 \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, ? or ?.

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

```

\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.

Cross-referencing

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

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 $\text{\endnote{<Text>}}$. 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 . 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>}

```

and remember to add the relevant option to the $\text{\documentclass[]\{sagej\}}$ line as listed in Table ??.

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

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