A demonstration of the LaTeX 2ε class file for *SAGE Publications*

Journal Title
XX(X):1–4
©The Author(s) 2016
Reprints and permission:
sagepub.co.uk/journalsPermissions.nav
DOI: 10.1177/ToBeAssigned
www.sagepub.com/
SAGE

Alistair Smith[1] and Hendrik Wittkopf[2]

Abstract

This paper describes the use of the LaTeX 2ε 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 2ε, *SAGE Publications*

Introduction

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

The sagej.cls class file preserves much of the standard LaTeX 2ε interface so that any document which was produced using the standard LaTeX 2ε 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 LaTeX 2ε and we would refer you to any of the many books available (see, for example, Kopka and Daly 2003; Lamport 1994; Mittlebach 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 2ε 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 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

```
\documentclass[ShortAfour,times,sageh]{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.

[1]Sunrise Setting Ltd, UK
[2]SAGE 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.

'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 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

(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 $\mathcal{AMS}$-TEX 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}
```

```
\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.

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 2.

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 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 `\documentclass[]{sagej}` line as listed in Table 1.

Copyright statement

Please be aware that the use of this LaTeX 2_ε class file is governed by the following conditions.

Copyright

Copyright © 2016 SAGE Publications Ltd, 1 Oliver's Yard, 55 City Road, London, EC1Y˜1SP, UK. All rights reserved.

Rules of use

This class file is made available for use by authors who wish to prepare an article for publication in a *SAGE Publications* journal. The user may not exploit any part of the class file commercially.

This class file is provided on an *as is* basis, without warranties of any kind, either express or implied, including but not limited to warranties of title, or implied warranties of merchantablility or fitness for a particular purpose. There will be no duty on the author[s] of the software or SAGE Publications Ltd to correct any errors or defects in the software. Any statutory rights you may have remain unaffected by your acceptance of these rules of use.

R

In this section I show how one can use R and R scripts.

```
2 + 2
```

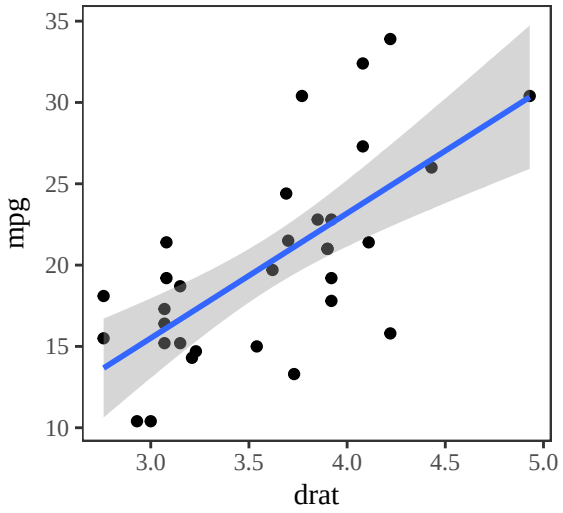
```
## [1] 4
```

It is also possible to use inline R code. For example, 2 + 2 = 4. R scripts can be loaded as well:

```
source("./includes/scripts/analysis.R")
```

Which means you have access to any objects assigned in the script:

```
cars_plot
```



Acknowledgements

This class file was developed by Sunrise Setting Ltd, Brixham, Devon, UK.
Website: http://www.sunrise-setting.co.uk

References

Kopka H and Daly P (2003) *A Guide to LaTeX*. 4th edn. Addison-Wesley.

Lamport L (1994) *LaTeX: a Document Preparation System*. 2nd edn. Addison-Wesley.

Mittlebach F and Goossens M (2004) *The LaTeXCompacion*. 2nd edn. Addison-Wesley.