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Abstract

This paper describes the use of the $\text{\LaTeX}2_{\varepsilon}$ class file for setting papers to be submitted to a *SAGE Publications* journal. The template can be downloaded [here](#).

Class file, L^AT_EX 2_ε, *SAGE Publications*

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

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0.1 Introduction

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

The `class` file preserves much of the standard L^AT_EX 2_ε interface so that any document which was produced using the standard L^AT_EX 2_ε `article` style can easily be converted to work with the `class` 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 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 L^AT_EX 2_ε 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)]).

0.2 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 T_EX 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.

0.3 Getting started

The `class` file should run on any standard L^AT_EX 2_ε installation. If any of the fonts, style files or packages it requires are missing from your installation, they can be found on the *T_EX Collection* DVDs or downloaded from CTAN.

```

\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.

0.4 The article header information

The heading for any file using `sagej` 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
<code>shortAfour</code>	210 × 280 mm, 10pt	Double column
<code>Afour</code>	210 × 297 mm, 10pt	Double column
<code>MCfour</code>	189 × 246 mm, 10pt	Double column
<code>PCfour</code>	170 × 242 mm, 10pt	Double column
<code>Royal</code>	156 × 234 mm, 10pt	Single column
<code>Crown</code>	7.25 × 9.5 in, 10pt	Single column
<code>Review</code>	156 × 234 mm, 12pt	Single column

Option	Reference style
<code>sageh</code>	SAGE Harvard style (author-year)
<code>sagev</code>	SAGE Vancouver style (superscript numbers)
<code>sageapa</code>	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.

0.4.1 ‘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 `\documentclass[] {sagej}` line.

0.4.2 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.

0.5 The body of the article

0.5.1 Mathematics

makes the full functionality of \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.

0.5.2 Figures and tables

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.

0.5.3 Cross-referencing

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


```

\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.

0.5.4 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}`

0.5.5 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.

0.5.6 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.

0.6 Copyright statement

Please be aware that the use of this $\text{\LaTeX} 2_{\epsilon}$ class file is governed by the following conditions.

0.6.1 Copyright

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This class file was developed by Sunrise Setting Ltd, Brixham, Devon, UK.

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

Bibliography

[Kopka and Daly(2003)] Kopka H and Daly PW (2003) *A Guide to L^AT_EX*, 4th edn. Addison-Wesley.

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[Mittelbach and Goossens(2004)] Mittelbach F and Goossens M (2004) *The L^AT_EX Companion*, 2nd edn. Addison-Wesley.