

Guidelines for Authors and Editors

For manuscripts
and online resources

These guidelines offer an introduction to the SAGE Publishing Editorial Production processes for both your manuscript and online resources. You will find an overview about file formatting, styles, artwork, references, copyright and permissions procedures, as well as information about the key phases of the production process: copyediting, design, typesetting, proofreading and indexing, and new editions.

Please read through the guide and use it for reference as you develop and prepare your manuscript for final submission.

Preparing and submitting your work

General guidelines

- **Please keep to the word extent agreed with your Commissioning Editor.**
- Supply your manuscript as a **Microsoft Word file**. Contact your Commissioning Editor if you are using software other than Microsoft Word.
- Use double spacing, 12pt.
- All text should be unjustified. Do not indent the paragraphs but set them out in blocked style. Use double space to indicate a new paragraph.
- **Do not use formatting** – it will be stripped out.
- **Do not use program facilities** such as EndNotes.
- All photographs, images, etc. should be sent as **high res (300dpi) jpg, tiff or eps files** (please see Artwork section for more detailed guidelines).
- Please send each **table or figure** in a separate file with heading/caption/source information (please see Copyright and Permissions section for more detailed guidelines regarding source information).
- Provide a brief, accurate description of each figure as a caption. Doing this means visually impaired readers listening to the eBook of your text will hear the description, and not the figure described only as 'image'.
- Please be sure to cite tables and figures in the text and flag their location [insert Figure X.X near here].
- Any text that is separate from the main text (e.g. case studies, features) should be marked <start box> <end box>. There is no need to 'style'.
- Please provide a **biographical statement** of 100–150 words, including full name (as you would like it to appear in the book), affiliation, and any other information you see as relevant, such as current research interests and recent publications.
- It is the author's responsibility to clear permissions for any third-party material

included in their work. Please provide **proof of these cleared permissions** when submitting.

- If you have specific technical questions, please contact your Commissioning Editor.

House style

SAGE does not have a rigid house style. We focus on consistency and accuracy. It is important that you use the same style throughout your book. We will retain UK/US spelling, punctuation and reference style as submitted (edited volumes will retain the styles as submitted for each chapter).

Terminology

- SAGE is committed to diversity, equity and inclusion and to ensuring this is represented in our publications.
- Please avoid expressions that could be construed as sexist, racist or otherwise discriminatory. For example, choose neutral terms such as 'human beings' and 'executives' in preference to 'man' and 'businessmen'. Do not use 'he' where you mean 'he or she'. The latter becomes clumsy when used to excess; substitute with the plural form 'they' wherever possible.
- Avoid parochialisms such as 'in this country' and state specific time periods where possible (rather than 'last year', etc.).
- Explain your terminology clearly for those in related fields.

Headings

- Limit the levels of heading to two, at most three.
- Please distinguish the heading level consistently:
 - First-level headings (e.g. Introduction, Conclusion) should be in bold, with an initial capital letter for any proper nouns.
 - Second-level headings should be in bold italics, with an initial capital letter for any proper nouns.

- Third-level headings should be in italics, with an initial capital letter for any proper nouns.
- Avoid lengthy headings and avoid numbering them, unless a numbering system is essential for cross-reference.
- The printed style in the finished book will distinguish their weighting.

Spelling

- We use *The Oxford Dictionary for Writers and Editors* and *The Chicago Manual of Style* to resolve queries on spelling, italicization of key terms, abbreviations, etc.
- Where alternative forms exist, we prefer contributors to choose ‘-ize’ spellings instead of ‘-ise’ (e.g. ‘recognize’, ‘organizing’, ‘standardization’, etc.). However, if you prefer using ‘-ise’ spelling, please let SAGE know when submitting your manuscript.
- Use capitals sparingly and double check the logical application of any distinctions you wish to make between specific and general use.

Italics

- Words to be set in italic should be typed in italic. Please avoid excessive italic for emphasis but use it for book titles, newspapers, journals, plays, film and TV programme titles and foreign words.
- Proper names in a foreign language should always be in roman. We also prefer to set common terms such as ‘status quo’, ‘a priori’ and ‘et al.’ in roman.

Hyphenation

- Please pay attention to consistency in the hyphenation of words: do not alternate, for example, between ‘macro-economic’ and ‘macroeconomic’, ‘decision making’ and ‘decision-making’. (A distinction is, however, often made between noun and attributive adjective: ‘the middle class’ but ‘middle-class ethics’.)

Abbreviations

- Include a final stop in abbreviations (words shortened by omitting the end), such as p., vol. and ed. **but not** in contractions (words shortened by omitting the middle letters), such as Mr, Dr, edn, eds, and so on.
- No stops are needed between capitals: USA, UK, NATO, EU

Dates

Give dates in a consistent form, e.g.:

- 22 November 1990, November 22 1990
- For decades, use ‘the nineties’ or ‘the 1990s’
- For date spans, use 1990–9, 1939–45
- Use twentieth century or 20th century

Numbers

Be consistent in presentation.

- Write numbers in figures for exact measurements and series of quantities, including percentages and age groups.
- In more general descriptions, numbers below 10 are best spelt out in words.
- Write 0.8 rather than .8, except for levels of probability. Use lower-case italic for *p* (probability) and *n* (number).

Cross-references

- The style for cross-references to parts, chapters, figures and tables should be ‘in Chapter 2’, ‘as Figure 2.1 shows’, etc. As far as possible, avoid cross-references to pages within the book. Cross-references should be in the form: (Smith, in this volume).

Quotations

- Please check the precise wording of quotations. Follow the original for spellings, etc. Enclose any interpolations of your own in square brackets and, if you have added italic for emphasis, note ‘my italics’ at the end of the quotation.
- The source must always be given, including the page number.
- Longer quotations (more than 50 words) should be displayed separately from the main body of text. Present them indented, with extra space above and below and without quotation marks. Source information should be shown in brackets at the end of the quotation.

Quotation marks

- Use single quotation marks in general, reserving double quotation marks for quoted words within a quotation.
- No quotation marks are required around longer passages broken off from the text.

Lists

- We prefer 1, 2, etc. or bullet points (•) for major points; (a), (b), etc. for minor points.
- Each type of list should have consistent punctuation.
- Whole paragraphs are best unnumbered. Where necessary, 'first', 'secondly', etc., are preferable to numbers.

Notes

- Notes should be double spaced and collated at the end of each chapter. Unless otherwise agreed, they will appear at the end of each chapter in the finished book.

Tables

- Each table should be saved separately with a heading (and source information) and clearly numbered consecutively within each chapter.
- Do not embed tables in the text files.
- Flag the location in the chapter close to where each table should ideally be positioned e.g. [insert Table X.X near here].
- If your book is reproduced in mono (black/white) remember, if the table is submitted in colour, to rewrite any text referring to the colour in the table.

Artwork

Illustrations/line drawings/figures/photos **will be reproduced in mono (black and white)** unless previously agreed. Remember, if the artwork is submitted in colour to rewrite any text referring to the colour in the image.

- Number all figures (photographs, line drawings, maps) in your chapter consecutively as they appear in the text. Ensure the numbering of all figures matches between the artwork file and MS.
- Include a reference to each figure in the text itself (for example, 'as shown in Figure X.X') and flag the location in the chapter close to where each figure should ideally be positioned e.g. [insert Figure X near here].

- Avoid writing, e.g. 'see figure below' as when the book is typeset the figure may not fall exactly after the text reference.
- Please do not embed artwork in a Word file or in the body of your manuscript, save and submit each file separately and in their original format (i.e. tiff, jpeg, eps).
- All photographs, images, etc. should be sent as high res (minimum 300dpi) tiff, jpg or eps files.
- Avoid embedding screen shots in Word files. On a Windows 7 or newer PC, use the built-in Snipping Tool to snip and save to jpg using the tools 'save' option. On a Mac, click Cmd+Shift+4 to snip part of the screen, which will automatically be saved to your desktop as PNG.
- Low-res images from the internet will not reproduce well in printed form.
- Because hand drawn artwork often leads to the introduction of spelling errors or typos we are only able to accept it in exceptional circumstances. Please instead use the illustration tools in Word to create an electronic version of your artwork.

Line drawings

- Supply in eps format.
- Avoid using tints of similar density to define areas – the tones will merge once printed.
- Do not use very fine lines – they disappear once printed.
- Avoid using colours, especially red and blue, as they will not reproduce clearly as grey tones.
- Use a sans serif typeface for all labelling and use consistently.

Photographs/halftones

- Supply minimum 300dpi greyscale tiff files.

Screenshots/screengrabs

- Colour screengrabs will not reproduce well in grey tones.
- Screengrabs might be in copyright if they are from a commercial program. You may need to obtain permission to reproduce screenshots in your book. (For guidance on copyright, please refer to your copy of **SAGE Permissions Guidelines**.)

Maps

- Save as eps files.
- Save shaded maps as minimum 300dpi tiff files.

PowerPoint

- Typesetters can use artwork prepared in PowerPoint.

References

Reference lists should include only those works cited in the book. Please use either the Harvard or APA system consistently throughout the book.

Please do not use software such as EndNote.

- Where two or more works were written by the same author(s) in the same year, distinguish them as 1990a, 1990b, etc in both the text where mentioned, and in the References section. If a work is by three or more authors, use 'Davis et al., 1990' in the text reference, but give all the co-authors' names in the reference list.
- A string of references should be in either alphabetical or chronological order; this should be applied consistently.
- Authors cited with the same surname will need their initial(s) so that it is clear to whom you are referring.
- Each entry in the Reference list needs to cover full publication details. Do not use op. cit. or short titles referring to other entries in the list.
- Include URL addresses where needed, adding the date last accessed. URLs should appear without an underline.

Issues related to references regularly constitute the bulk of copyediting queries. To minimize them, please recheck your final manuscript before you submit it to make sure all the references given in the text are in one consistent style and have been listed and cited, without discrepancies in spelling or date.



Copyright and Permissions

Permissions and fees

You will need to obtain permissions and pay any associated fees for song lyrics, poems, all illustrations in copyright, e.g. photographs, and previously published figures, tables and maps that you include in your chapter.

Permissions should be cleared by the time you submit your manuscript.

- For guidance on fair dealing and copyright, including sample permission letters, please refer to your copy of the SAGE Permissions Guidelines.
- If not, please contact your Commissioning Editor or editorial team; they will be able to provide advice, checklists and templates to use when approaching copyright owners.

Copyright is important and the law is constantly evolving

Please refer to SAGE's Permissions Guidelines which will:

- Help you identify copyright material.
- Help you use copyright material appropriately.
- Help you understand when and how to seek permission to use copyright material.

Why it is important to get it right

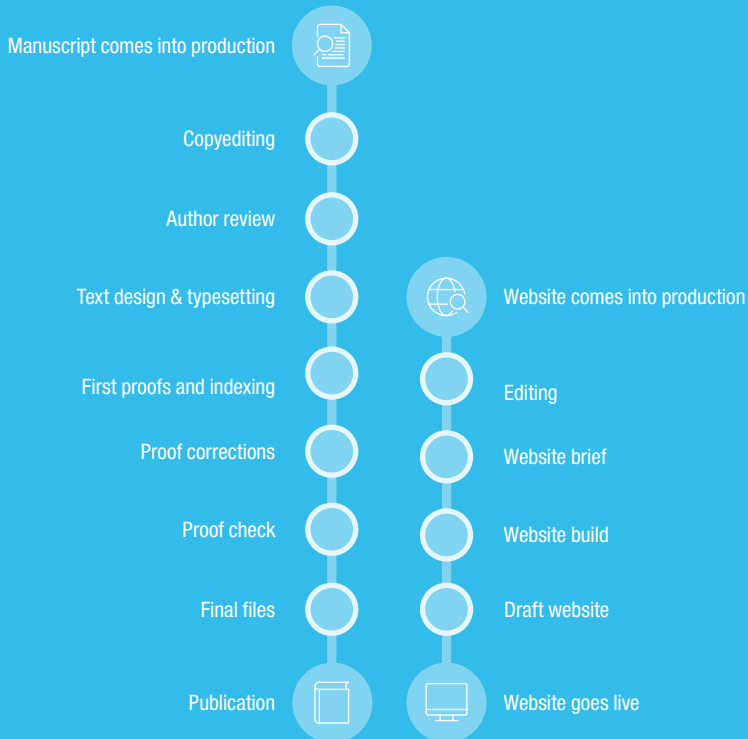
- Works not created by you (including text, illustrations and photographs) may belong to someone else.
- Even your own works, that you have created, may be controlled by someone else – your employer or a publisher – even if you own copyright in it.
- If a work belongs to, or is controlled by someone else, you might need permission to use it.
- If you do not get permission when you need to, the owner of the material may attempt to initiate litigation proceedings against you and SAGE.

Content from an outside source

If you want to include content from an outside source in your manuscript, you may well need to get permission and/or pay a fee to reproduce these elements in your work. This content might include:

- Figures, graphs, images, photographs, illustrations, cartoons, or other artwork.
- Tables (while data is not copyrighted, its arrangement is).
- Screenshots (of software, programmes, websites, videos, etc.).
- Longer quotations/excerpts from other written works.
- Images from open sources and/or widely public medium might need permission.

The Editorial Production Process



Once the final manuscript has been assessed and accepted by the Editorial team, it is handed over to an in-house Production Editor who will manage the pre-press stages: **copyediting, typesetting, page proofs, proofreading and indexing.**

After handover, it is no longer possible to make significant changes. Please do not deliver a final manuscript unless you are happy with the structure and content; further updates cannot be made once the Production Editor has joined the project.

The Production Editor will contact you with the key dates for your involvement through the production schedule.

The Production Editor should be the first point of contact through the production phases if you have any queries. The Production Editor will work with you to ensure that your book is published to the highest editorial and design standards, and to a schedule that will accommodate both your needs and those of SAGE.

Key stages

Copyediting and queries

The first stage of editorial production is to have the final manuscript copyedited on screen by an experienced freelance copyeditor. The copyeditor's brief is to read through the manuscript thoroughly for clarity and sense. The copyeditor will never re-write material but will:

- make suggestions if something is unclear;
 - check spelling, grammar, punctuation and ensure there is agreement between figures and text and between citations and references;
 - check that all text elements such as headings, quoted matter, tables, figures, boxes and features are consistent and coded/marked in preparation for the typesetter; and
 - ensure consistency of style.
- you will be sent the edited version to review and to respond to any queries the copyeditor has raised. We allow approximately 3 weeks for this stage.
- the Production Editor will provide you with instructions for checking the edits and responding to queries.

Design and typesetting

- The layout and text design of the copyedited manuscript (including figures/tables/features) will be applied when the complete manuscript is sent for typesetting to page proof, so there is no need to worry about formatting your manuscript to any particular style.

Proofs

- This is NOT the stage to make substantial revisions or corrections.
- Electronic (PDF) page proofs will be emailed to you as soon as they are available. The Production Editor will have kept you informed of when this stage is likely to happen. We generally allow 2–3 weeks for checking proofs. A further set will be sent to a professional proofreader.
- The only changes we expect at this stage other than those of the typesetter (e.g. typographical errors) are those that are absolutely essential (e.g. actual errors of fact). Any errors that are picked up will be corrected by the typesetter and checked again in-house.

The index — two options

You will need to decide which method you prefer before the manuscript goes into production.

1. A professionally compiled index:

The Production Editor can commission a professional indexer to produce the index for you. If you have preferences about this, a short brief from you would be helpful. Please provide this brief when you submit your final manuscript. The cost of the index will be offset against royalties; the Production Editor will advise on the cost of the indexing.

2. Compiling the index yourself:

If you have chosen to compile the index this will need to be done at first proof stage when proofs are being read. However, it is a good idea to think carefully about the structure of the index well in advance. The Production Editor can provide some helpful guidelines.

Online resources

You and your Commissioning Editor will have agreed on which online teaching resources will add the most value at the book proposal stage.

The best Online Resources are designed with the lecturer and textbook in mind. What would be most important and helpful for a lecturer using your textbook to teach a course? How will they use them; how are the resources linked to specific learning objectives?

Online teaching resources need to be closely related to and work in sync with the book content. They are comparable to pedagogy within the book and need to be just as carefully developed and explained.

Online Resources should be submitted along with and as part of your manuscript.

Using SAGE content

When creating Online Resources, you can take advantage of existing SAGE digital content from our digital platforms **SAGE Knowledge** and **SAGE Research Methods**. From these platforms, you can select a range of content types including video, book chapters, encyclopaedia entries, cases studies and datasets.

PowerPoints

PowerPoint decks should be simple, accessible and easily adaptable, summarizing the key points of the chapter and saving lecturers time and effort.

SAGE has a template for PowerPoint decks for you to use.

Key points to remember

- The PowerPoint decks should **only include content from the book** (this includes tables, figures and images) to capture the key points of the chapter (i.e. no secondary or other material).

- You can use the notes sections of the slides to add supplementary material that you feel is important to share with lecturers.
- The template is designed to meet basic accessibility requirements ('accessible', in this case, means every slide is correctly populated, has a (unique) heading, the text is appropriately sized, punctuated and the reading order is correct).
- The PowerPoint decks **should not include any additional formatting** or themes – simple PowerPoints are more accessible and are more easily adapted by lecturers.
- PowerPoint decks should be **15–20 slides per chapter**.
- The file size must be **below 100MB**.

Teaching Guide

A Teaching Guide helps to give lecturers ideas and suggestions on how to teach using your textbook. It usually includes teaching notes to accompany each chapter of the book and may incorporate existing material from the book. The Teaching Guide consolidates Online Resources in a one-stop, time-saving teaching resource, supporting lecturers with teaching and assessment and providing curated additional sources.

SAGE has a template for the Teaching Guide for you to use.

The Teaching Guide will usually include the following sections, but this can be adapted to suit the textbook:

- An introduction
- An overview of each chapter
- Chapter teaching suggestions
- Chapter assessment suggestions
- Further resources (e.g., video, further reading and weblinks)

- Suggestions on how to teach a decolonised curriculum
- Case study teaching notes (if applicable).

It will be formatted to include the book cover image, table of contents, relevant copyright info, etc. and the Word document will be saved as a PDF (i.e. the Teaching Guide will not be formatted and typeset like the book).

Key points to remember

- The Teaching Guide should reflect the **current edition** of your textbook (i.e. with new editions, consider what needs to be stripped out as well as added in).
- Ideally, the Teaching Guide should be structured with one chapter per corresponding book chapter.
- **Consistency** – where possible, the Teaching Guide should be structured so that each chapter includes the same sections and further resources. Also where possible, topics should be discussed or referred to in the same order as they are dealt with in the textbook.
- **Brevity** – the Teaching Guide should give lecturers a starting point for planning their teaching and provide helpful, creative suggestions while being easily digestible (i.e. it should avoid overwhelming lecturers with detailed descriptions).
- Feel free to be creative with this resource, by, for example, using anecdotes and/or an informal tone to describe how you teach and use the textbook, and including any examples from your personal experience.

Testbank

Testbanks offer lecturers a set of questions to accompany each chapter of the book and can include a combination of multiple-choice questions (MCQs), short answer questions (SAQs) and ‘true or false’ questions.

SAGE has a template for the Testbank for you to use.

Key points to remember

- Each Testbank should include 10–20 questions per chapter. The question bank and answer bank should be provided separately.
- If suitable, provide some additional brief feedback or context on why an answer is correct.
- When creating MCQs, ensure that:
 - Questions are consecutively numbered, and answer options are listed a, b, c, d;
 - Each question has the correct answer indicated;
 - Answers are assigned in a random order (e.g., all correct answers aren’t ‘a’);
 - Each question has a consistent number of answer options (ideally four, no fewer than three);
 - No questions have ‘none of the above’ or ‘all of the above’ or, e.g., ‘a and c’ answers.

If you and your Commissioning Editor agreed any additional Online Resources, they will share a template for those resources and confirm how those resources need to be delivered.



New editions

SAGE will provide you with Word files of the current edition of your book for you to update. It can take 3–4 weeks for our typesetters to convert the final copyedited PDF files of the current edition of your book into Word files, so please contact your Commissioning Editor early on to request these files.

When updating your manuscript and preparing it for submission, please follow the same protocol as with your current edition, making sure you pay particular attention to the following:

- Keep formatting to an absolute minimum.
- Use double spacing and do not include headers and footers, page numbers or boxes as your book will be designed in-house at SAGE.
- Do not embed any tables or artwork in the body of your manuscript. Save all tables in a separate Word file and each figure in a separate file in its original format (i.e. jpg, tiff, eps).
- Clearly flag any tables and figures that you wish to reuse from the current edition of your book and provide these where possible.
- Provide a separate Word file with a list of captions for all tables and figures. To assist Production, please label the captions with both old edition numbering and the new edition numbering.
- Provide a brief, accurate description of each figure as a caption. Doing this means visually impaired readers listening to the eBook of your text will hear the description, and not the figure described only as 'image'.
- Update and provide all preliminary material, as applicable (dedication, contents, preface, foreword, acknowledgements, author biography and photo, notes on contributors).
- Make sure that all references (including all cross-references) are updated using a consistent referencing style throughout your manuscript.
- Make sure the Glossary is updated.
- Provide a detailed list of all new content and what has been updated.
- Use the track changes facility in Word when updating current edition Word files so that the Production Editor is aware of all updates and new copy.
- **Remember to clear all permissions for copyrighted material. Permissions do not roll over from one edition to the next.**

For more detailed information on preparing and submitting your manuscript please revisit the Preparing and Submitting your work guidelines in this document.

Checklist

- Electronic files are the final version
- Back-up files are saved elsewhere
- List of all figures, artwork and tables supplied and clearly identified
- Figures, tables, etc. are numbered consecutively and provided separately
- Boxes/featured text is marked with <start box> <end box>
- Text has clear call outs indicating where figures and tables should be inserted
- Captions and table headings are complete
- Acknowledgements and sources are provided where necessary for text, artwork, figures and tables
- References cited in the text are given in the reference list and the reference list contains full details for all citations within the manuscript
- Notes are numbered sequentially within each chapter
- Numbered/bullet lists have consistent punctuation style
- Biographical details are provided
- Permissions are secured
- If your book has Online Resources these have been discussed with the Commissioning Editor and are being prepared for delivery no more than 6 weeks after the book manuscript



