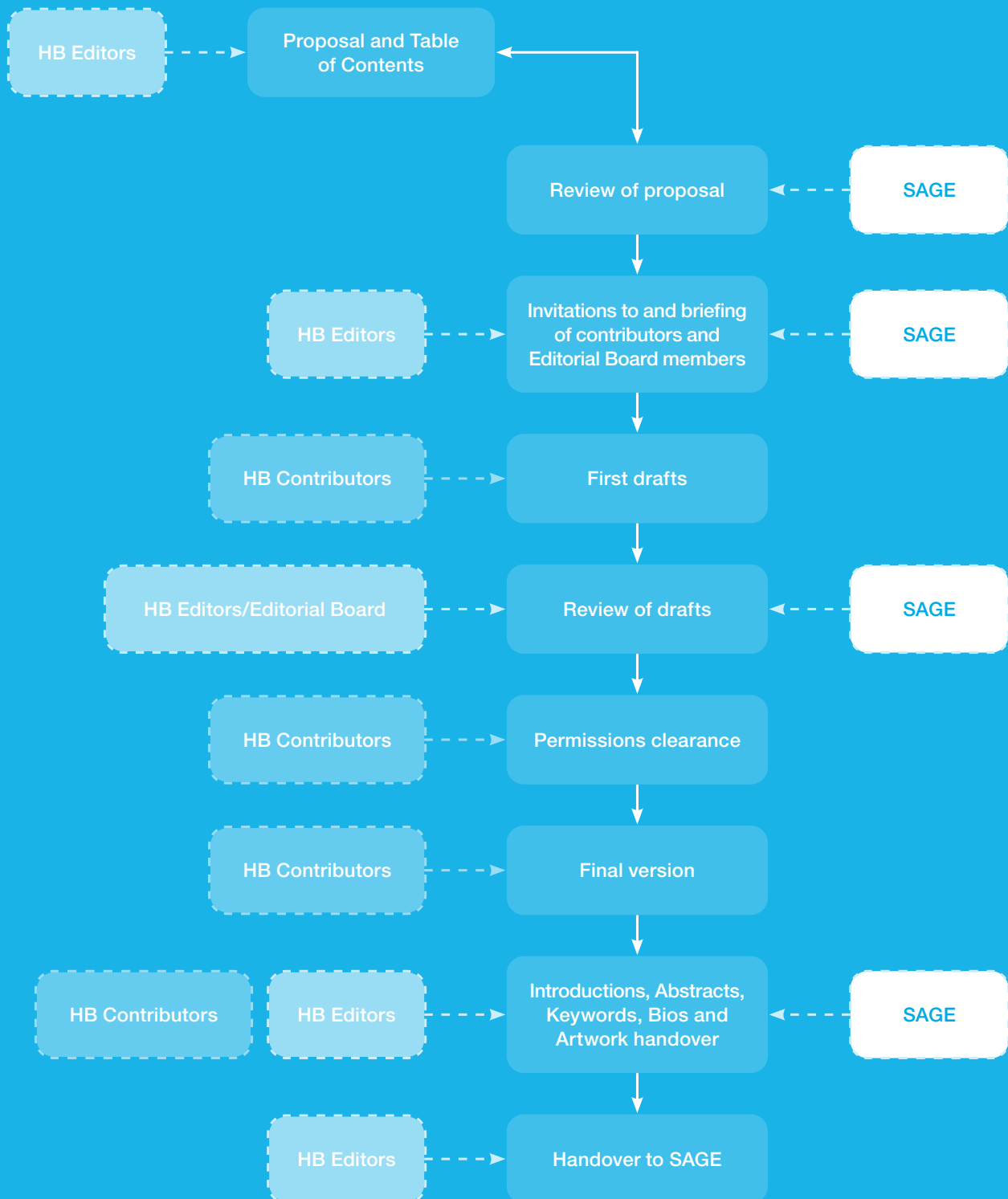


The SAGE Handbook Guidelines for Editors

Contents

The SAGE Handbook Process – from Concept to Handover	3
Putting Your Handbook Together	4
Briefing Your Contributors	5
Style	5
Writing their chapter.....	5
Submitting their chapter	5
Reviewing chapters.....	6
Preparing Your Manuscript for Submission	7
House style	7
Style guidelines.....	7
Terminology.....	7
Headings.....	7
Spelling	7
Figures and Tables	7
Artwork.....	7
Final check.....	7
References	8
Copyright and Permissions	8
The SAGE Handbook Production Process – from Handover to Publication	9
The Editorial Production Process	10
Timeline.....	10
Key stages	10
The cover and cover copy	10
Editor’s Checklist	11

The SAGE Handbook process – from concept to handover



Putting your handbook together

Think about the content!

- **Consider the overall structure**
Organize the Handbook in a clear and logical manner. Disciplinary Handbooks should have between 35 and 45 chapters with a 10,000–word contextualizing introduction by the editors. Interdisciplinary, multi-volume Handbooks should have between 60 and 90 chapters.
- **Think international**
Include a broad range of key academics covering British, European, North American, Asian, African and Australasian perspectives. Contributors should also think and write as internationally/globally as possible, avoiding excessive geographic and ethnocentric bias in the literature covered. Use a range of examples and locations.
- **Adopt an inclusive & diverse approach**
SAGE is committed to diversity, equity and inclusion. During the recruitment process for your Handbook, make a conscious effort to establish a diverse portfolio of editorial board members and chapter contributors, by:
 - Supporting junior academics: if the potential editorial board member or contributor is not experienced, think about a mentoring scheme. Note, that in certain disciplines it's likely that BAME and female applicants haven't received the same opportunities as Caucasian men and this might be the reason for their lack of experience.
 - Ask individuals who decline to participate to suggest alternative names, and clarify to them that you're aiming for a diverse and inclusive representation.
 - When allocating chapters for review, consider matching chapters to reviewers from different backgrounds, to check for representation of diverse perspectives in the chapter.
- **Avoid 'dating' the material**
Avoid prematurely 'dating' the material, keeping references to specific current (for example political) events and personalities to a minimum.
- **Refer to the existing literature**
Make sure that all chapters review the main strands, debates and developments that currently, and have historically, characterize(d) the various themes addressed.
- **Explore future directions**
Please include a substantial section looking at likely upcoming developments and future trends, including the key research and other agendas.

Please provide contributors with the following helpful documents:

- **The SAGE Handbook Guidelines for Contributors** provide guidance on aspects of the writing and delivery process, from format to style and referencing.
- **SAGE's Permissions Guidelines** provide guidance on using copyright material.
- **The table of contents for the project** should give contributors a good overview of the project as well as helping them to identify complementary chapters, avoid overlap and help with cross-references.

Some themes you may want to consider addressing in your **introduction(s)** and **conclusion** include:

- The historical development of the area and its major interpretative paradigms
- Exemplary texts and studies
- Major epistemological issues and approaches
- How research, methodological and theoretical agendas have been constructed and implemented in relation to classic and contemporary questions of the sub-discipline
- Key 'silences' or omissions
- Any problems of ethics, values, validity, interpretation and so on

Briefing your contributors

Style

- **Accessibility**
Each contribution should appeal to a wide audience, from graduate students to experienced academics.
- **Headings**
Each contribution should include headings and subheadings wherever possible and appropriate. These serve as a 'visual index' and help to give a sense of the structure and coverage.
- **Length**
Each contribution should keep to the allocated length of 8,000–10,000 words unless otherwise agreed with the commissioning editor for your project. This will be a big book and it is very important that we do not exceed the planned overall length.

Writing their chapter

A key stage in the development of the Handbook is compiling the contributor brief. We recommend you provide a **detailed overview** of the project, as well as more information on any aspects of the project that you would particularly like to highlight or expand on. You will also need to give contributors very clear guidelines in terms of the **target length** and **delivery date** for draft chapters. The SAGE Reference Team can provide you with sample contributor briefs from other Handbook projects if you feel that would be helpful.

Here are some general rules that you should highlight in your initial briefing to contributors:

- Keep to the extent originally agreed
- Keep formatting to a minimum. The Handbook follows a series design. Any formatting will be stripped out.
- Keep to a standard style for your headings.
- Do not use software such as EndNotes.
- Provide figures and tables separately.
- Mark clearly call outs for where figures and tables should be inserted.
- Provide a biographical statement of no more than 150 words.
- Provide an abstract (75-200 words) and keywords (5-10) for your chapter.

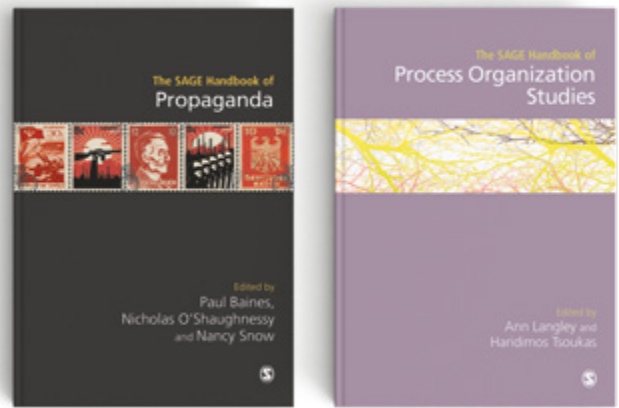
Submitting their chapter

All contributors must provide:

- **Their chapter** A Word file of their text and all tables and figures provided in a separate document with headers/captions and detailed source information.
- **Author biography**
A biographical statement of 100–150 words, including full name (as they would like it to appear in the Handbook), affiliation, and any other relevant information, such as current research interests and recent publications. These can be saved in the same document as the chapter.
- **Abstracts and Keywords**
Chapter abstracts should be around 75–200 words in length, describing the chapter content, how it fits within the context of the Handbook, and any conclusions made. We need 5–10 keywords or very short phrases per chapter; when compiling them it is important to think of what search terms you would use when researching this topic or if trying to find out about this area online or searching the Handbook's index. These can be saved in the same document as the chapter.
- **Evidence of cleared permissions**
Contributors will need to clear permissions for any third-party material included in their chapters. Proof of these agreed permissions (forms or emails) should be included when the final chapter is submitted to the editors.

If helpful, the SAGE Reference team can provide you with a **Final Chapter Information** form, which can be circulated to authors to fill out, in order to collect the biography, abstract, keywords and permissions information described above, in a single document (one per chapter).





Reviewing chapters

Briefing your contributors thoroughly and clearly helps them to prepare high-quality chapters for review and inclusion in your Handbook.

In general, SAGE recommends a blind reviewing process in which each handbook chapter is reviewed twice. However, the SAGE Reference Team will discuss the reviewing process with you at the start of the project, to determine the most appropriate process to meet the needs of your project.

The SAGE Reference Team can provide you with **Reviewing Guidelines & Checklist**, which can also be shared with reviewers in order to guide them through this part of the process. The Checklist encourages reviewers to consider the following questions: :

- **Level:** Could an advanced UG, a PG student or early-career researcher understand this chapter?
- **Style:** Does it read like a handbook chapter rather than a journal paper or a personal reflection? Are there any specific problems of style, i.e. is it accessible? Is the tone objective?
- **Coverage:** Does it cover what you and your graduate students would expect to find in such a chapter? Does it refer to the key literature? Is it up-to-date? Are there any recent developments that need to be added? Does it explore future directions of research in the topic? Is it international in its approach?
- **Overall:** What, if anything, are the two or three most important things we must alert the author(s) to?

When reviewing chapters you only need to look at the content of the chapter. You are not required to do any language editing or formatting.

When giving contributors their feedback, this is a good time to remind them that they will need to check their reference list matches in-text citations, submit an author biography, abstracts and keywords and permission to reprint any third party material

If you are using an Editorial Board or involving authors in the chapter review process, you will have to brief them clearly on your expectations and requirements. The SAGE Reference team can help you manage the reviewing process providing the aforementioned **Reviewing Guidelines & Checklist**, and by setting up a project tracker grid to enable you to record reviewer details and track progress.

Preparing your manuscript for submission

In general, typesetters can handle or convert most programs but it is preferred that all text files are supplied as Word files and all artwork in either jpeg, eps or tiff files (please see the Artwork section in the **SAGE Handbook Guidelines for Contributors**). *If any contributor wants to submit a chapter in LaTeX or if you have specific technical questions, please contact us.*

House style

We focus on consistency *within* each chapter rather than imposing a rigid house style throughout the Handbook. We will retain UK/US spelling, punctuation and reference styles as submitted.

Style guidelines

The following provides an overview of how contributors should prepare and submit their chapter. For more detailed information, please refer to the **SAGE Handbook Guidelines for Contributors**.

Terminology

Handbooks sell to an international and interdisciplinary readership, therefore:

- Avoid parochialisms such as ‘in this country’, state specific time periods where possible (rather than ‘last year’, etc.).
- Explain your terminology clearly for those in related fields.
- Avoid modes of expression that could be construed as sexist or racist. 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.

Headings

- Where possible, limit the levels of heading to two, or at most three. All levels of heading should be ranged left, without underlining or italics.
- 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

- Where alternative forms exist, we prefer contributors to choose ‘-ize’ spellings instead of ‘-ise’ (e.g. ‘recognize’, ‘organizing’, ‘standardization’, etc.). However, if any contributors specifically request using ‘-ise’ spelling, please let the SAGE Handbook editor know when submitting the Handbook typescript.
- Capitals should be used sparingly and double-check the logical application of any distinctions you wish to make between specific and general use.

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.

Figures and Tables

- Provide a separate Word document with a list of captions and source information for all figures and tables.
- Save each figure and table separately with a caption and source details.
- Clearly number consecutively within each chapter, incorporating the chapter number, for example, the figures in chapter 1 are called Figure 1.1, etc. Tables in Chapter 2 are called Table 2.1, etc. Do not embed figures or tables in the text files.
- Ensure all figures and tables have call outs marked clearly in the text files indicating where tables should appear, e.g. [insert Table 2.1 near here].

For specific guidelines on how contributors should submit the figures and tables to you, please refer to the **SAGE Handbook Guidelines for Contributors**.

Artwork

- Submit all artwork electronically in its original file format.
- Supply photographs and other images in 300 dpi resolution. Acceptable formats are JPG, TIFF and EPS.
- Avoid embedding screen shots in Word files if possible. On a Windows 7 or newer PC, use the built-in Snipping Tool to snip and save to JPG using the tool’s ‘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.
- Send maps as EPS files.
- Low-resolution images from the internet will not reproduce clearly when printed.

All images will be reproduced in black and white.

Final check

Have you:

- Numbered the chapters?
- Provided preliminary material (as applicable): dedication, editorial board (names and affiliations), contents, preface, foreword, acknowledgements, notes on Editors and Contributors?
- Supplied abstracts and keywords for each chapter?

If this is a new edition of an existing Handbook, you also need to indicate:

- Which chapters are unchanged
- Which chapters have been updated
- Which chapters are entirely new

References

Reference lists should include only those works cited in the chapter. Unless you have specified a style to contributors we expect authors to use either the Harvard or APA system consistently within each chapter. We will ensure consistency *within* each chapter, we will not standardize across the Handbook.

Issues related to references regularly constitute the bulk of copyediting queries. To minimize them, please recheck your final manuscript before submission to make sure that all the references within each chapter are in one consistent style and have been correctly listed and cited, without discrepancies in spelling or date.

Copyright and permissions

Contributors will need to obtain permissions and pay any associated fees for all illustrations in copyright, e.g. photographs, and previously published figures, tables and maps that they include in their chapter.

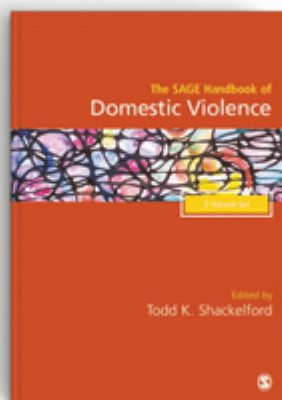
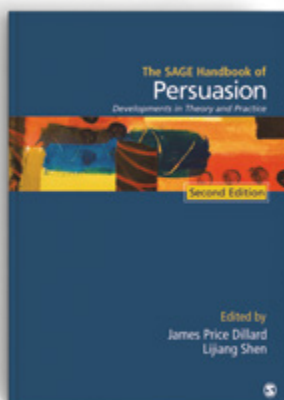
All permissions will need to be cleared before the final manuscript is sent to SAGE as we cannot hand it over to production with any permissions still outstanding. We will

need permission clearance documents (letters or e-mails) for all copyrighted material at the time of submission.

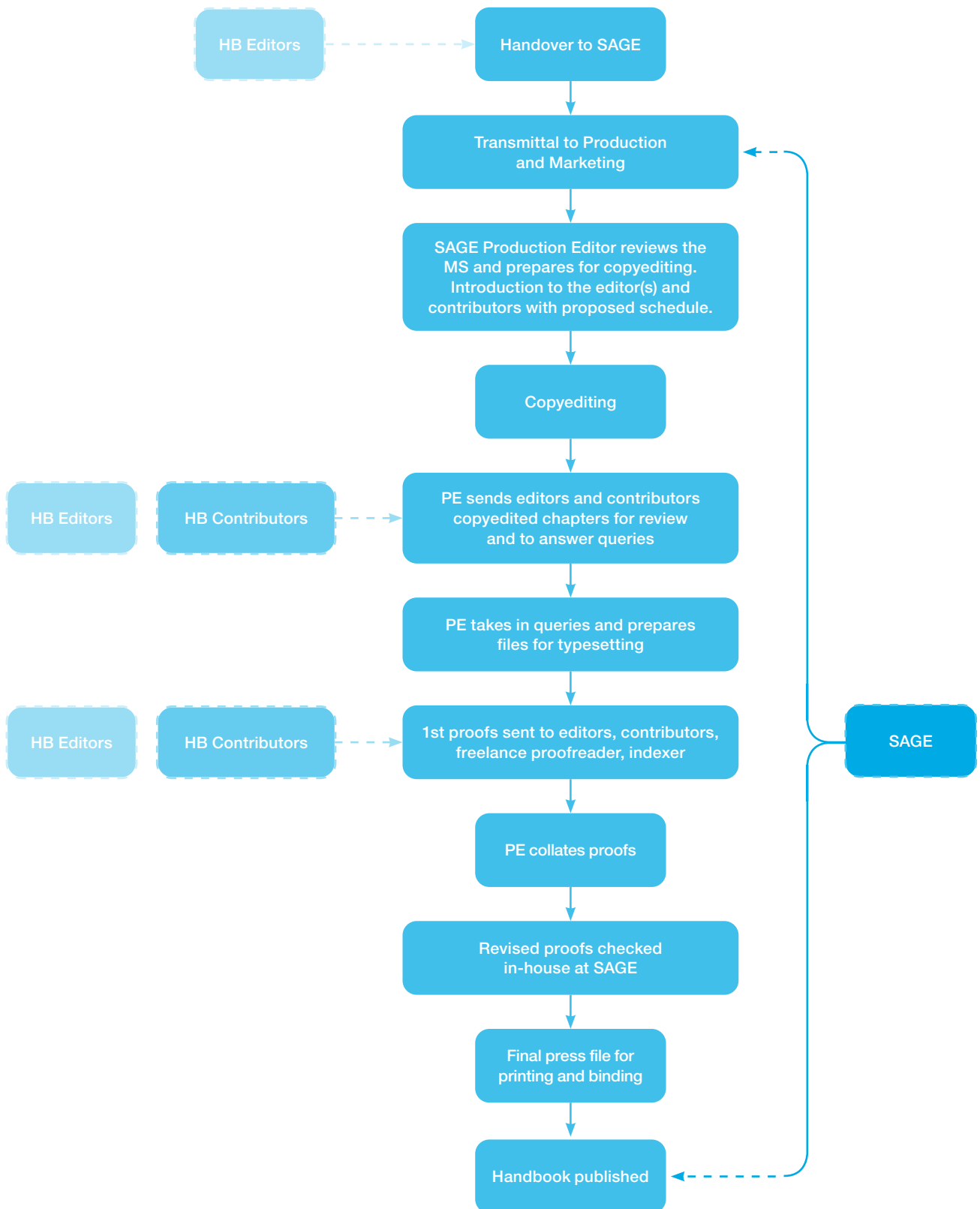
If a contributor fails to provide permission clearance documents (e-mails or letters) for any copyrighted material, you will need to decide whether to remove the copyrighted material from the relevant chapter or to clear the permissions yourselves before you send the manuscript to SAGE.

For guidance on fair dealing and copyright, please refer to your copy of the **SAGE Permissions Guidelines**. For more detailed information on how contributors should prepare and submit the different types of artwork (including line drawings, photographs/halftones, screenshots/screengrabs, maps and PowerPoint) please refer to the **SAGE Handbook Guidelines for Contributors**.

The SAGE Reference Team is your first point of contact for any copyright and permission queries you may have.



The SAGE Handbook production process – from handover to publication



The editorial production process

Timeline

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, proofreading** and **indexing**. Once the manuscript is in Production you will receive an introductory email from the Production Editor.

The Production Editor will contact you and your contributors with the key dates for your involvement (answering queries and returning page proofs). The SAGE Production Editor should be the first point of contact through the production phases if you have any queries. On average, you can expect production (including printing) to take 8-10 months. The Production Editor will work with you to ensure that the handbook is published to the highest editorial and design standards possible and to a schedule that will accommodate both your needs and those of the contributors.

Key stages

1. 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 typescript thoroughly for clarity and sense, looking for consistency within each individual chapter rather than across all chapters. 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, are coded/marked in preparation for the typesetter
- ensure consistency within each chapter.

It is likely a number of queries will arise from copyediting and both editors and contributors will usually be sent edited versions to review. The Production Editor will provide you with specific instructions for checking the edits and responding to queries. We allow approximately 3 weeks for this stage.

2. Design and Typesetting

The layout and formatting of all text and figures will be applied when the complete manuscript is sent for typesetting to page proof, so there is no need to worry about formatting the manuscript to any particular style. The text design for Handbooks follows a series style.

3. Proofs

Electronic (PDFs) page proofs of all chapters and biographies will be emailed to you as soon as they are available. Contributors will also be sent a PDF of their chapter and preliminary pages. 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 of proofs will be sent to a professional proofreader who will read their set against the copyedited file.

This is NOT the stage to make substantial revisions or corrections.

Corrections are expensive and 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.

4. Index

Indexing will take place at the first proof stage. SAGE will have discussed indexing arrangements with you, and if you have elected to compile the index yourself this will need to be done at the first proof stage – the Production Editor will advise on the dates. If SAGE is organizing a professional indexer, we will provide them with the lists of keywords submitted by you and the contributors. You will be given an opportunity to review the index and you will be kept informed of when that is likely to be and the time available for review.

5. Printing

Our manufacturing team will send the final electronic files to the printer, who will print and bind the required number of copies. You will be sent your contractual copies of the book when stock has been received by our warehouse. Your Handbook will also be available in digital format.

The cover

Covers for Handbooks follow a series design with a standardised book blurb. You will be sent a copy of the cover design for comment.

Editor's checklist



- Preliminary material (as applicable): editorial board, dedication, contents, preface, foreword, acknowledgements are provided.
- Individual electronic chapter files are the final version approved by the contributors
- Back-up electronic files are saved elsewhere
- List of all the part and chapter titles has been supplied in the order they should appear in the printed text
- List of all figures, artwork and tables has been supplied and clearly identified
- Figures and tables are removed from the text, but clear call outs given for where they should be inserted
- Figures, tables, boxes, etc. are numbered consecutively and clearly identified
- Captions and table headings are complete
- Acknowledgements and sources are provided where necessary for text, artwork, figures and tables
- Copies of letters/e-mails granting permission to use copyrighted material are provided
- The reference lists contain full details for all references cited in the text
- Chapters are numbered sequentially throughout the manuscript
- Notes are numbered sequentially within each chapter
- Numbered/bullet lists have consistent punctuation style
- Biographical details (100-150 words per person) are provided for all the editors and contributors
- Up-to-date contact details for all the editors and contributors have been provided
- Abstract (75-200 words) and keywords (5-10) for each chapter have been provided
- List of names and affiliations for the Advisory/Editorial Board Members has been provided

When you are ready to submit the final manuscript, you can send us the final chapter files and other elements via e-mail, or by uploading the files to a shared folder (i.e. OneDrive/Dropbox/Google Drive).