

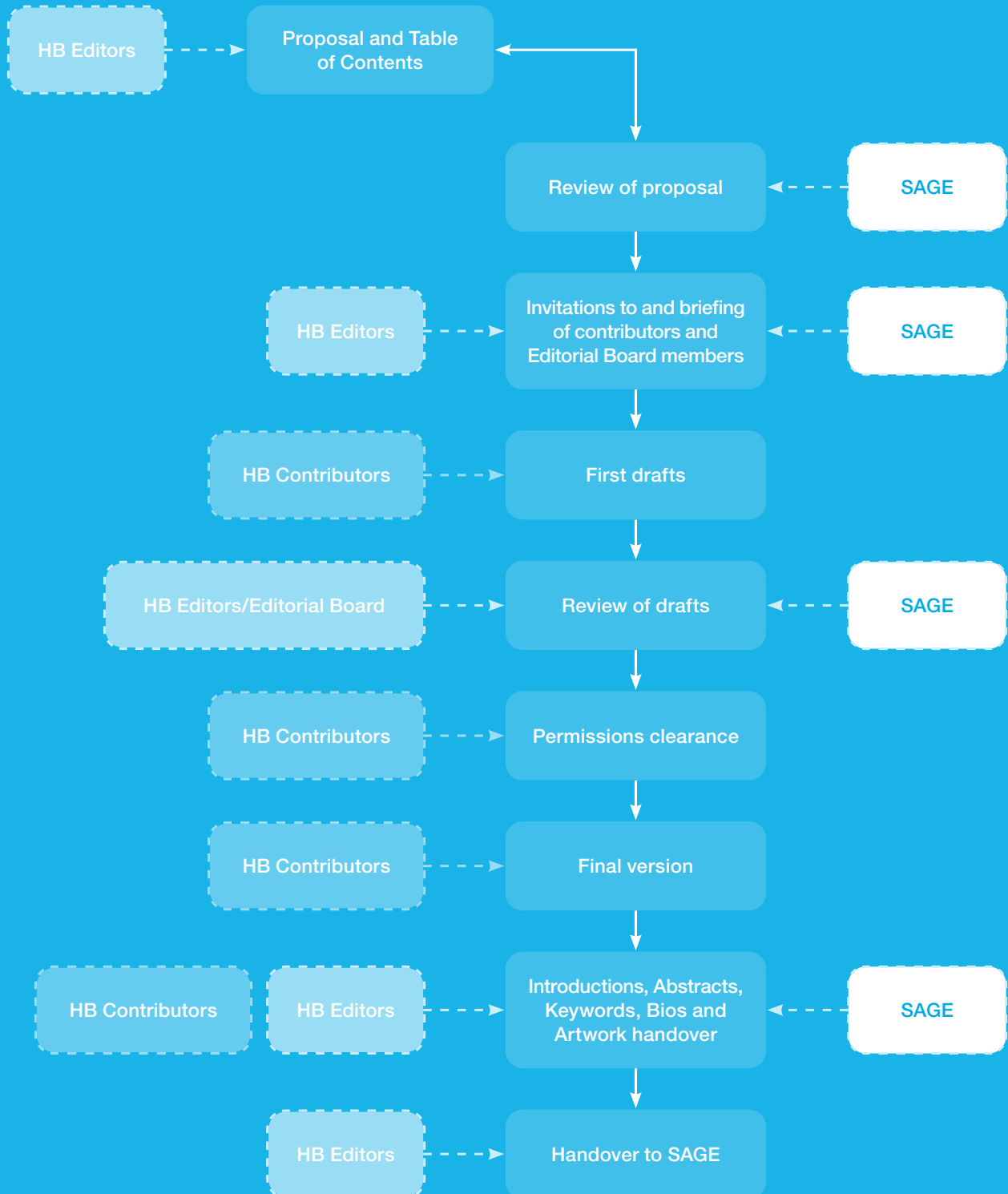


# The SAGE Handbook Guidelines for Contributors

# Contents

<b>The SAGE Handbook Process – from Concept to Handover</b> .....	3
<b>Writing Your Chapter</b> .....	4
Content .....	4
Style .....	4
<b>Preparing and Submitting Your Chapter</b> .....	5
House style .....	5
Terminology .....	5
Headings .....	5
Spelling .....	5
Italics .....	5
Hyphenation .....	5
Abbreviations .....	6
Dates .....	6
Numbers .....	6
Cross-references .....	6
Quotations .....	6
Quotation marks .....	6
Lists .....	6
Notes .....	6
Tables .....	6
Artwork .....	7
Line drawings .....	7
Photographs/halftones .....	7
Screenshots/screengrabs .....	7
Maps .....	7
PowerPoint .....	7
<b>References</b> .....	8
<b>Copyright and Permissions</b> .....	8
The Process .....	8
<b>The SAGE Handbook Production Process – from Handover to Publication</b> .....	9
<b>The Editorial Production Process</b> .....	10
Timeline .....	10
Key stages .....	10
<b>Contributor’s Checklist</b> .....	11

# The SAGE Handbook process – from concept to handover



# Writing your chapter

Here are some things to keep in mind when embarking on your Handbook chapter.

## Content

- **Think international**  
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. Wherever possible, be conscious of presenting and citing perspectives and research from a diverse range of individuals in your 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 your chapter reviews the main strands, debates and developments that currently, and have historically, characterize(d) the various themes addressed.
- **Explore future directions**  
Include a substantial section looking at likely upcoming developments and future research, including key research and related agendas.

## Some themes you may want to consider addressing in your chapter 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.
- Issues of key 'silences' or omissions.
- Any problems of ethics, values, validity, interpretation and so on.

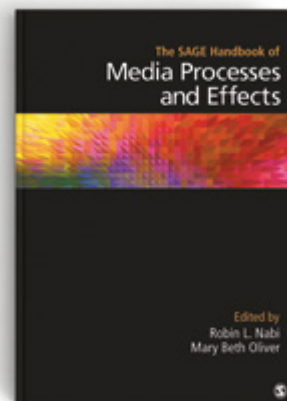
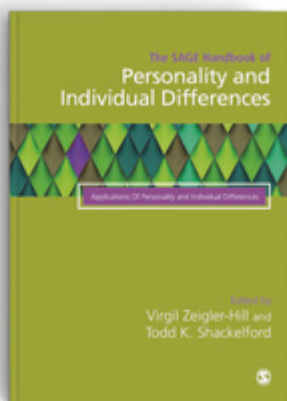
## Style

- **Be accessible**  
Please keep your sentences short and technical language to a minimum. We're looking for substantial contributions that manage to appeal to graduate students, researchers and academics.
- **Keep the tone objective**  
Please make your contributions critical rather than 'simply' polemical, generous where possible rather than overly critical.
- **Use headings**  
Please include headings and subheadings wherever possible and appropriate. These should serve as a 'visual index' to your contribution.
- **Keep to the word count**  
Please stick to the allocated length for your chapter, which is between 8,000 and 10,000 words (including references). This will be a big book and it is very important that we do not exceed the planned overall length.

## Please read 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 Permissions Guidelines** provide guidance on using copyright material in your chapter.
- **The Table of Contents for the project** will give you a good overview of the project as a whole as well as helping you to identify complementary chapters, avoid overlap and help with cross-references.

All guidelines should have been made available to you by SAGE or the editors. If not, please contact the editors.



# Preparing and submitting your chapter

Below are guidelines of a few things to consider when preparing your chapter for submission.

- **Keep to the extent agreed with the Handbook Editor(s).**
- Supply your chapter as a **Word file**.
- If you have used **LaTeX**, please be sure to **provide all relevant files**, including a PDF of your chapter. And **flag to your Editor**.
- **Keep formatting to a minimum.** The Handbook follows a series design; any formatting will be stripped out.
- Supply artwork as **jpeg, eps or tiff files** (please see Artwork section for more detailed guidelines).
- **Do not** use program facilities such as EndNotes.
- Please send each **table or figure** in a separate file with headings/captions/source information.
- All contributors need to provide a **biographical statement** of 100–150 words, including full name (as you would like it to appear in the Handbook), affiliation, and any other information you see as relevant, such as current research interests and recent publications.
- **Chapter abstracts** should be around 75–200 words, describing the chapter content, how it fits within the context of the Handbook and any conclusions made. We also need 5–10 **keywords** or very short phrases per chapter. When compiling these, think of what search terms you would use when researching this topic, trying to find out about this area online, or searching the Handbook's index. These features can be saved in the same document as the chapter.
- It is the contributor's job to clear permissions for any third-party material included in their chapter. Please provide **proof of these cleared permissions** when submitting.

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 style where submitted.

## 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, 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

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 the Handbook editors know when submitting your chapter.
- 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), 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
- Refer to decades either as ‘the nineties’ or ‘the 1990s’
- Date spans: 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).
- Avoid using references to colours in artwork. The artwork will be reproduced in mono which will render such cross-references meaningless.

## 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 round longer passages broken off from the text. It is helpful if you can use different keys for the opening quotation mark and closing quotation mark.

## 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

- If you are using WORD please use the note function so notes appear as numbered footnotes or endnotes.
- If you are not using the notes function in WORD, notes should be typed double-spaced and collated.
- Please do not use facilities such as EndNote: all such refinements have to be taken out during conversion and this is a particularly difficult one to eliminate.
- *Please note all notes will appear at the end of each chapter in the finished book unless otherwise agreed with the commissioning editor.*

## 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 near here].



## Artwork

All illustrations/line drawings/figures/photos **will be reproduced in mono (black and white)**.

Here are some general rules:

- Please number all figures (photographs, line drawings, maps) in your chapter consecutively as they appear in the text.
- Include a reference to each figure in the text itself (for example, 'as shown in Figure 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. jpg, tiff, eps).
- All photographs, images, etc. should be sent as high res (300 dpi) jpg, tiff or eps files.
- 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.
- Low res images from the internet will not reproduce well in printed form.

## 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, they will not reproduce clearly as grey tones.
- Use a sans serif typeface for all labelling and use consistently.

## Photographs/halftones

- Supply 300dpi greyscale tiff files.

## Screenshots/screengrabs

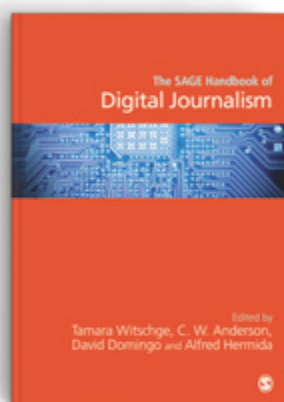
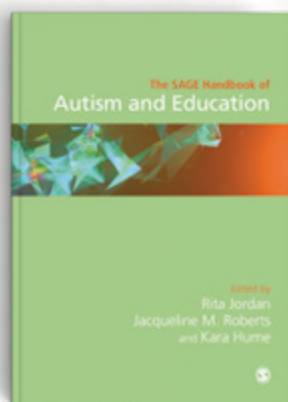
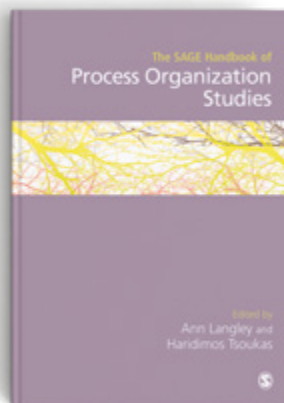
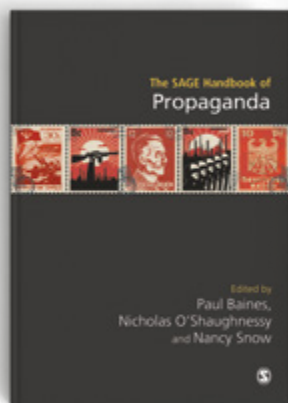
- Colour screengrabs will not reproduce well in grey tones.
- Screengrabs might be in copyright if they are from a commercial program. You may need to obtain permission to reproduce screenshots in your book. (For guidance on copyright, please refer to your copy of **SAGE Permissions Guidelines**.)

## Maps

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

## PowerPoint

Typesetters can use artwork prepared in PowerPoint.





# References

**Reference lists should include only those works cited in the chapter.** Please use either the Harvard or APA system *consistently* in your chapter.

**Please do not use software such as EndNote.**

1. Where two or more works were written by the same author(s) in the same year, distinguish them as 1990a, 1990b, etc. 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.
2. A string of citations should be in either alphabetical or chronological order, be consistent.
3. Authors cited with the same surname will need their initial(s) so that it is clear to whom you are referring.
4. 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.
5. Include URL addresses where needed. These should appear without an underline.

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

# Copyright and permissions

**You 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 you include in your chapter.**

Understanding copyright is very important. It is also complex and the law is constantly evolving. There are many common misconceptions about copyright and how to use copyright material in your own work. **SAGE's Permissions Guidelines** 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.

## The Process

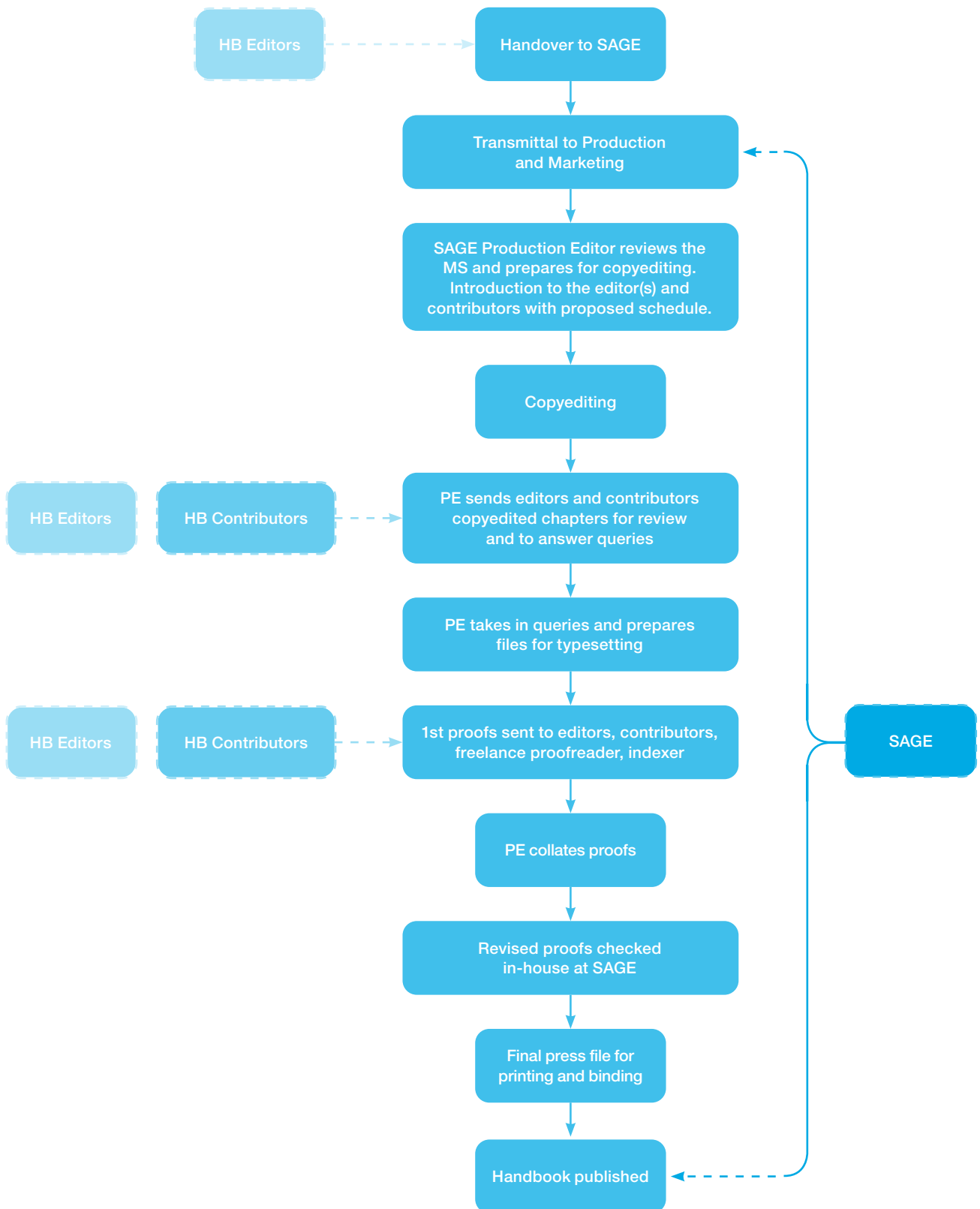
**All permissions will need to be cleared before the final chapter is sent to the Handbook editors.** We cannot hand the manuscript over to production with any permissions still outstanding. Applying for and obtaining permission for use of materials can take some time, so it is important to apply for permissions as soon as possible to avoid delaying the publication of the handbook.

Please note that you will need to send us permission clearance documents (letters or e-mails) for all copyrighted material at the same time as you submit your chapter.

For guidance on fair dealing and copyright, please refer to your copy of the **SAGE Permissions Guidelines**.



# 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.**

The Production Editor will contact you and the Handbook editors with the key dates for your involvement (answering queries, reviewing and returning page proofs).

## Key stages

### 1. Copyediting and Queries

The first stage of editorial production is to have the final typescript copyedited on-screen by an experienced freelance copyeditor. The copyeditor's brief is to read through the typescript 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, are coded/marked in preparation for the typesetter; and
- ensure consistency within each chapter.

It is likely a number of queries will arise from copyediting and you will usually 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 specific instructions for checking the edits and responding to queries.

### 2. Design and Typesetting

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

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 your chapter is published to the highest editorial and design standards possible, and to a schedule that will accommodate both your needs and those of the editors.

### 3. Proofs

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

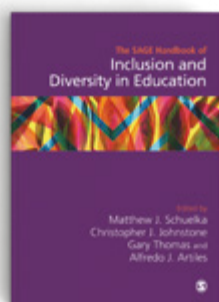
Electronic (PDFs) page proofs of your chapter and biography will be emailed to you as soon as they are available. The Production Editor will have kept you informed of when this stage is likely to happen. We generally allow 2–3 weeks for checking proofs. The editors will receive a complete set of proofs and a further set will be sent to a professional proofreader.

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. Printing

Our manufacturing team will send the final electronic files to the printer, who will print and bind the required number of copies.

The Handbook will also be available in digital format.



# Contributor's checklist

- Electronic files are the final version approved by the editors
- Back-up electronic files are saved elsewhere
- List of all figures, artwork and tables has been supplied and clearly identified
- Figures, tables, boxes, etc. are numbered consecutively and provided separately
- Text has clear call outs for 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
- Copies of all letters/e-mails granting permission to use copyrighted material are provided
- References cited in the text are given in the Reference List and the Reference list contains full details for all citations within the chapter
- Notes are numbered sequentially within chapter
- Numbered/bullet lists have consistent punctuation style
- Biographical details are provided
- Abstract (75-200 words) and keywords (5-10) are provided
- Up-to-date email address for copyeditor queries and proofs is provided

When ready, you can send the editors your final manuscript and the remaining relevant material via e-mail or their preferred method of delivery.

