LaTex Frequently Asked Questions

FAQs

Is there a required template?

Please feel free to use the Word template or TeX template provided, unless the journal homepage instructs you to use any other template.

Journals strongly advising TeX file submissions:
- *The International Journal of Robotics Research*
- *Journal of Theoretical Politics*

•*Mathematics and Mechanics of Solids*

All other journals: TeX file submissions possible, but typesetters prefer Word files.

The main manuscript is a .tex file, but when we try to load it the system says that that file format is not acceptable.

This indicates you are having problems uploading to SAGE Track. Guidelines to upload your LaTeX file can be viewed at

http://mchelp.manuscriptcentral.com/gethelpnow/tutorials/authorlatexfileupload.pdf

If you continue to experience any difficulties in uploading your manuscript, please contact the ScholarOne helpdesk at: ts.mcsupport@thomson.com

I am trying to upload a .tex file but it says "file will not display in proof."

This indicates you are having problems uploading to SAGE Track. Guidelines to upload your LaTeX file can be viewed at

http://mchelp.manuscriptcentral.com/gethelpnow/tutorials/authorlatexfileupload.pdf

If you continue to experience any difficulties in uploading your manuscript, please contact the ScholarOne helpdesk at: ts.mcsupport@thomson.com

I would like to submit my manuscript using the LaTex template. Could you tell me if I should use the file named "Sage_LaTeX_Guidelines.tex" and modify it with my content or make a new tex file with sagej.cls ?

You can certainly use the "Sage_LaTeX_Guidelines.tex" as a template for your submission, or you might find it easier to amend your existing TeX file following the instructions in the guidelines, in particular the sample header information given in Figure 1.

How do I use a .bib file and BibTeX?

First, you need to decide what style of references are needed for your journal submission. That is: Harvard (author/date) or Vancouver (numbered).

Both versions are easily accessible using the SAGE classfile.

Harvard style can be achieved with the SAGE classfile by using the line

\documentclass[sageh,...]{sagej}

at the top of your TeX file, and then using

\bibliographystyle{SageH}
\bibliography{<YourBibfile.bib>}

And Vancouver style can be achieved with the SAGE classfile by using the line

\documentclass[sagev,...]{sagej}

at the top of your TeX file, and then use

\bibliographystyle{SageV}
\bibliography{<YourBibfile.bib>}

It would be a good idea to delete your existing TeX and BibTeX working files (*.aux, *.log, *.blg, *.bbl, etc) before compiling after making any of the above changes.

Note: The TeX command \citet{…} (and, indeed, \citep{…}) only work for Harvard (author/date) style references.

You should change all the \citet{…} to \cite{…} and your paper should be TeX error free. If you require a list of author names, these would need to be keyed in.

Remember to delete your existing TeX and BibTeX working files (*.aux, *.log, *.blg, *.bbl, etc) before compiling after making the above changes.

How can I generate APA style references using sagej and bibtex?

When adding the "sageapa" option and using BibTeX as normal, everything should be resolved and the references should be in a good enough APA form for submission.

You do not need a separate *.bst file as the option calls in "mslapa.bst" that should exist on most LaTeX distributions, and is available here: https://www.ctan.org/tex-archive/macros/latex/contrib/mslapa?lang=en

I used the "SAGE LaTeX template" but the 'Sage_LaTeX_Guidelines.tex' does not run successfully because of the lack of 'rotating.sty' and 'textcase.sty'.

Both rotating.sty and textcase.sty are completely standard and should be included in all recent TeX distributions.

Download and update your system from CTAN (if either of the stylefiles is reliant on other files):

https://www.ctan.org/tex-archive/macros/latex/contrib/textcase/

https://www.ctan.org/pkg/rotating?lang=en

Also helpful are the following web pages regarding *.dtx and *.ins files:

http://www.tex.ac.uk/FAQ-install-unpack.html

http://www.tex.ac.uk/FAQ-dtx.html

How do I include numbered section headings/cross-referencing?

The default style for the majority of SAGE journals is to have un-numbered section headings, but the classfile documentation does mention how to change the default behaviour when required (page2, point (vi)):

(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.

If you follow these instructions then your cross-referencing should be resolved.

How can I add a new section, for instance an appendix, to my LaTeX file?

There is no particular command for setting an Appendix but the following will typeset something acceptable for submission:

\appendix

\section{Appendix}

\subsection{Notation}

….

You can use standard TeX tabular or tabbing environments to list your notation.

A4 single column is not available within the provided LaTeX template files. Is there a way to change to the desired format?

The classfile does not offer the required combination for every journal published by SAGE, but you can get a good approximation by selecting the "shortAfour" option and then commenting out the following lines towards the bottom of the classfile:

\if@shortAfour
\twocolumn
\fi

Or you can select the "review" option that will give a more generic single column output. Both methods should be acceptable for submission.

Is there a way to split the equation between two columns?

(1) If the journal you are submitting to is printed in 2-column format, you need to attempt to break the equations at your preferred location (using the environments "gather", "align", etc, as appropriate). If you have a particularly large display you could try floating it in a \begin{figure*}...\end{figure*} environment and refer to it accordingly.

(2) If you are submitting to a single column journal, you should use the "Review" option (introduced in the SAGE classfile version 1.10).

We have submitted our manuscript but the status on the online system says, "Returned by admin." Contact the journal's Editorial Office for details.

I have just submitted a manuscript using the online submission system. The submission guidelines allow for submission as a LaTeX file but the pdf proof did not include any of my text, just the pdf figures I submitted. Will the manuscript get through to the editor okay or do I need to submit it some other way?

Please note not all journals are configured to convert TeX/LaTeX files into the submission proofs. Authors are required to upload a PDF as per the journal specifications.

What is the best figure format?

When using PDFLaTeX, the preferred figure formats for submission are PDF for line art, and JPEG for photographs.

For a useful discussion regarding figure formats with the various forms of TeX see, for example,

https://tex.stackexchange.com/questions/1072/which-graphics-formats-can-be-included-in-documents-processed-by-latex-or-pdflat