

SAGE ARTWORK SUBMISSION GUIDELINES

Artwork includes charts and graphs, maps, photographs, line art (graphs and charts), and tables with 17+ columns. It is the responsibility of the author to provide correct, final copies of the figures by the time the article is sent to SAGE.

Electronic Copies of Figures

Acceptable electronic graphic file formats include the following:

- TIFF (.TIF), Tag Image File Format
- EPS (.EPS), Encapsulated Postscript (EPSF) File
- JPEG (.JPG), Joint Photographic Experts Group
- PDF (.PDF), Portable Document Format with press-ready job option

Microsoft Application Files

Acceptable graphic application formats include the following. See also the section on Saving and Naming Electronic Files below.

- Microsoft Word*
- Microsoft Excel*
- Microsoft PowerPoint*
- Adobe PhotoShop for PC
- Adobe Indesign for PC
- Adobe Illustrator for PC
- Adobe PageMaker for PC
- Macromedia Freehand for PC
- QuarkXpress for PC
- CorelDraw for PC

*Recommended programs for creating and submitting line-based art (charts and graphs). Any embedded images should be high resolution.

Shading

Whenever possible, cross-hatching should be used in lieu of grayscale or color shading. If shading must be used, it should not exceed a 20% screen, and bold type must be used. When color shading is used in adjacent areas, there must be sufficient variation in value for areas to be distinguished when converted to grayscale. Dark shades will darken and light shades may drop out.

Photographs

Photographs should be scanned (see Scanned Images section below) and submitted as electronic images.

Scanned Images

Guidelines for scanning artwork are as follows:

*Line Art (black & white)**

- Scan to size of final printed version with allowance of no more than 5% larger or smaller
- Scan at 1200 ppi
- Save as 1 bit bitmap

Color/Grayscale Images (CMYK, RGB, grayscale)

- Scan to size of final printed version with allowance of no more than 5% larger or smaller
- Scan at 300 ppi
- Save as grayscale, CMYK, or RGB

Saving and Naming Files

Save files in any of the accepted electronic formats listed above. Submit each figure as a separate file; identify each file by number (e.g., Figure1.docx; Figure4.tif).

NOTE: When saving files in MS Word, fonts should be embedded; this ensures that the text in the art will remain as intended.

Camera-Ready Art

All acceptable camera-ready art (CRA) should be good quality, unmarked originals sized to the final print area, yet still maintaining legibility. Avoid type sizes that, when reduced, are below 6 pt in the final version of the CRA.

Color Figures

If you are submitting a color figure for a black and white journal, please keep in mind that it may be difficult to discern between colors when they are turned into grayscales. Except for certain Sage Science, Technical, Medical (STM) journals, the reproduction of color figures requires an extra charge. For color instructions and pricing, please contact the journal production editor at Sage.



Artwork Tips

- Use font size that is readable when reduced
- Scale each figure to fit the page layout:
 - 1-column width = 4 in (10 cm)
 - 2-column width = 7.5 in (19 cm)
- Proofread all text
- Use same size font for all interior text
- Use same size font for all headings and 1 pt smaller for all interior text
- Use a font that is easy to read
- Avoid reversing out text on screens
- Don't let the shading interfere with the readability of the text
- Don't let text bleed into box or lines

ICMJE DISCLOSURE FORM

Date: Click or tap to enter a date.

Your Name: Click or tap here to enter text.

Manuscript Title: Click or tap here to enter text.

Manuscript Number (if known): Click or tap here to enter text.

In the interest of transparency, we ask you to disclose all relationships/activities/interests listed below that are related to the content of your manuscript. "Related" means any relation with for-profit or not-for-profit third parties whose interests may be affected by the content of the manuscript. Disclosure represents a commitment to transparency and does not necessarily indicate a bias. If you are in doubt about whether to list a relationship/activity/interest, it is preferable that you do so.

The author's relationships/activities/interests should be defined broadly. For example, if your manuscript pertains to the epidemiology of hypertension, you should declare all relationships with manufacturers of antihypertensive medication, even if that medication is not mentioned in the manuscript.

In item #1 below, report all support for the work reported in this manuscript without time limit. For all other items, the time frame for disclosure is the past 36 months.

| | | Name all entities with whom you have this relationship or indicate none (add rows as needed) | Specifications/Comments (e.g., if payments were made to you or to your institution) | | | | | | |
|---|--|---|---|--|--|--|--|--|---|
| Time frame: Since the initial planning of the work | | | | | | | | | |
| 1 | All support for the present manuscript (e.g., funding, provision of study materials, medical writing, article processing charges, etc.) No time limit for this item. | <input type="checkbox"/> None <table border="1" style="width: 100%; height: 40px; margin-top: 5px;"> <tr><td style="width: 60%;"></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table> | | | | | | | <div style="border: 1px solid black; padding: 2px; font-size: small; text-align: center;">Click the tab key to add additional rows.</div> |
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| Time frame: past 36 months | | | | | | | | | |
| 2 | Grants or contracts from any entity (if not indicated in item #1 above). | <input type="checkbox"/> None <table border="1" style="width: 100%; height: 40px; margin-top: 5px;"> <tr><td style="width: 60%;"></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table> | | | | | | | |
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| 3 | Royalties or licenses | <input type="checkbox"/> None <table border="1" style="width: 100%; height: 40px; margin-top: 5px;"> <tr><td style="width: 60%;"></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table> | | | | | | | |
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| 4 | Consulting fees | <input type="checkbox"/> None <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 15px;"></td><td style="width: 50%;"></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> </table> | | | | | | | | | |
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| 5 | Payment or honoraria for lectures, presentations, speakers bureaus, manuscript writing or educational events | <input type="checkbox"/> None <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 15px;"></td><td style="width: 50%;"></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> </table> | | | | | | | | | |
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| 6 | Payment for expert testimony | <input type="checkbox"/> None <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 15px;"></td><td style="width: 50%;"></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> </table> | | | | | | | | | |
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| 7 | Support for attending meetings and/or travel | <input type="checkbox"/> None <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 15px;"></td><td style="width: 50%;"></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> </table> | | | | | | | | | |
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| 8 | Patents planned, issued or pending | <input type="checkbox"/> None <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 15px;"></td><td style="width: 50%;"></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> </table> | | | | | | | | | |
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| 9 | Participation on a Data Safety Monitoring Board or Advisory Board | <input type="checkbox"/> None <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 15px;"></td><td style="width: 50%;"></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> </table> | | | | | | | | | |
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| 10 | Leadership or fiduciary role in other board, society, committee or advocacy group, paid or unpaid | <input type="checkbox"/> None <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 15px;"></td><td style="width: 50%;"></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> </table> | | | | | | | | | |
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| | | Name all entities with whom you have this relationship or indicate none (add rows as needed) | Specifications/Comments (e.g., if payments were made to you or to your institution) |
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| 11 | Stock or stock options | <input type="checkbox"/> None | |
| | | <input type="text"/> | <input type="text"/> |
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| | | <input type="text"/> | <input type="text"/> |
| 12 | Receipt of equipment, materials, drugs, medical writing, gifts or other services | <input type="checkbox"/> None | |
| | | <input type="text"/> | <input type="text"/> |
| | | <input type="text"/> | <input type="text"/> |
| | | <input type="text"/> | <input type="text"/> |
| 13 | Other financial or non-financial interests | <input type="checkbox"/> None | |
| | | <input type="text"/> | <input type="text"/> |
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Please place an "X" next to the following statement to indicate your agreement:

I certify that I have answered every question and have not altered the wording of any of the questions on this form.

6.2 SAGE Vancouver

1. General

1. Reference numbers have full points in the reference list.
2. Please ensure that publications are referenced in the order in which they appear in the text.
3. Journal titles should be abbreviated according to the standard in the Index Medicus. If unsure, please check for any inconsistencies within reference lists. For STM journals, please refer also to the following: <http://scieng.library.ubc.ca/coden/>.
4. Do not separate initials with spaces or full points, but add a full point after last initial before the title.
5. Up to three authors may be listed. If more, then list the first three authors and represent the rest by et al. Fewer author names followed by et al. is also acceptable. Where et al. is used, it should always be upright, not italic in both references and textual citations.
6. Last Names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V respectively. List them as: De Roux DP and not Roux DP, de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. (Van Dijk, year)
7. Names containing Jr or II should be listed as follows:
 - Author Last Name Initial Jr (year)
 - Author Last Name Initial II (year)

2. Text citations

Please use superscript numerals *after* the punctuation (STM) or numbers in square brackets (HSS), and check that it corresponds to the correct number in the reference list.

3. Reference styles

Book

1. Huff D. *How to lie with statistics*. 4th ed. London: Penguin, 1991, p.51.

Chapter in book

1. Huff D and Black TL. Comprehensive statistics. In: Miller C and Smith H (eds) *How to lie with statistics*. 4th ed. London: Penguin, 1991, pp.51–55.

Journal article

1. Ludbrook J, Miller T and Russel A. Musculovenous pumps in the human lower limb. *Am Heart J* 1966; 71: 635–641.
2. Araki C, Black TL, Patberg FT, et al. Significance of calf muscle pump function in venous ulceration. *J Vasc Surg* 1994; 20: 872–879.

Journal article published ahead of print

1. Ludbrook J. Musculovenous pumps in the human lower limb. *Am Heart J*. Epub ahead of print 12 June 2011. DOI: 10.1177/095443271167940.

Website

1. Smith JR. Choosing your reference style. *Online Referencing* 2(3), <http://orj.sagepub.com> (2003, accessed 12 October 2008).
2. National Center for Professional Certification. Factors affecting organizational climate and retention, www.cwla.org/programmes/triechmann/2002fbwfiles (2002, accessed 10 July 2010).

Conference paper

1. Peters J. Musculovenous pumps in the human lower limb. In: *ASME conference on automatic transmissions* (ed A O'Brien), Pisa, Italy, 29 May–2 June 2003, paper no. GE1234, pp.4–10. New York: ASME.

Thesis/dissertation

1. Clark JM. *Referencing style for journals*. PhD Thesis, University of Leicester, UK, 2002.

Patent and patent applications

1. Smith ST. *Referencing styles for journals – a new method*. Patent 12346-ZH, USA, 2011.

2. Jones P. *Referencing styles for journals – a new method*. Patent application 12346-ZHA, USA, 2011.

Report (published/unpublished)

1. MacDonald S. *The state of social welfare in the UK*. Report, University of Durham, UK, June 2011.

2. Citigroup Ltd. *How to make your money work for you*. Report for the Department of Finance. Report no. 123345, 13 June 2011. Oxford: OUP.

SAE/JSAE etc. papers

1. Clark JM. *A new exhaust gasket manifold for powertrains*. SAE paper 2002-0101234, 2002.

Newspaper/magazine

1. Clark JM. *Referencing style for journals*. *The Independent*, 21 May 2006, p.10.

Package insert (medical etc.)

1. Eisai Inc. *Aloxi (package insert)*. New York: Esai Inc, 2008.

Manual (automotive etc.)

1. Fiat. *Driver's manual, Fiat Uno 4-litre diesel model*, December 2010.

Standard

1. ISO 27799:2008. *Information security management in health*.

Tip!

See various sites for more information on Vancouver and journal abbreviations:

<http://www.library.uwa.edu.au/students/guides>

<http://www2.le.ac.uk/library/help/citing/managinginformation>

<http://scieng.library.ubc.ca/coden/>

http://www.wsulibs.wsu.edu/general/journal_abbreviations.html

Declaration of Conflicting Interests

Please ensure that a 'Declaration of Conflicting Interests' statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'