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.

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

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.