



**SAGE UK**  
**Style Guide:**  
***New Media &***  
***Society***

Please check the style to be used for your journal for any points not covered in these notes. Guidelines are available on the Journal's web pages and may also appear in short form in the printed issues.

## 1. Article Opening Material

### 2. Grammar and Spelling

## **1. Article Opening Material**

### **Article title**

Please format with an initial capital only and remaining words lower case (unless names). Run on subtitle after colon (with initial capital). Please see the journal for style.

### **Author name and affiliation**

List authors full names (not initials) in the order that they appear on the manuscript, with their affiliations directly following their names (social science journals), or annotated with superscripted numbers (do not use automated endnotes against names and affiliations), followed by a separate paragraph (STM journals). Please chase affiliations where missing. Please limit the affiliation to institution and country ("UK", not "United Kingdom", and "USA", not "United States").

#### **Example Social Sciences**

Mark A Creager

Brigham and Women's Hospital, Harvard Medical School, USA

Reena L Pande

Brigham and Women's Hospital, Harvard Medical School, USA

William R Hiatt

University of Colorado School of Medicine and the Colorado Prevention Centre, USA

#### **Example STM**

Mark A Creager<sup>1</sup>, Reena L Pande<sup>2</sup> and William R Hiatt<sup>3</sup>

<sup>1, 2</sup>Brigham and Women's Hospital, Harvard Medical School, USA

<sup>3</sup>University of Colorado School of Medicine and the Colorado Prevention Centre, USA

### **Abstract**

'**Abstract**' should appear in bold without a colon in a separate paragraph.

### **Keywords**

'**Keywords**' (all one word) should appear in bold without a colon on a separate paragraph. Keywords should follow in a separate paragraph, separated by commas only. Please format accordingly.

## Corresponding author

A postal and email address for the first or corresponding author only should be added to all article opening material. Please give it as follows:

**Corresponding author:** John Smith, Department of Social Studies, 4 Sample Road, London N12 9OP, UK. Email: john.smith@ucl.ac.uk

Please remove any fax or telephone numbers.

## 2. Grammar and spelling

UK spellings for European articles; US spellings for North American articles. Rest of the world – follow author style but make consistent. Canadian spellings should be standardized to UK or US, depending on author preference.

Follow Oxford English Dictionary and use -ize and -yse spellings. The following list shows some common exceptions to the 'ize' rule:

<b>Samples</b>							
advertise	arise	devise	enfranchise	expertise	merchandise	promise	surmise
advise	chastise	disenfranchise	enterprise	franchise	misadvise	reprise	surprise
affranchise	circumcise	disguise	exercise	improvise	premise	revise	televise
apprise	comprise	emprise	excise	incise	prise	supervise	treatise

Note also: analyse (for UK), catalyse, dialyse, paralyse.

<b>Do not mix UK and US spellings. Some common US variations in spelling:</b>							
analyze	color	favor	fulfill	labor	license (noun)	program	traveler/traveling
behavior	counseling	fetus	gray	mold	pediatrics	practice (verb)	willful

Follow author style regarding use of the possessive's for proper names ending in s. However, 's is not used for classical names, e.g. Socrates' philosophy

→ The following books are recommended: *Hart's Rules*; *Fowler's Modern Usage*

**Quoted text:** spellings and punctuation in quoted texts should not be altered. If they are obviously incorrect, query with author or insert [sic].

### (a) Undisplayed quotes:

Short quotations should be indicated by single quotation marks, with double quotation marks for quotation material within the quote. A full point (or other punctuation) follows the reference for the quote, e.g. '... is the most decisive and important' (Smith, 2003: 45).

**(b) Displayed quotes:**

Lengthy quotes (40 words or more) should be displayed and indented – follow journal style.

**Lists:** follow journal style.

**In-text citations**

All references in the text and notes must be specified by the authors' last names and date of publication together with page numbers if given. Do not use *ibid.*, *op. cit.*, *infra.*, *supra.* Instead, show the subsequent citation of the same source in the same way as the first.

**Note the following for the style of in-text citations:**

1. If the author's name is in the text, follow with year in parentheses:

... Author Last Name (year) has argued ...

2. If author's name is not in the text, insert last name, comma and year:

... several works (Author Last Name, year) have described ...

3. Where required, the page number follows the year, separated by a colon:

... it has been noted (Author Last Name, year: page nos) that ...

4. Where there are two authors, give both names, joined by 'and'; if three or more authors, use *et al.*:

... it has been stated (Author Last Name and Author Last Name, year) ...

... some investigators (Author Last Name *et al.*, year) ...

5. If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the list:

... it was described (Author Last Name, year: page nos–page nos) ...

6. Enclose within a single pair of parentheses a series of references, separated by semicolons:

... and it has been noted (Author Last Name and Author Last Name, year; Author Last Name and Author Last Name, year; Author Last Name, year) ...

Please order alphabetically by author names.

7. If two or more references by the same author are cited together, separate the dates with a comma:

... the author has stated this in several studies (Author Last Name, year, year, year, year) ...

Please start with the oldest publication.

8. Enclose within the parentheses any brief phrase associated with the reference:

... several investigators have claimed this (but see Author Last Name, year: page nos–page nos)

9. For an institutional authorship, supply the minimum citation from the beginning of the complete reference:

... a recent statement (Name of Institution, year: page nos) ...

... occupational data (Name of Bureau or Institution, year: page nos) reveal ...

10. For authorless articles or studies, use the name of the magazine, journal, newspaper or sponsoring organization, and not the title of the article:

... it was stated (*Name of Journal*, year) that ...

11. Citations from personal communications are not included in the reference list:

... has been hypothesized (Name of Person Cited, year, personal communication).

## ***Bibliographic entries***

### ***General***

1. Check that the list is in alphabetical order (treat Mc as Mac).
2. Names should be in upper and lower case.
3. Where several references have the same author(s), do not use ditto marks or em dashes; the name must be repeated each time.
4. 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)
5. Names containing Jr or II should be listed as follows:
  - Author Last Name Initial Jr (year)
  - Author Last Name Initial II (year)
6. References where the first-named author is the same should be listed as follows:
  - Single-author references in date order;
  - Two-author references in alphabetical order according to the second author's name;
  - Et al. references in alphabetical order; in the event of more than one entry having the same date, they should be placed in alphabetical order of second (or third) author, and a, b, etc. must be inserted.

Brown J (2003)

Brown TR and Yates P (2003)

Brown W (2002)

Brown W (2003a)

Brown W (2003b)

Brown W and Jones M (2003)

Brown W and Peters P (2003)

Brown W, Hughes J and Kent T (2003a)

Brown W, Kent T and Lewis S (2003b)

7. Check that all periodical data are included – volume, issue and page numbers, publisher, place of publication, etc.

## Reference entry illustrations

### **Book**

Author A and Author B (year) *Book Title*. Place: Publisher name.

Clark JM and Hockey L (1979) *Research for Nursing*. Leeds: Dobson Publishers.

### **Chapter in a book**

Author A (year) Chapter title. In: Author A (ed.) *Book Title*. Place: Publisher, 00–00.

Author A (year) Chapter title. In: Author A, Author B (eds) *Book Title*. Place: Publisher, 00–00.

Gumley V (1988) Skin cancers. In: Tschudin V, Brown EB (eds) *Nursing the Patient with Cancer*. London: Hall House, 26–52.

### **Article in a journal**

Author A and Author B (year) Article title. *Journal* vol(iss): 00–00.

Author A, Author B and Author C (year) Article title. *Journal* vol(iss): 00–00.

Author A, Author B, Author C, et al. (year) Article title. *Journal* vol(iss): 00–00.

Huth EJ, King K and Lock S (1988) Uniform requirements for manuscripts submitted to biomedical journals. *British Medical Journal* 296(4): 401–405.

### **Article in a journal published ahead of print**

Author A and Author B (year) Article title. *Journal* 00: 1–00 (accessed date month year).

Author A, Author B and Author C (year) Article title. *Journal* 00: 1–00 (accessed date month year).

Author A, Author B, Author C, et al. (year) Article title. *Journal* 00: 1–00 (accessed date month year).

Huth EJ, King K and Lock S (1988) Uniform requirements for manuscripts submitted to biomedical journals. *British Medical Journal* 00: 1–4 (accessed 7 October 2009).

Note: volume is given as “00”; page numbers are noted as they appear in the online copy.

### **Article in an online-only journal**

Author A and Author B (year) Article title. *Journal* vol(iss): 00–00.

Author A, Author B and Author C (year) Article title. *Journal* vol(iss): 00–00.

Author A, Author B, Author C, et al. (year) Article title. *Journal* vol(iss): 00–00.

Note: volume and issue are usually provided with online-only journals, but page numbers may not be available; note page numbers in bibliographic entry when available.

Garton, L, Haythornthwaite, C, and Wellman, B (1977) Studying online social networks. *Journal of Computer-Mediated Communication* 3(1) (accessed 7 October 2009)

<http://jcmc.indiana.edu/vol3/issue1/garton.html>

### **Website**

National Center for Professional Certification. (2002) *Factors Affecting Organizational Climate and Retention*. Available at: [www.cwla.org/programmes/triechmann/2002fbwfiles](http://www.cwla.org/programmes/triechmann/2002fbwfiles)

### **Unpublished thesis**

Clark JM (2001) Referencing style for journals. Unpublished doctoral thesis, University of Leicester, Leicester.

## Newspaper

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

## **Abbreviations**

### **General**

1. Do not use abbreviations in the title of a paper, in the abstract, in the keywords, in the running heads or in headings and subheadings within the paper, unless the full version is very long and clumsy or the abbreviation is better known than the full term. If in doubt, spell out.
2. Define an abbreviation the first time that it is used (except in the Abstract): write the term out in full followed by the abbreviation in parentheses. Use the abbreviation consistently thereafter, including at the start of sentences.
3. For plural terms, use plural abbreviations: low-density lipoprotein, LDL; low-density lipoproteins, LDLs.
4. If you need to abbreviate months or days of the week (for example, in a crowded table), use the first three letters without a full-stop (Mon, Tue, Jan, Feb).
5. If abbreviations are used in a figure or table, they must all be defined in the legend even if they are also defined in the text.
6. Do not abbreviate single words (exceptions apply) or use two-letter abbreviations other than those listed below.
7. Abbreviations consisting of capital letters, and acronyms and contractions, should not take full points, e.g. USA, UK, MA, UN, WHO, PhD, NATO (or Nato), UNESCO (or Unesco), AD, BC
8. Contractions do not take a full point, e.g. Mr, St, Ltd, edn, or contracting degrees (Dr, DPhil, PhD, MSc). However, the following abbreviations take full points: No., Co., p., pp., Vol., Ch. (but use Vols and Chs), e.g., ed. (but use eds), et al., etc., i.e., cf., (note that this means 'compare' and not 'see'), n.d.
9. No comma after e.g., i.e. or cf. Etc. is usually preceded by a comma in a list.
10. In reference lists, notes, footnotes and authors' biographical notes, please use the standard abbreviated form for American states (and territories):

Alabama	AL	Indiana	IN	Nevada	NV	South Dakota	SD
Alaska	AK	Iowa	IA	New Hampshire	NH	Tennessee	TN
Arizona	AZ	Kansas	KS	New Jersey	NJ	Texas	TX
Arkansas	AR	Kentucky	KY	New Mexico	NM	Utah	UT
California	CA	Louisiana	LA	New York	NY	Vermont	VT
Colorado	CO	Maine	ME	North Carolina	NC	Virginia	VA
Connecticut	CT	Maryland	MD	North Dakota	ND	Virgin Islands	VI
Delaware	DE	Massachus etts	MA	Ohio	OH	Washington	WA
District of Columbia	DC	Michigan	MI	Oklahoma	OK	West Virginia	WV
Florida	FL	Minnesota	MN	Oregon	OR	Wisconsin	WI
Georgia	GA	Mississippi	MS	Pennsylvania	PA	Wyoming	WY
Hawaii	HI	Missouri	MO	Puerto Rico	PR		
Idaho	ID	Montana	MT	Rhode Island	RI		
Illinois	IL	Nebraska	NE	South Carolina	SC		

### **Money**

1. For currency use the common symbol or abbreviation – £, US\$, AUD\$, etc. – where the quantity is stated, but not when the unit of currency is being referred to in general terms:
2. The price of oil rose to US\$25 per barrel.

3. The US dollar was at an all-time low.
4. £150m, *not* millions or mlns.

### **Other units**

- Where units are referred to in the text in general terms, they should be written out in full; where a specific quantity is used, the abbreviated form of the unit must be used. Always use figures with the abbreviated unit and use abbreviated units wherever possible – in lists of statistics, in tables and line artwork.
- Do not mix spelt-out numbers and units: 6 cm not six cm.
- Units and numerals should have a thin space between them, i.e. 100 km, not 100km.
- Abbreviations of units are the same for singular and plural (do not add an s) and they do not take a full point.
- Use SI units wherever possible, see Journal webpage for more specific notes.
- Where a sentence starts with a specific quantity the number must be written out in full, but if at all possible rework the sentence.
- 

### **Numbers**

- Spell out numbers one to nine; for numerals 10 and over use figures.
- Use figures with percent, with units, in statistical passages, in tables, etc. Numbers, however, should be spelt out at the beginning of a sentence or the sentence should be rewritten.
- Spell out and hyphenate one-half, two-thirds, etc.
- Do not use a comma in thousands but do use one in tens of thousands and above, e.g. 5643, 1298, 14,600, 342,885, 1,000,001.
- Use the least number of numerals possible in pagination and in dates, e.g. 42-5, 2003–4, 1989–92, 0-1.
- Use 10-14, 10-11 as these represent single words.
- Decimal points are never raised off the line. There is no zero needed before a point for probability and correlations where the number is always less than one.

### **Dates**

- Write out dates as follows: 30 September 2003.
- Do not use an inverted comma in decades, e.g. 1960s, mid-1930s. Avoid 80s, etc.
- Use figures for centuries (except in history journals where it is spelt out), e.g. a 21st-century dilemma.

## **Notes and footnotes**

### **1. Textual notes**

Textual notes are indicated by a superscript arabic numeral placed *after* the punctuation. All textual notes should be collected and placed after the text and before the reference section. Any general note, author's acknowledgment or brief statement should be the first, unnumbered note.

### **2. Authors' biographical notes**

Follow journal style.

### **3. Tables and Figures**

All tables and figures should be numbered consecutively and cited in the text (as Table 1, Figure 1 etc.). They should all carry brief but complete captions.



Footnotes to tables should be indicated by a superscript, lower case <sup>a</sup>, <sup>b</sup>, <sup>c</sup>, etc. The notes themselves should be placed at the foot of the table (below any rule) preceded by the respective superscript letter. These notes should precede the source for the table, if included.

Style/punctuation for abbreviations: “ADL: activities of daily living, BMD: bone mineral density”

*Source*: should be italic and followed by a colon.

## **Book Reviews**

Please check that the book details are given in this format at the top of each review.

Author, *title*, publisher: place, date of publication; 000 pp.: ISBN, price (hbk), ISBN, price (pbk)

Editor(s) (ed[s].), *title*, publisher: place, date of publication; 000 pp.: ISBN , price (hbk), ISBN, price (pbk)

## **Examples**

Ian Thatcher (ed.), *Late Imperial Russia: Problems and Prospect*, Manchester University Press: Manchester, 2005; 208 pp.: 9780719069863, £50 (hbk), 0719069871, £14.99 (pbk)

Michael Barber, *Instruction to Deliver: Fighting to Transform Britain’s Public Services*, Methuen: London, 2008, 384 pp.: 9780413776648, 14.99 (pbk)

The author of the book review should be given at the end of the review as follows:

Name, *Affiliation*

There should be no spaces or dashes in the ISSN.

Dollar and sterling prices can be cited together if given, e.g. \$70/£42.

Place of publication should give city or state and city if US, e.g. Cornell University Press: Ithaca, NJ