SAGE Open Long Form: Open Access Monographs

Manuscript Submission Guidelines

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SAGE Open Long Form recommends that authors follow the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals formulated by the International Committee of Medical Journal Editors (ICMJE).

Please read the guidelines below then visit the submission site https://mc.manuscriptcentral.com/sgm to upload your proposal. The SAGE Open Long Form proposal form can be found here.

The SAGE Open Editorial Office and Editorial Board will review your proposal and first chapter before letting you if your proposal has been approved. If your proposal is approved, you will receive instructions for submitting your full manuscript.

Please note that manuscripts not conforming to these guidelines may be returned. Only manuscripts of sufficient quality that meet the aims and scope of SAGE Open Long Form will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

1. Open Access

SAGE Open Long Form is publishes open access, peer-reviewed monographs. Each monograph accepted by peer review is made freely available online immediately upon publication, is published under a Creative Commons license and will be hosted online in perpetuity. Publication costs are covered by the collection of manuscript processing charges which are paid by the funder, institution or author of each manuscript upon acceptance. There is no charge for submitting a monograph.

For general information on open access at SAGE please visit the Open Access page or view our Open Access FAQs.

2. Introductory Manuscript Processing Charges

If, after peer review, your manuscript is accepted for publication, a one-time manuscript processing charge (MPC) is payable. This MPC covers the cost of publication and ensures that your monograph will be freely available online in perpetuity under a Creative Commons license.

The manuscript processing charge (MPC) is calculated as follows:

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<th>Length</th>
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*Word count includes: manuscript, references, notes, tables, and figures.

Print on demand copies are available to authors for $50-$100 plus shipping.
3. What do we publish?

3.1 Aims & scope
Before submitting your manuscript to SAGE Open Long Form, please ensure you have read the Aims & Scope.

3.2 Writing your monograph
The SAGE Author Gateway has some general advice and on how to get published, plus links to further resources.

3.2.1 Making your monograph discoverable
When writing up your monograph, think about how you can make it discoverable. The title and keywords are key to ensuring readers find your monograph through search engines such as Google. For information and guidance on how best to title your monograph and select your keywords, have a look at this page on the Gateway: How to Help Readers Find Your Article Online.

4. Editorial policies

4.1 Peer review policy
The SAGE Open Editorial Office and Editorial Board will review your proposal and first chapter before letting you if your proposal has been approved. If your proposal is approved, you will receive instructions for submitting your full manuscript.

SAGE Open Long Form’s policy is to have manuscripts reviewed by two expert reviewers. SAGE Open Long Form uses a double-blind peer review process in which the reviewer and authors’ names and information are withheld from the other. All manuscripts are reviewed as rapidly as possible, while maintaining rigor. Reviewers make comments to the author and recommendations to the SAGE Open Managing Editor and Editorial Board who then make the final decision.

As part of the submission process you will be asked to provide the names of 2 peers who could be called upon to review your manuscript. Recommended reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript. Please be aware of any conflicts of interest when recommending reviewers. Examples of conflicts of interest include (but are not limited to) the below:

- The reviewer should have no prior knowledge of your submission
- The reviewer should not have recently collaborated with any of the authors
- Reviewer nominees from the same institution as any of the authors are not permitted

You will also be asked to nominate peers who you do not wish to review your manuscript (opposed reviewers).
Please note that the Editors are not obliged to invite any recommended/opposed reviewers to assess your manuscript.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor / Board member will have no involvement in the decision-making process.

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4.2 Authorship
All parties who have made a substantive contribution to the monograph should be listed as authors. Principal authorship, authorship order, and other publication credits should be based on the relative scientific or professional contributions of the individuals involved, regardless of their status. A student is usually listed as principal author on any multiple-authored publication that substantially derives from the student’s dissertation or thesis.

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4.3 Acknowledgements
All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.

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4.4 Funding
*SAGE Open Long Form* requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the Funding Acknowledgements page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

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4.5 Declaration of conflicting interests
*SAGE Open Long Form* encourages authors to include a declaration of any conflicting interests and recommends you review the good practice guidelines on the SAGE Journal Author Gateway.

Please include any declaration in file separate from the main text, after any acknowledgements, under the heading 'Conflicts of Interest.' If no declaration is made the following will be printed under this heading in your monograph: ‘None declared’. Alternatively, you may wish to state that ‘The Author(s) declare(s) that there is no conflict of interest’.

When making a declaration the disclosure information must be specific and include any financial relationship that all authors of the monograph has with any sponsoring organization and the for-profit interests the organization represents, and with any for-profit product discussed or implied in the text of the monograph.

Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed in the covering letter accompanying your monograph.
to assist the Editor in evaluating whether sufficient disclosure has been made within the Declaration of Conflicting Interests provided in the monograph.

4.6 Research ethics and patient consent
Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki.

Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative. Please do not submit the patient’s actual written informed consent with your article, as this in itself breaches the patient’s confidentiality. The Journal requests that you confirm to us, in writing, that you have obtained written informed consent but the written consent itself should be held by the authors/investigators themselves, for example in a patient’s hospital record. The confirmatory letter may be uploaded with your submission as a separate file.

Please also refer to the ICMJE Recommendations for the Protection of Research Participants.

4.7 Research Data

At SAGE we are committed to facilitating openness, transparency and reproducibility of research. Where relevant, SAGE Open Long Form encourages authors to share their research data in a suitable public repository subject to ethical considerations and to include a data accessibility statement in their manuscript file. Authors should also follow data citation principles. For more information please visit the SAGE Author Gateway, which includes information about SAGE’s partnership with the data repository Figshare.
5. Publishing policies

5.1 Publication ethics
SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics' International Standards for Authors and view the Publication Ethics page on the SAGE Author Gateway. Policy prohibits an author from submitting the same manuscript for consideration elsewhere and does not allow publication of a manuscript that has already been published in whole or in part.

5.1.1 Plagiarism
SAGE Open Long Form and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published monographs. Equally, we seek to protect the reputation of SAGE Open Long Form against malpractice. Submitted monographs may be checked with duplication-checking software. Where a monograph, for example, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the monograph is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the monograph; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

5.1.2 Prior publication
If material has been previously published, it is not generally acceptable for publication in a SAGE journal. However, there are certain circumstances where previously published material can be considered for publication. Please refer to the guidance on the SAGE Author Gateway or if in doubt, contact the Editor at the address given below.

5.2 Contributor's publishing agreement
Before publication SAGE requires the author as the rights holder to sign a Journal Contributor’s Publishing Agreement. SAGE Open Long Form publishes manuscripts under Creative Commons licenses. The standard license for the SAGE Open Long Form is Creative Commons by Attribution (CC BY), which allows others to re-use the work without permission as long as the work is properly referenced. For more information, you are advised to visit SAGE's OA licenses page.

Alternative license arrangements are available, for example, to meet particular funder mandates, made at the author’s request.

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6. Preparing your manuscript

6.1 Word processing formats
The preferred format for your manuscript is Word. Templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

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6.2 Artwork, figures and other graphics
For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE’s Manuscript Submission Guidelines

Figures supplied in color will appear in color online.

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6.3 Reference style
SAGE Open Long Form adheres to the APA reference style. Please review the guidelines on APA to ensure your manuscript conforms to this reference style.

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6.4 English language editing services
Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the SAGE Open Long Form’s specifications should consider using SAGE Language Services. Visit SAGE Language Services on our Journal Author Gateway for further information.

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7. Submitting your manuscript

7.1 How to submit your manuscript
SAGE Open Long Form is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit https://mc.manuscriptcentral.com/sgm to login and submit your monograph online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the SAGE Open Long Form in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne Online Help.

First submit your proposal through our Scholar One site https://mc.manuscriptcentral.com/sgm. The SAGE Open Editorial Office and Editorial Board will review your proposal and let you know if it has been approved. If your proposal is approved, you will receive instructions for submitting your full manuscript.

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7.2 Title and keywords
Please supply a title, short title, and keywords to accompany your monograph. The title and keywords are key to ensuring readers find your monograph online through online search engines such as Google. Please refer to the information and guidance on how best to title your monograph, and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on How to Help Readers Find Your Article Online.

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7.3 Information required for completing your submission
Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the monograph to facilitate anonymous peer review.

You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

7.4 ORCID
As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of ORCID, the Open Researcher and Contributor ID. ORCID provides a unique and persistent digital identifier that distinguishes researchers from every other researcher, even those who share the same name, and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities, ensuring that their work is recognized.

The collection of ORCID IDs from corresponding authors is now part of the submission process of this journal. If you already have an ORCID ID you will be asked to associate that to your submission during the online submission process. We also strongly encourage all co-authors to link their ORCID ID to their accounts in our online peer review platforms. It takes seconds to do: click the link when prompted, sign into your ORCID account and our systems are automatically updated. Your ORCID ID will become part of your accepted publication’s metadata, making your work attributable to you and only you. Your ORCID ID is published with your article so that fellow researchers reading your work can link to your ORCID profile and from there link to your other publications.

If you do not already have an ORCID ID please follow this link to create one or visit our ORCID homepage to learn more.

7.5 Information required for completing your submission
You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. The affiliation listed on the manuscript should be the institution where the research was conducted. If an author has moved to a new institution since completing the research, the new affiliation can be included in a manuscript note at the end of the paper. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).
7.6 Permissions
Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our Frequently Asked Questions on the SAGE Journal Author Gateway.

8. On acceptance and publication
If your monograph is accepted for publication after peer review, you will first be asked to complete the contributor’s publishing agreement. Once your manuscript files have been checked for SAGE Production, the corresponding author will be asked to pay the manuscript processing charge (MPC) via a payment link. Your monograph will then be prepared for publication.

8.1 SAGE Production
Your SAGE Production Editor will keep you informed as to your article’s progress throughout the production process. Proofs will made available to the corresponding author via our editing portal SAGE Edit, or by email to the corresponding author and should be returned promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and that Funding and Conflict of Interest statements, if any, are accurate. Please note that if there are any changes to the author list at this stage all authors will be required to complete and sign a form authorizing the change.

8.2 Online publication
One of the many benefits of publishing open access research - is the speed to publication. With no page count constraints, your monograph will be published online in a fully citable form with a DOI number as soon as it has completed the production process. At this time it will be completely free to view and download for all.

8.3 Promoting your monograph
Publication is not the end of the process! You can help disseminate your monograph and ensure it is as widely read and cited as possible. The SAGE Author Gateway has numerous resources to help you promote your work. Visit the Promote Your Article page on the Gateway for tips and advice. In addition, SAGE is partnered with Kudos, a free service that allows authors to explain, enrich, share, and measure the impact of their monograph. Find out how to maximize your monograph's impact with Kudos.
9. Further information
Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the SAGE Open editorial office as follows:

sageopen@sagepub.com

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