A brief author's guide to article submission

Eliminate frustration and speed up your peer review time with these steps.

Review the Complete Submission Guidelines on the Journal Homepage

Submissions that do not adhere to **guidelines will be returned for further editing** before being sent out for review.

Polish Up the Grammar

Manuscripts across **all journals are frequently returned when they are hard to read!** When in doubt, have someone proofread your manuscript or work with a language service such as **SAGE Author Services**.
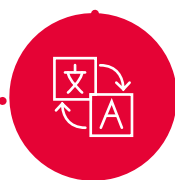
Follow the Ethical Reporting Guidelines

Make sure that **your paper is in compliance with the ethical reporting guidelines** listed in the Manuscript Guidelines. This includes, but is not limited to, conflict of interest statement, patient consent, human and animal welfare statements, declaration of funding, and acknowledgements.

Format Your Paper Correctly

Make sure your paper adheres to the format specified in the **Submission Guidelines**. This also applies to figures, tables, and legends as well as font size, margins, etc. If figure and table resolution is too low, your paper will be returned.

Double Check the Anonymity

Make sure you have anonymized your paper according to the journal's Submission Guidelines. In case of double-anonymized peer review this includes **checking that author names, institutions, and organizations are not present in any part of the manuscript, including the acknowledgements.** Do not allude to any of your prior research in a way that identifies you.

Secure Funding to Pay OA Publication Charge

If applicable, **secure funding for when your paper is accepted**. Many universities have funding available for this purpose for their faculty. See the Submission Guidelines for the exact publication charge(s).

Collect Author Information

This includes names, email addresses, institutional affiliations, and ORCIDs for all authors. **It is not good practice to add another author after acceptance!**

Create a Title Page

This is **a structured page that generally include a full-length title**, names and affiliations of all authors, address of corresponding author, conflict of interest statement, human and animal welfare statements, declaration of funding, and acknowledgements. Refer to the journal's Submission Guidelines when formatting your title page.

Create a Cover Letter

Briefly state who you are and why you are submitting to the journal. What is the impact of your study? Not all journals require a cover letter. See the complete Submission Guidelines for details.

Check Your Final Proofs

Before submitting you will be asked to generate and check your PDF proofs. **Please take the time to carefully look through the proofs** ensuring that all figures, formulas, and equations have converted properly/not been scrambled.

Double Check the Contact Author

When submitting, **pay close attention to who is listed as the contact author** as this person will be receiving all emails regarding the submission while it is in the peer review system. **This cannot be changed after submission!** Additionally, make sure the correct corresponding author is listed on the manuscript title page.

Submit Your Paper

This is done through the journal's online submission portal found in the Submission Guidelines or journal home page.

Submissions sent by email will be returned.

Do Not Submit Elsewhere

Do not submit your paper to more than one journal while it's under review! **If you need to withdraw your paper, please contact the editorial office**. Papers that have been previously published will be rejected and returned.

For more information

on article submission check out this SAGE Campus course on **Submission and Final Touches**.

For more information visit the **SAGE Journal Author Gateway**.

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