SAGE Research Methods Cases
Manuscript Guidelines and Checklist

What are SAGE Research Methods Cases?

- **Short** and accessible accounts of **research methods** in the context of **real research projects**
- **Pedagogically focused** to help students understand the practicalities of doing research
- **Introductory in tone**: explanatory and jargon-free
- **Engaging**: using examples and writing devices that reach out to the student reader and make research feel relevant, meaningful and useful

How to get involved

- To register your interest and set a submission deadline, please complete the online form at [https://bit.ly/sage-caseform](https://bit.ly/sage-caseform). Alternatively you may e-mail the following information to [Christine.Schorfheide@sagepub.co.uk](mailto:Christine.Schorfheide@sagepub.co.uk):
  - Your name and institutional affiliation
  - Names of any co-authors, if applicable
  - Preliminary title of your case study (*This can be changed later*)
  - Research method(s) of focus
  - Discipline within the social sciences
  - Topic of your study, and links to any relevant published work

- Write your case study using the **Case Submission Template** provided by SAGE, and following the **Guidelines** below.
- Submit your case study to your editorial contact, saved as a Word document and sent as an email attachment by the agreed deadline.

SAGE Research Methods Cases at a glance

- Cases should be based on real and recent research projects.
- The body of each case study should be 2,000–5,000 words in length.
- Cases will be peer reviewed and authors will be asked to respond to reviewer and/or content development queries in a timely manner. As with all academic publications, the final decision to publish a case study rests with the publisher and its academic reviewers.
- Cases must adhere to the guidelines in this document. Cases that do not adhere to these guidelines will be returned to the author for correction before being sent to peer review.
- Successful case studies will be prepared for an anticipated publication date of early 2020.

If you would like more information on SAGE Research Methods Cases and its intended audience, please contact [Christine.Schorfheide@sagepub.co.uk](mailto:Christine.Schorfheide@sagepub.co.uk).
Manuscript Guidelines

It is important that you conform to the specifications below when preparing your manuscript. Your case will be considered for publication in a unified collection, and these guidelines have been set to ensure that every case is as coherent and useful as possible.

If your manuscript does not adhere to these guidelines, SAGE will not take your case study forward for peer review.

Before beginning

- Please use the Case Submission Template provided by SAGE as the basis for your submission.
- We also recommend reading some previously published case studies to see how the template structure looks in practice.
  - If you do not have access to SAGE Research Methods Cases, we recommend signing up for a 30-day free trial.

Title

- Title should be formatted in Title Case, with principal words capitalized (not in all caps).
- Choose a title that clearly illustrates your method or analytical approach and topic. SAGE has a strong preference for titles that reflect a format similar to the following examples:
  
  - Researching/Analysing/Doing/Studying (or similar) Topic X Using Method Y
  - Method Y: In the Context of Topic X

- In order to aid online discoverability, titles should include specific key words and concepts discussed in the case study. Descriptive, narrowly focused titles will enable readers to determine what your case study is about when browsing and searching SAGE Research Methods Cases.

Formatting

- Manuscripts should be prepared using the Case Submission Template, available from SAGE as a Word document. Please prepare your case study directly in the template, double-spacing throughout in 12pt Times New Roman.
- Please use plenty of headings, sub-headings and bullet lists in the main body of your case, in order to add structure, aid in student learning, and increase online discoverability. Keep in mind that readers will be seeing your case study on a screen, and that long blocks of unbroken text can create a difficult reading experience. The example headings included in the Case Submission Template may be altered or augmented as best fits your case study.
Style

- Please pay close attention to the style and tone of your case. Reflect on how you did your research, rather than on reporting your research findings. Use lots of rich examples to make sure you are providing the story behind your research and showing readers how real research is conducted. We want cases to be engaging and interesting to a student reader—writing in first-person voice can help to accomplish this.

- All case studies should be written in American English and should follow American Psychological Association (APA) style. Any cases that do not conform to this style will be revised at the copy-editing stage.

- Citations, references, any published articles related to the research and lists of further reading also should conform to American Psychological Association (APA) style, and should contain the digital object identifier (DOI) where available.

- We encourage authors to refer to a wide range of methodological research for the benefit of student readers. However, try to prevent references from disturbing the flow of the text. Avoid using citations as exhaustively as you might in a journal article when discussing the substantive focus of your research. For example, rather than using a parenthetical citation (Festinger, 1967) to allude to Leon Festinger’s work on cognitive dissonance, aim for a more conversational allusion:

  As a part of his theory of cognitive dissonance, Leon Festinger (1967) proposed that media messages that appear to challenge an established belief would produce an aversive experience of dissonance, and that in order to prevent this experience, people would avoid hearing or seeing such messages.

- Citations should not substitute for definition of terms; instead, key research methods terms and other terms unlikely to be familiar to readers should be defined within the text.

- Do not include footnotes, endnotes, or appendices in your document. Instead, please incorporate such notes into the body of the text, or include relevant data as a figure or table.

Headings

- Headings and sub-headings add structure to the body of your case, enhance online discoverability and make your case easier to read on screen.

- Please include plenty of headings and subheadings throughout the text. As a general guide, each subsection should be no longer than 300 words.

Exercises and Discussion Questions

- Your case study must include 4-8 discussion questions relating to the methodology of your study.

- These should be suitable for classroom use, eliciting debate and critical thinking.

- Avoid questions that require only a single-word answer, such as “yes” or “no”.
Figures and tables

Figures

- We encourage the use of figures that present information relevant to the discussion in the text. If appropriate, please include at least 1–2 full-color graphs or figures.
- Figures should not be used for general illustration or decorative purposes.
- Figures should be numbered sequentially and include a caption, and be mentioned in the text in the order in which they appear.
- Figures can be provided either as a separate, high-resolution image or embedded in the Word document, as long as their resolution is at least 300dpi.
- If you are supplying figures separately, please clearly indicate their placement within the main text, including captions.
- Figures can be in .jpg, .png, .tif or .pdf format.

Tables

- Tables should be supplied in editable format, numbered independently from figures, and should be embedded in the main Word document.
- Each table should include a caption and be mentioned in the text in the order in which they appear.

*If the figure or table is not your own unpublished work and requires permission for re-use, you must also include the credit line specified by the copyright holder.*

Alt text for figures

To better serve those unable to access visual content, SAGE has begun describing its online graphics textually, through the incorporation of “alternative text” and “long descriptions” into its content.

- **Alternative text**—or “alt text”—is a 140-250 word long description of a graphic or image and the purpose it serves. (e.g. “This pie chart presents data for the three communication levels: Level 1: Pre-Symbolic, Level 2: Early Symbolic, and Level 3: Symbolic.”)

- **Long descriptions** are more detailed and convey the data presented in a graphic or image. (e.g. “This pie chart conveys that roughly 15% of students who took alternative assessment in the 2008–2009 school year achieved at the pre-symbolic communication level. Roughly 20% achieved at the early symbolic level. And roughly 65% achieved at the symbolic level.”)

If your case study contains any figures or non-editable tables, please provide alt text and long descriptions in a separate Word document as per the guidance provided at [https://bit.ly/2PUwavH](https://bit.ly/2PUwavH).

Permissions and copyright

- If you use any copyrighted or previously published material for which you do not hold the copyright, then **you must obtain permission from the copyright holder** to use it.
You must obtain non-exclusive rights to reproduce the material in all media in all languages throughout the world.

You must have obtained permissions at the point of acceptance for publication, i.e., prior to signing your publication agreement.

Authors whose submissions are considered works of the United States government will be provided with a separate publication agreement acknowledging this status.

- If you believe your use of previously published material qualifies for fair use or fair dealing for the purposes of criticism or review, please notify your editorial contact at SAGE when submitting your manuscript. Information on fair use is available from the SAGE website.

- If you wish to include any data collected from research participants, please ensure that publication of these data is cleared with the participants, if not already obtained via the informed consent process.

- Case studies found to contain plagiarized material will be rejected automatically without the option of revision or resubmission.

- **You are responsible for clearing permissions** and it is your responsibility as an author to warrant to SAGE that any permissions required are cleared and that no copyright is infringed by your case study. You also must warrant to SAGE that the case is accurate and valid, and that you have not labelled any individual or organization in your writing.

  If you have any queries about permissions, please check with a member of the editorial team: Christine.Schorfheide@sagepub.co.uk.

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**Pre-submission Checklist**

Before submitting your case study to SAGE, please ensure that it is set in the relevant Case Submission Template and contains all of the following elements:

- **Title**
- **Author name(s)**, in the order they should be displayed when published
- **Institutional affiliations** of all authors
- Relevant discipline and sub-discipline of your research topic (pick one from drop-down list)
- **Academic level** of your intended audience (pick one from drop-down list)
- Contributor biographies, maximum 200 words per author.
- List of any published articles resulting from the research discussed in your case study
- **Abstract**, maximum 250 words
- 3–5 **learning outcomes.** Guidance on writing effective outcomes can be found at https://www.heacademy.ac.uk/sites/default/files/writing_learning_outcomes.pdf https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/

- Main body of the **case study**, maximum 5,000 words

- 4–8 **exercises and discussion questions**

- **Figures and tables**, including captions

- **Alt text and long descriptions** for each figure and non-editable table

- List of up to 6 **further readings**

- Links to up to 6 relevant **web resources**, if applicable

- List of **references cited** in the case study

To submit your case study for consideration:

- Save your manuscript as a **Word document**.

- Save **figures** as separate original, high-resolution image files

- Save **alt text and long descriptions** as a separate Word Document

- Send all documents as **email attachments** to your editorial contact at SAGE.