

SAGE Research Methods Cases

Manuscript Guidelines and Checklist

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.

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://methods.sagepub.com/writemethodscase>. Alternatively you may e-mail the following information to kyra.vanweenen@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 2024.

If you would like more information on SAGE Research Methods Cases and its intended audience, please contact kyra.vanweenen@sagepub.co.uk.

Manuscript Guidelines

Before beginning

- Please use the Case Submission Template provided by SAGE as the basis for your submission.
- Please read through the template and the guidance for each suggested section when planning your case study.
- 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 APA style Title Case, with principal words capitalized (*not* in all caps).
- Titles should be **no more than 20 words** and **must include** the primary method and research 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 or Method Y: In the Context of Topic X

A Mixed-Methods Approach to Studying Leadership: Online Surveys and Archival Analysis of Websites

- 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.

Word limit

- Your case study **must not exceed 5000 words**. Please check this before submitting.
- Discussion Questions, MCQs, and References do not count towards this limit.
- If your manuscript does exceed this limit, it will be returned to you to be shortened.
- If discussing several areas of your methodology would benefit a student reader – and this would involve exceeding the word limit – then please submit multiple case studies. The cases can be based on the same research project but should focus on different aspects of the methodology. Your learning outcomes, abstract, and project overview sections should make it clear how the focus of the cases differ.

Level of writing

- We acknowledge that some non-native English speakers will find writing academic contributions in English challenging. If the editor or reviewer finds the grammar or language throughout the manuscript difficult to understand, we will request that the overall quality of grammar and language throughout the manuscript is improved, and that the manuscript is then re-submitted.
- In such cases we recommend having your manuscript read and edited by a colleague or using a professional language editing service.
- SAGE offers a fee-based English-language editing service for authors wishing to improve the language, presentation and formatting of their manuscripts. Services offered are especially aimed to authors with English as their second language and include English language editing, translation of articles and manuscript formatting. Visit [SAGE Language Services](#) for more information.

Formatting

- Manuscripts **must** 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 bulleted 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.
- Please do not delete any of the guidance text included in the template as it may be useful for our reviewers. However, you do not have to use every suggested heading section for 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 active voice, preferably first-person voice, can help to accomplish this.
- Case studies should be written in an accessible, jargon-free, and engaging manner. Please aim to be descriptive, explanatory and exploratory where appropriate.
- Use of second person to address the reader as “you” is acceptable.
- Any abbreviation or acronym you employ should appear in full on its first appearance in the entry, with the abbreviation or acronym in parentheses.
- All case studies should be written in **American English** and should follow [American Psychological Association \(APA\) style \(7th edition\)](#).
- Citations, references, any published articles related to the research and lists of further reading also should conform to [American Psychological Association \(APA\) style \(7th edition\)](#), **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.

- Although a slight deviation from APA style, please include authors'/researchers' first names at first mention in case text (but not in parenthetical citations); note **Leon** Festinger in previous example.
- Please **limit in-text citations to one or two per bracket/line**. This is to avoid disturbing the flow of the text.
- 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 or endnotes in your document. Instead, please incorporate such notes into the body of the text, or include relevant data as a figure or table.
- You may include appendices under an Appendix heading at the very end of your case study, after the reference list. Providing that the appendices have a simple layout, i.e., standard numbered questions with options for answers, they can be included as standard text. If the appendices are more intricate, we may request that they are supplied as images, still included under an Appendix heading.

Headings and Section Summaries

- Headings and subheadings add structure to the body of your case, enhance online make your case easier to read on screen.
- Please include plenty of headings and subheadings throughout the text. Suggested top-level headings (H1s) are included in the template. If you are using subheadings in a section, please apply the appropriate Word style tags (H2 or H3) so that the desired nesting structure is clear.
- Please avoid stacked headings (i.e., a top-level heading followed by a subheading with no text in between). Every heading (whether top-level heading or subheading) should be followed by a minimum of 2 sentences.
- A section with subheadings should contain a minimum of 2 subheadings – that is, please avoid using only one subheading in a section.

- Each main section with a top-level heading (e.g. Project Overview or Research Design) **must be followed by a Section Summary**.
- **Section Summaries** should include 2–3 bullet points, **written out as full sentences**, succinctly encapsulating *the main points of the preceding section*, without introducing new material or providing directives to readers.
- Consider pedagogical value when writing **Section Summaries** – steer away from information which is relevant only for your own study, and consider generalizable methodological truths/lessons which are useful to the reader.
- **Section Summaries** can include relevant information from your own research study, for example ‘*This study used a traditional [enter relevant methodology] approach*’. You should also consider generalizable methodological truths/lessons which are useful to the reader, for example ‘*A limitation of [enter relevant method] is a lack of generalizability of results*’ or ‘*Use of a lag/wait list design enables all participants to receive the intervention*’. Steer clear of including information which is only relevant from your study and lacks pedagogical value, for example ‘*Our Sample size was X*’.

Diversity, Equity and Inclusion

- Diversity, equity and inclusion are key values for SAGE and we are committed to publishing resources that are inclusive and reflects our diverse and multiracial society. As a global academic publisher, we produce resources that sell around the world and that are used by a myriad of students, lecturers and researchers – as such, incorporating examples, references and role models that reflect the lived experiences of everyone is a priority.
- Wherever there is the opportunity to do so, please ensure content is inclusive and represents diverse voices. In your references, further readings and web resources do not incorporate only white, Western perspectives but instead aim to represent a diversity of people. Avoid Eurocentricity – we have a global readership, and we want students of a wide range of perspectives to see themselves reflected in our pedagogical materials.
- Please consider your use of language and be sensitive. [The Diversity Style Guide](#) is a resource to help writers discuss a complex, multicultural world with accuracy, authority and sensitivity.

Discussion Questions

- Your case study must include 3-5 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”.

- Discussion questions are not included in the overall word count

Multiple Choice Quiz Questions

- Your case study must include 3–5 multiple choice quiz questions. Each question should have **three** possible answers (A, B, C), **with one correct answer clearly marked**. Please indicate the correct answer by writing CORRECT after the relevant answer.
- Multiple Choice Quiz Questions should test readers' understanding of your case study, and should not require any previous knowledge.

They should relate to the research methodology, rather than the research findings. For example:

What was the method used to increase the reliability of this field observation study?

- A. Intercoder reliability was calculated to ensure an acceptable Krippendorff's alpha.
 - B. Constant comparison was used, whereby two coders visiting the same site simultaneously would conduct independent coding and reconvene to resolve any discrepant codes to produce a single set of codes for the observation. - **CORRECT**
 - C. Researchers were asked to write about how their personal idiosyncrasies might have shaped the coding process, so these reflexive accounts can be used by the reader in accessing the study's reliability.
- They should not include 'all of the above', 'none of the above', or implausible distractors
 - Multiple choice questions are not included in the overall word count

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 source/credit line, and be mentioned in the text in the order in which they appear.

- Ideally, figures should be provided either as a **separate, high-resolution image** but they may be 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 and source/credit lines.
- 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
- All figures and tables should be referenced within the text, where they are relevant to the discussion (e.g., “The research process consisted of four main steps (Figure 1).”).
- Any **figures/tables** used must be **copyright and permissions free**. If you use a figure or table for which you do not hold the copyright, then you must obtain permission from the copyright holder to use it. A form for requesting permissions is available upon request. You must also include an in-text credit line and a full citation for the figure/table in the reference list.

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 (e.g., “Source: Berger (2010)”) after the image/table.

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](#).
- Please note whilst a material may originate from a previously published material that you authored this does not necessarily mean you are the copyright holder. Therefore, please ensure you have obtained permissions for all materials.
- 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 libelled any individual or organization in your writing.
- A form for requesting permissions is available upon request.

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

Author bios

- Each case study will require the inclusion of an author biography (up to 200 words). SAGE recommends the following format:

[Full name, can include “Dr.” before or degrees after] is a [position] of [subject] at [school, country]. She received her __ degree from ____ and __ degree from _____. She teaches courses on _____. [and/or] Her research interest include _____. [and/or] She has published [names of books and/or journals].

Name change policy

- As part of our commitment to addressing the needs of all research communities to improve diversity, equity and inclusion, SAGE has introduced a policy to enable name and pronoun changes for our authors. Going forward, all requests to make a name or pronoun change will be honoured. This includes, but is not limited to, name changes because of marriage, divorce, gender affirmation, and religious conversion. SAGE will not publish a correction notice, nor require any form of proof or supporting documentation.

- The relevant articles will be 'republished', meaning that they will be fully replaced online, and that their indexing metadata (which affects how the author list appears in PubMed, Web of Science, Google Scholar, etc.) should subsequently be updated accordingly. This replaces the author's name fully, yet ensures that citation information such as the DOI for the paper remains the same. All previous citations to the paper remain valid.
- To request a name and/or pronoun change, please email sksrnqueries@sagepub.com with your request, the DOIs of the manuscript(s) in question, and confirmation as to whether or not you permit SAGE to contact the co-authors to inform them of the change. You will be sent a proof with the changes and asked to review and approve it before publication. We are committed to implementing the updates promptly and confidentially, in recognition of the potentially sensitive nature of these requests. Alternatively, you can email your editorial contact and they will raise this request on your behalf.

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. Separate rows should be used for each author's details.
- ➔ **Institutional affiliations** of all authors
- ➔ Author/Contributor **biographies**, maximum 200 words per author
- ➔ 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)
- ➔ List of any **published articles** *resulting from the research discussed in your case study*, maximum of 6.
- ➔ **Abstract**, maximum 250 words
- ➔ **3–5 learning outcomes**. Guidance on writing effective outcomes can be found in the submission template

- ➔ Main body of the **case study**, maximum 5,000 words
- ➔ **Section summaries** for each main section of the case study
- ➔ 3-5 **classroom discussion questions**
- ➔ 3–5 **multiple choice quiz questions**
- ➔ **Figures and tables**, including captions
- ➔ 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
- ➔ Send all documents as **email attachments** to your editorial contact at SAGE.