SAGESSE ARTICLE STYLE GUIDELINES

General instructions on formatting and submitting a manuscript to *Sagesse*

INTRODUCTION

Thank you for agreeing to prepare a manuscript for submission to *Sagesse*. Following the guidelines below will help us in processing your article for publication. Our goal is to make the articles easy to read for the audience, and to be able to identify each section of your article so that we can accurately record the title, authors, abstract, etc..

Each submission should include an author biography of no more than 100 words for each contributing author.

You can submit your paper to: sagesse@armacanada.org

PREPARING YOUR DOCUMENT

Please submit your paper in a Word .docx file if possible. If this is not possible, send a PDF version of your paper. Please include page numbers in your article.

STRUCTURE OF YOUR ARTICLE

So that we can identify the parts of your paper, please begin each section with the specific key elements listed below. Please do not use paragraph breaks in the title, author list, or abstract. The author list, and corresponding author affiliation(s) should be checked carefully as they will be published as listed in the manuscript.

Title: No more than 96 characters, lacking jargon and abbreviations where possible.
Authors: First name, last name of each author separated by a comma.
Affiliations: Where relevant, authors may wish to disclose any affiliations.
Abstract: 125 words or less.
Main Text: Introduction, any sections or subsections, results and conclusion. 10 – 20 pages in length.
Footnotes (as necessary): only a single list of footnotes should be provided for the main text and any supplemental information.
**List of Supplementary Materials (as necessary):** Include a list, noting which references are only cited in the Supplementary Materials.

References: References should be listed at the end of the article as either "Works Cited" or "Bibliography" as necessary.

FORMATTING IS PRESCRIBED AS FOLLOWS:

	style	font	font size	font colour	line spacing	Character formatting	alignment
Title	Title	Arial	24	black	1	ALL CAPS	centre
Author List	Author list	Arial	12	black	1	Sentence case	centre
Introduction header	Introduction	Arial	16	black	1	ALL CAPS	centre
Section headers	Section header	Arial	14	black	1	SMALL CAPS - UNDERLINED	left
Subsection headers	Subsection header	Arial	12	black	1	SMALL CAPS - ITALICIZED	left
Body	Normal	Arial	11	black	1.5	Sentence case	left
Footnotes	Footnote	Arial	9	black	1	1. Sentence Case	left at foot of page
Page numbers	Page numbers	Arial	9	black	1	Standard number style (1, 2, 3…)	right in footer

You may either format your own document or use the following template as the styles have been configured in the styles pane according to the table above – simply delete the directions in the template and replace with your article content, then select the specified text in your article from the table above and apply the appropriate style.
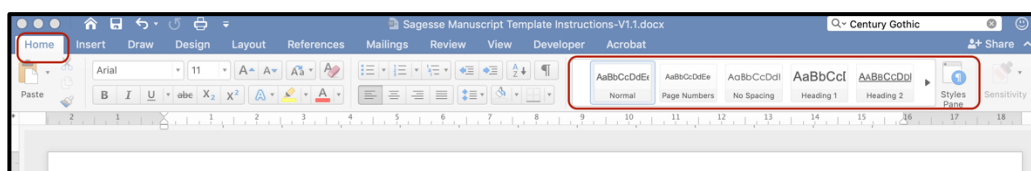
Styles Pane on the Home ribbon

We have provided an example of the specific formatting with the specific style name in parentheses (style), along with additional instructions below.

HOW TO FORMAT A *SAGESSE* PAPER (TITLE)

The author list should be one single paragraph (no breaks). Authors should be listed by first and last name and separated by commas. Use superscript numbers to link affiliations. For example, X. Jones[1], P. Smith[1,2]. (Author list)

AUTHOR AFFILIATIONS (IF ANY – SECTION HEADER)

[1] Affiliations should be preceded by superscript numbers corresponding to the author list, and each affiliation should end with a period. (Normal)

[2] Each affiliation should be a separate paragraph. (Normal)

ABSTRACT (SECTION HEADER)

The abstract should be 100-125 words, and organized in this structure: An opening sentence that sets the question that you address and is comprehensible to the general reader, background content specific to this study, results, and a concluding sentence. It should be a single paragraph. (Normal)

INTRODUCTION (INTRODUCTION)

In general, this should include a brief (1-2 paragraph) introduction, and a statement of the specific scope of the article, followed by research and then conclusions. Please avoid statements of future work or claims of priority, and avoid repeating the conclusions at the end. (Normal)

BODY OF THE ARTICLE (SECTION HEADER)

Please use a clear technical writing style in the third person, and employing active verbs. (Normal)

SECTION HEADERS (SECTION HEADER)

Section headers should be used to distinguish discrete areas of focus within each article such as, Methodology; Literature review; Theory; Results and Conclusion. (Normal)

SUBSECTION HEADERS (SUBSECTION HEADER)

Subsection headers may be employed where sections need to be further subdivided for clarity or distinction between various methods or phases of research or investigation. (Normal)

FOOTNOTES & REFERENCES (BIBLIOGRAPHY) (SECTION HEADER)

Authors will employ the use of footnotes rather than endnotes or in line references. Footnotes should be cited within the text using typical superscript numbering ([1]). Footnotes are cited in the order they are referenced within the text and must adhere to either MLA or Chicago Manual of Style formats. Repeat references may employ the use of *ibid.* in place of the full citation, and *op cit.* may be used to refer to a previous citation.

All references (bibliography or works cited) should be listed at the end of each article and must adhere to either MLA or Chicago Manual of Style formats. (Normal)

SUPPLEMENTARY MATERIALS (SECTION HEADER)

Authors may include any additional supporting material that is essential to the full understanding of the argument posed within the article. Supplementary materials should only be submitted where they are crucial to the reader's understanding. Any supplementary materials will be published at the discretion of the editorial board upon review. Footnotes for supplementary materials will continue in numerical sequence from the body of the article rather than initiating a separate sequence of numbers. (Normal)

FIGURES & TABLES (SECTION HEADER)

All Figures and Tables should be cited in order, including any included in Supplementary Materials (which should be cited as, for example, "Fig. S1", and "Table S1"). You may include line or page breaks to place the figures within the text near where they are referenced. Please do not place figures in text boxes. (Normal)

The figure captions should begin with a short descriptive statement of the entire figure followed by any additional text. Captions should be immediately after each figure. Figure parts are indicated with capital letters (Fig. A.). Please place both figures and captions logically throughout the text near where they are cited rather than at the end of the file. If a

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[1] Footnote style automatically applied.

paragraph in the main text begins with the name of a figure, write out "Figure" in full (e.g., <para>"Figure A shows….")

You can place graphics in-line above each caption. Please do not use text boxes to arrange figures. All images should be JPEG, PNG, TIFF, or similar standard format. High resolution (preferably editable PDF or Adobe Illustrator format) figures may be requested following review.

Table captions start with a short description of your table and should be captioned in the same manner as figures (Table 1.). (Normal)