

# SAGE Quick Reference for GMT

*General Music Today*

## 2020-2021 Issue Deadlines

Please understand that delayed submissions will delay issues. 3 weeks are required for issue production *after* all individual items are completed.

Sep. 5, 2019 for GMT 33:2 (Jan.2020)  
Dec. 4, 2019 for GMT 33:3 (Apr.2020)  
Jun. 9, 2020 for GMT 34:1 (Oct.2020)  
Sep. 2, 2020 for GMT 34:2 (Jan.2021)  
Dec. 4, 2020 for GMT 34:3 (Apr.2021)  
Jun. 9, 2021 for GMT 35:1 (Oct.2021)

## Production Tips

Our submission deadlines are set as late as possible for your convenience, but this also reduces the available wiggle room for delayed submissions or delayed proof corrections. Please try to meet the deadlines for all content, including editorials, reviewer lists, and TOCs.

When exporting articles or returning proof corrections, please send each one as it becomes ready, rather than waiting to send multiple, so that we can process your items more quickly.

Use the "Comments to Production" box within SAGE Track to send notes about publication timing or other info to SMART (this only works prior to export).

SAGE Track information only flows to SMART when exported...any post-export changes to files, comments, or author information will not be transferred to SMART.

Production editors receive many emails, so it's hugely helpful if you can preserve existing subject lines (so that messages remain grouped within the thread) and/or reference the article ID within emails (for searchability).

If you will be traveling or otherwise unavailable for journal work/questions, please let your PE know in advance whenever possible.

## Page Budget Information

Volume page budget: 192 pages  
Average pages per issue: 64 pages

To track page usage and view detailed information for both in-process and completed articles, log in to SMART and go to *Reports > Article List*.



To estimate journal pages prior to production, divide the manuscript's word count by 690, then add a half-page for every figure/table.

## *Help us help you*

For the best possible production experience for you and your authors, please ensure

- All figures, tables, supplements, and references are mentioned (cited) within the manuscript.
- Tables are editable and Figures include captions. Original source files are preferable.
- References are listed for all citations.
- Online-only supplements/appendices are fully ready to be published as-is, with consideration for the file names and any page numbering. For ease of online viewing, consolidating like files together is recommended (e.g. 5 tables in one PDF).
- ORCIDs and authorship are finalized.  
Due to ethical obligations and validation requirements, ORCIDs cannot be added or changed once manuscripts are exported to production, and authorship changes (including sequence) require an onerous approval process for authors.

**For full guidelines:** [Submission Checklist](#)

Providing clear expectations for authors in submission guidelines and acceptance/revision letters can help with all of the above. The peer review process is also more effective when manuscripts are more complete.

Since articles are read by many readers at initial publication (OnlineFirst), authors should strive to ensure accuracy ahead of publication. Requests for later changes are often possible only through correction notices, rather than updated versions, and are subject to SAGE's [corrections policy](#).

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