

4 Styles of the SAE Technical Paper Template

Table 2 presents all the preset styles of the SAE Template and offers instructions for their application when creating an SAE technical paper.

Table 2: SAE Template Styles	
Template Styles	Instructions
[Clear All]	Apply style to selected text to remove formatting and revert back to [Normal] style.
[Affiliation]	Apply style to the author affiliation text.
[Author]	Apply style to the author list.
[Center]	Apply style to center content.
[Definition Term]	Apply style to the definition terms in the Definitions/Abbreviations section of the paper. See also: [Definition] style.
[Definition]	Apply style to the definitions in the Definitions/Abbreviations section. See also: [Definition Term] style.
[Emphasis-Bold]	Apply style to make text bold.
[Emphasis-Bold-Italic]	Apply style to make text bold and italicized
[Emphasis-Italic]	Apply style to make text italicized.
[Emphasis-Underline]	Apply style to underline text.
[Equation]	Apply style to each equation line (including the equation number). See also: Equations in Style Guide Section 3.3.
[Figure]	Apply style to each figure to center and align it with the figure caption. See also: [Figure Caption] style.
[Figure Caption]	Apply style to center (and tag) each figure caption. As stated in Style Guide Section 3.1, figure captions must be separate from the figures (not combined) and must not be inserted using Word's Insert Text Box or Insert Caption tools.
[Footnote Reference]	Apply style to the footnote reference <i>numbers</i> , both in the paper body and in the actual footnote. Footnotes may be inserted using Word's Insert Footnote tool which takes care of sequential numbering as well as automatic application of the two footnote styles, [Footnote Reference] and [Footnote Text].
[Footnote Text]	Apply style to the footnote <i>text</i> (but not to the footnote reference number to the left of the text). Footnotes may be inserted using Word's Insert Footnote tool which takes care of sequential numbering as well as automatic application of the two footnote styles, [Footnote Reference] and [Footnote Text].
[Head1]	Apply style to all first level headings (as specified in Style Guide Section 2). Head 1 is 12 pt., initial Caps, Bold
[Head2]	Apply style to all second level headings. Head 2 is 11 pt., Initial Caps, Bold Italic
[Head3]	Apply style to all third level headings. Head 3 is 10 pt., Initial Caps, Bold

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Template Styles	Instructions
[Head4]	Apply style to all fourth level headings. Head 4 is 9 pt., Initial Caps, Bold, Italic
[List-Ordered-Numeric]	Apply style to text to create a numbered list. This style is also applied to the Reference section.
[List-Unordered]	Apply style to create a bulleted list.
[Monotype]	Apply style to make text monospaced. This style is commonly used to display computer programs or their output.
[Normal]	The default font, used by the [Normal] style, is 9 point Regular. Apply [Normal] style to any text not assigned another style. When text is pasted into the paper from another document, apply the [Normal] style. Once all text is in [Normal] style, apply appropriate heading, emphasis, list styles, etc.
[Normal Table Text]	Apply style to format text in a table. This will apply the required font size to the text.
[Paper Number]	Apply style to the SAE Paper Number.
[Subscript-Italic]	Apply style to make text subscripted and italicized.
[Subscript]	Apply style to make text subscripted.
[Superscript-Italic]	Apply style to make text superscripted and italicized.
[Superscript]	Apply style to make text superscripted.
[Symbol]	Apply style to convert text to the Symbol font. A selection of symbols is available in the TimesNewRoman character set—use that font preferentially if it contains the desired symbol. Note also that Word's Insert Symbol tool can be used to place symbol characters, but be sure to select only Symbol or TimesNewRoman font in the process. Therefore, this style tag only needs to be applied if the symbol you want is not available within the TimesNewRoman font.
[Table Title]	Apply style to the table title text. See also: Style Guide Section 3.2.
[Table Note Reference]	Apply style to the reference <i>number</i> of any reference note associated with a table. As with the [Footnote Reference] style, the [Table Note Reference] style is applied to the reference number positioned in the table body as well as to the reference number to the left of the reference text positioned below the table. See also: Style Guide, Section 4.
[Table Note Text]	Apply style to any reference <i>note</i> associated with a table. See also: Style Guide, Section 3.4.
[Title]	Apply style to the paper title.