Frequently Asked Questions – Formatting and Publishing an SAE Technical Paper

What are the benefits of publishing with SAE?
- Build your professional network
- Receive recognition from your peers
- Be included in SAE's Global Mobility Database/Digital Library
- Gain formal recognition through SAE's various technical paper award opportunities
- Be eligible for SAE scholarly journals
- Associate you and your company with the mobility industry's leading technical society
- Contribute to the development of SAE technical conferences' program content
- Be an important part of developing, collecting, and distributing technical information to SAE members and other mobility practitioners through the world
- Contribute to the industry's body of knowledge

SAE Technical Papers are listed with CrossRef, the official DOI (Digital Object Identifier) registration agency for scholarly and professional publications. SAE Technical Papers are also included in Elsevier's online indexing platform Compendex engineering resource as well as the abstract and citation database Scopus. This increased exposure brings the much needed value and recognition in the world of scholarly publishing that our authors deserve by validating SAE's impact on the industry.

Are there any other resources available to assist me in formatting my SAE technical paper?
Yes, there are multiple resources available for you to use which can be found on our website at http://volunteers.sae.org/#authors.

Who is responsible for formatting technical papers?
SAE International is responsible for the final format of technical papers.

Why 2-column output?
SAE benchmarked both commercial and association publishers and found that multi-column layout is the norm. It is easier to read and follow text displayed in a smaller column width as the eye tends to wander when reading across an 8 ½ inch page print document.

Is the SAE Technical Paper template 2-columns?
Yes, the SAE technical paper template is a 2-column authoring template. We have listened to feedback from our authors requesting we re-institute the 2-column format in hopes that it will serve as a reminder of the column widths when adding figures, tables and equations to your paper. Please keep in mind that when SAE adds the author/co-author information to your paper, the layout and flow will change somewhat.

Where should I place the figures, tables and image in my manuscript?
All figures, tables and images should be placed at the end of the paragraph where they are first mentioned. Do not place them in the middle of a paragraph.

Should my figures, tables and equations be a certain size?
Yes, figures and tables should be kept to a maximum of 3 ½ inches wide by 7 inches in height to fit in the two-column publishing format. Figures and tables wider than 3.5 inches will be placed at the top of a new page outside the flow of the text. Therefore, we cannot guarantee the final paper will look exactly as you have submitted it. Equations **MUST** be 3 ½ inches. If you have an equation wider than 3.5 inches, you **MUST** split to fit the 2-column format.

How important is ensuring the author and affiliation, information contained in MyTechZone is correct?
Critical, all author(s) and affiliation including the order of authors is pulled MyTechZone (www.sae/org/mytechzone) as papers are published. Please be sure to *__verify all author__ __and co-author__ __information appears correctly in MyTechZone__* once you've submitted your manuscript. No changes to author information will be accepted once your paper has been processed.

Can I fix a mistake after submitting my final manuscript?
No, once final manuscripts are submitted via MyTechZone, no corrections are permitted. The author is responsible for thoroughly reviewing the final pdf prior to submission.

What if I discover an error in my paper after it is published?
If an error occurred in the XML conversion process used by SAE, SAE will fix the error. SAE will not correct author content errors after the document is published.

When is a document considered published?
A paper is considered published at the time the author receives his/her gratis copy. The gratis copy is NOT a review copy. However, if an error was introduced by SAE during the conversion process it will be corrected. Papers are available for sale one week prior to the meeting start date.

Are there sections of the SAE Technical Paper that are mandatory?
Yes, Paper Number, Title, Abstract, Introduction, Body (this is the main body of the paper covering measurements, analysis, findings, but there is no section titled body), Summary/Conclusions, Contact Information and References if necessary. Author information including affiliation(s) will be inserted using the information from MyTechZone.

What is the word limit for abstracts?
Based on best practice for scientific and technical papers, an abstract should be limited to 250 words. The abstract should provide enough information to give the reader a summary of the paper.

What is a typical page count for a paper?
A paper typically runs between 9 and 12 pages. There are no restrictions on length of paper.

Is there a standard method for formatting citations?
Yes. In the body of the report, citations are numerically identified using square brackets inserted in the text, as in [1,2] or [1-3]. They are numbered sequentially in the order of first appearance. The citations are resolved as literature references in the Reference section of the paper. See the Technical Paper Reference Style Guide located at http://volunteers.sae.org/#authors for formatting samples. SAE generally follows the Chicago Manual of Style guidelines for formatting references.

Does SAE have a template for LaTex users?
No, Microsoft Word is the preferred software. If you do not have access to Microsoft Word and must use LaTex, please follow the SAE Microsoft Word template as a guide. Upload the native files when asked for the source file in MyTechZone. Be sure that your PDF is well-proofed as this is what will be used to apply XML to your document.

Does it matter if I submit my final manuscript with my paper offer number instead of my final paper number?
Yes, please enter your paper number which is a ten digit number (i.e. 2012-01-0001) at the top of your manuscript. Paper numbers can be found by going to MyTechZone at www.sae.org/mytechzone.

What guidelines does SAE follow for publishing the final layout of the technical papers?
SAE follows the Chicago Manual of Style.

Is it the author's responsibility to obtain permission for use of any copyrighted materials?
If an author uses material that is directly taken from another source (figures, tables, images, text, facts, equations, etc.), even if the source is another SAE International publication, the author is required to obtain permission to use the material.   A reference to the original source of the information must be indicated at the end of the line of text in which the reference is made by sequentially numbering each instance. This (reference) number correlates to complete information about the original source which will be included in the References section at the end of the paper. In addition, images used with permission must include the copyright statement as provided by the copyright owner as part of the caption and must also include a reference number. A Copyright Permission Form for this purpose is located at
http://volunteers.sae.org/authors/copyrightpermission.pdf.

What are SAE's scholarly Journals?
SAE journals assemble the best of SAE's technical papers to create a scholarly serial publication which facilitates academic research and citation amongst the mobility engineering community and also increasing authors' inclusion in scientific indexes. All SAE technical papers that follow the EMB standard review policy are eligible for journal publication. Every effort is made by a journal's editorial board to have journal selection and publication of event-driven papers done in time for their SAE conferences. Our journal papers have a slightly different layout than regular technical papers which brings a more scholarly look and feel to the published paper; however, the publication process of a journal paper follows the same general guidelines and rules used in publishing an SAE technical paper.

Which submitted file is used for conversion to XML?
The PDF file is sent to the conversion vendor. That is why it is critical that you proof your PDF before you submit. Sometimes text (especially symbols) and graphics can convert incorrectly. Also, be sure that the source file (i.e. Word, LaTex) and the PDF are identical.

Where can I obtain the SAE Word Template?
You should always download the latest template before beginning your SAE paper. Authors can go to http://volunteers.sae.org/authors.htm to download the most updated version. Please do NOT make changes to the existing style tags or create new tags. Although you may wish to adjust font and layout characteristics to your liking this, however, will have no effect on the appearance of the final published paper since final formatting is controlled by SAE's electronic publishing process.

Are there any editing/translation sites that can be used to assist when writing my paper?

Yes, Many companies provide substantive editing via the Web, including The Charlesworth Group (http://www.charlesworthauthorservices.com/), American Journal Experts (http://www.journalexperts.com/), Editage (http://www.editage.com/), International Science Editing (http://www.internationalscienceediting.com/), SPi Professional Editing (http://www.prof-editing.com/), and Write Science Right (http://www.writescienceright.com/). Please note that SAE International does not endorse these vendors, nor do we guarantee acceptance of a submission edited by any of these vendors.