

SAE Technical Paper Style Guide

Version: 3.0-July 3, 2013

Introduction

The purpose of this Style Guide is to facilitate the writing of high quality SAE technical papers. In general, the guidelines presented here follow the advice of the Chicago Manual of Style, and in the case of missing or unclear guidelines, defer to that manual.

A companion document, the SAE Technical Paper Template¹ provides a starting point for writing SAE papers. The SAE Technical Paper Template is to be used for submission of your draft and final manuscripts. The purpose of the template is to guide authors in applying styles to identify or tag each of the document's elements (an element is defined as anything that needs a style tag applied such as a heading, figure, equation, table title, etc.) as required for electronic publishing. In addition, correctly applying the style tags creates a document suitably formatted for the paper review process.

With SAE's electronic publishing process, final formatting of technical papers is the exclusive responsibility of the publisher (SAE). SAE will publish all papers in the classic two column format. SAE's electronic publishing strategy reflects the dominant popularity of Microsoft Word software.

This Style Guide is divided into the following sections:

- **Section 1.** General Guidelines, presents instructions that apply to the entire technical paper.
- **Section 2.** Sections of an SAE Technical Paper, identifies the mandatory and optional sections that make up an SAE technical paper and provides instructions for each.
- **Section 3.** Other Elements of an SAE Technical Paper, covers figures, equations, and more.
- **Section 4.** Styles of the SAE Technical Paper Template, lists the Template styles that are used to tag and format each of the technical paper sections.
- **Appendix A.** Sample References, contains a table of sample references for a range of source types.
- **Appendix B.** Color Guidelines.

This Style Guide primarily covers the writing process. Details concerning the next step—the submission and approval process—can be found at <http://conferences.sae.org/authors>. The site includes an author checklist and tutorial, a list of Frequently Asked Questions, the Technical Paper Template, and this Style Guide. Frequent updates are likely, so please always check for new versions of these files when beginning a new technical paper. Questions and comments can be emailed to techpaper@sae.org.

¹ Two versions of the Template are provided: one is a Word 2003 file and the other is a Word 2007 file. Both versions are Word for Windows files, but they also can be opened on Macintosh machines for those using Word 2004 or Word 2008. Find the Templates at <http://conferences.sae.org/authors>.

Technical Paper Style Guide

Brooke Stauffer



Technical Paper Style Guide:

FranklinCovey Style Guide for Business and Technical Communication Stephen R. Covey, Lawrence H. Freeman, Breck England, 2012 This book can help any writer produce documents that achieve outstanding results Created by FranklinCovey the world renowned leader in helping organizations enhance individual effectiveness this edition fully reflects today's online media and global business challenges

Writing Guide for Naval Officers United States. Bureau of Naval Personnel, 1964

The IBM Style Guide Francis DeRespinis, 2012 Straight from IBM complete proven guidelines for writing consistent clear concise consumable reusable and easy to translate content Brings together everything IBM has learned about writing outstanding technical and business content

Engineers' Guide to Technical Writing Kenneth G. Budinski, 2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial c Book News Inc

Style Manual United States. Government Printing Office, 1984

Writing and Speaking in the Technology Professions David F. Beer, 2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional's time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work environment Two new sections on global communication and the Internet address communicating effectively in the context of increased e mail and web usage As in the original David Beer's Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated edition of David Beer's classic *Writing and Speaking in the Technology Professions* an invaluable guide to successful communication

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[Writing Your A+ Scientific/Technical Paper](#) ,1997 Covers Deciding on a theme outline of the paper organizing and writing processes presentation formats editing techniques

pre publication steps cover **The International Student's Guide to Writing a Research Paper** Janine Carlock, Maeve Eberhardt, Jaime Horst, Peter Kolenich, 2017-06-13 The International Student's Guide to Writing a Research Paper is a reference text for undergraduate students and those in ESL or bridge courses who are writing a research paper for the first time This book is partly an update of Writing a Research Paper by Lionel Menasche 1998 and partly a companion to The ESL Writer's Handbook Each section of the book includes a discrete task called a Building Block which requires students to apply the skills learned toward the development of their own paper This step by step approach allows students to construct knowledge as they become more familiar with the process making writing a research paper a less intimidating task Special features This guide uses simple direct language for those for whom writing a research paper is new Most example writing is from international students in an ESL program or first year writing class including two sample papers one in APA and one in MLA A section on responding to instructor feedback to provide students with the tools to read and understand comments and use them to improve the first draft A subsection dedicated to constructing clear and cohesive paragraphs and sentences The guide includes citation and style examples in MLA 8th edition **Style Guide for Voting System Documentation** Dana E. Chisnell, 2009-05 This style guide is a product of the voting system standards and test methods research at NIST The most recent version of the tech standard the Voluntary Voting System Guidelines of Aug 2007 contains requirements for the usability of documentation used by poll workers and election support staff The approach to testing these requirements has two components 1 Style guide incorporating best practices for voting system documentation 2 Test protocol for voting system test labs to use to measure the usability of instructions supplied by voting system manufacturers for election workers This style guide sets out guidelines for voting system manufacturers to use to implement best practices in their documentation for poll workers and election support staff *The Complete Manuscript Preparation Style Guide* Carolyn J. Mullins, 1982

User's Guide to the National Electrical Code? 2008 Edition Brooke Stauffer, 2009-10-07 Give your students a firm foundation in NEC basics with the 2008 Edition of User's Guide to the National Electrical Code This full color illustrated text has been completely revised to include new chapter features that guide students through the 2008 Code reinforcing key principles such as the difference between GFPE and GFCI equipment With this text students will understand the intent behind the most critical NEC requirements the way NEC chapters and articles work together and how the NEC is related to other electrical standards and building codes User's Guide is the key to getting the right answers faster and more efficiently

The Global English Style Guide John R. Kohl, 2008-04-08 The Global English Style Guide illustrates how much you can do to make written texts more suitable for a global audience Accompanied by an abundance of clearly explained examples the Global English guidelines show you how to write documentation that is optimized for non native speakers of English translators and even machine translation software as well as for native speakers of English You'll find dozens of guidelines that you won't find in any other source along with thorough explanations of why each guideline is useful Author John Kohl

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