

SAE Technical Paper Development Process

Author Training for

Small Engine Technology Conference



SAEInternational™

Welcome to SETC Author Training for the new SAE Technical Paper System! We've recently updated our online Technical Paper System to be more functional, more intuitive, and more aesthetically pleasing for its users. This training will help you become familiar with the new and updated screens, particularly the ones that you'll be viewing.

BRIEF HISTORY

- Prior to 2003, SAE handled its technical paper review process in a variety of ways over its long and storied history. None of these processes included any online elements.
 - In 2003, with the blessing of SAE's Engineering Meetings Board, the SAE's Engineering Meetings and Information Technologies departments teamed to create the current (partially) online review system.
- Now, SAE is proud to launch its updated, **fully online**, technical paper review and development system for volunteers!



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A few main historical points are listed here...

You will find that some of the new screens have a similar feel to their predecessors; SAE wants to make the transition to the enhanced system as smooth as possible for those volunteers familiar with the previous system. The updated, enhanced system is fully encompassed online, from abstract submittal to *Transactions selection*. The new system handles not only the paper development process, but also the *session* development process. And, the new system is called....

Introducing...



SAE *International*[™]

SAE MyTechZone!

INTRODUCTION

MyTechZone was developed internally by SAE to solve several problems with the existing system, and to help maintain SAE's position as THE premier mobility engineering society.



SAE recognized that opportunities existed in the previous version of the system, and set out to implement enhancements that would ultimately result in improved technical paper quality. MyTechZone was built from the ground up by SAE.

MyTechZone BENEFITS

- Authors, organizers and reviewers use an integrated, secure web tool, providing 24/7 global access.
- Firewall and e-mail attachment size issues are a thing of the past!
- Users can contact any other person associated with his/her assigned task.
- Reviewers may now categorize their comments.



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The online system enhancements have been carefully crafted and developed to better assist the system's users with common tasks. The interface itself has changed – each user will now have his or her own customized workspace! Here are some of the system benefits...

MyTechZone BENEFITS

- Organizers can view the final manuscript once it's submitted by the author.
- Authors may add their co-author and participant details at any time, ensuring that all participants are given their due on www.sae.org and also in the printed onsite Event Guide.



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And here are some more benefits for the new system. We'll be looking at the screens that will help deliver these benefits as we work our way through today's presentation.

TODAY'S TRAINING

- **SCREENS FOR SETC
AUTHORS**
- **OVERVIEW OF TECHNICAL
PAPER DEVELOPMENT
PROCESS**



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This training presentation will show you the screens that you will be using most. After that, you will see the overview of the paper development and review process.

About SETC

SAE

organizers will handle and review technical papers written by authors from the following locations:

North America
South America
Greenland
Europe
Africa
Middle East

JSAE

organizers will handle and review technical papers written by authors from the following locations:

Central Asia
Asia
Australia
Oceania



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Please note this arrangement, which is particular to SETC.

AUTHORS' WORKSPACES

These pages will be available to all users who are identified as a paper author or co-author for Small Engine Technology Conference.



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First, let's take a look at the pages that will be part of the customized workspace for SETC technical paper authors.

AUTHOR'S HOME PAGE

SAE International [SAE Home](#) [Contact Us](#) | [Help](#) | [Shopping Cart](#) [Hi, Aubrey Smith](#)

SAE MyTechZone My Home

My Sessions

- Sessions / Papers
 - SETC
 - ITTEST

My Tasks

- My Tasks
 - Abstract Evals

My Events & Sessions

[Expand All](#) | [Collapse All](#)

Small Engine Technology Conference & Exposition

[View Critical Deadline Dates](#)

SETC1	Engine Technology	Add Session Description
SETC2	Engine Component	Add Session Description
SETC3	Two-Stroke Engine	Add Session Description

IT Test Meeting

[View Critical Deadline Dates](#)

IT4	IT4 - Second test session for TQRT	Add Session Description
-----	------------------------------------	---

SAE International[™]

First, we see the system user's splash screen, or home screen. This is the screen you'll see as soon as you've logged into MyTechZone. It will display all conferences, and all sessions, which you are associated with. Notice in my case that I'm associated with several conferences.

AUTHOR – ABSTRACT SUBMITTAL

Submit Paper Abstract Form

Submitted by: Robert Kornrumpf

Title:

(In the appropriate mix of upper and lower case)

Paper Type :

Select Session

- SETC14 Advanced Combustion
- SETC12 Alternative Fuel
- SETC13 Collegiate Events
- SETC16 Control Systems
- SETC7 Design and Simulation
- SETC4 Diesel Engine
- SETC10 Emissions
- SETC2 Engine Component
- SETC1 Engine Technology
- SETC6 Fuel Supply Systems
- SETC8 HCCI
- SETC17 Hybrid, Electric Drive & Fuel Cell
- SETC9 Lubricants
- SETC11 Materials
- SETC5 NVH Technology
- SETC3 Two-Stroke Engine
- SETC15 Vehicle Dynamics/Safety



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So, to business! Whenever an author wishes to write a technical paper for an SAE conference, the author must first submit an abstract. The user can navigate to this page by clicking on the Call For Papers link on any given SAE technical conference. Note – authors for this year's SETC did not use MyTechZone to submit abstracts, but will do in all future years.

Note that once logged in, the submitter's name is pre-populated.

Once the user enters the title, s/he must pick whether what sort of presentation the paper will be – for example, both written and oral presentation; written presentation only; etc.

AUTHOR – ABSTRACT SUBMITTAL

Submit Paper Abstract Form

Submitted by: Robert Kornrumpf

Title:

(In the appropriate mix of upper and lower case)

Paper Type:

Select Session

- SETC14 Advanced Combustion
- SETC12 Alternative Fuel
- SETC13 Collegiate Events
- SETC16 Control Systems
- SETC7 Design and Simulation
- SETC4 Diesel Engine
- SETC10 Emissions
- SETC2 Engine Component
- SETC1 Engine Technology
- SETC6 Fuel Supply Systems
- SETC8 HCCI
- SETC17 Hybrid, Electric Drive & Fuel Cell
- SETC9 Lubricants
- SETC11 Materials
- SETC5 NVH Technology
- SETC3 Two-Stroke Engine
- SETC15 Vehicle Dynamics/Safety

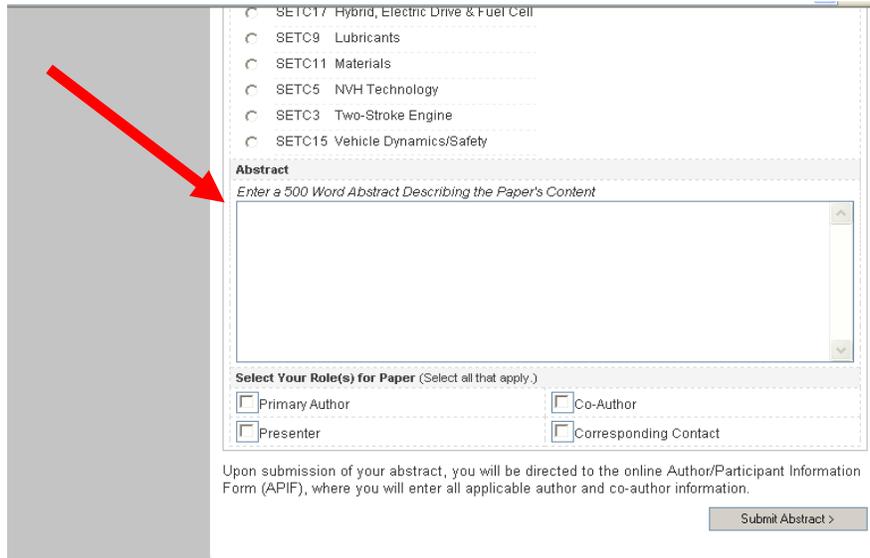
Quick Links

- SAE Membership
- SAE Store
- Feedback
- Logout >



From there, the user will need to select the technical session that is the best fit for his/her abstract by selecting the radio button next to that session.

ABSTRACT SUBMITTAL – cont



SETC17 Hybrid, Electric Drive & Fuel Cell
 SETC9 Lubricants
 SETC11 Materials
 SETC5 NVH Technology
 SETC3 Two-Stroke Engine
 SETC15 Vehicle Dynamics/Safety

Abstract
Enter a 500 Word Abstract Describing the Paper's Content

Select Your Role(s) for Paper (Select all that apply.)

Primary Author Co-Author
 Presenter Corresponding Contact

Upon submission of your abstract, you will be directed to the online Author/Participant Information Form (APIF), where you will enter all applicable author and co-author information.



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Then, the user will need to enter the abstract into the given field, either by typing, or by copying and pasting from a different document.

ABSTRACT SUBMITTAL – cont

SETC17 Hybrid, Electric Drive & Fuel Cell

SETC9 Lubricants

SETC11 Materials

SETC5 NVH Technology

SETC3 Two-Stroke Engine

SETC15 Vehicle Dynamics/Safety

Abstract
Enter a 500 Word Abstract Describing the Paper's Content

Primary Author

Co-Author

Presenter

Corresponding Contact

Upon submission of your abstract, you will be directed to the online Author/Participant Information Form (APIF), where you will enter all applicable author and co-author information.

Submit Abstract >

Finally, the user will need to select the role, or combination of roles, that s/he will play on this paper. Please note that any combination may be selected, except for Primary Author and Co-Author, because no one can fulfill both of those roles at once.

AUTHOR/PARTICIPANT INFORMATION FORM


SAE Home    
Contact Us | Help | Shopping Cart
Hi, Robert Kornrumpf

SAE MyTechZone
My Home

My Sessions Refresh

- Sessions / Papers
 - WONLY
 - WONLY1
 - WONLY
 - WONLY1
 - 08WONLY-1
 - 08WONLY-2
 - DHM

My Tasks

- My Tasks
- Abstract Evals
- Manuscript Review
- Submit Manuscript

Quick Links

- SAE Membership
- SAE Store
- Feedback
- Logout >

IT Test Meeting > Test 1 session >

08IT-0002

Main | Participants | Submit Manuscript | View Reviews | Email

• Participant form saved successfully

? Author/Participant Information Assign Participants Additional Roles Add Participant

Role	First	Last	Affiliation
No Author available.			
Co-Author(s)			
<input checked="" type="checkbox"/> Co-Author	Robert S.	Kornrumpf	SAE International
Presenter(s)			
No Presenter(s) available.			
Corresponding Contact(s)			
<input checked="" type="checkbox"/> Correspondir	Robert S.	Kornrumpf	SAE International

P.S: Please note that updating of Name and Affiliation will only change the information that displays in the conference's onsite event guide and on SAE's website. If you wish to update your SAE member or customer record, please go to MySAE and choose 'Personal Information' in the upper right corner.

Undo Changes Save Changes




From the abstract submittal form, the user is brought directly to this, the Author/Participant Information Form (APIF). This form is used by authors to tell SAE exactly who has written and co-written the paper, and who will present it, and so on. It's very important to fill this form out accurately, as SAE will use this to print out the onsite Event Guide, as well as the conference web page on www.sae.org.

The screenshot displays the SAE International APIF web interface. At the top, the SAE International logo is on the left, and navigation links like 'SAE Home', 'Contact Us', and 'Help' are in the center. The user is logged in as 'Hi, Robert Kornrumpf'. The main content area is titled 'IT Test Meeting > Test 1 session > 08IT-0002'. A green message indicates 'Participant form saved successfully'. Below this is the 'Author/Participant Information' form, which includes fields for 'Role', 'First', 'Last', and 'Affiliation'. The form is currently empty, with 'No Author available', 'No Presenter(s) available', and 'No Corresponding Contact(s)'. A red arrow points to the 'Add Participant' button in the top right corner of the form area. The left sidebar contains 'My Sessions' and 'My Tasks' sections. The bottom of the page features the SAE International logo and a small icon of people.

Now, some other features of the APIF...

The user may click on this button to add a new person to the APIF. On clicking this button, the user will be taken to a search application to find and select the participant who is to be added, or a separate application to create a new participant.

APIF

SAE International SAE Home    Contact Us | Help | Shopping Cart [Hi, Robert Kornrumpf](#)

SAE MyTechZone My Home

My Sessions Refresh

- Sessions / Papers
 - WONLY
 - WONLY1
 - WONLY1
 - 08WONLY-1
 - 08WONLY-2
 - DHM

My Tasks

- My Tasks
- Abstract Evals
- Manuscript Review
- Submit Manuscript

Quick Links

- SAE Membership
- SAE Store
- Feedback
- Logout >

IT Test Meeting > Test 1 session >

08IT-0002

Main | Participants | Submit Manuscript | View Reviews | Email

• Participant form saved successfully

Author/Participant Information [Assign Participants Additional Roles](#) [Add Participant](#)

Role	First	Last	Affiliation
No Author available.			
Co-Author(s)			
<input checked="" type="checkbox"/>	Co-Author	Robert S.	Kornrumpf SAE International
Presenter(s)			
No Presenter(s) available.			
Corresponding Contact(s)			
<input checked="" type="checkbox"/>	Correspondir	Robert S.	Kornrumpf SAE International

P.S: Please note that updating of Name and Affiliation will only change the information that displays in the conference's onsite event guide and on SAE's website. If you wish to update your SAE member or customer record, please go to MySAE and choose 'Personal Information' in the upper right corner.




This button will be useful in assigning extra roles to existing identified participants. Clicking here takes the user to this page...

APIF

The screenshot displays the SAE International MyTechZone interface. At the top, the SAE International logo is on the left, and navigation links for SAE Home, Contact Us, Help, and Shopping Cart are in the center. The user's name, Hi, Robert Kornrumpf, is on the right. Below the header, the page title is "IT Test Meeting > Test 1 session > 08IT-0002". A navigation bar includes "Main", "Participants", "Submit Manuscript", "View Reviews", and "Email". A green message states "Participant form saved successfully". The main content area is titled "Assign Participants Additional Roles" and features a table for role assignment. The table has columns for "Participant", "Author", "Co-Author", "Presenter", and "Corresponding Contact". The participant "Robert S. Kornrumpf" is listed with checkboxes for each role, where "Co-Author" and "Corresponding Contact" are checked. Buttons for "Undo Changes" and "Save Changes" are at the bottom of the table. A sidebar on the left contains "My Sessions" and "My Tasks" sections. The SAE International logo is also present at the bottom right of the page.

SAE International SAE Home Contact Us | Help | Shopping Cart Hi, Robert Kornrumpf

SAE MyTechZone My Home

My Sessions Refresh

Sessions / Papers

- WONLY
- WONLY1
- WONLY
- WONLY1
 - 08WONLY-1
 - 08WONLY-2
- DHM

My Tasks

- My Tasks
- Abstract Evals
- Manuscript Review
- Submit Manuscript

Quick Links

- SAE Membership
- SAE Store
- Feedback
- Logout >

IT Test Meeting > Test 1 session > 08IT-0002

Main Participants Submit Manuscript View Reviews Email

- Participant form saved successfully

Assign Participants Additional Roles < Return to Participants

Participant	Author	Co-Author	Presenter	Corresponding Contact
Robert S. Kornrumpf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Undo Changes Save Changes

SAE International™

... where the user can select any other available roles, then click Save Changes, rather than creating a whole new record.

APIF

SAE International SAE Home    Contact Us | Help | Shopping Cart [Hi, Robert Kornrumpf](#)

SAE MyTechZone My Home

My Sessions Refresh

- Sessions / Papers
 - WONLY
 - WONLY1
 - WONLY1
 - 08WONLY-1
 - 08WONLY-2

IT Test Meeting > Test 1 session >

08IT-0002

[Main](#) | [Participants](#) | [Submit Manuscript](#) | [View Reviews](#) | [Email](#)

- Participant form saved successfully

Author/Participant Information [Assign Participants Additional Roles](#) [Add Participant](#)

Role	First	Last	Affiliation	
No Author available.				
Co-Author(s)				
<input checked="" type="checkbox"/>	Co-Author	<input type="text" value="Robert S."/>	<input type="text" value="Kornrumpf"/>	<input type="text" value="SAE International"/>
Presenter(s)				
No Presenter(s) available.				
Corresponding Contact(s)				
<input checked="" type="checkbox"/>	Correspondir	<input type="text" value="Robert S."/>	<input type="text" value="Kornrumpf"/>	<input type="text" value="SAE International"/>

P.S: Please note that updating of Name and Affiliation will only change the information that displays in the conference's onsite event guide and on SAE's website. If you wish to update your SAE member or customer record, please go to MySAE and choose 'Personal Information' in the upper right corner.

[Undo Changes](#) [Save Changes](#)



SAE International

This will undo the changes made since the last save.

APIF

SAE International SAE Home Contact Us | Help | Shopping Cart Hi, Robert Kornrumpf

SAE MyTechZone My Home

IT Test Meeting > Test 1 session > 08IT-0002

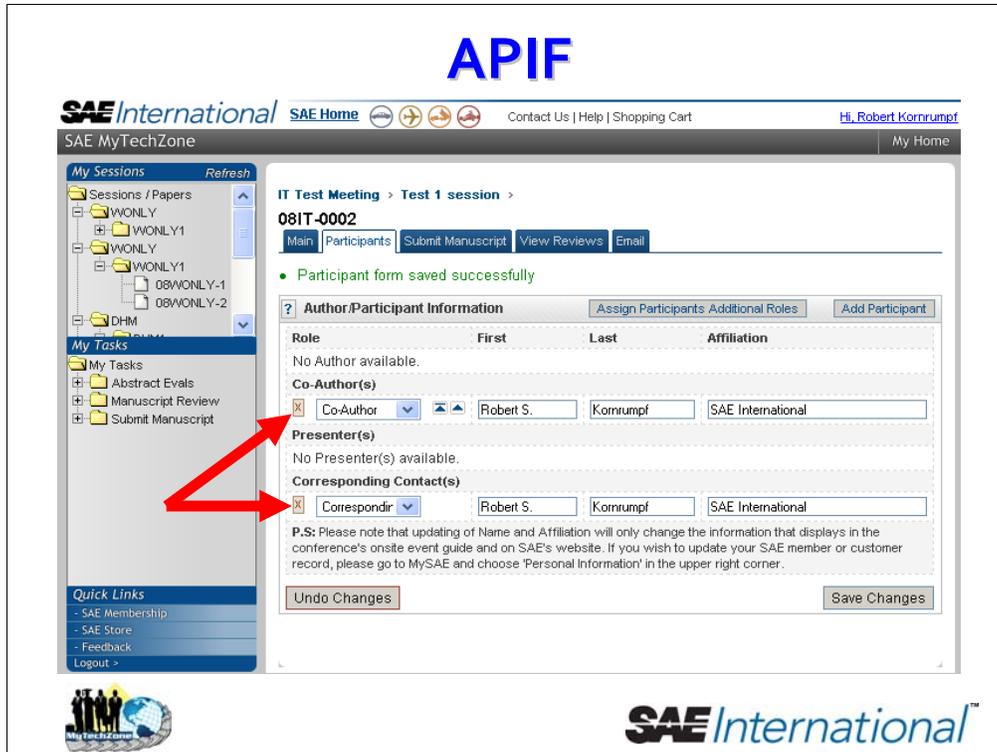
Participant form saved successfully

Role	First	Last	Affiliation
No Author available.			
Co-Author(s)			
<input checked="" type="checkbox"/> Co-Author	Robert S.	Kornrumpf	SAE International
Presenter(s)			
No Presenter(s) available.			
Corresponding Contact(s)			
<input checked="" type="checkbox"/> Correspondir	Robert S.	Kornrumpf	SAE International

Undo Changes Save Changes

SAE International

This will save the changes made to date. Every user must remember to click this button after each use of the APIF.



Other notable buttons – to the left of each participant, the red X button will remove that participant. To the right of each co-author button, there are arrows to change the order of the participants. The order and list of participants determined here will be displayed exactly the same in the Onsite Event Guide, and also on the conference’s web page on www.sae.org.

Finally, please note that certain columns are editable depending on who the logged-in user is. If the user changes anything in these columns, it will change what is displayed in the Event Guide – but will not change the user’s record in the SAE database.

AUTHORS – MANUSCRIPT SUBMITTAL


[SAE Home](#)



[Contact Us](#) | [Help](#) | [Shopping Cart](#)
[Hi, Robert Kornrumf](#)

SAE MyTechZone My Home

My Sessions Refresh

- Sessions / Papers
 - WONLY
 - WONLY1
 - WONLY
 - WONLY1
 - 08WONLY-1
 - 08WONLY-2
- DHM

My Tasks

- My Tasks
 - Abstract Evals
 - Manuscript Review
 - Submit Manuscript

Quick Links

- SAE Membership
- SAE Store
- Feedback
- Logout >

IT Test Meeting > Test 1 session >

08IT-0002

[Main](#) |
 [Participants](#) |
 [Submit Manuscript](#) |
 [View Reviews](#) |
 [Email](#)

Submit Manuscript Form

Manuscript

Document: [Browse...](#)

If you do not have the full version of Adobe Acrobat:

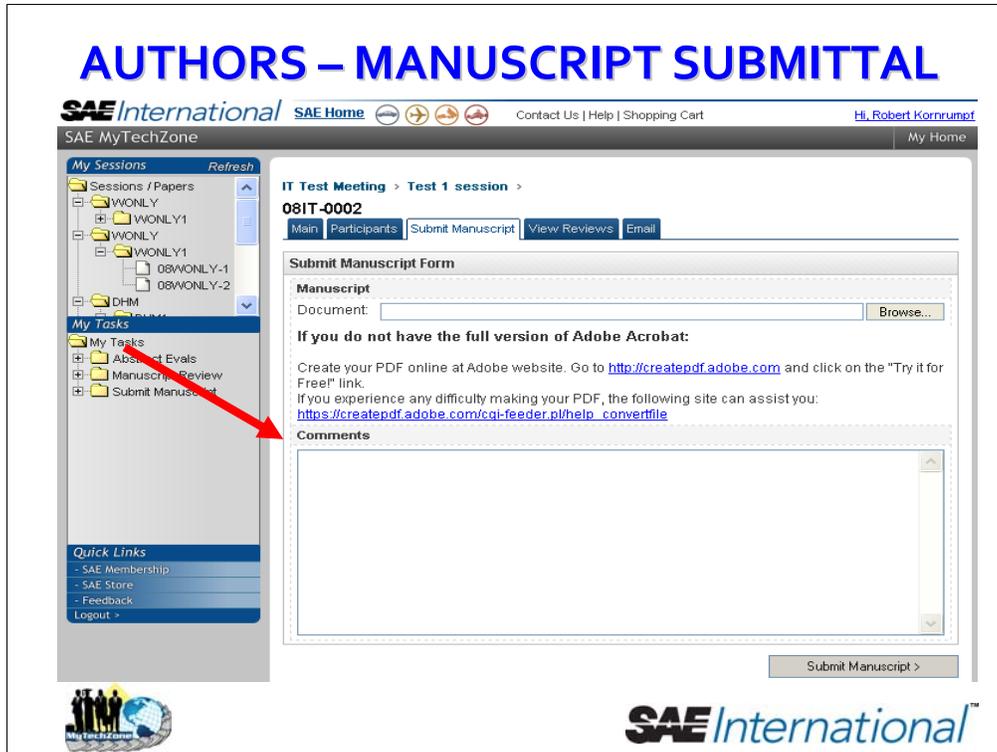
Create your PDF online at Adobe website. Go to <http://createpdf.adobe.com> and click on the "Try it for Free!" link.
 If you experience any difficulty making your PDF, the following site can assist you:
https://createpdf.adobe.com/cq-feeder.pl/help_convertfile

Comments

[Submit Manuscript >](#)



Here, the author may submit their review-ready manuscript, once their abstract has been accepted by the session organizer. Later in the process, if the author is required to revise their manuscript, they may also use this tab to submit their revised and final manuscripts. Like any other website, the user will click on 'Browse' to select the appropriate file from their PC. The submitted file must be in PDF format.



In this field, the author may submit comments directly to the session organizer. The important point about this set of comments is that they are stored by SAE in our database.

The author's SAE manuscript will undergo a peer review by at least 3 qualified individuals. This review is facilitated by a volunteer Session Organizer, who will communicate with the author during the process.

Information and resources to write and format the manuscript, authors should visit the Author Resources area on the conference web page on www.sae.org

Review criteria used during the review are:

- **Quality of data and validity of analytical techniques**
- **Long-term reference value**
- **Technically new, innovative, or a constructive review**
- **Professional integrity**
- **Clear presentation**
- **Soundness of conclusions**

Descriptions of the criteria can be found on the previously mentioned Author Resources page.

AUTHOR – VIEW REVIEW RESULTS

Navigation: Main | Participants | Submit Manuscript | **View Reviews** | Email

View: Manuscript

12/12/2007		Reviewer #: 5				
Quality	Integrity	Conclusions	Innovative	Reference	Presentation	
8	9	6	7	8	7	
Comments Print						
General	View					
Title	View					

12/12/2007		Reviewer #: 6				
Quality	Integrity	Conclusions	Innovative	Reference	Presentation	
8	8	7	7	8	7	
Comments Print						
Body	View					
Conclusion	View					
General	View					

12/12/2007		Reviewer #: 14				
Quality	Integrity	Conclusions	Innovative	Reference	Presentation	
8	10	7	9	8	9	
No Comments Available.						

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The Session Organizer will notify the author when the review is complete. The Organizer will inform the author of the status of the review and may include comments or suggestions for improvement. The Organizer will indicate if the author should submit a revised manuscript for another review.

On this screen, the author may view the results of the reviews for his/her paper. Please note:

AUTHOR – VIEW REVIEW RESULTS

Main Participants Submit Manuscript View Reviews Email

View: Manuscript

12/12/2007	Reviewer #: 5					
	Quality	Integrity	Conclusions	Innovative	Reference	Presentation
	8	9	6	7	8	7
Comments						
General	View					Print
Title	View					

12/12/2007	Reviewer #: 6					
	Quality	Integrity	Conclusions	Innovative	Reference	Presentation
	8	8	7	7	8	7
Comments						
Body	View					Print
Conclusion	View					
General	View					

12/12/2007	Reviewer #: 14					
	Quality	Integrity	Conclusions	Innovative	Reference	Presentation
	8	10	7	9	8	9
No Comments Available.						

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The author may view the most up-to-date version of the manuscript...

AUTHOR – VIEW REVIEW RESULTS

Main Participants Submit Manuscript View Reviews Email

View: Manuscript

12/12/2007		Reviewer #: 5				
Quality	Integrity	Conclusions	Innovative	Reference	Presentation	
8	9	6	7	8	7	
Comments						
General		View				
Title		View				

12/12/2007		Reviewer #: 6				
Quality	Integrity	Conclusions	Innovative	Reference	Presentation	
8	8	7	7	8	7	
Comments						
Body		View				
Conclusion		View				
General		View				

12/12/2007		Reviewer #: 14				
Quality	Integrity	Conclusions	Innovative	Reference	Presentation	
8	10	7	9	8	9	
No Comments Available.						

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Reviewers' names are kept confidential and are identified on the Review Results page by number only for reference and ease of communication between the Author and the Organizer.

AUTHOR – VIEW REVIEW RESULTS

Main Participants Submit Manuscript View Reviews Email

View: Manuscript

12/12/2007	Reviewer # 5	Quality	Integrity	Conclusions	Innovative	Reference	Presentation
		8	9	6	7	8	7
Comments							Print
General		View					
Title		View					

12/12/2007	Reviewer # 6	Quality	Integrity	Conclusions	Innovative	Reference	Presentation
		8	8	7	7	8	7
Comments							Print
Body		View					
Conclusion		View					
General		View					

12/12/2007	Reviewer # 14	Quality	Integrity	Conclusions	Innovative	Reference	Presentation
		8	10	7	9	8	9
No Comments Available.							

SAE International™

The author may also view (and print) all comments at once from a given review by clicking this button.

AUTHORS – FINAL MS SUBMITTAL

The screenshot shows the SAE MyTechZone interface. On the left is a navigation menu with 'My Sessions' (containing folders for FFL, FFLS/CV302, FFL23/CV301, and COMVEC) and 'My Tasks' (containing 'Abstract Evals'). Below this is a 'Quick Links' section with links for SAE Membership, SAE Store, Feedback, and Logout. The main content area is titled 'IT Test Meeting > Test 2 session > 081T-0001' and includes tabs for 'Main', 'Participants', 'Submit Manuscript', 'View Reviews', and 'Email'. The 'Submit Manuscript Form' section contains a 'Manuscript' heading, a message stating a manuscript has already been submitted, and a 'View Manuscript' link. Below this is a 'Document:' field with a 'Browse...' button and a 'Final Manuscript?' checkbox with a warning. A section titled 'If you do not have the full version of Adobe Acrobat:' provides instructions on creating a PDF online and a link to a help page. At the bottom of the form is a 'Comments' text area. The SAE International logo is visible in the bottom right corner of the screenshot.

Once the Session Organizer communicates the Approval to Publish to SAE and the author, the author will need to submit a final manuscript. So we come back now to the manuscript submittal page.

AUTHORS – FINAL MS SUBMITTAL

SAE MyTechZone

My Home

My Sessions Refresh

Sessions / Papers

- FFL
 - FFLS/ICV302
 - FFLS/ICV302
 - FFL23/ICV301
 - FFL23/ICV301
- COMVEC

My Tasks

- My Tasks
- Abstract Evals

Quick Links

- SAE Membership
- SAE Store
- Feedback
- Logout >

IT Test Meeting > Test 2 session >

081T-0001

Main Participants Submit Manuscript View Reviews Email

Submit Manuscript Form

Manuscript

A manuscript has already been submitted for this paper. Please use the View Manuscript link to view the manuscript you have submitted. If you wish to submit another manuscript for this paper, please use the form below.

View: Manuscript

Document: Browse...

Final Manuscript?

Warning: If you mark this submission as a final manuscript, you will NOT be able to submit any additional versions of this manuscript.

If you do not have the full version of Adobe Acrobat:

Create your PDF online at Adobe website. Go to <http://createpdf.adobe.com> and click on the "Try it for Free!" link.

If you experience any difficulty making your PDF, the following site can assist you: https://createpdf.adobe.com/cgi-feeder.pl/help_convertfile

Comments

Please note that this checkbox is now available, and that the author must select it in order to submit their final manuscript.

EMAIL TAB

The screenshot displays the SAE International website interface. At the top, the SAE International logo is on the left, and navigation links for 'SAE Home', 'Contact Us | Help | Shopping Cart', and a user profile 'Hi, Robert Kornrumf' are on the right. Below the header, the page is titled 'IT Test Meeting > Test 1 session >' with the session ID '08IT-0002'. A navigation menu includes 'Main', 'Participants', 'Submit Manuscript', 'View Reviews', and 'Email', with a red arrow pointing to the 'Email' tab. The main content area is titled 'Send Email Form' and contains a 'To' table with columns for 'Role', '# Selected', and 'Selected Recipients'. The table lists roles: Contact (0 of 0), Organizer (0 of 1), Co Author (0 of 0), and SAE Staff (0 of 1). There are checkboxes for 'All' and 'Richard Elms' under the Organizer role, and a 'CC Self' checkbox. Below the table are sections for 'Message Details' (Subject) and 'Message' (text input area). A sidebar on the left contains 'My Sessions', 'My Tasks', and 'Quick Links'. The SAE International logo is at the bottom right.

Now, check out this E-mail tab. This tab is available to all system users, and is a quick and convenient way for the user to communicate with other volunteers and SAE staff that are attached to the session.

EMAIL TAB

SAE International SAE Home Contact Us | Help | Shopping Cart Hi, Robert Kornrumf

SAE MyTechZone My Home

My Sessions Refresh

- Sessions / Papers
 - WONLY
 - WONLY
 - DHM
 - ITTEST
 - PSC

My Tasks

- My Tasks
- Abstract Evals
- Manuscript Review
- Submit Manuscript

Quick Links

- SAE Membership
- SAE Store
- Feedback
- Logout >

IT Test Meeting > Test 1 session >

08IT-0002

Main Participants Submit Manuscript View Reviews Email

Send Email Form

To

Role	# Selected	Selected Recipients
Contact:	0 of 0	<input type="checkbox"/> All
Organizer:	0 of 1	<input type="checkbox"/> All <input type="checkbox"/> Richard Elms
Co Author:	0 of 0	<input type="checkbox"/> All
SAE Staff:	0 of 1	0

CC Self

Message Details

Subject:

Message

In our example, the user can contact his co-authors, the session organizer(s), and SAE staff, simply by clicking on the check-box next to the name of the desired recipient(s).

EMAIL TAB


SAE Home    
Contact Us | Help | Shopping Cart [Hi, Robert Kornrumf](#)

SAE MyTechZone
My Home

My Sessions Refresh

- 📁 Sessions / Papers
- 📁 VONLY
- 📁 VONLY
- 📁 DHM
- 📁 ITTEST
- 📁 PSC

My Tasks

- 📁 My Tasks
- 📁 Abstract Evals
- 📁 Manuscript Review
- 📁 Submit Manuscript

Quick Links

- SAE Membership
- SAE Store
- Feedback
- Logout >

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08IT-0002

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SUMMARY

TECHNICAL PAPER DEVELOPMENT AND REVIEW PROCESS FLOW

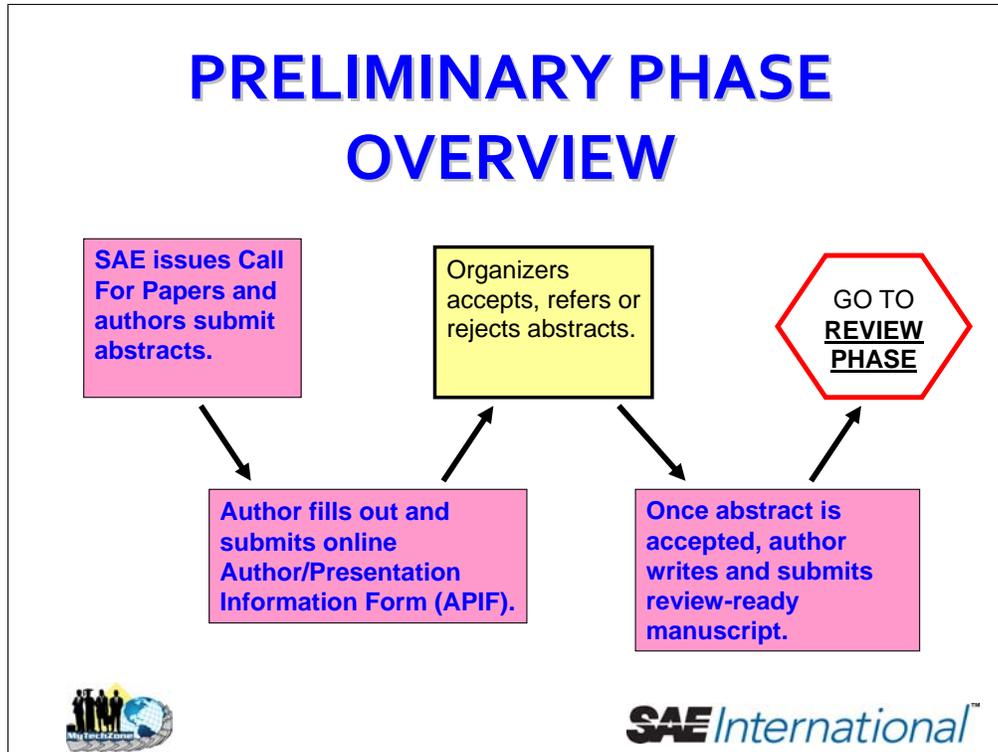


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Now, let's examine the system as it will be used – by a variety of volunteers in a variety of capacities – in chronological order; that is, from start to finish in the technical paper development and publication process.

We'll break the process down into three phases: preliminary phase, review phase, and finalization phase.

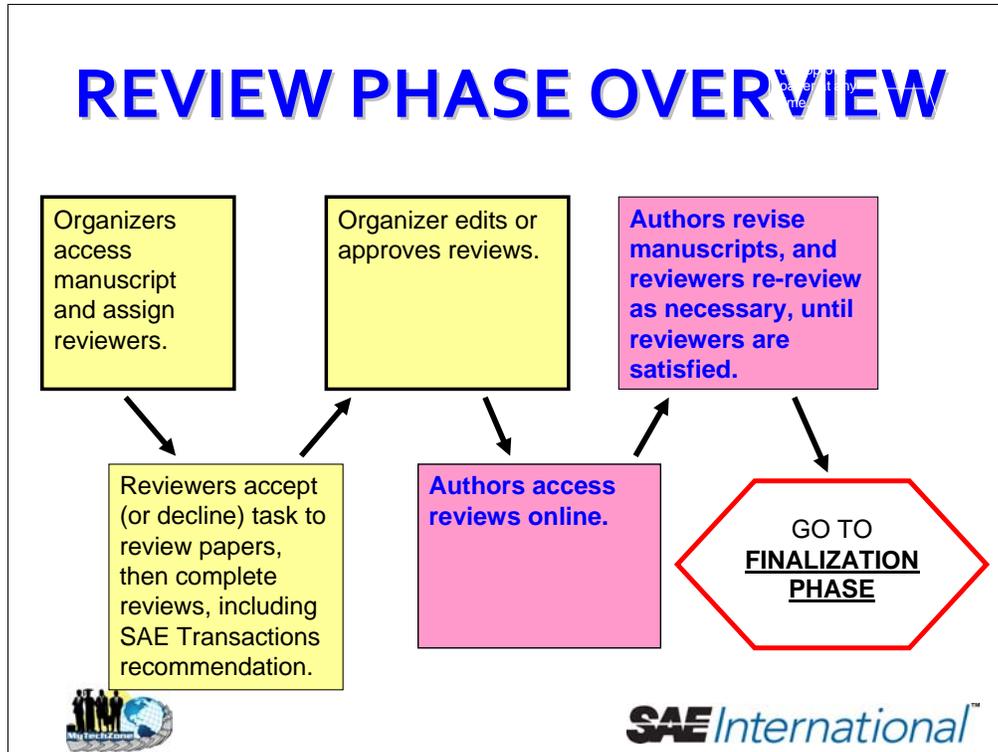
PRELIMINARY PHASE OVERVIEW



The first – preliminary – phase covers everything from the initial Call for Papers (usually issued at the prior conference) to when the author uploads his or her first review-ready manuscript. Please note that this phase includes tasks for authors and organizers.

Also please note that this flow map shows each path that the organizer may take when acting on submitted paper manuscripts.

REVIEW PHASE OVERVIEW

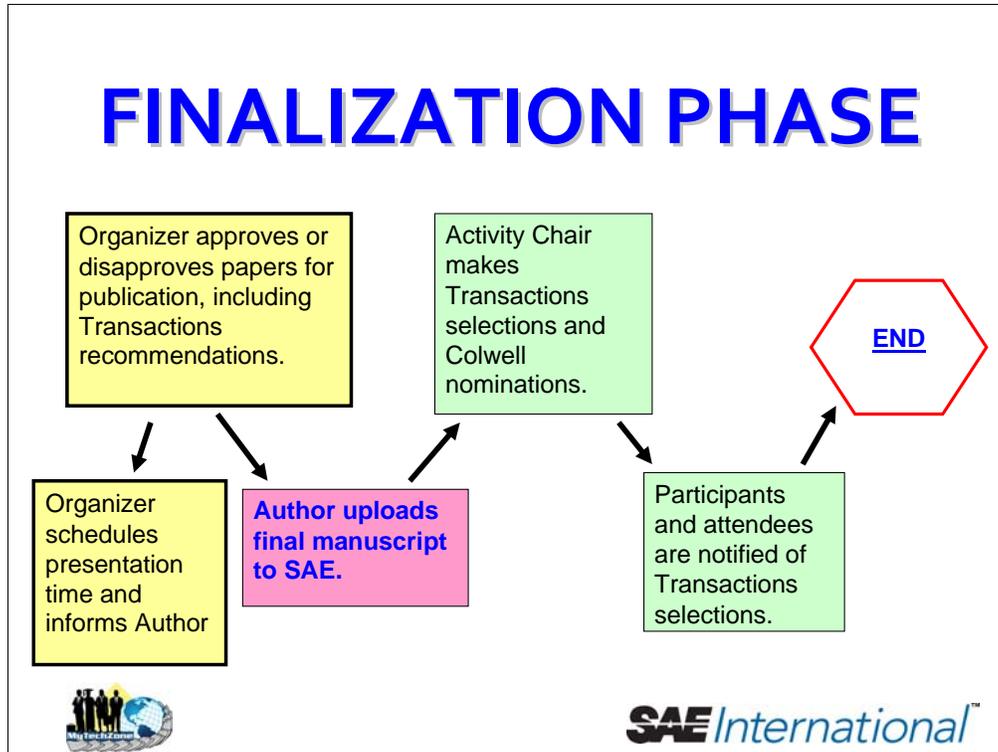


This map depicts the main phase of the review process, encompassing each round of review required for a given manuscript.

Please note that this map includes actions to be taken by reviewers, authors and organizers.

Please note, the map also shows each path that each of these volunteers may take whenever a decision is required at a given juncture in the process.

FINALIZATION PHASE



This page shows the flow for the last – finalization – phase of the technical paper review and development process.

This phase covers the process from the time the organizer approves – or disapproves – a manuscript for publication until the paper is or is not included in Transactions.

THANK YOU!

If you have any questions, please contact Bob Kornrumpf at SAE:

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Thank you for your time and attention! If you have any questions about the process, or the online system, please feel free to contact SAE at the e-mail address or phone number shown here.