

FORMATTING AN ELECTRONIC SAE TECHNICAL PAPER

To have your paper published by SAE, you *must adhere to the SAE Technical Paper Template*, which includes the correct layout, margins, style tags, etc. The available software version of this template is Microsoft Word. If you are a LaTeX user, the preferred methods of LaTeX PDF creation are:

- (1) latex + dvi2pdf (which is a DVI to PDF translator) or
- (2) pdflatex (a version of LaTeX that generates PDF output instead of DVI).

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Template

Go to <http://www.sae.org/products/papers/paprinfo/present.htm> and click on **Paper Template** to download the latest SAE Technical Paper template. This template is current with additional formatting changes and should replace any older templates that you may have. If you experience difficulty downloading the template from the SAE website, please call us at **(724)772-8588** and we will email the file to you.

Content

Required sections include:

- ▣ The Offer Number or Paper Number (assigned by SAE)
- ▣ Title (upper and lower case)
- ▣ Author Info (author(s) name) (No titles – such as Dr. or Prof. – positions, or academic degrees)
- ▣ Affiliation(s)
- ▣ Abstract
- ▣ Introduction
- ▣ Main Section/Body
- ▣ Conclusion
- ▣ References

Optional sections include:

- ▣ Acknowledgements
- ▣ Contact
- ▣ Additional Sources
- ▣ Definitions
- ▣ Appendix

Security Settings (Password Protection):

- ▣ Do not use any form of security settings on your electronic files, as they may require minor modification to meet SAE format standards.

Style Tags

Each template is equipped with SAE style tags appropriate for completion of your technical paper. Style tags apply character and paragraph formatting. To apply a style to a character or paragraph, highlight the text, click on the **Style** list on the **Formatting** toolbar, and then select the appropriate style tag (see Figure 1).

The complete list of available style tags can be found on pages 2 and 3.

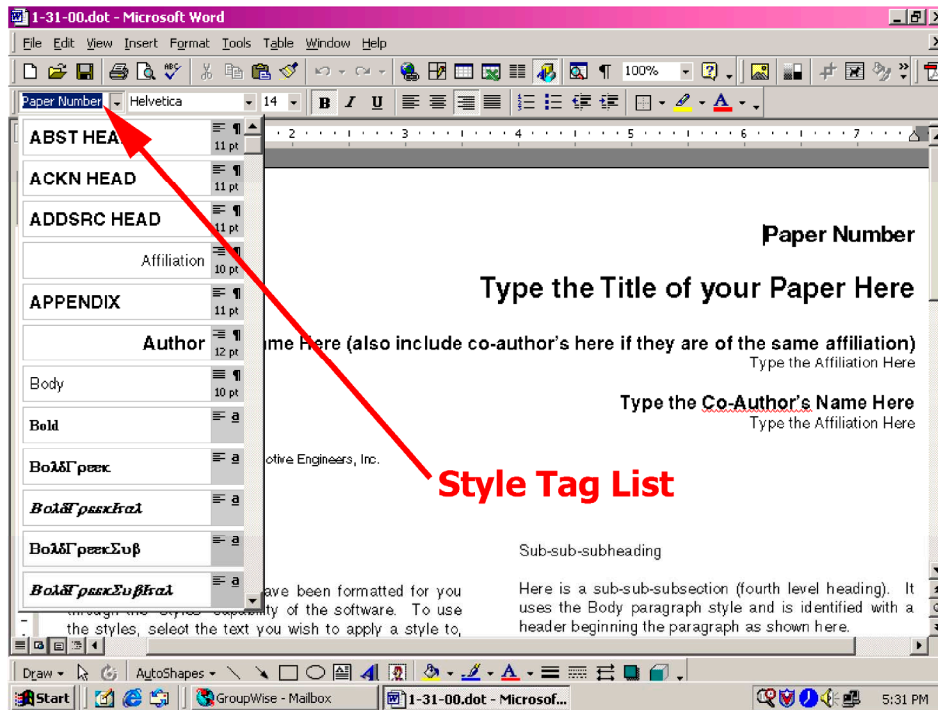


Figure 1.

NOTE: Italics, superscripts, subscripts, symbols, and underlined text will not transfer properly into the electronic database if Style Tags are not applied.

Below is a list of each Style Tag and its use:

Abst Head	Abstract heading
Ackn Head	Acknowledgement heading
AddSrc Head	Additional source of information at the end of document
Affiliation	Place of employment
Appendix	Appendix head at the end of document
Author	Primary and secondary author names
Body	Text within paragraphs of technical paper
Conc Head	Conclusion head
Contact Head	Author contact information at the end of document
Copyright	SAE copyright information
DefAcr Head	Definitions/Acronyms at the end of document
Definition	The definition of a term
Equation	All equations in a document (graphic or text)
Figure	Figure titles
Footer	All footnotes
Head1	Bold, all caps, on own line
Head2	Normal, all caps, run-in head
Head3	Normal, mixed case, underline, run-in head
Head4	Normal, mixed case, run-in head
Intro Head	Introduction head
Italic	Any italicized text
Ord List	Ordered list (numeric or alpha)
Paper Number	Paper number
Refer Head	Reference head
Subscript	Any text used as subscript

Superscript	Any text used as superscript
Symbol	Any text used as a Greek font
Term	Any word or phrase that may need defined
Title	The paper title
Underline	Any underlined text
Unord List	Unordered list (bulleted)

Symbols (Greek)

Greek symbols used in your paper must be tagged using the Symbol style tag. Applying this tag ensures proper conversion into our electronic database. To apply the Symbol style tag, highlight the character(s), click on the **Style** list on the **Formatting** toolbar, and then select the Symbol style tag.

Heads 1-4

Headings should always be used in consecutive order. For example, a section will always start with a Head1. Any sub-section following a Head1 is a Head2, then a Head3, etc.

SECTION HEADING (tagged Head1)

SUB HEADING (tagged Head2)

Sub-sub Heading (tagged Head3)

Sub-sub-sub Heading (tagged Head4)

Tables

Create tables using the "Insert Table" or "Create Table" command from the menu bar. If inserting a table as a graphic, the table title must be typed separately from the image. Do not include the table title as part of the graphic.

Graphics

When possible, please submit any image files that were used in your document, preferably in *.tif, *.jpg, or *.bmp format. If PowerPoint was used to create charts in your document, please include the file with your electronic submission. Graphic images should be saved between 150 and 300 dpi.



Make sure these are checked

Figure 2.

NOTE: Please type figure captions below the figure; do not include the figure caption as part of the graphic.

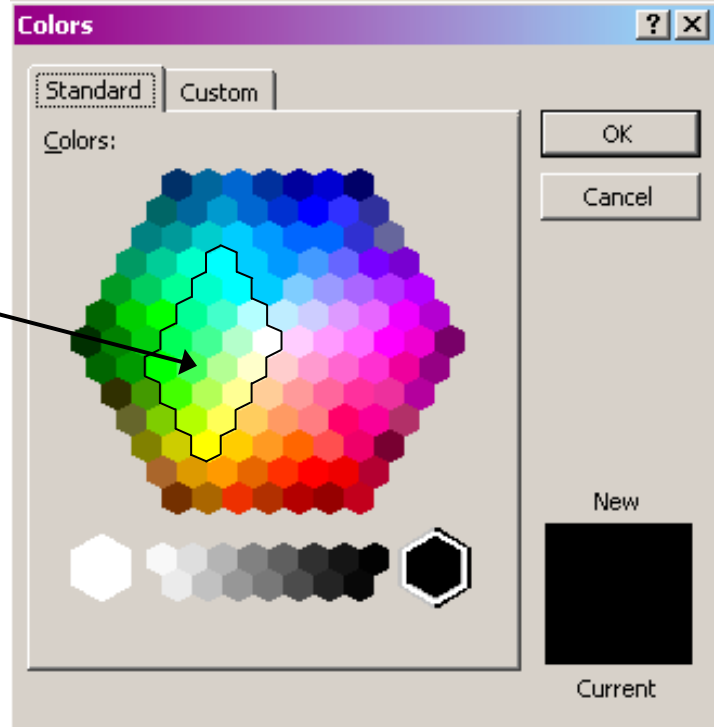
Using Color in Graphics

If you print your paper in color on your own printer, please keep in mind that your paper will be printed as grayscale for publication. Light or bright colors do not transfer well to the printer.

Colors such as yellow, light blue, neons, and pastels are most subject to being “lost” on a printed paper, for example, on line charts and bar charts. Below is an example of colors to avoid.

These colors should be avoided when creating graphics, including line charts and bar charts, for your technical paper.

PLEASE NOTE: SAE cannot be held accountable for light colors that do not print in meeting related publications.



Fonts

Please do not use Asian fonts. Adobe Acrobat will not embed Asian fonts into PDF files and will result in an unreadable font. It is extremely important to use ***only*** ARIAL, TIMES NEW ROMAN, HELVETICA and SYMBOL fonts when writing your paper. This guarantees that your fonts will remain as they were submitted.

It is important that all fonts used in writing your paper are embedded into the PDF (settings for embedding fonts can be found on pages 6 and 7). This ensures that your paper can be read on all platforms anywhere in the world. Some fonts cannot be embedded because Adobe is not licensed to use them.

These fonts include certain Asian fonts and WP (WordPerfect) fonts. Although some Asian fonts may be approved for embedding, SAE cannot distinguish what these fonts are. Several examples of fonts to avoid are: SimSun, Ryumin, MPGothic, MSMincho, Batang, Dotum, and GulimChe. SAE cannot be held accountable if Asian fonts do not print correctly.

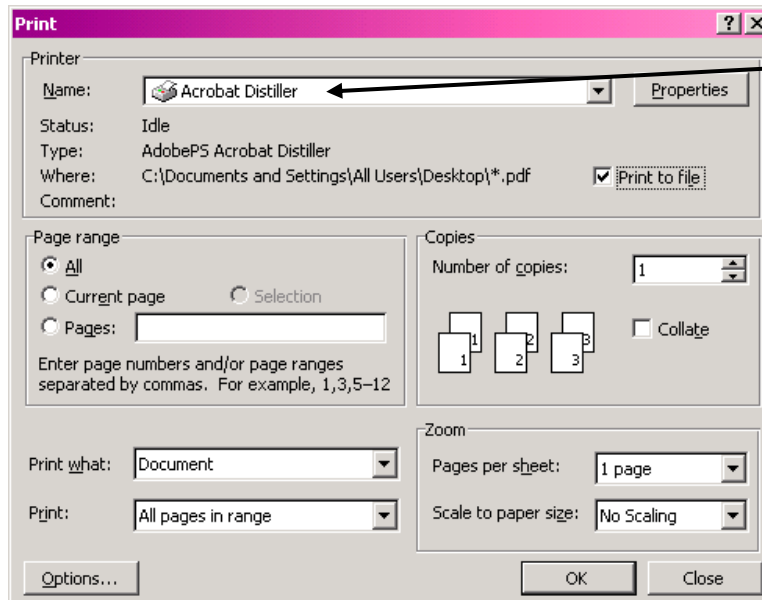
Questions about formatting?

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Creating a PDF

There are several principles to follow when creating a PDF. To create a PDF using Adobe Acrobat/Distiller; the complete Adobe Acrobat package must be installed on your machine; Adobe Acrobat Reader does not have this capability. What follows are steps and tips for making a PDF using Acrobat.

To print to the postscript driver from Word (or other application), click on Print. In the dialog box that follows, designate the postscript driver as the printer from the drop-down menu and make sure the "Print to File" box is checked. Note that the postscript driver in this instance is named "Acrobat Distiller". If you are using Adobe Acrobat version 7.0, the driver is named "Adobe PDF".



If you are using Adobe Acrobat 7.0, select the "Adobe PDF"

When you click on OK, you'll see another dialog box asking for the name of the file. Word automatically saves the file as *.prn; this will have to be manually changed to *.ps. Once the file has been printed, open Acrobat Distiller. Acrobat Distiller transforms the *.ps file to a PDF. In Distiller click on *Settings / Job Options* and use the settings that follow to ensure that your PDF meets SAE's publishing requirements.

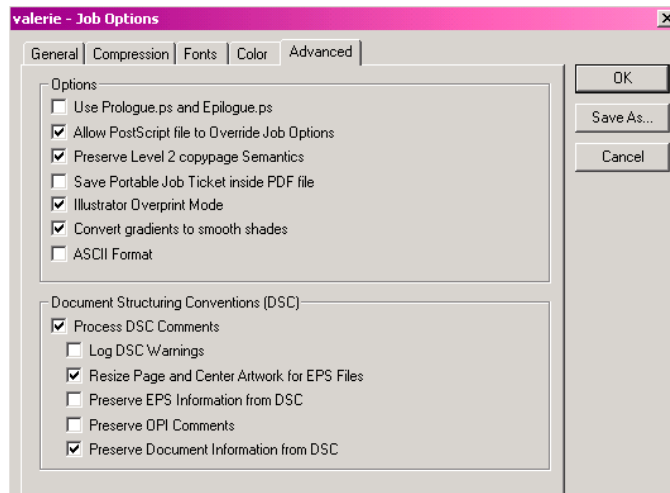
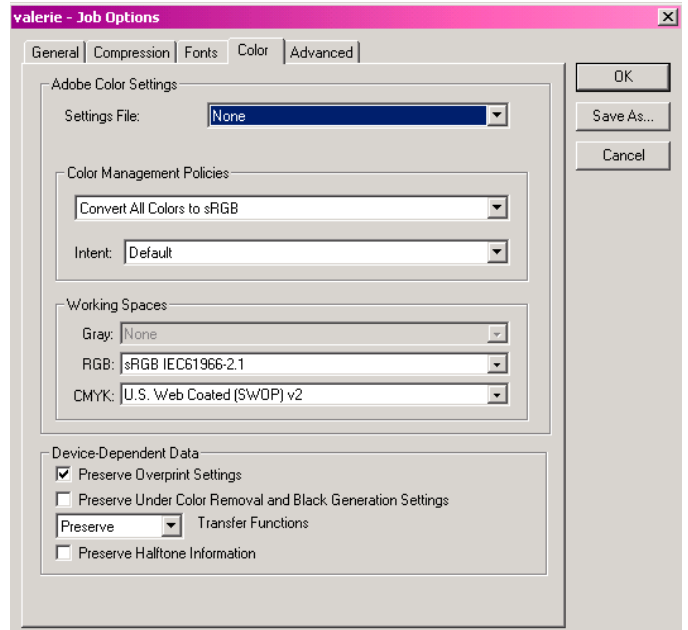
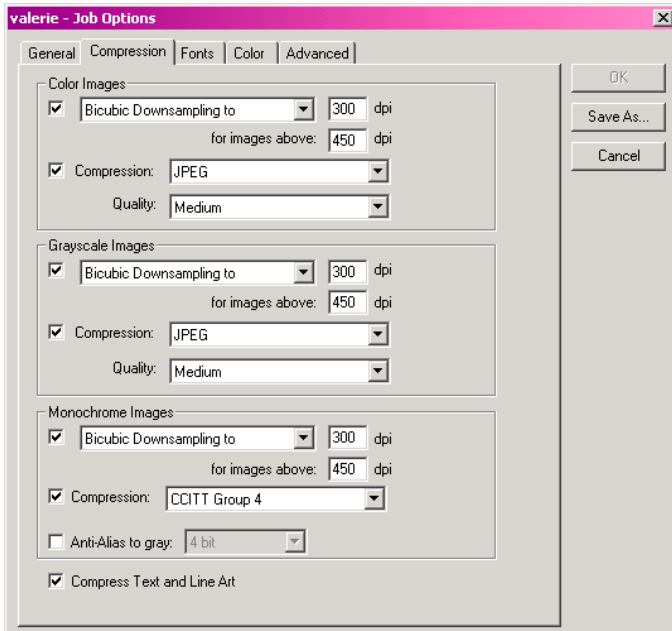
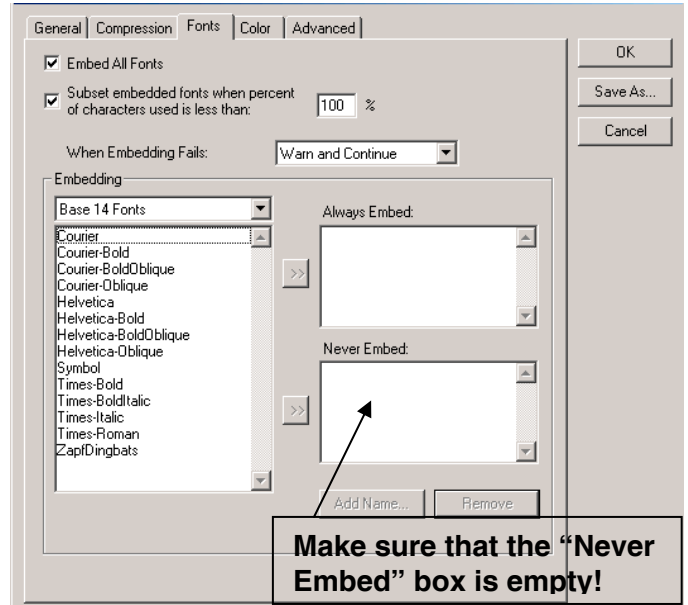
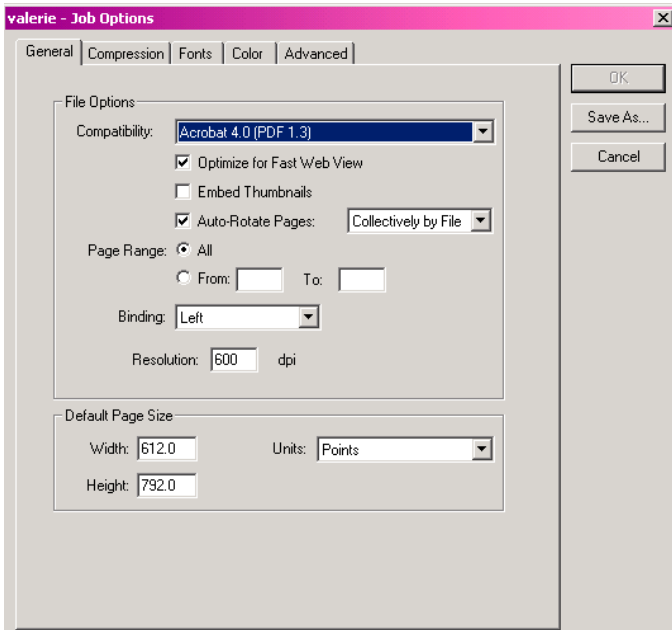
Once the following settings have been made, open the *.ps file that was written from your application in Acrobat Distiller. In a few moments, you will have a PDF of your paper!

If you do not have the complete Adobe Acrobat program

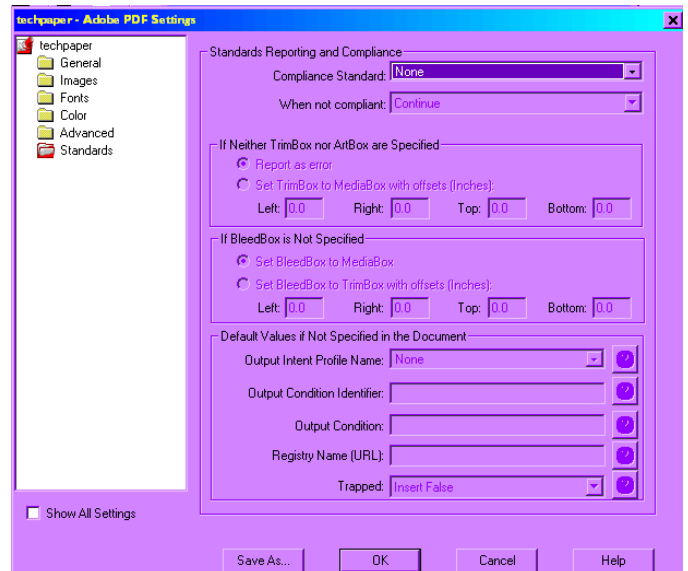
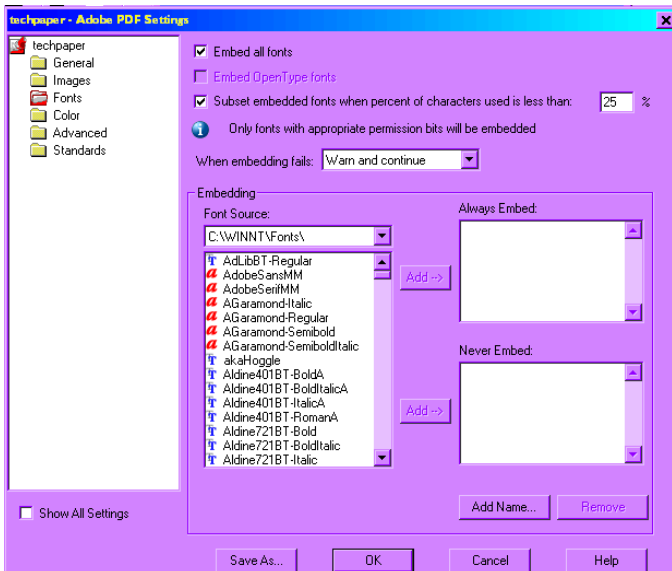
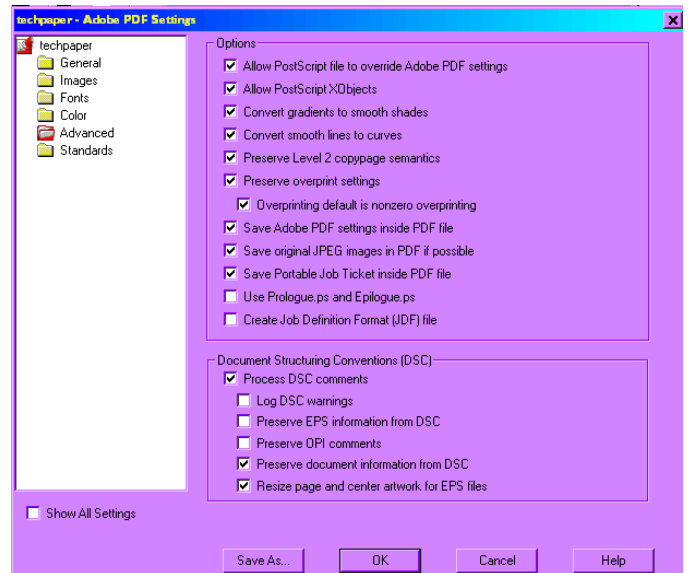
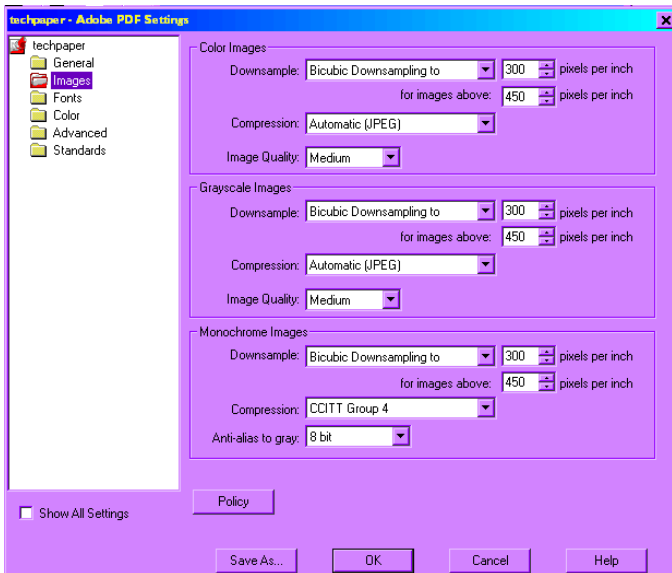
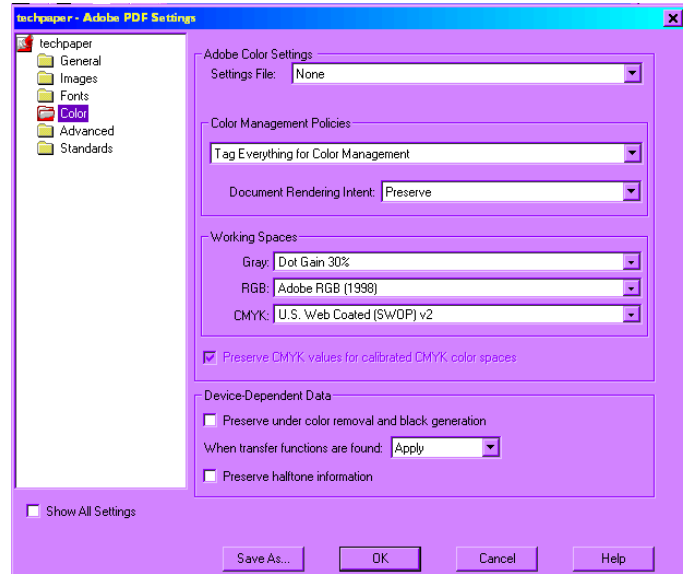
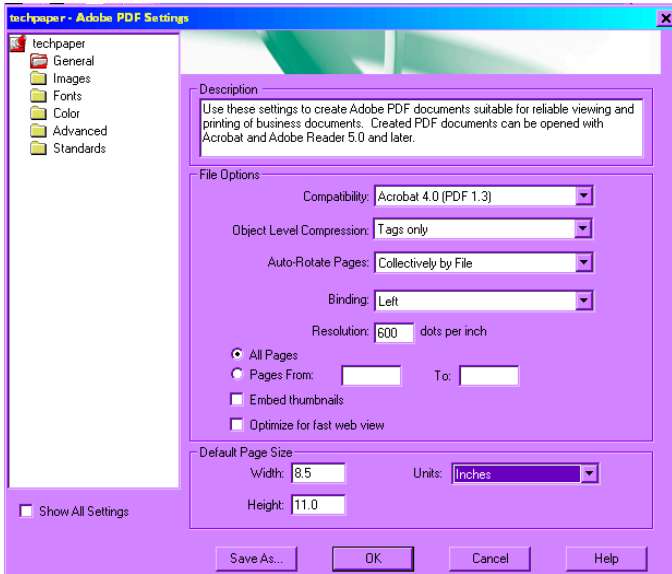
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Acrobat Distiller 5.0 Settings—



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