

## Introduction

The purpose of this Style Guide is to facilitate the development 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.

Essential reading concerning the content of your paper is “How to Write an SAE International Technical Paper” found at <http://volunteers.sae.org/authors.htm>. **Please read this document before proceeding.**

A companion document, the SAE Technical Paper Template<sup>1</sup> 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 digital publishing. In addition, correctly applying the style tags creates a document suitably formatted for the paper review process.

With SAE’s digital 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 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://volunteers.sae.org/authors.htm>. The site includes an author checklist, 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](mailto:techpaper@sae.org).

---

<sup>1</sup> 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://volunteers.sae.org/authors.htm>.