2 Sections of an SAE Technical Paper

SAE Technical Papers contain the mandatory and optional sections listed in Table 1. The order in the table is the same as the order of sections in the paper. For each section, the table indicates whether it is mandatory and what Template style should be applied to text in that section. Also included are additional instructions for each section. Further information about the use of Template styles is presented in the Style Guide, Section 5.

Note that all sections except the first 3 include both a *heading* plus text. For example, the fifth section begins with the heading *Introduction* followed by the introductory text. To tag (and format) the section *headings*, apply the [Head1] style. Certain sections (Introduction, Body, Summary/Conclusions, and Appendices) may be structured with subsections—for those, apply [Head2] through [Head4] styles as appropriate. Note also that the Body section does not use the term *Body* as a top-level heading, but rather uses appropriate topical titles for all levels of headings. Finally, it is important to note that the styles to be applied to section *text* vary from section to section—Table 1 specifies the proper text styles to use. For a visual example of the proper layout of paper sections, examine the SAE Template document.

Please note this important detail concerning the paper submission process: Do not add author and affiliation areas when submitting your final manuscripts as this information will be pulled from MyTechZone during the publishing process. Therefore, it is important that the information on the participant tab in MyTechZone be correct when submitting the final manuscript. For purposes of final publication, MyTechZone is considered the authoritative source for the author/co-authors, affiliations, and author order. In contrast, the submitted paper is the authoritative source for the title and abstract.

Table 1 – Technical Paper Sections, Text Style and Instructions				
Order	Section Name	Mandatory	Text Style	Instructions
1	**Paper Number**	Yes	[Paper Number]	Papers reviewed and accepted are assigned a paper number, e.g. 2013-01-0661. This final paper number can be retrieved from MyTechZone once the paper has been officially approved for publication by the session organizer. The website will also send an automated email that includes the final paper number. Affix this number to the top of the first page of the paper and apply the [Paper Number] style.
2	**Title**	Yes	[Title]	The paper title should accurately but briefly describe the focus of the work presented. All words should be capitalized except: • articles (a, an, the) • prepositions (under, below, among, between, etc.) (with exceptions such as Look Up, Turn Down, On Button) • conjunctions (and, but, for, or, nor) • the word "to" not only as a preposition, but as part of an infinitive (to Manufacture, to Build, etc.) The title **cannot** contain footnotes.

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Order	Section Name	Mandatory	Text Style	Instructions
3	**Author List (including order)** **Affiliation**	Yes	[Author] [Affiliation]	The purpose of author listings is to give credit to those who have contributed to the research work. Be sure to include authors who have made a significant contribution to the concept, design, execution or interpretation of the research study. This information, however, should not be included on your final manuscript. Do NOT enter information into this section. Author and affiliation content is pulled from the Participant Tab in MyTechZone.
4	**Abstract**	Yes	[Normal]	The purpose of the abstract is to enable potential readers to determine whether or not the paper contains material of interest to them. It should include what new data, conclusions, or perspective the reader will find, followed by a brief statement of the significance of this new material. The abstract should be self-contained and coherently independent of the rest of the document. The abstract should be between 250-300 words and cannot contain footnotes, figures, tables, or equations.
5	**Introduction**	Yes	[Normal]	A good introduction: - describes the overall issue being addressed and why it is important; - states the scope and goals of the work; - provides background material (including a survey of relevant prior work) to bring the intended audience up to speed; - orients the reader by outlining the organizational structure of the paper.
6	**Body** **(This is the main body of the paper covering measurements, analysis, findings but there is no section specifically titled "Body".)**	Yes	[Normal]	The body of the paper should include a detailed and structured description of the work performed, including (as appropriate) methodology, assumptions, hardware, observations, analysis, and a comparison of results with prior work. The information presented must be self-contained (in the sense that the reader is not assumed to have read prior papers) and provide an appropriate level of detail for the intended audience. Define all terms at first usage and apply them consistently. The body section is not entitled *Body*. Rather it comprises multiple sections and subsections titled using topical headings in a

Order	Section Name	Mandatory	Text Style	Instructions
				four-level structure. Template styles [Head1] through [Head4] are used to tag and format titles of the different levels. No specific heading titles are mandated, but common examples include Methods, Results, and Discussion.
7	**Summary/ Conclusions**	Yes	[Normal]	The summary and/or conclusions are counterparts to the introductory statements: there was a specific problem, an investigation was conducted, these results were obtained, and this is what it means. The section may also suggest future follow-up work. Every technical paper should have a summary, but the nature of the paper may make conclusions inappropriate
8	**References**	Yes	[List-ordered]	Literature references corresponding to citations in the body of the paper are assembled in the References section in numerical order and tagged/formatted with the [List-Ordered] style. Rules for referencing different types of sources are presented in the Style Guide, Appendix A. Instructions for inserting citations into the body of the paper are provided in the Style Guide, Section 3.
9	**Contact Information**	Yes	[Normal]	Contact details for the *main author* may include mailing address, email address, and/or telephone number (whichever is deemed appropriate).
10	**Acknowledgements**	No	[Normal]	Credit can be given here to non-authors who contributed to the work.
11	**Definitions/ Abbreviations**	No	[Definition Term] and [Definition]	If it will assist the reader, include a list of terms and abbreviations with definitions. The term or abbreviation is tagged with the [Definition Term] style, and the definition text is tagged with the [Definition] style. Do not capitalize the term unless it is an acronym or proper noun.
12	**Appendices**	No	[Normal]	Any bulk of information that interrupts the flow of thought in the paper would best be placed in an appendix. Examples include large tables, large images, or long mathematical derivations. The reactions of reviewers can be a guide to what interferes with the reader's easy grasp of the paper. Multiple appendices can be included and are

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Order	Section Name	Mandatory	Text Style	Instructions
				titled sequentially as follows: *Appendix A: Title*, *Appendix B: Title*, etc. Appendices can be structured using the same subsection headings and formatting used in other sections of the paper. When labeling figures, tables, and equations within an appendix, restart the numbering in each appendix and prefix the number with the letter of the appendix, e.g., Figure A7 or Eq. (A1). The appendix is one-column.