

SAE Technical Paper Checklist

For additional details surrounding these checklist items, see the SAE Technical Paper Style Guide at <http://volunteers.sae.org/authors.htm>.

- ☐ Used the latest version of the SAE template located at <http://volunteers.sae.org/authors.htm>.
- ☐ Applied the appropriate styles to text without changing or creating new styles.
- ☐ Included all mandatory sections: Paper Number, Title, Abstract, Introduction, Body, Summary/Conclusion, References, and Contact Information. Author information including affiliation(s) will be inserted using the information from MyTechZone.
- ☐ Numbered all figures, graphics and equations consecutively and checked for duplicated and omitted numbers.
- ☐ Referenced all figures, tables and equations within the text of the document.
- ☐ Inserted figures and tables after paragraph in which they are first referenced. Please note that final placement may change during page layout.
- ☐ Included a caption for figures (positioned below) and a title for tables (positioned above).
- ☐ Images are at least 300 dots-per-inch (dpi) at final publication size.
- ☐ Font sizes for text in figures/graphics are at least 8 point at final publication size.
- ☐ Font sizes for text in tables should be at least 8 point but no greater than 10 point.
- ☐ Graphics are a single portrait image. Did not use text boxes or line drawings over top of a figure/image.
- ☐ Applied borderless tables for situations requiring text alignment instead of using tabs.
- ☐ Used Microsoft Word Equation Editor to create equations or inserted them as graphics.
- ☐ Numbered equations consecutively with numbers enclosed in parentheses following the equation. In-line equations are not numbered.
- ☐ Equations wider than 3 ½ inches are split and wrapped to consecutive lines.
- ☐ Cited references in the text with square brackets and listed references at the end of the paper in the Reference section. Full citation formatting instructions are found at <http://volunteers.sae.org/authors/FormattingCitations.pdf>.
- ☐ Didn't use "location" words such as below/above/following as graphics may need to be moved during SAE staff formatting of final paper.
- ☐ Included DOIs in the Reference section where available.
- ☐ Created a well-proofed PDF. Be sure that the PDF file and source file are identical and that no errors are introduced during your Word document to PDF generation. Potential examples are unresolved links and correct symbol rendering.
- ☐ Obtained all necessary copyright permissions and stated all attributions in the paper indicated with the reference number pertaining to the reference section. Include attribution for an image in the caption including reference number.
- ☐ Updated MyTechZone with correct author and affiliation list (including order) before submission.