

SAE Technical Paper Style Guide

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Foreword

Welcome to the latest release of the SAE Style Guide. SAE is moving towards publishing content online, and in order to do so, the guidelines for authoring technical papers must be updated. These guidelines will enable content to be stored electronically in a standard format (XML), thereby preserving the content for initial publication as well as for future special publications, journals, and products. All publications, including printed papers, PDF files, and hyperlinked web content will be produced from the XML. In addition to enabling new products, the updated process shifts many formatting tasks from the author to the publisher (SAE), eliminating for example the need for the author to manage whitespace, page breaks, and multiple columns.

Migration to the new publishing system will not be accomplished overnight, but SAE is committed to implementing the new author guidelines for the 2010 paper-submission process. Authors will benefit from the relaxed formatting specifications described in this Style Guide and the companion SAE Technical Paper Template. Both of these documents, along with the process itself, will evolve based on feedback from authors, publishers, and readers of SAE technical papers. We welcome your comments at techpaper@sae.org.

1 Introduction

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

A companion document, the SAE Technical Paper Template¹ provides a starting point for writing SAE papers. Note that in SAE's electronic publishing process, final formatting of technical papers is the exclusive responsibility of the publisher. Authors no longer are responsible for paper layout, and they should understand that the primary purpose of applying Template styles is to identify or *tag* each of the document's elements as required for electronic processing. Of course, in addition to this tagging function, correctly applying the Template styles will create a document suitably formatted for the paper-review process. SAE's electronic publishing strategy reflects the dominant popularity of Microsoft Word software. Use of other word-processing tools may delay publication. If you are unable to use Microsoft Word as your authoring tool, please contact Sue Tobolski at sue@sae.org or 724/772-4058

This Style Guide is divided into the following sections:

- [Section 1](#) is this Introduction.
- [Section 2](#), General Guidelines, presents instructions that apply to the entire technical paper.
- [Section 3](#), Sections of an SAE Technical Paper, identifies the mandatory and optional sections that make up an SAE paper and provides instructions for each.
- [Section 4](#), Other Elements of an SAE Technical Paper, covers figures, equations, and more.
- [Section 5](#), 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.

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>. The site includes an author checklist and tutorial, a list of Frequently Asked Questions, the Technical Paper Template, and this Style Guide. Frequent updates are likely, so please check for new versions of these files when beginning a new technical paper. Questions and comments can be emailed to techpaper@sae.org.

¹ 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>.

2 General Guidelines

2.1 Quality Standards

All SAE papers should be in review-ready form at the time of submission. The formal review process will determine paper publishability based on the following six Judgment Bases (further details at <http://volunteers.sae.org/volunteers/judgmentbases.htm>):

- 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.

Papers should be written in an objective, formal, and impersonal style. The body of the text should be organized to reflect natural groupings of information into categories which flow from one to the other. Good headings will naturally evolve from a good technical paper outline.

SAE does not restrict the number of pages for a technical paper, although the average technical paper has fewer than 12 pages in two-column format. The length of any technical paper should be sufficient to explain the methodology used to obtain the supporting evidence, and sufficient to prove all stated conclusions. The organizer has the authority to instruct the author on the content and quantity of information needed.

2.2 Language Considerations

Standard rules for written English should be followed in the text of the paper. US or UK rules are acceptable, but either must be applied consistently, not mixed. Standard grammar will ensure that the paper is easily understood by a wide audience including those who do not use English as a primary language. Spell-check and grammar-check software can be used to inspect the written text but is not a substitute for a thorough review. Reviews by non-authors fluent in English is one way check the grammar in the paper, but must be completed prior to the SAE peer-review process. (Official reviewers and organizers cannot be expected to provide this service.) The complexity of the technical subject is never an excuse to avoid following these guidelines. Also, an author's difficulty with technical writing should not be a reason to relax these standards. A good question to ask is, "Would a person unfamiliar with this subject be able to read the paper and understand the general theme?"

2.3 Examples of Unacceptable Text

Editorial comments, such as: "The jet aircraft costs \$5,500,000. This is a substantial sum of money despite the casualness with which million-dollar sums are bandied about these days."

Personal history: "The first military pre-stressing problem that came to my desk was in 1938 in connection with a request from the Army that we increase the displacement of its truck engines."

Unsubstantiated sweeping statements: "I believe I can safely say that practically every failure of a new or retreaded jet tire, where the cause could be ascertained, has proved to be the result of a manufacturing error."

Commercialism or advertising: "Tests on XYZ Corporation's SuperProduct 1000 have demonstrated the superior quality of our product."

2.4 Units of Measure

The long-term goal for SAE is international communication with minimal effort and confusion. Therefore, the use of S.I. units in all technical publications and presentations is preferred. The Society will strive toward universal usage of S.I. units and will encourage their use whenever appropriate.

However, the Society also recognizes that sectors of the mobility market do not yet use S.I. units because of tradition, regulatory language, or other reasons. Mandating the use of S.I. units in these cases will impede rather than facilitate technical communication. Therefore, it is the policy to allow non-S.I. units and dual dimensioning where communication will be enhanced. This shall not be viewed as an avenue to circumvent the long-term goal of 100 percent S.I. usage.

2.5 Tagging/Formatting

As mentioned in the Introduction, the SAE Template provides styles that must be applied to each element of the technical paper. Applying a style both tags (electronically identifies) and formats the element. When using the SAE Template, options for custom formatting are limited. Although authors may wish to adjust font and layout characteristics to their liking, this will have no effect on the appearance of the final published paper since final formatting is controlled by SAE's electronic publishing process.

Details of which Template style to apply to which paper element are presented below in Style Guide Section 3. Throughout this Guide, square brackets are used to identify Template styles, e.g., [Head1] and [Normal]. For more information about using Microsoft Word styles, please refer to instructions available within the application or at Microsoft internet sites: <http://www.microsoft.com/mac/videos.msp> for Macintosh Word 2008 and <http://office.microsoft.com/en-us/word/HA102308821033.aspx> for Windows Word 2007. Instructions for older Word versions are available as well at Microsoft sites.

2.6 Review Process

The review process is a critical part of the SAE technical paper approval process. Reviewers provide constructive feedback to the author so that the paper will have greater acceptance when published. Authors are required to respond to reviewer comments and/or modify the paper as necessary to address reviewer concerns. The final acceptance of the paper is at the discretion of the session organizers, who take into account reviewer recommendations both before and after revisions. Further details of the review process are available in the Author Orientation Module at <http://volunteers.sae.org/#authors>.

3 Sections of an SAE Technical Paper

SAE Technical Papers contain the mandatory and optional sections listed in Table 1 below. 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 is to be applied to text in that section. Also included are additional instructions for each section. Further information about applying Template styles is presented in Style Guide Section 5 below.

Note that all sections except the first 4 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.

During paper submission, the author copies information contained in the first 4 paper sections (Paper number, Title, Author list, and Affiliation) to SAE’s MyTechZone at <http://www.sae.org/mytechzone>. It is the responsibility of the author to ensure that the information at MyTechZone is synchronized with the actual paper. If changes are made to the Title or Author list for example, be sure to update the details at the website. In cases where the information is out of sync, the paper is considered the authoritative source.

Order	Section Name	Instructions	
1	Paper Number	<u>Mandatory?</u> Yes	<u>Text style</u> [Paper Number] Papers reviewed and accepted for an SAE conference are assigned a paper number, e.g. 2009-01-0661. 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	<u>Mandatory?</u> Yes	<u>Text style</u> [Title] The paper title should accurately but briefly describe the focus of the work presented. Capitalize major words including nouns, pronouns, adjectives, verbs, adverbs, and conjunctions (except those conjunctions listed below). Also capitalize each word of a hyphenated phrase. Use lowercase letters for articles (<i>a, the</i>); prepositions (<i>after, under, between, etc.</i>); the conjunctions <i>and, or, but, for</i> ; and the words <i>to</i> and <i>as</i> .

Table 1: SAE Technical Paper Sections		
Order	Section Name	Instructions
3	Author List	<p><u>Mandatory?</u> Yes</p> <p><u>Text style</u> [Author]</p> <p>The author list should accurately reflect all of the individuals who have contributed substantially to the paper.</p> <p>Authors are listed as <i>first name last name</i>, with no titles (such as Dr. or Prof.), positions, or degrees. Contact information for the authors does not belong in this section, but rather in the Contact Information section described below. Co-authors with the same affiliation can be listed on the same line with the word <i>and</i> before the last author's name. Co-authors with different affiliations are listed on separate lines.</p>
4	Affiliation	<p><u>Mandatory?</u> Yes</p> <p><u>Text style</u> [Affiliation]</p> <p>Affiliations (official institution name only, no address) appear on the line following each group of author names on the first page.</p>
5	Abstract	<p><u>Mandatory?</u> Yes</p> <p><u>Text style</u> [Normal]</p> <p>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 coherent independent of the rest of the document. The abstract generally should be less than 300 words.</p>
6	Introduction	<p><u>Mandatory?</u> Yes</p> <p><u>Text style</u> [Normal]</p> <p>A good introduction will: describe the overall issue being addressed and why it is important; state the scope and goals of the work; provide background material (including a survey of relevant prior work) to bring the intended audience up to speed; and orient the reader by outlining the organizational structure of the paper.</p>

Table 1: SAE Technical Paper Sections		
Order	Section Name	Instructions
7	Body	<p><u>Mandatory?</u> Yes</p> <p><u>Text style</u> [Normal]</p> <p>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.</p> <p>The body section is not entitled <i>Body</i>. Rather it comprises multiple sections and subsections titled using topical headings in a 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.</p>
8	Summary/ Conclusions	<p><u>Mandatory?</u> Yes</p> <p><u>Text style</u> [Normal]</p> <p>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.</p>
9	References	<p><u>Mandatory?</u> Yes</p> <p><u>Text style</u> [List-Ordered]</p> <p>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 Style Guide Appendix A below.</p> <p>Instructions for inserting citations into the body of the paper are provided below in Style Guide Section 4.</p>
10	Contact Information	<p><u>Mandatory?</u> Yes</p> <p><u>Text style</u> [Normal]</p> <p>Contact details for the <i>corresponding author</i> may include mailing address, email address, and/or telephone number (whichever is deemed appropriate).</p>
11	Acknowledgements	<p><u>Mandatory?</u> No</p> <p><u>Text style</u> [Normal]</p> <p>Credit can be given here to non-authors who contributed to the work.</p>

Table 1: SAE Technical Paper Sections		
Order	Section Name	Instructions
12	Definition/ Abbreviations	<p><u>Mandatory?</u> No</p> <p><u>Text style</u> [Definition Term] and [Definition]</p> <p>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—tagged with the [Definition] style—follows on the next line</p>
13	Appendices	<p><u>Mandatory?</u> No</p> <p><u>Text style</u> [Normal]</p> <p>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.</p> <p>Multiple appendices can be included and are 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.</p> <p>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).</p>

4 Other Elements of an SAE Technical Paper

4.1 Figures

Controlling the flow of text around figures is now the responsibility of SAE (see Style Guide Section 1 above). Authors should simply insert figures and captions inline (i.e., between paragraphs) near the first text reference to the figure, in a way that enhances readability for the reviewers. The author may also choose to position images at the end of the paper with appropriate captions. This is especially desirable when figures are larger than a half page in height. Figures are tagged/formatted by applying the [Figure] style of the Template.

Although submitted papers are full-page in width, SAE will continue to publish in the classic two-column format (in addition to other layouts). Therefore, authors can size their figures to match either one-column or two-column widths (i.e., 3-in. or 7-in. wide). Whichever size is chosen, the images should be inserted in full-page (not two-column) format. Resolution of the images should be at least 150 dots-per-inch at the intended publication size. Any text included in figures should be equivalent to, or larger than, 8-point Times New Roman font at final figure size to assure legibility.

Each figure should consist of only a single component. If a figure with multiple images is desired, use a graphics/image editor to combine the images, plus all overlays, labels, or notes, into a single image or file before inserting into the paper. This will ensure that components of a figure do not wander when published in different formats. Word's Insert Picture command can be used to insert figures, but make sure to set the Text Wrapping style to *Inline with Text*. Further instructions are available by searching in Microsoft Word Help for *inline picture*.

Each figure must be properly labeled with a caption placed on the line following the figure and tagged/formatted with the [Figure Caption] style. Do not use Word's Insert TextBox tool. Do not include the caption within the figure/image. Consecutive figure numbers precede the captions. References to figures may be abbreviated as follows (except at the beginning of a sentence): Fig. 3.

SAE can accept many electronic figure formats. Vector-based images (EPS, SVG, WMF) and pixel-based images (TIF, JPG, PNG, BMP, GIF) at a minimum resolution of 150 DPI (dots per inch) are acceptable. SAE recommends that authors provide high quality images whenever available (original image resolution and dimensions). SAE will convert these as necessary for online presentation.

The use of color in figures is encouraged since readers with access to SAE's online publications will be able to view color content and download color PDFs. In SAE printed publications, papers will appear in grayscale. For this reason, please be sure that selected colors are distinguishable when converted to grayscale during printing. Alternatively, employ distinct symbols or labels to differentiate data.

4.2 Tables

Tables have a title rather than a caption, positioned above the table. The title is prefaced by a table number (e.g., Table 1) and is tagged/formatted using the [Table Title] style. The table itself is formatted by applying one of Word's Table Styles. Preferred styles include the following: [Borderless Table], [Borderless Table Center], [Table Grid], and [Table Grid Center]. You can apply a variety of styles to the text within the table cells. For a list of these styles see Table 2. Line spacing in the table can be done by applying the [Normal Table Text] style tab. You will want to choose this style tag if you do not want your line spacing to be followed by 12 points after the text. Borderless styles are useful for situations requiring text alignment.

Since table titles are centered by the [Table Title] style, using a table style that is centered is recommended.

Wherever possible keep table width to one-column (3-in. wide) so that two-column papers can be published efficiently. SAE can accommodate wider tables with a maximum width of 7 in. A table wider than 7-in can be attached as Supplementary Electronic Content (see below). Note that such content will not be available in the printed paper but will be made available online.

Do not use *tabs* in a table because they will not be retained when the content is converted to XML. Use borderless tables to properly align text when necessary. Do not wrap text around tables or images. If call outs, text boxes, and/or image overlays are necessary in the table, use an image/graphics editor to combine all elements with the table and save everything as a single image before inserting into the paper.

4.3 Equations

The preferred method of creating equations is MathType which is incorporated into Microsoft Word and referred to as the Microsoft Equation Editor. Cutting an equation from an alternative equation editor and then pasting as a graphic is also permissible, but has the disadvantage of disabling future electronic publishing capabilities. A final option is to create and paste MathML equations (using MathType for example), an approach that retains all the benefits of XML objects.

Enter equations on separate lines and apply the [Equation] style which will center the equations. If necessary, break long equations before an operational sign or a major bracket. Number equations consecutively with the number enclosed in parentheses and following the equation on the same line (right justifying the numbers is not required). Equation numbering continues across the main body sections without restarting, except in appendices (see Style Guide Section 3 above). Note that simple equations may be incorporated into the text without numbering.

References to the equations can be abbreviated as follows (except at the beginning of a sentence): Eq. (7). If possible, the typeface and type style of symbols placed in the text should match those of the equations (achieved by applying e.g., [Symbol] or [Emphasis-Italic] styles).

4.4 Citations

Citing other work is the standard method of authenticating data, crediting other workers in the field, and guiding the reader to supplementary information. Authors are strongly encouraged to recognize and cite relevant publications outside of their own work and institutions to create more comprehensive manuscripts with greater long-term reference value. Authors should avoid referencing material posted on the internet, unless the material is truly archival, as is the case for most online journals.

In the body of the report, citations are numerically identified using square brackets inserted in the text, as in [1,2] or [1-3]. They are numbered sequentially in the order of first appearance. The citations are resolved as literature references in the References section of the paper, as described in Style Guide Section 3 above.

4.5 Page Numbers

SAE is responsible for page numbering during publication, but insertion of temporary page numbers in the footer is helpful during the review process.

4.6 Supplementary Electronic Content

SAE recognizes the opportunity to include alternative electronic content to support and enhance SAE online technical publications. The list of acceptable content types is evolving, but initially SAE will accept audio/video files in MPG format and Microsoft Excel spreadsheets in native format. For future consideration of other multimedia file types, please send suggestions to techpaper@sae.org.

Note that binary computer programs are not currently acceptable as supplementary content. Note however that text versions of such programs can be included as an attachment. Apply the [Monotype] style to control spacing and character alignment.

All supplementary content should be submitted as an attachment using Microsoft Word's Insert Object tool to insert supplementary files at the end of the technical paper. Be sure to select the *Display as Icon* checkbox. Supplementary attachments require the same peer review as the paper contents. Be sensitive to the file size of the attachment—attach *compressed* files whenever possible.

Supplementary electronic content will not be available in SAE print products and will not exist as independent objects with their own DOI (Digital Object Identifiers). Supplementary electronic content should be chosen only when the material cannot be represented in the paper.

5 Styles of the SAE Technical Paper Template

Table 2 below presents all the preset styles of the SAE Template and offers instructions for their application when creating an SAE technical paper.

Table 2: SAE Template Styles	
Template Styles	Instructions
[Clear All]	Apply style to selected text to remove formatting and revert back to [Normal] style.
[Affiliation]	Apply style to the author affiliation text.
[Author]	Apply style to the author list.
[Center]	Apply style to center content.
[Definition Term]	Apply style to the definition terms in the Definitions/Abbreviations section of the paper. See also: [Definition] style.
[Definition]	Apply style to the definitions in the Definitions/Abbreviations section. See also: [Definition Term] style.
[Emphasis-Bold]	Apply style to make text bold.
[Emphasis-Bold-Italic]	Apply style to make text bold and italicized
[Emphasis-Italic]	Apply style to make text italicized.
[Emphasis-Underline]	Apply style to underline text.
[Equation]	Apply style to each equation line (including the equation number). See also: Equations in Style Guide Section 4 above.
[Figure]	Apply style to each figure to center and align it with the figure caption. See also: [Figure Caption] style.
[Figure Caption]	Apply style to center (and tag) each figure caption. As stated in Style Guide Section 4 above, figure captions must be separate from the figures (not combined) and must not be inserted using Word's Insert Text Box or Insert Caption tools.
[Footnote Reference]	Apply style to the footnote reference <i>numbers</i> , both in the paper body and in the actual footnote. Footnotes may be inserted using Word's Insert Footnote tool which takes care of sequential numbering as well as automatic application of the two footnote styles, [Footnote Reference] and [Footnote Text].

Table 2: SAE Template Styles	
Template Styles	Instructions
[Footnote Text]	Apply style to the footnote <i>text</i> (but not to the footnote reference number to the left of the text). Footnotes may be inserted using Word's Insert Footnote tool which takes care of sequential numbering as well as automatic application of the two footnote styles, [Footnote Reference] and [Footnote Text].
[Head1]	Apply style to all first level headings (as specified in Style Guide Section 3 above).
[Head2]	Apply style to all second level headings.
[Head3]	Apply style to all third level headings.
[Head4]	Apply style to all fourth level headings.
[Hyperlink]	Apply style to text that is an internet address. For example http://www.sae.org .
[Justified]	Apply style to fully justify text. Full justification of body text is not required.
[List-Ordered]	Apply style to text to create a numbered list. This style is also applied to the Reference section. Please avoid nested (multilevel) lists as they are not currently supported by the electronic publishing standards SAE is currently using.
[List-Unordered]	Apply style to create a bulleted list. Please avoid nested (multilevel) lists as they are not currently supported by the electronic publishing standards SAE is currently using.
[Normal]	The default font, used by the [Normal] style, is 12-point Times New Roman. Apply [Normal] style to any text not assigned another style. When text is pasted into the paper from another document, apply the [Normal] style. Once all text is in [Normal] style, apply appropriate heading, emphasis, list styles, etc.
[Normal Table Text]	Apply style to format your line spacing in a table. This specific style was created if the author does not want 12 points between lines in a table.
[Paper Number]	Apply style to the SAE Paper Number.
[Monotype]	Apply style make text monospaced. This style is commonly used to display computer programs or their output.
[Subscript-Italic]	Apply style to make text subscripted and italicized.
[Subscript]	Apply style to make text subscripted.
[Superscript-Italic]	Apply style to make text superscripted and italicized.
[Superscript]	Apply style to make text superscripted.
[Symbol]	Apply style to convert text to the Symbol font. A selection of symbols is available in the Times New Roman character set—use that font preferentially if it contains the desired symbol. Note also that Word's Insert Symbol tool can be used to place symbol characters, but be sure to select only Symbol or Times New Roman font in the process.

Table 2: SAE Template Styles	
Template Styles	Instructions
[Table Title]	Apply style to the table title text. See also: Style Guide Section 4 above.
[Table Note Reference]	Apply style to the reference <i>number</i> of any reference note associated with a table. As with the [Footnote Reference] style, the [Table Note Reference] style is applied to the reference number positioned in the table body as well as to the reference number to the left of the reference text positioned below the table. See also: Style Guide Section 4 above.
[Table Note Text]	Apply style to any reference <i>note</i> associated with a table. See also: Style Guide Section 4 above.
[Title]	Apply style to the paper title.

Appendix A: Sample References

Table A1 below provides samples to illustrate the proper presentation of references for a variety of sources. Whenever possible, please include the DOI (Digital Object Identifier) for online references—they will enable readers of SAE online publications to locate reference material efficiently. To find the DOI associated with a reference, use the free search feature at <http://www.crossref.org/guestquery/>. As of January 2010, all prior SAE published papers will be assigned a DOI.

Table A1: Reference formatting samples	
Reference type	Sample
Conference paper	Otsuki, S., Oie, T., Ishida, K., “Hydrocarbons Speciation of Automotive Emissions Using High Speed Gas Chromatography,” SAE Technical Paper 950513, 1995.
Conference paper with no paper number	Saha, P., Pan, J., and Veen, J. R., “Thoughts Behind Developing a Small Reverberation Room-Based Sound Absorption Test Method for the Automotive Industry,” presented at NOISE-CON 2008, USA, July 28-31, 2008.
Journal article	Antanaitis, D., Monsere, P., and Riefe, M., “Brake System and Subsystem Design Considerations for Race Track and High Energy Usage Based on Fade Limits,” <i>SAE Int. J. of Pass. Cars - Mech. Sys.</i> 1 (1):5-18, 2008.
Journal article with DOI	Miles, P. C.; Collin, R.; Hildingsson, L.; Hultqvist, A.; Andersson, Ö., “Combined Measurements of Flow Structure, Partially Oxidized Fuel, and Soot in a High-Speed, Direct-Injection Diesel Engine,” <i>Proceedings of the Combustion Institute</i> 31 (2):2963-2970, 2007, doi:10.1016/j.proci.2006.07.231 .
Magazine articles	Veen, J. R., Pan, J., and Saha, P., “Standardized Test Procedures for Small Reverberation Room,” <i>Sound and Vibration</i> : 18-20, December 2005.
Standards	SAE International Surface Vehicle Recommended Practice, “Laboratory Measurement of the Composite Vibration Damping Properties of Material on a Supporting Steel Bar,” J1637, Rev. Aug. 2007..
Book	Larsen, R. J. and Marx, M. L., <i>Statistics</i> , Prentice-Hall, New Jersey, ISBN 0-13-844085-9:101-110, 1990.
Edited book	Reitz, R. D., “Chapter 7: Computational Fluid Dynamics,” in Diesel Engine Reference Book, Second Edition edited by B. Challen and R. Baranescu, SAE International, Warrendale, PA, ISBN 0-7680-0403-9:153-171, 1999.
Personal communication	Smith, R. N., General Motors Corporation, personal communication, Feb. 2007.
Patent	Wilkinson, J. P., “Nonlinear Resonant Circuit Devices,” U.S. Patent 3 624 124, July 16, 1990.
Internet reference	SAE International, “UNS on the Web; Metals and Alloys in the Unified Numbering System,” http://www.sae.org/uns , August 2009.
Thesis/Dissertation	Mathuria, P. H., “Transfer Path Analysis of Diesel Engine Noise Using Statistical Energy Analysis,” Ph.D. thesis, Mechanical Engineering Department, Indian Institute of Technology, Bombay, 2000.

Table A1: Reference formatting samples	
Reference type	Sample
Software	Miller, M.E., The Interactive Tester (Version 4.0), Computer Software, Psytek Services, Westminster, CA, 1993.
CD-ROM	Acoustics Testing Laboratory of the NASA Glenn Research Center (Distributor), Auditory Demonstrations II: Challenges in Speech Communication and Music Listening, CD-ROM available from the NASA Glenn Research Center Acoustical Testing Laboratory 04 from http://acousticaltest.grc.nasa.gov , Dec. 2003.