



SAE TECHNICAL PAPER

The primary objective of SAE's Technical Paper Transactions Selection Program is to recognize and preserve in the permanent literature the superior SAE technical papers. This review will take place after the pre-presentation review procedures of EMB-P40.

This program is also intended for use by Engineering Activities and committees to monitor past performance and to maintain and upgrade the quality of future papers. This Selection program will be used by Engineering Activities as a basis for recommending papers for SAE Transactions and nominating papers for the Arch T. Colwell Merit Award. The results of this program will also be made available to other SAE Award Boards for their use.

SECTION I - PAPER EVALUATION

1.1 Eligible Papers

- A. All papers generated by one of the three information-developing Boards of the Society (Engineering Meetings Board, Technical Standards Board, or Sections Board) that are assigned an SAE paper number and are available for sale at the SAE Meeting are eligible for selection unless they have been previously printed in another recognized non-SAE publication.
- B. Papers from a cosponsored conference will be considered only when they are printed by SAE or assigned SAE paper numbers.

1.2 Technical Paper Transactions Selection Committees

- A. Technical Paper Transactions Selection Committees ("Committees") shall be established by the Activities and committees under the SAE Engineering Meetings Board (EMB) to review all eligible SAE papers. The Engineering Meetings Board or its designated agent will establish any special Committees necessary to review papers outside the scope of the Activities. Such special Committees are impaneled for specific assignments and disbanded at the completion of these assignments.
- B. The Activity Chair will appoint a Chair for each Committee to oversee and interpret the results of the paper evaluation in the area of the committee. This individual must be technically competent in the area of the committee and be experienced in evaluating papers. These chairs are to serve a four-year term of office or until the Committee is disbanded.

C. The Activity will not be limited in the number of Committees it may form, but it should attempt to form committees that coincide with the types of technical papers they expect to publish. The Chairman of each Committee will be responsible for naming technical experts to his Committee. Individual papers will be reviewed by different members of a committee, but the following criteria must be met in assigning and interpreting results:

1. A review will consist normally of ratings by four well qualified individuals, as indicated on the Technical Paper Review Form (see Section 2).
2. A limit of 6 papers per meeting and 12 papers per year will normally be the maximum that any one Committee member will be asked to review in one year.

Members will serve until they resign or are not reappointed by the Chair.

D. Each Committee member will review the papers in accordance with "Guideposts for Technical Paper Review Committees of SAE Engineering Activities" (see Section 2).

1.3 Staff Function

- A. Coordination of the review mechanics is the responsibility of the SAE Staff Administrator of the Transactions Program.
- B. Copies of each appropriate paper are sent by staff to the members of the cognizant Committee who are qualified to evaluate that paper, as determined by the Committee Chair. The members are asked to evaluate the papers according to the guidelines in Section 2 (See Attachment 2 - Paper Review Process Flow Chart).

1.4 Technical Paper Transactions Selection Committee Chairs

- A. Committee Chairs are responsible for recommending papers for publication in Transactions and nominating papers for the Arch T. Colwell Merit Award. These decisions will be made in accordance with EMB "Guideposts for Technical Paper Review Committee Chairmen of SAE Engineering Activities" (Section 3). These recommendations are then forwarded to the Activity Chair.
- B. Each Chair will assign appropriate members to evaluate papers in their areas of technical expertise. These papers will normally evolve from the sessions sponsored by that Activity. To aid in the selection process, the Staff Engineer and Chair may request input from the author.

- C. Each Committee Chair also will assign members to evaluate those papers generated by the Technical Standards or Section Boards that fall within the scope of the Activity and the technical area for which the Committee is responsible.

1.5 Activity Chair

- A. The Activity Chair will be responsible for confirming each Committee Chair's recommendations for papers for Transactions and nominated for the Arch T. Colwell Award.
- B. The Activity Chair will then notify the Staff Administrator of the Transactions Program of those papers that have been recommended for Transactions and/or nominated for the Colwell Award.

SECTION 2 - GUIDEPOSTS FOR TECHNICAL PAPER TRANSACTIONS SELECTION COMMITTEES

2.1 SCOPE

- A. The results of the evaluation of SAE technical papers by the Technical Paper Transactions Selection Committees ("Committees") are used by the Engineering Activities for:
- Selecting papers for Transactions
 - Nominating papers for the Arch T. Colwell Merit Award
 - Monitoring past performance and maintaining and upgrading the quality of future papers
 - Use by SAE Award boards to determine eligibility of certain papers for awards.
- B. The Committees are based on disciplines and/or technical subjects that represent the major areas where papers are written. Their members are either technically expert in a particular field themselves or have resources to evaluate papers in that subject area. (A more detailed explanation can be found in Section 1.2.)

2.2 PAPER SELECTION PROCEDURE

- A. Copies of each appropriate paper are sent to members of the cognizant Committee as determined by the appropriate Chair. The members are asked to evaluate the papers according to the instructions on the Evaluation Form included as Attachment 1. (See also Attachment 2 - Paper Review Process Flow Chart.)
1. The upper left-hand corner of the Evaluation Form indicates the paper number, committee number and the date by which the completed form should be returned to SAE Headquarters. (SAE provides return envelopes and postage. Members are expected to keep the copies of papers or books that they evaluate.)
 2. The committee members usually will make a decision based on their own experience and judgment. However, they may seek the advice of colleagues if a paper is outside the immediate area of interest or expertise. A waive vote is appropriate if the paper is not in their field of expertise, or if their personal knowledge of author represents a conflict of interest. A waive does not affect the point scoring of the paper.
 3. Comments and/or corrections that a selector feels should be brought to the attention of the Committee Chair can also be submitted on the form.
 4. A quorum will normally consist of evaluations by four well-qualified paper selectors. If this is not possible, the Committee Chair has the authority to exercise judgment in the final recommendation of the paper.

B. The individual scores in each "judgment basis" category are multiplied by the weighting factor and added to give the total score for the paper. The sum of these "total scores" is averaged to give the "total average weighted rating" of the paper.