

**IMPORTANT: USE THIS CHECKLIST BEFORE SENDING
MANUSCRIPT MATERIALS TO SAE**

Manuscript Preparation Checklist

Your manuscript package MUST contain the following items:

- Electronic files of complete text and all images on a CD/DVD or jump drive. If you prefer to upload your files to the SAE ftp site, let your product manager know and he or she will provide you with instructions for access. You can also access instructions at www.sae.org/writeabook.
- CD/DVD or jump drive must be labeled with primary author's last name and disk number (i.e., 1 of 3).
- One hardcopy printout of the text.
- One hardcopy printout of each image, one image per page, with figure or table number written on the front of the printout.
- Signed permissions for copyrighted text and images.

→ *Your manuscript will not be published without these items.*

Your manuscript materials must adhere to the author guidelines for the following:

- Text and tables
- Electronic image files
- Equations
- Caption for each piece of artwork is embedded in the text where the image should appear.
- No parts of the manuscript have been auto-numbered—Table of Contents, Footnotes, Equations, etc.

→ *Final manuscripts that do not adhere to the Author Guidelines will be returned to the author(s).*

Final manuscripts should also include the following items:

- Title Page
- Preface or Introduction
- Table of Contents
- References
- Bibliography (optional)
- Appendices (optional)
- About the Author (photo optional)
- List of suggested index terms (optional).
- List of any hardcopy artwork you would like to have returned to you.