

IMPORTANT: READ THESE INSTRUCTIONS

Book Manuscript Guidelines

How to Prepare Your Manuscript

SAE will provide you with a Microsoft Word template to use to draft your manuscript. The template provides details such as font, type size, margins, etc.

Copyrighted Text or Artwork

Copyrighted material must be properly credited. As the author, you are responsible for obtaining signed permission from the copyright holder(s). You must include signed permissions for copyrighted material when you send your final manuscript to SAE. Permission forms are available online at www.sae.org/writeabook or by contacting your product manager. Any copyrighted material for which you have not provided a signed copyright form will be removed from the manuscript before the book is published.

→ *A Hint on Permissions*—Permission requests are often ignored, despite repeated requests by authors. We strongly advise you to start this process early and NOT to wait until the manuscript is otherwise finished. Any delay in obtaining permissions will almost certainly delay the publication of your book. If you are unable to secure a permission, you will have to find a substitute (either text or artwork) to use in its place or omit the material from your book.

Word Processing Software

- Submit your manuscript in Microsoft Word for Windows 2.0 or higher.

Files

- Make each chapter of the manuscript its own Word file.
- Name the file using the name of the chapter. For example, you could name the first chapter of the book `chapter1.doc`.

Table of Contents

- Do not “auto number” the Table of Contents.

Headings and Subheadings

- Do not use bold, underlining, italics, or other text styles for the headings and subheadings—the template will format headings and subheadings for you.

Figure Numbering and Captions

- Number figures consecutively throughout each chapter (Fig. 1.1, Fig. 1.2, etc.).
- Do not use “auto numbering” to number figures.
- All figures must relate to the text and all figures must have a unique caption. Insert a caption in the text after the paragraph that refers to the figure. Skip a line before and after the caption. Do not place the figure in the text; just the caption.

Reminders

- **Do not use the auto-number feature for any part of the manuscript.**
- **Final manuscripts that do not adhere to these guidelines will be returned to the author for revision.**



Figure Numbering and Captions (continued)

- Use the following style for figure captions:

Fig. 1.1 Cross section of Wankel's rotary engine.

- Authors are responsible for ensuring that all copyrighted figures are properly credited. Cite sources of copyrighted figures in parentheses after the caption, using the following style:

Fig. 1.1 AGM-86 fin control electromechanical actuator. (Courtesy of Allied-Signal Aerospace Company)

Fig. 2.1 F/A-18 Navy FBW Attack Fighter. (Ref. [2.1])

- If the copyright holder has specified an exact credit line, it must be followed word for word.

Table Numbering and Captions

- Tables must be numbered consecutively throughout each chapter (Table 1.1, Table 1.2, etc.).
- Do not use “auto numbering” to number tables.
- All tables should be fully explained and cited in the text. Give each table a brief title that describes the contents of the table.
- Tables should be created using Word as your word processing application and they should be embedded in the text. If you do not use the “tables” feature of Word, simply separate your data into columns with tabs. Do not use your space bar to align tabular material. If you prefer to send the tables in hardcopy format, see the author guidelines on artwork preparation. You can also provide the tables as .tif (preferred) or .eps files.
- Large tables may be placed in a separate Word file, one table per file, with a line added in the manuscript text to indicate the location of each large table.

Lists

- Do not “auto number” bulleted or numbered lists within the text.
- Refer to the template for list formatting

Equations

- The equation editor in Word can be used for many kinds of simple equations. If your manuscript will contain many equations or complex equations, SAE can provide you with a copy of MathType software for your use. You can request a copy from your product manager.
- Number all equations sequentially throughout each chapter.
- Do not “auto number” equations.
- Do not use italics in equations.
- Place the number of each equation in parentheses at the end of the line in which it appears, for example: Eq. (2.1).
- Always present equations clearly in the manuscript. Check that your word processing software can print equations (particularly divisions, square roots, subscripts, superscripts, and Greek symbols) without ambiguity.

Footnotes and Endnotes

- Do not “auto number” footnotes or endnotes. Auto numbers do not carry through when the word processing files are placed in the page layout application; thus, the editor must rekey all auto numbered endnotes, which introduces the opportunity for errors.
- Endnotes should be numbered sequentially with each chapter (i.e., 1-1, 1-2, 2-1, 2-2). Do not number endnotes sequentially throughout the entire manuscript.

References

- Consecutively number all references within each chapter.
- Use only the reference number when citing the reference in the text; enclose reference numbers in brackets or input reference numbers as superscripts.
- Do not “auto number” references within the text.
- A list of references must be placed in a separate section at the end of the manuscript. Some typical formats are listed below. Refer to additional samples at www.sae.org/writeabook.

Books: Reference number. Author’s Last Name, Author’s First Name or Initials, *Title of Book*, edition (if other than the First), Publisher, Location of Publisher, Year of Publication.

Example:

1. Boyne, Walter J., *The Smithsonian Book of Flight*, Smithsonian Books, Washington, DC, 1987.

Journals and Magazines: Reference number. Author’s Last Name (surname), Author’s First Name or Initials, “Title of Article,” *Name of Journal*, Volume No., Year of Publication, Page No.

Example:

1. Severs, G.C. and Fliess, R.A., “Cost/Ton Mile for Horses and for Electric Vehicles,” *Scientific American*, Vol. 81, No. 4, 1899, p. 50.

Technical Papers: Reference number. Author’s Last Name, Author’s First Name or Initials, “Title of Paper,” Paper Number, Publisher, Location of Publisher, Year of Publication.

Example:

1. Tucker, L.E., “A Procedure for Designing Against Fatigue Failure of Notched Parts,” SAE Paper No. 720265, SAE International, Warrendale, PA, 1972.

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How to Prepare Your Artwork

Authors must provide figures that are ready for publication. SAE does not provide artwork preparation services.

Guidelines for Artwork Preparation

The following are NOT acceptable forms for artwork:

- Figures within Powerpoint presentations.
- Photocopies or printouts of photographs
- Photographs that have been printed in a publication (screened photographs)
- Color artwork is acceptable, but bear in mind it will be reproduced in black and white. Because of this, be sure that your artwork prints out acceptably in black and white.
- Provide your images in electronic format on a CD/DVD or USB jump drive.
- Include a printout of each image. This is necessary so we know how your images should appear, should any distortion occur in the electronic files.
- Include the image number on each hardcopy printout.
- Discuss with the product manager any questions you have about electronic file formats before you submit your final manuscript.

Reminder

Powerpoint is not an acceptable software program for creating or storing text or images.

Figure Sizing

- Size artwork at least as large as the finished figure is expected to be in the book.

Line Drawings

- Electronic files of line drawings are preferred. You may use a vector draw program, such as Freehand or Illustrator, or provide your files in .tif or .eps format 300 dpi resolution or better.
- If you are providing hardcopy line drawings for reproduction, they must be high-quality images on white paper.

Photographs

- Electronic files of photos are acceptable at 300 dpi or better, .tif, high resolution jpeg or .eps format.
- If you are sending hardcopy photos, do not write in ink on the backs or fronts of photographs. Write the figure number lightly on the back of the photograph in pencil. Do not press down firmly because marks might show through.

Scanned Images

- Scan at 100% or as close to 100% as possible, with a resolution of 300 dpi.
- Save the scanned image as a .tif (preferred) or .eps file.

Text Labels in Artwork

- Use 10 point Helvetica type.