

## AUTHOR KIT

### IMPORTANT

PDF-converted final approved manuscripts must be submitted and uploaded in JSAE Paper Entry System no later than April 19, 2019. Author must use the attached templates to format manuscripts.

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1). 2019 JSAE/SAE P, F&L Key Date List

<Deadlines and Key Dates> 2019 JSAE/SAE P, F&L Meeting in Kyoto				
Action	Due Date	Responsible Party		
		JSAE	Organizer	Author
Abstract Submission	October 1, 2018			X
Notification of Acceptance	October 22, 2018		X	
Upload review ready manuscript (1st draft paper) to JSAE Paper Entry System (PES)	November 30, 2018			X
Assign Reviewers in JSAE PES	In 10-day after the receipt of 1st draft		X	
Release review results of the 1st draft paper to Author thru JSAE PES	February 13, 2019		X	
Upload revised manuscript (2nd draft paper) to JSAE PES for organizer's approval	March 1, 2019			X
Approve papers for publication	<b>March 15, 2019</b>		X	
Send any program changes to JSAE and Confirm paper title and complete author listing (JSAE PES)	<b>April 19, 2019</b>		✕	✕
Final approved papers due to JSAE	<b>April 19, 2019</b>			X
2019JSAE/SAE P, F&L Meeting in Kyoto	August 26-29, 2019			



## 2). Electronic Technical Paper

### 2.1) Formatting Your Paper

#### Draft:

The format of the draft paper must be the same style with the final paper.  
Please confirm the JSAE&SAE paper template.

#### Final manuscript:

Electronic version of your final manuscript are converted for all future reprinting.  
To include your paper in JSAE's electronic database and on our webpage, you must adhere to the JSAE/SAE technical paper templates, which include the correct type style, margins, etc. The available software versions of this template are **Microsoft Word**.

Helpful hint: print a copy of the template to use as a reference before typing over it.

#### Style Tags-

Abst Head	Abstract heading
Ackn Head	Acknowledgement heading
AddScr	Additional source of information at the end of document
Affiliation	Place of employment
Appendix:	Appendix head at the end of document
Author	Primary and secondary author names
Con Head:	Conclusion head.
Contact Head	Author contact information at the end of document
Copyright:	Copyright information.
Definition:	The definition of a term.
Equation:	All equations in a document (graphic or text)
Figure:	Figures titles
Footer:	All footnotes
Head1:	Bold, all caps, on own line
Head2:	Normal, all caps, run-in head
Head3:	Normal, mixed case, underline, run-in head
Head4:	Normal, mixed case, run-in head
Intro Head:	Introduction Head
Italic:	Any italicized text
Ord List:	Ordered list (numeric or alpha)
Paper number:	paper number
Refer head:	Reference head
Subscript:	Any text used as subscript
Superscript:	Any text used as superscript
Symbol:	Any text used as a Greek font
Term:	The term of definition
Title:	The paper title
Underline:	Any underline text
Unord List:	Unordered list (bulleted)



**VERY IMPORTANT:** Use **Arial fonts** when writing your paper.

This ensures that your fonts will remain how they were submitted.

Please, do not use except above listed fonts in your papers.

***The final manuscript must include:***

- ✓ The paper number
- ✓ Title (in upper and lower case)
- ✓ Author info[author name(s)]
- ✓ Affiliation(s) in upper and lower case
- ✓ No titles(i.e. Dr.), positions, or degrees
- ✓ Abstract
- ✓ Introduction
- ✓ Main Section/Body
- ✓ Conclusion

***Optional sections*** include: Acknowledgements, Contact, References, Additional Sources, Definitions, and Appendix.

**Greek fonts (symbols)** must be applied using the “Symbol” font. On an IBM system using windows, you will find these fonts in the “character Map” located in the accessories” folder under “Symbol”. On a Mac, these fonts can be found in “Key Caps”.

Heads 1-4 should always be used in consecutive order. For example, a section will always starts with a Head1. Any sub-section following a Head1 is a Head2, then a Head3, etc.

***To create tables***, please use the “Insert Table” or “Create Table” commands from the menu bar.

## 2.2) Submitting and Uploading Your Paper

Once the organizer gives the approval to your final paper, it will be recognized as a submitted paper automatically. You are requested to upload PDF-converted your final paper to JSAE Paper Entry System no later than April 24, 2019. **The PDF file size must be under 5MB.**

If you wish to make a minor revision on your paper after the recognition, please ask to your organizer through Message Board in PES.

When submitting PDF-converted your paper to JSAE, you must provide;

Upload your paper

Once the organizer gives the approval to your final paper, it will be recognized as a submitted paper automatically. If you want to revise your final paper after the recognition, please ask to your organizer.



### 3). Use of S.I. (Metric) Units of Measure

#### JSAE/SAE Technical Papers

The use of S.I. units in all technical publications and presentations is preferred. JSAE/SAE will strive toward universal usage of S.I. units and will encourage their use whenever appropriate.

Instruction on SAE-approved techniques for conversion of units are contained in “SAE Recommended Practices, Rules for SAE Use of S.I. (METRIC) Units – TSB003.” Copies of TSB003 can be obtained from SAE Headquarters.

NOTE: While what follows represents a change to the current policy, it is not a change to the SAE Board of Directors’ Policy since it falls within the scope of the words, “where a conflicting industry exists.” Dual (metric/U.S. Customary) units for the following vehicle characteristics may be considered where communication will be enhanced:

Vehicle Characteristic	Metric Units	U.S. Customary Units
1. Volume or Displacement	Liters or cm <sup>3</sup>	in <sup>3</sup>
2. Liquid Volume	Liters	pints/quarts/gallons
3. Engine Power	kw	bhp
4. Engine Torque	N-m	lb. ft.
5. Mass	kg	lbs.
6. Pressure Stress	kPa	psi.
7. Temperature	°C	°F
8. Area	cm <sup>2</sup>	in. <sup>2</sup>
9. Linear Dimensions	mm, cm, meters, km	in, feet, miles
10. Spring Rates	N/mm	lb/in
11. Speed	km/h or kph	mph
12. Fuel Economy	km/l or kmpl	mpg
13. Force	Newtons	lbs.
14. Acceleration	km/sec <sup>2</sup>	g’s



#### 4). Preparing Your Presentation

The time allocated for your presentation is normally 20- 25 minutes with the remainder of 30 minutes for questions and answers but is subject to change by the committee. This is not available for a paper to be read in full.

##### Commercialism

The use of company logos or trade names should be avoided on any audio-visual aids used in conjunction with your presentation.

##### In the session room

Speakers should arrive at the session room 30 minutes in advance of the start of the session to meet the chairperson and other speakers for briefing before the session will start.

Most meetings have presentation ready rooms to preview your slides using a projector. Check the final program for room locations.

