



**A Product of the
Cooperative Engineering Program**

SAE J1159 JUN86

**Preparation of SAE
Technical Reports —
Surface Vehicles and
Machines: Standards,
Recommended
Practices,
Information Reports**

**SAE Recommended Practice
Revised June 1986**





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RATIONALE:

Not applicable.

RELATIONSHIP OF SAE STANDARD TO ISO STANDARD:

Not applicable.

REFERENCE SECTION:

SAE J287, Driver Hand Control Reach

SAE J413, Mechanical Properties of Heat Treated Wrought Steels

SAE J780, Engine Coolant Pump Seals

SAE J848, Fifth Wheel Kingpin, Heavy Duty-Commercial Trailers and
Semitrailers

SAE J916, Rules for SAE Use of SI (Metric) Units

SAE J1115, Guidelines for Developing and Revising SAE Nomenclature and Definitions

SAE J1271, Technical Committee Guideposts

HS 215, Motor Vehicle, Safety and Environmental Terminology

ASTM D2649-83, Corrosion Characteristics of Solid Film Lubricants

COMMITTEE COMPOSITION:

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PREPARATION OF SAE TECHNICAL REPORTS--
SURFACE VEHICLES AND MACHINES:
STANDARDS, RECOMMENDED PRACTICES,
INFORMATION REPORTS

1. **FOREWORD:** This SAE Recommended Practice has been developed by the Publications Advisory Committee of the SAE Technical Board. The Publications Advisory Committee was formed as the Publications Policy Committee of the Technical Board in 1956. The objectives of the committee are (1) to guide and promote efficient dissemination of material produced under the Technical Board and (2) to recommend immediate and long-range policies to the Technical Board to assure that Technical Board information will be available to those who need it in a form suitable for their work.
2. **PURPOSE:** The purpose of this recommended practice is to establish a uniform practice for technical committees for the preparation of technical reports.
3. **SCOPE:** It applies to reports of Surface Vehicles and Machinery Technical Committees only. Aerospace technical reports are covered by editorial practices of the Aerospace Council. Close adherence to this recommended practice by technical committees of SAE will help to assure uniform technical reports. Should questions on format, style, or other matters pertaining to the organization and editorial practices of technical reports be raised within technical committees of the Technical Board, they should be referred to the Chairman of the Publications Advisory Committee for interpretation or for discussion by the full Publications Advisory Committee.
4. **TECHNICAL COMMITTEE CHAIRMAN RESPONSIBILITIES:**
 - 4.1 A technical committee chairman is responsible for seeing that his committee and all subcommittees or working group members understand their responsibilities relative to publications, particularly:
 - (a) Accuracy of technical content and references,
 - (b) Conformance to policies and guidelines outlined in this report, and

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SAE reviews each technical report at least every five years at which time it may be reaffirmed, revised, or cancelled. SAE invites your written comments and suggestions.

- (c) Clearance through technical committee chairman of all subcommittee or committee work, whether major or minor (including editorial changes and corrections). It is the chairman's responsibility to see that the following actions are taken relative to technical reports.

- 4.1.1 Classification: This shall be recommended by the time technical agreement has been reached on the content of the report. See Section 5 of this report.
- 4.1.2 Legal Aspects: The report shall be checked against rules prepared by the Society's legal counsel. See Technical Committee Guideposts, SAE J1271, Section 7.
- 4.1.3 Publication Method: This shall be recommended based on the following methods.
- 4.1.3.1 SAE Handbook: The Handbook is used for technical reports (Standards, Recommended Practices, and Information Reports) of value to a substantial number of SAE members.
- 4.1.3.2 Handbook Supplements: Supplements are used for descriptive or educational material of broad interest to SAE members and other engineers in the automotive and allied industries. They are also used to provide groups of related technical reports from the SAE Handbook.
- 4.1.3.3 Separate Reports: A properly approved technical report may be issued separately in addition to publishing in the Handbook, either because the subject is timely and must not wait for the next Handbook issue, or because of major interest.
- 4.1.4 Organization and Format: The draft of the report shall be prepared using details given in Section 6 of this report.
- 4.1.5 Metrication: The report shall be checked to make sure that metric units have been included or used as the basis for the report. Details of use shall be checked for conformance with Rules for SAE Use of SI (Metric) Units, SAE J916. See also Appendix A for SAE's Metric Policy.
- 4.1.6 Key Index Words: Along with the report, the committee shall submit a list of key words to provide a basis for index preparation by staff. A list of 3-10 words is suggested, depending on the nature of the report. Instructions are given in Section 7 of this report.
- 4.1.7 Explanation of Proposed Report: When the report is submitted to a council of the Technical Board, a statement shall be included outlining:
- (a) Significance of report
 - (b) Background information (rationale),
 - (c) Reason for choice of classification, and
 - (d) Recommendation for method of distribution.

The statement will be retained in the committee file by the SAE Technical Division.

- 4.1.8 Cut-Off Date: When beginning the final approval process, the approved committee draft report should be submitted to SAE staff in time to meet the deadline for publication of the Handbook. Time must be allowed for approval by a cognizant council of the Technical Board and submittal of final report draft and transmittal to the Publications Division by June 30 of each year. Staff should be consulted on adequate lead time.

5. CLASSIFICATION AND NUMBERING OF TECHNICAL REPORTS¹:

- 5.1 Classification: Technical reports are approved for publication by the Technical Board, and must be based on sound technology and cooperative engineering work. Before publication, a report must be classified into one of the following three classifications: (See paragraph 4.1.1 of this report.)
- 5.1.1 SAE Standards: These reports are a documentation of broadly accepted engineering practices or specifications for a material, product, process, procedure, or test method.
- 5.1.1.1 A product standard may be primarily a descriptive standard covering dimensions, composition, and other details or it may be a functional or performance standard, or both.
- 5.1.1.2 Performance standards involve requirements or levels against which the functions can be evaluated. This frequently involves the need to define test methods by which these requirements are measured. Preferably, performance standards and test procedure standards should be in separate reports. If this is not practical, they should be in separate sections of the same report. Where performance standards are given, it is desirable to publish the rationale simultaneously as an SAE Information Report in order to provide all users with the basis for selection of performance levels.
- 5.1.2 SAE Recommended Practices: These reports are documentation of practice, procedures and technology that are intended as guides to standard engineering practice. Their content may be of a more general nature, or they may propound data that have not yet gained broad acceptance.
- 5.1.2.1 A technical committee preparing such a report may add an introductory note stating, "This SAE Recommended Practice is intended as a guide toward standard practice and is subject to change to keep pace with experience and technical advances."
- 5.1.3 SAE Information Reports: These reports are compilations of engineering reference data or educational material useful to the technical community.

¹The Society also approves and issues reports for the aerospace industry. These are called Aerospace Standards (AS), Aerospace Recommended Practices (ARP), Aerospace Information Reports (AIR), and Aerospace Material Specifications (AMS). Their definitions are similar to the above.