



SURFACE VEHICLE STANDARD

TSB002

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Superseding TSB002 JUN1992

Preparation of SAE Technical Reports

RATIONALE

This document is superseded by current version of the SAE Technical Report Style Manual.

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Documents

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Foreword—This Technical Standards Board document (TSB) has been developed in accordance with instructions from the SAE Technical Standards Board to provide Technical Committees under its jurisdiction with documents that will assist in the expeditious development of SAE technical reports in a consistent and uniform manner.

This TSB supersedes SAE Recommended Practice: "Preparation of SAE Technical Reports—Surface Vehicles and Machines: Standards, Recommended Practices, Information Reports - SAE J1159 JUN86". It also incorporates pertinent material from an SAE report "Format Guidelines for Electronic Capture of SAE Documents."

Any questions or comments on format, style, or other editorial aspects of SAE technical reports should be referred to SAE staff.

1. Scope—The scope of this SAE Technical Standards Board document (TSB) is to provide uniform guidelines for Technical Committees of the SAE Technical Standards Board in the development, preparation, and issuance of technical reports. Adherence to this TSB can expedite the processing of uniform and consistent SAE technical reports, and will facilitate their use and reference by government, industry, and other organizations.

2. References

2.1 Applicable Publications—The following publications form a part of this specification to the extent specified herein. The latest issue of SAE publications shall apply.

2.1.1 SAE PUBLICATIONS—Available from SAE, 400 Commonwealth Drive, Warrendale, PA 15096-0001.

SAE TSB 001—SAE Technical Standards Board Rules and Regulations
SAE TSB 003—Rules for the Use of SI (Metric) Units
SAE J1115—Guidelines for Developing and Revising SAE Nomenclature and Definitions
SAE Report—Format Guidelines for Electronic Capture of SAE Documents
SAE Committee Guidelines Manual

2.1.2 ISO PUBLICATIONS—Available from ANSI, 11 West 42nd Street, New York, NY 10036-8002.

ISO Directives—Part 3: Drafting and Presentation of ISO Standards—International Standards Organization

2.1.3 AIIM PUBLICATIONS—Available from ANSI, 11 West 42nd Street, New York, NY 10036-8002.

ANSI/AIIM MS35—Original Black-and-White Documents That May be Microfilmed Requirements and Characteristics of

3. Technical Committee Chairman Responsibilities—A technical committee chairman is responsible for seeing that committee and subgroup members understand their responsibilities relative to the development and issuance of technical reports, particularly as regards:

- a. Accuracy of technical content and references
- b. Conformance to policies and guidelines in this TSB
- c. Clearance and approval of all reports in accordance with the provisions of Section 8 "Approval of Technical Reports" in the SAE Technical Standards Board Rules and Regulations
- d. Classification of a technical report (see Section 5 of this TSB)
- e. Legal aspects, in accordance with the provisions of Section 7 of the Technical Standards Board Rules and Regulations

4. Publication Method

4.1 Land and Sea Vehicle Reports—Reports developed under the auspices of any of the Councils of the Technical Standards Board responsible for projects pertaining to land and sea vehicles or equipment may be published in one or more of the following forms:

4.1.1 SAE HANDBOOK—An annual publication of Land and Sea Vehicle Standards, Recommended Practices, and Information Reports. In order for a report to be published in the SAE Handbook it must be fully approved by a cognizant Council/Division and transmitted to the SAE Publication Department no later than June 30 of the year prior to the next annual edition of the Handbook.

4.1.2 J-REPORTS—Individually issued Standards, Recommended Practices, Information Reports, or Research Reports, which may also appear in the Handbook. J-Reports offer a means for more timely issuance of a report.

4.1.3 HANDBOOK SUPPLEMENT (HS)—Handbook Supplements are used for technical information of specialized interest to SAE members and other individuals and groups in the engineering community. HSs are also used for publication of collections of J-Reports covering related subject matter (e.g., HS34 - SAE Ground Vehicle Lighting Manual).

4.1.4 SPECIAL REPORTS (SP)—This category of publications covers collections of various types of reports developed by technical committees, including those defined in Section 5, but also background information, rationale statements, documentation of supporting research, and papers on the subject matter at SAE meetings (e.g., SP456 - Vehicle Noise Reduction and Regulation).

4.2 Air and Space Reports

Reports developed under the auspices of Aerospace Council will be published as individually issued Specifications, Standards, Recommended Practices, Information Reports, or Resource Documents.

All new and revised reports are compiled and issued in updates. The Aerospace Materials Specifications (AMS) update is issued quarterly and the Aerospace update is issued three times a year.

4.3 Technical Standards Board Document

Reports that are developed under the auspices of the Technical Standards Board containing a prefix of TSB.