



# Writing Paper Proposals

Each conference has a program committee that evaluates the proposals. The number of proposals accepted for a meeting depends on program size, topics covered, and number and quality of paper proposals. A paper proposal should be about 350 words (may vary by conference) and include the description of the paper, applications of knowledge learned, results, observations, conclusions, and technical contributions to the industry.

## Elements of the Proposal

1. **Title:** should be short and informative with familiar terms
2. **Problem Statement:** Indicate the problem that merits a paper
3. **Objectives and Scope of Study:** list all the objectives and point out limitations
4. **Method:** Outline the steps and procedures
5. **Results and Observations:** Provide the major results or findings
6. **Conclusions:** State the lessons learned from interpretation of the facts
7. **Applications:** Explain the practical applications of your findings
8. **Innovations or Technical Contributions:** List up to three of the most important innovations or technical contributions in your proposed paper

## Tips for Writing your Proposal

- Your title should avoid words “new” and “improved”.
- Your problem statement should be succinct and convincing.
- Avoid literature overview in your objective.
- Answer the “what” and “how” in your method.
- Highlight the importance of your findings in your observations.
- Avoid repeating your results and observations in your conclusion.
- Focus the application of your findings on how to improve the industry needs in an efficient and environmentally safe manner.
- Highlight specifics about your innovations to ensure that your paper is selected.

## Criteria for Selection

Your proposal should demonstrate that your paper will:

- Contribute knowledge to petroleum technology in a particular area or present other interesting information
- Present information that is technically sound
- Present new knowledge or experience that has not been published previously
- Not be commercial in nature and will not promote specific companies, products or services