



## Formatting a Paper for Peer Review

The SPE Publications Style Guide provides information on the SPE style for elements in technical papers.

- The paper should be single column, 1.5- or double-spaced, with text in 10-point type. [Papers being submitted to meetings should use the template provided in the author kit. While similar to these guidelines for papers being submitted for peer review, there are differences.]
- **Paper Number:** Be sure that the SPE paper number assigned to your paper is clearly shown on your manuscript and all publications materials.
- **Authors:** List the authors under the title in the order you want them to appear. Include the name and company affiliation of each author. Put SPE after the names of authors who are SPE members. Example: Joe Smith, SPE, Generic Petroleum Co.
- **Summary:** Include a summary of 50 to 100 words at the beginning of the paper.
- **Headings and Subheads:** Make sure that major headings, subheads, and sub-subheads are clearly distinguishable by using the following styles:
  - First-Level Headings -- 10-point bold on line by itself.
  - Second-Level Headings -- 10-point bold, period at end, and run into the next paragraph.
  - Third-Level Headings -- 10-point bold italic, period at end, and run into next paragraph.
  - Fourth-Level Headings -- 10-point italic, period at end, and run into next paragraph.
- **References:** Cite references in the text by placing the author's name and year in parentheses; then, include an alphabetical listing of the references at the end of the paper. [Note: this is a change from SPE's previous reference style, which required references to be numbered in the order in which they were cited.]
- **Numbering Figures and Tables:** Number figures and tables (in Arabic, not Roman, numerals) sequentially in the order they are cited in the text. Avoid numbering individual figures as Fig. 11a and Fig. 11b. Instead, make them Fig. 11 and Fig. 12.
- **Numbering Equations:** Number equations sequentially as they appear in the paper. Enclose the equation number in parentheses preceded by a line of dots (see SPE Publications Style Guide Sec. 8.5.1).
- **Nomenclature:** If symbols for quantities (e.g.,  $p$  for pressure or  $q$  for flow rate) are used in the text, equations, tables, or figures, include a Nomenclature defining them at the end of the text. The Nomenclature should list the symbol, the definition, the units of measure (or dimensionless), and the dimensions (see SPE Publications Style Guide Sec. 8.7.4). Also available is the SPE Letter and Computer Symbols Standard which provides a list on commonly used symbols and their definition.
- **Reference List:** Include complete information on all references in the format described in Sec. 8.8 of the SPE Publications Style Guide. Incomplete reference citations may result in your paper being returned for correction and a delay in publication.

- **Metric Conversion Factors:** After the References section, include metric conversion factors for units used (see SPE Publications Style Guide, Sec. 8.10.3). The metric conversion factors should go from customary units to metric units.
- **Author Biographies:** Provide a brief biographical sketch of each author at the end of the paper. For each author, give only the name, title, company or organization, location of the company or organization, work history, and education history. Including an email address is suggested but not required.
- **Tables and Figures:** All tables and figures should be cited sequentially in the text of the paper. They should be grouped at the end of the paper rather than embedded in the text. Please include figure captions in a listing at the end of the text. In addition, please format tables using the Table menu on the MS Word toolbar; tables should not be submitted as images. Figures can be submitted in Word, Excel, or PowerPoint format, or as .tif or .jpg images. Images submitted graphically need to be print-quality (300 dpi) not web-quality (72 px/inch).
- **Color Figures:** *As of 1 April 2011, SPE no longer charges extra to print figures in color.* So please use color as appropriate in figures illustrating your results.