

Guide for Authors

What information you'll need to have available:

- Name, email address, company/institution, city, country of each co-author [co-authors cannot be created without a unique email address]
- Any needed transfer of copyright forms (any not already submitted for a meeting)
- You'll be prompted to select 1-5 of SPE's discipline codes and add 1-5 additional keywords to describe your paper
- A cover letter or other statement about why you are submitting your paper for peer review by the particular journal.

One of the nice features of Manuscript Central is that if you can't complete your submission in a single session (because of interruptions or to gather additional data) you can stop at any time and save your work, then pick up where you left off later.

Note: Papers in Manuscript Central are given unique tracking numbers based on when they are submitted. These tracking numbers, not an SPE paper number, will be used throughout the review process. Papers that are accepted for publication will be assigned an SPE paper number (if they don't already have one). In correspondence about your paper, you will need to use the manuscript tracking number assigned to your paper.

Example of submitting a paper

When you first login and click on your Author Center, you will see a dashboard for tracking your papers.

Dashboard

- To submit a new manuscript, click on the "Submit a Manuscript" link below.
- Clicking on the various manuscript status links under "My Manuscripts" will display a list of all the manuscripts in that status at the bottom of the screen.
- To continue a submission already in progress, click the "Continue Submission" link in the "Unsubmitted Manuscripts" list.

My Manuscripts	Author Resources
<ul style="list-style-type: none">0 Unsubmitted Manuscripts0 Resubmitted Manuscripts in Draft0 Revised Manuscripts in Draft0 Submitted Manuscripts0 Manuscripts with Decisions0 Manuscripts I Have Co-Authored0 Manuscripts in Appeal0 Withdrawn Manuscripts0 Invited Manuscripts	<p>★ Click here to submit a new manuscript</p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p>

Unsubmitted Manuscripts

Manuscript Title	Date Created	Continue Submission	Delete
You have no unsubmitted manuscripts.			
top			

This dashboard tells you how many manuscripts you have in each listed state (all are zero initially). Clicking on any link will allow you to view your papers in that category.

To submit a new manuscript for peer review, use the Click here link in the right section.

- 1 [Type, Title, & Abstract](#)
- 2 [Attributes](#)
- 3 [Authors & Institutions](#)
- 4 [Details & Comments](#)
- 5 [File Upload](#)
- 6 [Review & Submit](#)

▶ Save and Continue

Manuscript Type

req Manuscript Type:

req **Title** (Limit 50 words)

Press Control-V (or Cmd-V) to Paste

req **Abstract** (Limit 550 words)

Press Control-V (or Cmd-V) to Paste

req **Author or Submitting Agent**

I, Ms. Glenda Smith, am submitting this manuscript on behalf of myself and my co-authors.

I, Ms. Glenda Smith, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.

▶ Save and Continue

Submission will follow the 6 step process identified at left. Note that the abstract being requested is longer than the typical abstract for a meeting. If your paper is accepted for publication, this abstract will become the preview that customers see for your paper in the online journals and OnePetro. You can go ahead and include part of the first section of your paper as part of the abstract, as long as you don't include any equations or figures.

The last question allows an assistant to submit a paper on behalf of an author. In this case, the first author listed becomes the corresponding author.

1 Type, Title, & Abstract

2 Attributes

3 Authors & Institutions

4 Details & Comments

5 File Upload

6 Review & Submit

Save and Go Back Save and Continue

Discipline Code

1 Drilling and Completions
1.1 Drilling Project Management
1.1.1 Contracting Strategies
1.1.2 Performance Measurement, Technical Limit
1.1.3 Equipment Integrity, Failure Analysis
1.1.4 Real-Time Data Transmission, Decision-Making
1.1.5 Risk Reduction
1.2 Drilling Design and Analysis
1.2.1 Bit Selection, Performance
1.2.2 Drillstring Design

+ Add

req

Keywords

req

Save and Go Back Save and Continue

Next you must select at least 1 and up to 5 discipline codes from SPE's discipline classification to describe the technical area covered by your paper. A listing of SPE's discipline categories can be found at [http://www.spe.org/~/media/SPE/Technical%20Publications/Technical%20Publications%20Index.pdf](#)

You must also enter at least 1 and up to 5 "keywords" to further describe your paper. Do not capitalize these terms except in the case of a proper name or abbreviation (e.g., CBM, EOR). These should be words or short phrases that either elaborate on the subject matter (more detail than in the discipline code list) or add topical areas not covered by the discipline codes. For a case study-type paper, for example, one of the keywords might be the name of the field or formation.

If your paper is accepted for publication, these discipline codes and keywords will be displayed online to assist readers in understanding the topical coverage of your paper.

1 Type, Title, & Abstract
 2 Attributes
 3 Authors & Institutions
 4 Details & Comments
 5 File Upload
 6 Review & Submit

My Co-Authors					
Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Smith, Glenda E.	Society of Petroleum Engineers Richardson, Texas, United States	gsmith@spe.org		

Add a New Co-Author

If you have multiple Institutions and Departments for this author, click [here](#).

SPE's Cedric K. Ferguson medal is awarded annually to recognize significant contributions to the permanent technical literature of the profession by a member younger than age 36 at the time of publication.

Yes
 No

If yes, please list those authors age 35 or younger:

To input additional authors, enter their email address and click the Find button. If they are in the database, the fields will be populated with their information from the database. If they have not previously been an author/co-author or reviewer since SPE began using Manuscript Central, you will need to supply at least the required fields (email, first name, last name, country, city). Institution (company) is desired also. After you have entered the data about a co-author, click Add to My Authors. This will move that person to the top area of the page below your name. You can repeat the process for as many authors as needed.

The question at the bottom of the page is designed to assist SPE in determining whether you or any of your co-authors may be eligible for the Cedric K. Ferguson medal, which recognizes young professionals. Click the appropriate button (Yes/No) and if any authors are age 35 or younger, enter their names in the box. Don't forget to click Save and Continue.

1 Type, Title, & Abstract
 2 Attributes
 3 Authors & Institutions
 4 Details & Comments
 5 File Upload
 6 Review & Submit

Cover Letter

Attach this Cover Letter

Files attached

File Name	Delete
No Files Attached	

If this paper was prepared for an SPE conference, please provide:

SPE paper number (ex. SPE-123456-MS)	<input type="text"/>
Name of conference	<input type="text"/>
First day of conference	<input type="text"/> <input type="button" value="GO"/>

Use the cover letter to describe why your paper merits peer review by this journal. [“Because it is a good paper” is not a good rationale. Many excellent meeting papers are poor candidates for peer review. You need to describe what is innovative about your paper.] You can type in the box or upload a file.

If your paper was prepared for an SPE, OTC, or IPTC conference, please enter the paper number in the format shown in the box. Enter the name of the conference (abbreviations are OK) and the first day of the conference (this information is typically found in the provenance blurb [small text] at the top of your meeting manuscript). If your paper was not prepared for an SPE meeting, enter “none” in the box for meeting name.

req Has this paper been presented anywhere other than an SPE conference?

Yes
 No

If yes, please state where:

req Has this paper been published elsewhere?

Yes
 No

If yes, please state where:

req Have all authors supplied their transfer of copyright forms?

If transfer of copyright was submitted for the conference version, you do not need to resubmit it here. But for journal publication, copyright transfer must be received from all authors. If any of the authors did not submit their transfer of copyright for the meeting, please upload completed transfer of copyright forms as supplementary files with the manuscript.

If this paper was not prepared for an SPE conference, a temporary transfer of copyright must be submitted to cover the review process. If the paper is accepted for publication, a permanent transfer of copyright will be required. Please include your temporary transfer of copyright as a supplementary file with the manuscript.

Yes
 No

One major change with Manuscript Central is that SPE now accepts TeX/LaTeX submissions. Manuscript Central also accepts Office 2007 files (e.g., docx).

Author Center Submit a Manuscript

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF.

Please specify a File Designation that best describes each file you upload. The main body of your manuscript should be designated as a Main Document. Files that are *part* of a TeX/LaTeX document should be designated as a "TeX/LaTeX Suppl File." Your main TeX/LaTeX document should be designated as Main Document.

When you are finished, click "Save and Continue." [Read More ...](#)

1 Type, Title, & Abstract

2 Attributes

3 Authors & Institutions

4 Details & Comments

5 File Upload

6 Review & Submit

Save and Go Back Save and Continue

My Files (Uploaded files cannot exceed 60000K)

Order	File Name	File Designation <small>req</small>	Date	Edit Details	Delete
No files have been uploaded.					

File Upload

Upload new files:

<input type="text"/>	Browse...	File Designation:	Select:
<input type="text"/>	Browse...	File Designation:	Select:
<input type="text"/>	Browse...	File Designation:	Select:

Upload Files

Save and Go Back Save and Continue

Browse to locate the file(s) on your hard drive and assign a File Designation to each file. Choices are:

Select:

- Select:
- Main Document
- TeX/LaTeX Suppl File
- Supplementary File
- Figure
- Image
- Table
- Transfer of Copyright form

If your paper includes a large number of figures or equations, you may get a message that your manuscript exceeds the allowable number of embedded figures, and be asked to break it up. You can easily use your Word processing program to separate the document into two parts, then upload both with a file designation of Main Document. They'll get put back together in the pdf for review. It is not necessary to extract the figures to a separate file or change anything – just break your document into two or more pieces.

[The system creates both a pdf and html version of your paper. Equations get treated as figures for the html version, so a lot of equations will quickly overwhelm it. That's the reason for asking you to break up a large document.]

When you upload separate figures, images, and tables, you will be given the option to enter a caption for them. This is not mandatory. You can click Next if you don't want to add a caption here.

File Details

Below you will find information about the file(s) you just uploaded. If you have not already done so, please select the File Designation for this file from the "File Designation" dropdown below.

If you have uploaded image or figure files you may link particular words in your text file to your image file. Simply type the word you wish to link into the "File Tags" field below. For example, if you want to link the phrase "Figure 1" to this particular figure then type "Figure 1" into the file tag field. When you look at the HTML proof of your manuscript you will be able to click on the phrase "Figure 1" and then see the figure.

You may also type in a caption or legend for each one of the images or figures you upload. Whatever you type in the "Caption/Legend" field below will appear below your figure.


File 2 of 3


File Name: 113739-Fig1.jpg
File Size: 79K
Image Dimensions: 1216 x 875 (96 x 96 DPI)
Uploaded On: 27-Jun-2009
Uploaded By: Glenda Smith

File Tags:

req File Designation: Figure

Caption / Legend:



 Special Characters

Most papers that begin as meeting papers will already have the figures and tables in the main document. That is fine; they do not need to be separated. But for papers being submitted directly for peer review, authors have the option of submitting the files separately if they choose to do so.

The final step is to review all data entered, check the pdf generated from your files (which will be used for review) and when everything is OK to submit the paper.

The screenshot shows a vertical navigation menu on the left with six steps: 1. Type, Title, & Abstract (with a red X), 2. Attributes (with a green checkmark), 3. Authors & Institutions (with a green checkmark), 4. Details & Comments (with a green checkmark), 5. File Upload (with a green checkmark), and 6. Review & Submit (with a green checkmark). The main content area is titled "My Manuscript Information" and shows "Step 1: Type, Title, & Abstract" with an "Edit" button. A yellow error box states: "Manuscript abstract word count limit reached. Amount Over Limit: 158". Below this, the manuscript details are listed: Manuscript Type: Technical Paper; Title: Reservoir Technical Limits: A Framework for Maximizing Recovery from Oil Fields; Abstract: Abstract. The abstract text describes the Reservoir Technical Limits (RTLTM) approach and its implementation in a software toolkit.

The submit button will be grayed out until all of the data are correct and you have viewed your pdf. For each section there will be a red X or a green ✓ indicating whether that section is complete and correct. In the case above, the abstract is too long. Click the Edit button to be transferred back to the first screen to shorten the abstract.

After you make the correction and click Save and Continue, you'll be back at step 2. Just click on 6 Review & Submit at left to come back to the final step.

The screenshot shows the "Step 5: File Upload" section with a green checkmark and an "Edit" button. It lists three files: 1. SPE-109555-MS.doc, 2. 113739-Fig1.jpg, and 3. 114060-Tbl2.doc. Below this is the "Step 6: Review & Submit" section with a red X. A yellow error box states: "You have not viewed your PDF proof". At the bottom, there are two buttons: "HTML" and "PDF".


Click on PDF to review the pdf of your paper and any figures/tables submitted. It will open in a new window. Line numbers will have been added at left (they may not line up exactly with the text – that's OK). Line numbers are designed to make it easier for reviewers to target their comments to a specific area of the paper (such as page X, line Y).

After reviewing the pdf, the Submit button will be enabled. Click Submit to send your paper for review.

You can always monitor the status of your paper by checking your Author Center. Click on the link for Submitted Manuscripts to see the papers you have in process.

My Manuscripts	Author Resources
<ul style="list-style-type: none"> 0 Unsubmitted Manuscripts 0 Resubmitted Manuscripts in Draft 0 Revised Manuscripts in Draft 1 Submitted Manuscripts 0 Manuscripts with Decisions 0 Manuscripts I Have Co-Authored 0 Manuscripts in Appeal 0 Withdrawn Manuscripts 0 Invited Manuscripts 	<p> Click here to submit a new manuscript</p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p>

Submitted Manuscripts

Manuscript ID	Manuscript Title	Date Created	Date Submitted	Status
PO-0609-0002	Reservoir Technical Limits: A Framework for Maximizing Recovery from Oil Fields [View Submission]	27-Jun-2009	27-Jun-2009	ADM: Not Assigned <div style="border: 1px solid red; padding: 2px;"> <ul style="list-style-type: none"> • Awaiting Admin Processing </div>
				 top

Since this paper was just submitted, it is still at the initial stage – waiting for SPE staff to check that it is complete and send it into the review process. If staff find anything is missing, they may send the paper back to you to complete the additional information needed.

At later stages, this message will tell you where your paper currently falls in the peer review process.

Once a paper has completed review, it will move from the Submitted Manuscripts list to the Manuscripts with Decisions list. If reviewers requested revisions to your paper, it is from the Manuscripts with Decisions list that you will be able to submit your revised version.