

## Peer-Review Submission Guide for Authors

Have the following information available:

- Name, email, company/institution, city, and country of each author/co-authors [co-authors cannot be created without a unique email address]
- Transfer of copyright forms (any not already submitted for a meeting)
- Applicable SPE discipline codes (you can select up to eight) and up to five additional keywords to describe your paper
- A cover letter or other statement describing why you are submitting your paper for peer review by a particular journal

If at any time you are unable to complete the submission in a single session (because of interruptions or to gather additional data), click **Save & Continue** to return later.

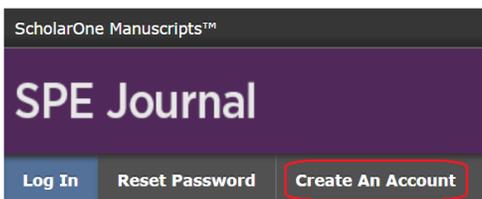
Papers in ScholarOne Manuscripts are given unique tracking numbers based on date of submission. The tracking number is not an SPE paper number and will only be used during the review process. Papers that are accepted for publication will be assigned an SPE paper number (if they do not have one already). All correspondence should reference the manuscript tracking number.

**This system is separate from the SPE website and uses a separate login.** The first time you use ScholarOne Manuscripts to submit a paper to any journal, you will need to register by creating a login (your email address) and a password. Use the **Create An Account** link on the top of the page or just below the Log In. Follow the 3-step process for creating your account. Once registered, your login will be the same any time you use ScholarOne Manuscripts for any SPE journal.

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**Note:** Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length (the 8 characters must contain two or more numbers).

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Log In

User ID

Password

[Reset Password](#)

[Log In](#) [Create An Account](#)

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**Resources**

- [User Tutorials](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Help / Site Support](#)

Welcome to the submission site for

SPE Journal

To begin, log in with your user ID and password.

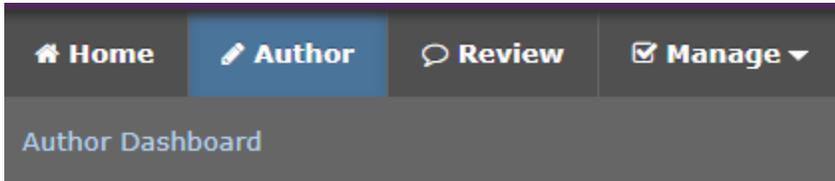
If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

**\*This system is separate from the SPE website ([www.spe.org](http://www.spe.org)) and uses a separate login.**

## The Author Dashboard

The Author Dashboard is where you will create and manage your submissions. When you first log on, you will see the option to **Start New Submission**. Later, you will see additional queues which indicate your manuscript's progress through the submission process or actions you may need to perform.

To submit a new manuscript for peer review, click the **Begin Submission** link.

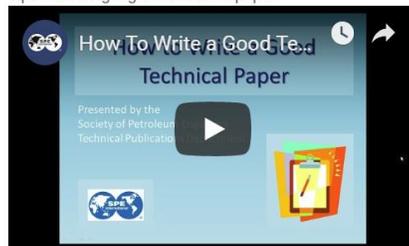


### Start New Submission

- All papers submitted to SPE peer review should adhere to the **Formatting a Paper for Peer Review** instructions located under **Instructions & Forms** at the top right of this page. (SPE conference papers should follow the template provided in the conference author kit).
- SPE reserves the right to decline paper without review. Reasons are located under Instructions & Forms at the top right of this page.
- Copyright policies and forms are located under Instructions & Forms at the top right of this page.
- First time submitters, click Begin Submission tab below.

**SPE accepts paper submissions to one journal only. Dual submissions will be immediately rejected.**

Tips on writing a good technical paper:



Traditional submission allows you to upload files that were created from many sources.

## Submission Process

Submission will follow the six-step process detailed below. Note that the abstract requested is longer than the typical abstract for a meeting. If your paper is accepted for publication, this abstract will become the preview shown for your paper in OnePetro.

### Step 1 – Type, Title, & Abstract

Complete the first section by clicking the Technical Paper button, then enter the title and abstract. Equations or figures should not be included in the abstract. Click **Save & Continue**.



### Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

\* = Required Fields

\* Type:  Edit

CHOICE	TYPE
<input type="radio"/>	Technical Paper

**Submission**

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

\* Title [Edit](#)

Preview [Special Characters](#)

0 OUT OF 50 WORDS

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\* Abstract [Edit](#)

Write or Paste Abstract

Preview [Special Characters](#)

0 OUT OF 550 WORDS

Save **Save & Continue >**

## Step 2 – File Upload

1. In the File Upload section, click the **Select File 1** button. Browse for your main document file. Choose an appropriate file designation from the drop-down list. Choices are:



2. If needed, use the **Select File 2** to upload additional files. If the paper includes a large number of figures or equations, it may exceed the allowable number of embedded figures. The file will need to be separated into two parts. Once successfully uploaded the document will be combined in the PDF for review. It is not necessary to extract the figures to a separate file or change anything – just separate the document into two or more files.
3. Once the files have been uploaded, you may reorder them by choosing a number from the Order drop-down list, then clicking the **Update Order** button.
4. You may remove a file by clicking the Actions drop-down list for a file and selecting **Remove File**.
5. Click **Save & Continue**.

**Submission**

- ✓ Step 1: Type, Title, & Abstract >
- Step 2: File Upload >**
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Details & Comments >
- Step 6: Review & Submit >

## Step 2: File Upload

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 ...](#)

\* = Required Fields

**Submission**

- Step 1: Type, Title, & Abstract >
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### File Upload Edit

SELECTION	FILE DESIGNATION
<input type="text" value="Select File 1 ..."/>	Main Document <span style="float: right;">2. <input type="text" value="v"/></span>
<input type="text" value="Select File 2 ..."/>	Choose File Designation ... <input type="text" value="v"/>
<input type="text" value="Select File 3 ..."/>	Choose File Designation ... <input type="text" value="v"/>

3.

### Files Edit

0.03 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1 <input type="text" value="v"/>	Select: <input type="text" value="v"/>	<a href="#">Main Document.docx</a> 12 KB	Main Document	20-Feb-2019	Stacie Hughes
2 <input type="text" value="v"/>	Select: <input type="text" value="v"/>	<a href="#">Bios.docx</a> 12 KB	Supplementary File	20-Feb-2019	Stacie Hughes
3 <input type="text" value="v"/>	Select: <input type="text" value="v"/>	<a href="#">Figure.docx</a> 12 KB Caption : Link text :	Figure	20-Feb-2019	Stacie Hughes

## Step 3 – Attributes

Select at least one and up to eight discipline codes from SPE's discipline categories drop-down list to describe the technical area covered by your paper. After selecting the specific codes click the **Add from List** button and the name will populate the discipline code box.

A listing of SPE's discipline categories can be found at <https://www.spe.org/disciplines/discipline-coverage.php>

Enter at least one and up to five 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).
- Use words or short phrases that either elaborate on the subject matter or add topical areas not covered by the discipline codes. For example, one of the keywords in a case-study-type paper might be the name of the field or formation.

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

**Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- Step 3: Attributes >**
- Step 4: Authors & Institutions >
- Step 5: Details & Comments >
- Step 6: Review & Submit >

### Step 3: Attributes

You may enter your manuscript attributes/keywords in two different ways: search the journal's list of keywords by typing in a term and clicking "Search" or select your keywords from the list (Control-Click to select multiple words) and click "Add". When you are finished, click "Save and Continue."

\* = Required Fields

\* Discipline Code [Edit](#)

- 1 Well Drilling
  - .....1.1 Well Planning
    - .....1.1.1 Well site preparation
    - .....1.1.2 Authority for expenditures (AFE)
    - .....1.1.3 Trajectory design
  - .....1.2 Wellbore Design
    - .....1.2.1 Wellbore integrity

+ Add from List

REQUIRED 1. MAX 8.

Minimum entries for attribute Discipline Code not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

DISCIPLINE CODE

\* Keywords [Edit](#)

Special Characters

Enter Word + Add

REQUIRED 1. MAX 5.

Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

KEYWORDS

< Previous Step Save Save & Continue >

## Step 4 – Authors & Institutions

1. In the Submitting Agent field, indicate whether you are the author or the submitting agent for this manuscript.
2. In the Add Author section, enter your email address and click **Search**. If your email is in the database, the fields will be populated with the information saved in the system. If this is your first time submitting, you will need to supply at least the required fields (email, first and last name, institution, city, country) to create an author profile.

## Step 4: Authors & Institutions

\* = Required Fields

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### Submitting Agent

\* Agent Question 

**Author** I, Dr. Gwen Baker, am submitting this manuscript on behalf of myself and my co-authors.

**Submitting Agent** I, Dr. Gwen Baker, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.

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### Authors

\* Selected Authors 

ORDER	ACTIONS	AUTHOR	INSTITUTION

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**Add Author**

Find using Author's email address

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- To add co-author information, enter the author's email address and click **Search**. (Authors may have several email addresses and you may need to search using an alternate email address). Complete all the required fields to identify both the author and the institution they are affiliated with. Repeat this process as needed to include all authors on the paper.
- If no matching email address is found, the message below will display.

 **No co-author found. Please search again using another e-mail address or [create a new co-author](#).**

- To add a co-author, click the **create a new co-author** link in the message. Complete all the required fields to identify both the author and institution they are affiliated with.

The image shows a 'Create New Author' form with a dropdown menu open for the 'Institution' field. The dropdown lists several institutions, with the top one selected.

Field	Value
Prefix	None Selected
First (Given) Name	
Middle Name	
Last (Family) Name	
E-Mail	
Institution 1	1
Institution Number	1
Institution	Centers for Disease Control and Prevention Atlanta, GA, 30329-4018, US
Department	San Diego Continuing Education (San Diego Centers for Education and Technology) San Diego, CA, 92113-1915, US
Country	Centers for Disease Control and Prevention Office of Infectious Diseases Atlanta, GA, 30329-4018, US
State/Province	Centers for Disease Control and Prevention Center for Global Health Atlanta, GA, 30333, US
City	Centers for Disease Control Taipei, 10050, TW
Phone Number	Beijing Centers for Disease Control and

6. When finished creating the author, click the **Add Created Author** button.



7. Added authors display. You may re-order authors by dragging the double-arrow at the left of the author information. You may also use the number in the Order column to re-order then click the **Update Author Order** button.

Authors

\* Selected Authors ⓘ

ORDER	ACTIONS	AUTHOR	INSTITUTION
1	Select...	Baker, Gwen (Corresponding Author) <a href="mailto:Gwen.Baker@thomsonreuters.com">Gwen.Baker@thomsonreuters.com</a>	1. ScholarOne, Client Management 375 Greenbrier Drive Charlottesville, VA, USA 22901 555  2. USA
2	Select...	Bryant, Luke <a href="mailto:luke@test.demo">luke@test.demo</a>	1. Florida Atlantic University Boca Raton, FL, USA

Update Author Order

8. Select the **Actions** drop-down list to edit, remove, and assign as a corresponding author.

ACTIONS	AUTHOR
Select... ▼	Newman, Arthur E
Select... ▼	@institution.edu
Edit	
Assign as Corresponding Author	
Remove Author	

9. Click **Save & Continue**.

Save & Continue >

## Step 5 – Details & Comments

**Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- ✓ Step 3: Attributes >
- ✓ Step 4: Authors & Institutions >
- Step 5: Details & Comments >**
- Step 6: Review & Submit >

### Step 5: Details & Comments

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Browse..." button, locate your file, and click "Attach this Cover Letter." Answer any remaining questions appropriately. When you are finished, click "Save and Continue."

\* = Required Fields

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Cover Letter [Edit](#)

**Write Cover Letter**

0 OUT OF 32768 CHARACTERS

**Upload Cover Letter**

Include a cover letter with your submission. You can enter text in the box or upload a file. Use the cover letter to describe why your paper merits review by this journal. Note: "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.

### Custom Questions – please be accurate and specific with your answers.

*Remember that authors must agree not to submit the paper for review or publication elsewhere while under review by SPE.*

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"/> 

If your paper was prepared for an SPE, OTC, IPTC, or URTEC conference, please enter the paper number in the format shown in the example. Enter the name of the conference (abbreviations are acceptable) 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, then leave the space blank.

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

Yes

No

If yes, please state where:

**\* Has this paper been published elsewhere?**

Yes

No

If yes, please state where:

It is essential that any prior publications of the paper are listed here. If more than 15% of the paper's content has been published in a non-SPE publication, then the manuscript does not fit the criteria for SPE publication.

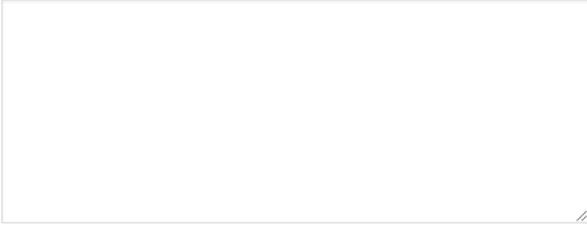
All manuscripts submitted for peer review consideration will be checked through a similarity cross referencing report. If there are verbatim sections not properly cited in the text and/or not listed properly in the references, the paper will be returned for modification. If the paper has more than 25% verbatim sections, then it will be withdrawn from the system.

**\* Has this or a substantially similar version of this paper been submitted concurrently or previously for peer review in another SPE or other journal?**

Yes

No

If so, please explain where and how current submission differs:



**Please be specific in this section.** If more than 15% of the paper's content has been published in a non-SPE publication, then the manuscript does not fit the criteria for SPE publication.

**\* 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

[← Previous Step](#)

[Save](#)

[Save & Continue >](#)

## Step 6 – Review & Submit

This is a final review step before submitting your manuscript. All sections must display the green checkmark in the navigation menu before you can submit to complete the submission process.

**Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- ✓ Step 3: Attributes >
- ✓ Step 4: Authors & Institutions >
- ✓ Step 5: Details & Comments >
- Step 6: Review & Submit >**

You're almost done! Please view your proof below.

### Step 6: Review & Submit

Review the information below for correctness and make changes as needed. **After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission.**

\* = Required Fields

#### \* Verify Step Information

✓ Step 1: Type, Title, & Abstract

FIELD	RESPONSE
Manuscript Type	Technical Paper
Title	Submitting your paper for peer review
Abstract	Include a 50- to 100-word summary of the paper objectives and background information at the beginning of the paper.

#### \* View Proof

You must view the PDF proof before you can submit

Click the **View PDF Proof** to review the converted document and any figures/tables submitted. The paper will open in a new window. Line numbers will have been added at the left (they may not line up exactly with the text – that is okay). 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.

Once the paper is successfully submitted to SPE, an acknowledgement email will be sent to the authors on the paper.

## Submission Confirmation

[Print](#)

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Thank you for your submission

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<b>Submitted to</b>	ScholarOne University Training Workflow 1
<b>Manuscript ID</b>	MCU1-201803-0001-OA
<b>Title</b>	The process of documentation
<b>Authors</b>	Baker, Gwen Bryant, Luke
<b>Date Submitted</b>	01-Mar-2018

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[Author Dashboard >](#)

### Manuscript Status Tracking

The Author Dashboard will provide updates to the papers in process as well as a list of completed manuscripts.

Author Dashboard

- 1 Submitted Manuscripts >
- 12 Manuscripts with Decisions >
- 6 Manuscripts I Have Co-Authored >
- 2 Manuscripts Awaiting Resubmission >
- Start New Submission >
- Legacy Instructions >
- 5 Most Recent E-mails >

## Submitted Manuscripts

STATUS	ID	TITLE	CREATED	SUBMITTED
ADM: Tilley, Wendy	SJ-0219-0013	Simulation of immiscible WAG injection in a stratified reservoir - characterization of WAG performance	05-Feb-2019	14-Feb-2019
<ul style="list-style-type: none"> <li>Awaiting EE Processing</li> </ul>		<a href="#">View Submission</a>  <a href="#">Cover Letter</a>		

Please contact [peer@spe.org](mailto:peer@spe.org) for any questions. Thank you for allowing SPE the opportunity to review your work.