SPE Journals Paper Template

The SPE Journals Paper Template has been created to assist you when preparing a new or revised manuscript for submission to any SPE journal. Use of this template along with the [SPE Publications Style Guide](https://www.spe.org/authors/docs/SPE_Style_Guide_2019.pdf) will ensure quick and efficient processing of your paper.

The template has been drafted in such a way as to provide you with an example of what an actual paper should look like upon submission. Specific formatting instructions, helpful notes, and references to pertinent sections of the SPE Publications Style Guide are included in the template. These items are for reference only and are meant to be deleted or typed over during composition of your paper.

**The template begins on page 4 of this document. Be sure to delete pages 1–3 before submitting your paper.** If at any time you should have questions about the information included in this template, please contact the SPE Editorial Office at peer@spe.org or visit the suggested pages in the list below.

* Before submission, review descriptions of SPE’s peer-reviewed journals on SPE’s [Peer-Reviewed Journals page](https://www.spe.org/en/authors/peer-review/). You will also find links to their submission sites on this page.
* First time authors should familiarize themselves with SPE’s [Polices page](https://www.spe.org/en/authors/policies/) to learn about additional resources such as SPE’s Publications Style Guide, Permissions Policies, Plagiarism, English Language Editing Assistance, and more.
* Use our Microsoft Word or LaTeX template for Supplementary Materials. These can also be downloaded from SPE’s [Author Resources page](https://www.spe.org/en/authors/resources/).

SPE Journals Paper Submission Checklist

**New paper submissions should include:**

* Title.
* Author list with names and affiliations in order of contribution.
* Keywords (at least 1 and up to 5).
* Summary (Abstract).
* Main body text categorized under appropriate headings.
* Optional items including Nomenclature, Acknowledgments, and Appendices.
* References (alphabetical listing of all works cited).
* Figure and Table captions.
* Additional files (as necessary):
* Large data tables uploaded in .xlsx or .csv format.
* Tables uploaded together in one Word document.
* Supplementary materials:
	+ Use our Word or LaTeX templates for supplemental text, figures, tables, and captions in support of the main paper (i.e., supplementary content should not include key discussion or analysis).
	+ Submit one PDF output file with all supplemental elements included.
	+ Large data tables, animations, audio files, and other forms of supplementary materials not meant to be viewed via PDF should be uploaded separately in their native format(s).
	+ Include a footnote in the main paper that supplementary material is available: “Supplementary Material is available in support of this paper.”

**Revision/Resubmissions should include:**

* SPE assigned paper number or ScholarOne ID.
* A point-by-point response to reviewer comments.
* Two copies of the revised/resubmitted paper:
* A “tracked-changes” copy with all revisions highlighted.
* A “clean” copy without tracked changes.
* Figures uploaded separately as individual, yet cohesive files [i.e., if a figure has (a) and (b) components, upload as one file; do not upload (a) and (b) as separate images].
	+ Use .eps, .tif, .jpg, .png, or .pdf format.
	+ Use 300–600 PPI resolution.
	+ Format according to the SPE Figure Preparation Guidelines and SPE Publications Style Guide. Authors will be requested to provide new images for any that do not follow SPE publication guidelines.

SPE Journals Paper Technical Elements

The following is a listing of the elements that should appear in any technical paper submitted for peer review in the order they should appear in the paper.

* **Paper Number:** Include the SPE paper number or ID assigned to your paper in the file name of your manuscript and all other publication materials (e.g., SPE-XXXXXX-Manuscript or SJ-XXXX-XXXX-Fig1). Note: New submissions that have not been previously submitted to an SPE conference will not have a paper number or ID.
* **Title:** Center the paper title on a line by itself. Keep the title informative, yet concise.
* **Author Byline:** List all contributing authors and their affiliations held at time of writing/submission. Include footnotes to designate corresponding authors or to note changes to affiliations.
* **Summary:** Include a 50- to 500-word summary (or abstract) of the paper objectives and background information at the beginning of the paper.
* **Body Text:** Format the body of the paper in a single column, 1.5- or double-spaced, with text in 10-point type. Opening paragraphs run margin to margin, with subsequent paragraphs indented.
	+ **Section Headings:** Make sure that section headings are clearly distinguishable by using the following styles:
		- First-Level Headings—Bold on line by itself
		- Second-Level Headings—Bold, period at end, run into paragraph, no indent
		- Third-Level Headings—Bold italic, period at end, run into paragraph, indent if start of new paragraph
		- Fourth-Level Headings—Italic, period at end, run into paragraph, indent if start of new paragraph
	+ **Citing Figures and Tables:** Cite all figures and tables sequentially in the main text.
	+ **Equations:** Number all equations sequentially as they appear in the paper with the equation number in parentheses on the right margin. Do not bold equation citations.
	+ **Citing References:** Cite references in the text using the author’s last name, with the year of publication in parentheses or by placing both the author’s last name and the year in parentheses. Do not use a numbered system for references.
* **Nomenclature (contingent):** Compile an alphabetical list of all symbols used in the paper, including the definition, the units of measure, and the dimensions (or dimensionless).
* **Acknowledgments (optional):** Include a brief acknowledgment to contributors and supporters of the paper.
* **References:** Compile a complete alphabetical listing of all cited references at the end of the paper.
* **Appendix (optional):** Label appendices alphabetically (e.g., Appendix A, Appendix B) even if there is only one.
* **SI Conversion Factors (contingent):** Include a conversion factor table if only one system of units (customary or metric) is used throughout the paper. Include conversion factors for all units used, including those used in figures and tables.

Informative, Yet Concise Title Using Title/Heading Capitalization: Avoid ALL CAPS and Abbreviations **(See SPE Style Guide, Section 2.1)**

A. B. Author\*, Affiliation; B. C. Author and D. E. Author, Affiliation; and F. G. Author, Affiliation

Supplementary Material is available in support of this paper. Delete if your paper does not include supplementary material.

\*Corresponding author; email: author@email.com

Keywords: keyword 1; keyword 2; keyword 3; keyword 4; keyword 5

**Summary**

The summary (or abstract) should be a single paragraph of fewer than 500 words, be understandable by a general reader, establish the question or topic of study, provide background on the subject, describe key data or analyses, and describe key results and limitations. See SPE Style Guide, Section 1.3.

Introduction

The main body text should be divided into sections, starting with an introduction section. Each subsequent section should have its own heading. Headings and subheadings should be concise and clearly distinguishable. SPE uses four heading levels with specific formatting as described below. See SPE Style Guide, Part 2: Elements of Technical Papers.

First-Level Heading
A first-level heading stands by itself on a line and uses title/heading capitalization. There is a single open line space between the first-level heading and the preceding paragraph. The first paragraph following a first-level heading is not indented, but all subsequent paragraphs are.

Numbered lists appear as follows:

1. The first item
2. The second item
3. The third item

Bulleted lists appear as follows:

* The first bullet point
* The second bullet point
* The third bullet point

If the paragraph continues after the list, it should not be indented. There is no line space between lists and regular text (see SPE Style Guide, Section 2.3.2).

Second-Level Heading. The second-level heading uses title/heading capitalization, is preceded by a line space, ends with a period, and is run directly into the paragraph. It is not indented, but subsequent paragraphs in the section are.

*Third-Level Heading.* The third-level heading is bold and italic and uses title/heading capitalization. It is *not* preceded by a line space and is run directly into the paragraph. It is indented and ends with a period.

*Fourth-Level Heading.* The fourth-level heading is the same as the third-level heading except that it is only italic and not bold. If immediately preceded by a third-level heading, they run together on the same line as in the next paragraph.

*Third-Level Heading. Fourth-Level Heading.* If using equations, separate them by placing equations on a line by themselves. Number all equations sequentially as they appear in the paper, with the equation number following in parentheses, such as

*E* = *mc*2. (1)

An equation should read like a sentence or part of a sentence and should include appropriate punctuation, both within the equation (bracketing) and at the end of the equation (see SPE Style Guide, Section 2.3.3). If an equation falls in the middle of a paragraph, do not indent the text following the equation. Indent only if a new paragraph is started after the equation.

Equations should be followed by a “where” statement that defines each symbol used in the equation. Each definition should include a unit of measurement. These “where” statements can be omitted at your discretion, but if so, a Nomenclature section must be included at the end of the paper (see SPE Style Guide, Section 2.4).

Cite references in the text using the author’s last name, with the year of publication in parentheses, as in Johnson (2020), or by placing both the author’s last name and year in parentheses (Johnson and Johnson 2020). There is no comma between the author's name and the year. If more than two authors are listed in a single reference, use the first author’s last name followed by “et al.” in the citation, but do not italicize et al. (Johnson 2020; Johnson and Johnson 2020; Johnson et al. 2019, 2020a, 2020b). (See SPE Style Guide, Section 2.3.4.)

Figure and table citations should appear as follows (Fig. 1), meaning that the first citation of a figure or table should appear in bold text, while subsequent citations of the same figure/table are in regular text (Fig. 1). (See SPE Style Guide, Section 2.3.5.) Equation citations are always in regular text and abbreviated (Eq. 1, singular; Eqs. 2 and 3, plural).

All figures and tables should be cited in order, meaning that Fig. 2 should not be cited first before Fig. 1. Further, figures and tables located in an appendix should not be cited in the main text. Instead, the appendix itself should be cited or you should consider bringing that item into the main text. Another option would be to add a footnote. For initial submission, please embed figures, tables, and accompanying captions within the main text near first citation. At revision/resubmission, figures should be removed from the main text and uploaded individually as separate production-ready files. Each figure should be one complete, cohesive file (please do not upload subfigures or figure parts in separate files).

Fig. 1—Figure captions should begin with an overall descriptive statement of the figure followed by additional supporting text. Captions should be placed immediately after each figure. Figure parts are indicated with lower-case letters: (a) Part 1; (b) Part 2; (c) Part 3.

Table 1—Table captions should begin with a short description of the table. Format tables using the Microsoft Word table commands and structures. Do not create tables using spaces or tab characters. Large tables presenting rich data should be presented as separate Excel or .csv files, not as part of the main text.

Conclusions

A conclusions section should complete the main text.

* Bulleted or numbered lists in the conclusions section are left-justified with hanging indent.

Nomenclature

*p* = pressure, m/Lt2, psi [kPa]

*μ* = viscosity, m/Lt, cp [mPa·s]

At the end of the paper, include an alphabetical nomenclature of all symbols used in equations. The list should include the letter symbol, an accurate and concise definition, dimensions in which the quantity is measured, and the units of measure used in the paper. [If you choose to omit the Nomenclature, then SPE requires that all symbols used in the paper be defined clearly with dimensions and units (as applicable) at first mention in the text.]

Organize items in the Nomenclature as follows (see SPE Style Guide, Section 2.4 and Appendix F):

1. List Roman alphabetical terms with lowercase versions presented first, followed by uppercase versions (*a*, *A*, *b*, *B*, *c*, *C*, etc.).
2. List Greek alphabetical terms with lowercase versions presented first, followed by uppercase versions (*γ*, Γ, *δ*, Δ, *ω*, Ω). Do not italicize uppercase Greek symbols.
3. Within these sets, alphabetize individual terms accordingly (e.g., *p* precedes *pc*, which precedes *p*eff, which precedes *P*; likewise, Δ precedes Δ*p* in the Greek section).
4. Do not include abbreviations and acronyms in the Nomenclature. These should be included in parentheses after first use of the full term in the main body text. For example, if the term “gas/oil ratio” occurs five or more times in the text, include “(GOR)” after first use of the full term and then use the abbreviation throughout the rest of the paper.

Acknowledgments

This is an optional element and offers you an opportunity to address supporters and/or contributors to the paper. Acknowledgments commonly include:

* Any real or perceived financial conflicts of interests for any author.
* Other affiliations for any author that may be perceived as having a conflict of interest with respect to the results of the paper.
* A statement that indicates to the reader where the data supporting the conclusions can be obtained.
* Funding information related to the work for all authors. Funding information should also be provided via the journal submission site, which uses an official funder registry.
* Thanks to supporters and other contributors who do not qualify as authors.
* Restrictions of data, materials, or chemicals information (or how to legally access) should be included in the acknowledgments section.

References

* Include an alphabetical listing of all references cited at the end of the paper.
* All references must be available to readers at the time of publication; there should be no unpublished, private communication, in preparation, or under review references.
* References in supplementary materials should also be included in the reference list of the main paper, so that they can be discovered, linked, and indexed.
* Data sets that are not newly reported as part of this research should also be cited in the references. New data sets or software that are deposited elsewhere with a permanent identifier should be cited. See also Joint Declaration of Data Citations Principles for more information on data and software citation best practices.
* See SPE Style Guide, Section 2.6 and Appendix G

Beggs, H. D. 1987. Oil System Correlations. In *Petroleum Engineering Handbook*, ed. H. B. Bradley, Chap. 22. Richardson, Texas, USA: Society of Petroleum Engineers.

King, M. J. and Mansfield, M. 1999. Flow Simulation of Geologic Models. *SPE Res Eval & Eng* 2 (4): 351–367. SPE-57469-PA. https://doi.org/10.2118/57469-PA.

White, C. D. and Horne, R. N. 1987. Computing Absolute Transmissibility in the Presence of Fine-Scale Heterogeneity. Paper presented at the SPE Symposium on Reservoir Simulation, San Antonio, Texas, USA, 1–4 February. SPE-16011-MS. https://doi.org/10.2118/16011-MS.

Appendix A—(See SPE Style Guide, Section 2.7)

Appendices are optional. Figures, tables, and equations included in an appendix should be given separate numbering, which references the appendix letter (e.g., Fig. A-1, Table A-1, Eq. A-1). Generally, figures and tables included in the appendix should not be called out in the main text. If they are pertinent to the main text, they should be included there and numbered accordingly.

SI Metric Conversion Factors (See SPE Style Guide, Section 2.8)

Include a conversion factor table after the Reference List (or after the appendices, if included) if only one system of units (customary or metric) is used throughout the paper. Include conversion factors for all units used, including those used in figures and tables.

Figures and Tables (See SPE Style Guide, Sections 2.10 and 2.11, Appendices H and I)

For final submission after acceptance, tables and all figure captions should be moved from within the text to the end of the paper.