

SPWLA SYMPOSIUM GENERAL INSTRUCTIONS FOR PAPER / MANUSCRIPT PREPARATION

Society of Petrophysicists and Well Log Analysts

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This paper was prepared for presentation at the SPWLA 51st Annual Logging Symposium held Perth, Australia, June 19-23, 2010.

ABSTRACT

All papers are to be submitted electronically in Adobe pdf format to the SPWLA web site, <http://www.spwla.org/>. **The deadline for paper submission is April 21, 2010.**

In the continuing effort to upgrade the quality and appearance of the Transactions Volume, authors are being asked to use a consistent style of page layout, type style (font), and type size. This Microsoft Word document will also serve as the format template for your paper. **All manuscripts must conform to these instructions. Papers that do not conform will be returned to the corresponding author for reformatting.**

The Transactions Volume will be published only in CD form.

INTRODUCTION

SPWLA has required electronic submission of Symposium papers since 2004. All papers are to be submitted electronically in Adobe pdf format to the SPWLA web site, www.spwla.org.

Deadline for paper submission is April 21, 2010. The website will close at midnight on April 21. **No** security coding (passwords) should be used in the uploaded pdf file.

Over the past several years, the SPWLA has worked hard to upgrade and standardize the appearance of the Transactions Volume. Once again, authors are being asked to use a consistent style of page layout, type style (font), and type size. The layout of the instructions in this document is in compliance with the Guidelines for Manuscript Preparation and may be used as a guide. All manuscripts must conform to these instructions.

GENERAL INSTRUCTIONS

The page size in the file must be US letter (8.5 by 11 inches), in "portrait" layout.

Maximum paper length is 16 pages, including all text and figures.

Again, we strongly recommend that all figures and tables are embedded in the text, but we realize that in some cases figures may need to follow the text.

MANUSCRIPT ORGANIZATION

- Title (centered over both columns)
- Author(s) and affiliation(s) (centered over both columns)
- Copyright statement
- Abstract (approximately 300 words)
- Text (including figures and tables)
- Acknowledgments, if included
- References
- About the Author (text only)
- Appendix(es) if included
- Tables, then figures, if not embedded in text columns

PAGE LAYOUT

Page size - Manuscripts should be formatted for 8 1/2 inch by 11 inch paper. **European A4 paper size is not acceptable.**

Margins - **left** margin on **odd** numbered pages should be 1 1/4 inches (30mm), right margin 3/4 inch (20mm); **right** margin on **even** numbered pages should be 1 1/4 inches, left margin 3/4 inch. (Microsoft word: gutter = 0, mirror margins on). **Top** margin 1 1/4 inch below top edge of paper.

Columns - Text must be printed in two columns to a page and separated by 0.25.

Pages - Maximum paper length is **16** pages, including text and figures. **THERE WILL BE NO**

EXCEPTIONS. A manuscript in excess of 16 pages will be returned for revision if time permits or pulled if time does not permit.

Page numbering - Center the page number 1/2 inch (12mm) above the bottom of each page.

Header – All pages must have the following header:

“SPWLA 51st Annual Logging Symposium, June 19-23, 2010”. This header should be on the right side of odd pages and the left side of even pages, and be in 10 point Bold Times New Roman font (or the closest approximation possible).

TYPE STYLE AND SIZE

Type style (font) - A proportionally spaced, serif font, Times or Times Roman, is preferred. If this is not possible, use the closest approximation available. (This is Times New Roman, 10 point.)

Type size and line spacing - The main body of the text is single-spaced in 10 point type; line spacing is 12 point (resulting in 6 lines per inch).

HEADINGS

Title - The title should be centered over both columns and typed in all capital letters, bold, 14 point, single spaced.

Headings - These should be on a separate line, left-justified, and easily distinguished from each other and clearly separated from the main body of the text. Bold upper case 10 point, 12 pitch.

Subheadings - subheadings are subordinate to headings. They should be on same lines with text, italics, 10 point, 12 pitch line spacing.

CITATIONS

Figures - Cite in numerical order.

References - Cite references by AUTHOR AND YEAR. Cite all references and include complete information for each citation in "**References**" section.

REFERENCES SECTION

Order - References should be listed ALPHABETICALLY. In case of multiple listings by the same author(s), references are listed by date (earliest first) and then alphabetically. Do not use abbreviations.

Format - Author's last name, initials, year, title of paper (capitalize only proper nouns): full name of journal, volume number, page numbers.

“ABOUT THE AUTHOR” SECTION

Each author should include a biographical sketch. These should be in the same order as the author listing at the beginning of the paper.

ARTWORK PREPARATION

Identification and Captioning – All figures should be identified by number, with a suitable descriptive caption.

Location - Illustrations should be placed within the body of text if at all possible (Figure 1), but it is recognized that in certain cases it will be necessary to place them at the end of the paper. Although doable, large figures can generate immense formatting difficulties in Microsoft Word when trying to span two columns.

Multiple figures per page - Authors are responsible for arranging multiple figures on each page within the columns where appropriate, or if it is not possible, then at the end of the paper. All lettering must be legible.

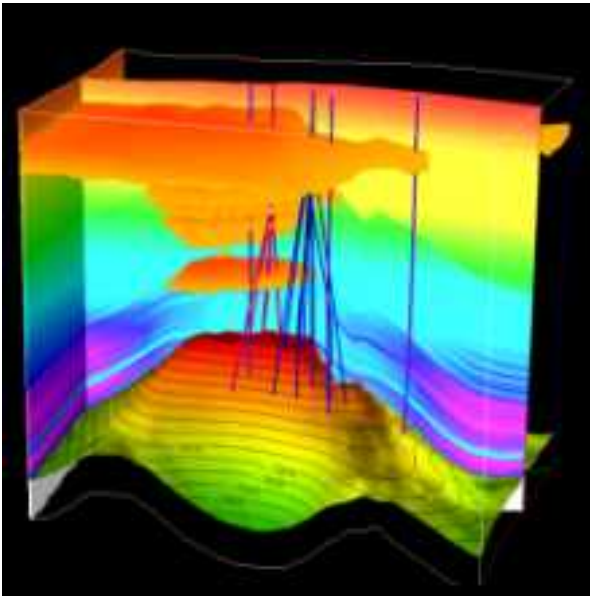


Fig. 1 Example of inserting a graphic illustration within the confines of a column.

USE OF COLOR

Use of Color in CD Transactions Volume – The Transactions Volume will include the pdf files, with figures exactly as submitted by the author. Figures may be in color or in black and white at the author’s discretion. However, the author should perform a test print in black and white to ensure legibility, as many readers will print the paper in black and white. There will not be an additional charge for color.

COMMERCIAL ADVERTISING

Logos - Commercial (Company) logos are not to be used in papers.

Proprietary names - Generic names should be used instead of proprietary tool or program names. If trade

names are required the full name should be used initially, prior to the use of mnemonics.

Please remember that the goal of the Symposium is to promote technical advancement and exchange. Accordingly, commercially oriented papers are strongly discouraged.

PERMISSION/COPYRIGHT

The author is responsible for obtaining permission to use previously published material. A signed letter of permission from the copyright holder must be submitted to the SPWLA Business Office (fax to +1-713-947-7181 or mail to SPWLA, 8866 Gulf Freeway, Suite 320, Houston, TX 77017).

CHANGES AND ADDITIONS

The SPWLA website has facility for resubmitting a paper if changes are needed after the original submission. No changes or additions will be accepted after the April 21, 2010, deadline.

SUMMARY

In an effort to improve our paper submission process as well as the appearance and readability of the transactions, this year becomes one with yet a few more changes for the SPWLA and we appreciate your cooperation as we develop our new procedures. We continue our commitment to provide a high quality Transactions Volume. Please address any suggestions for improvement to Sharon Johnson at the SPWLA Business Office (sharon@spwla.org) or to David Kennedy, VP Technology (DKennedy@smith.com).

Thank you for your cooperation.