

# OTC Manuscript Template Instructions for Conferences and Journals

The OTC Manuscript Template has been created to assist you when preparing a manuscript for submission to an SPE conference or peer-reviewed journal.

1. Access the manuscript template from the author kit (conferences), from the peer-review manuscript submission system (journals), or from the [Author Resources](#) webpage under Templates (conferences or journals).
2. Fill in the manuscript information by typing directly over the elements in the template.
  - Styles have been built into the template. If you type directly over an element, the built-in formatting will be applied automatically. When adding additional text, highlight the new text and then select the appropriate style from the Home > Styles tab.
  - Style formatting tips for common technical elements not built into the template are provided below.
  - Delete any elements that do not apply to your manuscript before submission (this may include the corresponding author and supplementary materials notes).
3. Use the following online resources to assist with any questions you may have during the process:
  - SPE Publications (<https://www.spe.org/en/publications/>) includes information on SPE's current publications, submission processes/links, and subscriptions.
  - Author Resources (<https://www.spe.org/en/authors/resources/>) includes templates, instruction sets, reference guides, formatting guides, and links to other helpful resources.
  - Publication Policies (<https://www.spe.org/en/authors/policies/>) includes information on copyright, plagiarism, permissions, and commercialism.

## Formatting Common Technical Elements

- Equations:** Use the Equation Builder (Insert > Equation) in Word for inline and display equations. Center display equations with an open line space above and below. Number all display equations sequentially using Arabic numerals with the equation number in parentheses on the right margin. DO NOT bold equation citations in the text.
- Figures and Tables:** Number with Arabic (not Roman) numerals. Include bold in-text citations in numerical order for all figures and tables. Place figures and tables immediately after the paragraph of first mention. Place a caption immediately under each figure or table. Use the Table option in Word to build and format tables.
- Nomenclature (optional):** Compile an alphabetical list of all symbols used in the paper, including the definition, the dimensions (or dimensionless), and the units of measure: symbol = definition, dimension, unit [alternate unit]. This element is not required if all symbols have already been defined in the text. Nomenclature should not be used to define abbreviations, acronyms, or initialisms; these should be defined at first use in the text.
- 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. Compile a complete listing in alphabetical order of all cited references at the end of the paper. DO NOT use a numbered system for references.

**ATTENTION! The final layout of the manuscript will differ from your original submission.**

All manuscripts will be tagged into XML format for final publication. Standardized styles and fonts will be used in the final layout of the manuscript. Links will be added for references, figures, tables, and equations. All figures and tables with associated captions will be placed after the paragraph of first mention in the final layout of conference manuscripts and as near as possible to first mention in journal manuscripts.