

GUIDELINES FOR AUTHORS SUBMITTING PAPERS

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GENERAL REQUIREMENTS

Five copies of all manuscripts should be sent, with a covering letter, to:

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Journal of Canadian Petroleum Technology
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Calgary, Alberta, Canada T2P 3P4

If the paper has been presented at a technical conference, it will be submitted automatically.

Assurance must be given that the manuscript has not been submitted for publication elsewhere. In the case of a manuscript which originates from a presentation to a Society other than the Petroleum Society, written clearance for publication must be obtained by the author(s).

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PREPARATION OF MANUSCRIPTS

All manuscripts should be typed, double spaced, using only one side of the sheet, with wide margins to allow for editorial instructions. A standard size (8 1/2 × 11) of good-quality white bond should be used. The pages should be numbered.

The material should be presented as clearly and concisely as possible, considering the limits imposed by the nature of the paper and its technical usefulness to others. The Board recommends that manuscripts should not exceed 8,000 words in length, including any essential illustrative material. This is to ensure all papers published are no more than seven Journal pages in length if accepted and formatted for publication. Authors are advised that any papers exceeding seven pages in length will be charged \$300 per page. If the manuscript has been translated, a copy of the paper in the original language should be included.

Reference to a commercial process or material without complete technical detail is not acceptable for publication.

TECHNICAL PAPERS

Each full-length technical manuscript should have a title page, giving the title of the paper (short, explicit, and informative), the author's (or authors') name(s), position, company affiliation and location, and the date of writing or presentation. The complete address of the author should also be included for future correspondence, circulation of galley proofs, etc.

Each paper should be accompanied by a 100- to 200-word abstract. This should be a clear concise summary of the paper and should be complete in itself (no references). Readers should not have to read the paper to understand the abstract.

TECHNICAL NOTES

Short manuscripts, again not generally exceeding 1,600 words in length, may qualify for publication as a technical note. Such items are intended for the prompt disclosure of new and significant data of new equipment and operating techniques.

FIGURES

Each figure must be clearly identified by number. A separate list of captions should be provided. Figures should be clear and sharp and lettering should be large enough to allow reduction of the figures to column width (or in special cases to page width).

Graphs should normally be drawn with ticks on the axes rather than with continuous grids, except for figures which are likely to be used by the reader to obtain numerical results.

All figures, illustrations, and photographs must be black and white. Any photographs which are included must be essential to the paper.

Figures containing corporate logos and the like are not acceptable.

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Symbols used in the text should be defined in a list near the end of the paper. Some may also be defined within the paper if it facilitates understanding. Roman symbols should be listed first in alphabetical order, followed by Greek symbols.

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- the letter "l" and the figure "1"
- the letter "O" and the figure "0"
- the letter "X" and multiplication sign "×," etc.

UNITS OF MEASUREMENT

Units of measurements should be in accordance with the International System of Units, (SI) including accepted derived units. Imperial or conventional petroleum units may be enclosed in parentheses behind the SI units e.g., ". . . a volume of 0.52 m³ (3.27 B) having a mass of 450 kg (992 lb.). A description of SI units and terminology is given in the Canadian Association of Petroleum Producers "Supplementary Metric Practice Guide for the Petroleum and National Gas Industry and Services" and also in the ASTM Standard for Metric Practice E380-76. Other authoritative references are available in most libraries.

Theoretical analysis should be developed using dimensionally consistent expressions. Final formulae can also be expressed in convenient units provided that the units of any dimensional numbers are defined.

REFERENCES

References should be numbered and listed in the order in which they are introduced in the main text of the paper. They should appear at the end of the main text of the paper (i.e., before any Appendices). The references should contain the name(s) of the author(s) (surname first), the title of the paper, book, etc., and a complete description of its location. Examples:

1. HURST, W., *Advances in Petroleum Engineering*; pp. 21-26, PennWell, Tulsa, OK, 1981.
2. IVORY, J., et al., *Development and Testing of a Synthetic Cold Lake Oil Sand*; *Journal of Canadian Petroleum Technology*, Vol. 26, No. 3, pp. 48-53, May – June 1987.

In keeping with this format, the reference in the main text of the paper will be as a superscript integer enclosed in parentheses which is inserted at an appropriate place e.g., . . . optimum for oil recovery⁽⁹⁾.