

**SPWLA SYMPOSIUM
GENERAL INSTRUCTIONS FOR PAPER / MANUSCRIPT
PREPARATION**

(Updated Dec-5-2011; option single column)

Society of Petrophysicists and Well Log Analysts

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This paper was prepared for presentation at the SPWLA 53rd Annual Logging Symposium held in Cartagena, Colombia, June 16-20, 2012.

ABSTRACT

All papers are to be submitted electronically in Adobe pdf format to the web site,

<http://www.editorialmanager.com/spwla>.

The deadline for paper submission is April 21, 2012.

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.

The guidelines for oral presentations and posters are also given in the Appendix and should be adhered to when applicable.

INTRODUCTION

SPWLA has required electronic submission of Symposium papers since 2004. All papers are to be submitted electronically in Adobe pdf format to the web site, <http://www.editorialmanager.com/spwla>.

Deadline for paper submission is April 21, 2012. 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
- 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 a single column to a page. There is an alternate template for a two-column format.

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 53rd Annual Logging Symposium, June 16-20, 2012”. 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 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. Quality photos are encouraged, provided the overall length of the article does not exceed 16 pages.

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.

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.

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.

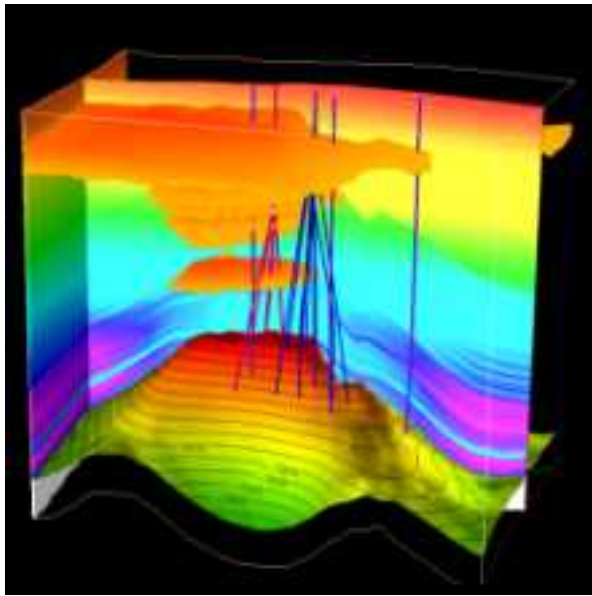


Fig. 1 Example of inserting a graphic illustration within the confines of a column.

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). Alternatively a scan of the executed document may be emailed to Sharon@spwla.org.

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, 2012, 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 Russell W. Spears, Vice President Technology (Russell.w.spears@exxonmobil.com).

Thank you for your cooperation.

APPENDIX: ORAL PRESENTATIONS AND POSTERS

Guidelines for Oral Presentations at the 2012 SPWLA Symposium in Cartagena

EQUIPMENT: All presentations will be made from a computer projector using PowerPoint® 2000 or 2007. The Speakers' Preparation Center will provide a computer for speakers to load their presentations onto the symposium's computer system and to verify compatibility and consistency.

TEXT MUST BE LEGIBLE: Please make every effort to make your figures legible from the back of a large room.

LOGS MUST BE LEGIBLE: Presentation of logs has, in the past, attracted much criticism, as symposium attendees cannot see the information in a clear manner. If you must show logs, please make every effort to make them clear and legible.

AVOID COMMERCIALISM: You should avoid commercialism in your talk. The objective is to inform the audience, not to promote a specific service. Therefore, please avoid excessive use of trademarks, commercial service names and names of employers. Generally, company logos may appear on the title slide or the authors' affiliation slide, but should not appear thereafter in the presentation. Required copyright notices or unique slide ID numbers may be placed in small typeface in the lower corner of each slide but should not include repetitive logos.

Guidelines for Poster Preparation at the 2012 SPWLA Symposium in Cartagena

Many of those viewing your poster will do so from about a distance of 4 to 6 feet. Most material prepared for a printed page (magazine, journal, book, etc.) is NOT suitable for posters. Grid lines, log traces, small letters, and numbers that are perfectly readable on a printed page may be impossible to read at a normal poster viewing distance. If your graphic material is not legible at normal poster viewing distance it should be redesigned and/or redrafted for your poster presentation. To encourage the highest quality in poster presentations, a **Best Poster Award** will be chosen by the Technology Committee.

EQUIPMENT: Each poster presentation is allocated two panels, each of which measures 0,90 cms wide and 1,80 cms tall. The panels will be two vertically-oriented pin-up boards on which to display your poster. Posters may be attached by velcro or by push pins. Please bring your own supplies that are necessary for mounting and displaying your posters.

POSTER TITLE: The poster title and authors should be identified in large letters, at least one inch in height.

DISPLAY TIME: Posters must be on display by 8:00 a.m., Monday, June 18th. All authors are required to be at the poster during session 7, Tuesday from 1:20 to 3:20 p.m., which is dedicated to poster viewing. Posters are to remain up for the duration of the Symposium. Please un-mount your poster in the later afternoon on Wednesday. Any poster left there after 5:00 p.m. on Wednesday will be discarded.

AVOID COMMERCIALISM: Please make every effort to avoid commercialism in your poster. The objective should be to inform the audience rather than to promote a specific service. Please avoid excessive use of trademarks, commercial service names and names of employers. Generally, company logos may appear with the title or the authors' affiliations, but should not appear thereafter in the presentation. Required copyright notices may be placed in small typeface in the lower corner of each poster but should not include repetitive logos.

INSTRUCTIONS TO UPLOAD YOUR MANUSCRIPT ONLINE

Login at <http://www.editorialmanager.com/spwla> using your login and password provided in your acceptance email. If you have forgotten your password or username please click the [Login Help](#) link. Once you've logged in you will see the Author Main Menu screen.

1. Locate the link, [Submissions Needing Revisions](#) under "Revisions" and click to proceed.
2. Locate your original abstract title.
3. Click [Edit Revision](#) under "Actions". Your article type will remain the same. Go through each category by clicking [Next](#) and make any necessary changes.
4. When you reach the "Attach Files" section, click [Next](#).
5. Click the [Choose File](#) button and locate your file.
6. Click [Attach This File](#).
7. Once your file is uploaded, click [Next](#).
8. Locate your uploaded manuscript.
9. Click the [View Submission](#) link under "Actions" and check to make sure your complete manuscript was uploaded.
10. Click the [Approve Submission](#) link to complete the submission process.