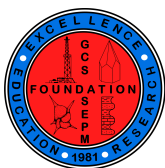

Instructions to Authors for Preparation of Manuscripts and Illustrations



**Gulf Coast Section SEPM Foundation
Houston, Texas**

Introduction

These instructions are provided for the authors submitting manuscripts to the Gulf Coast Section SEPM Foundation to make publishing their papers as easy as possible. Below we give guidelines for preparing manuscript and graphics files; following these guidelines will speed up preparation time for you and production time for us. We update these guidelines regularly as the digital world progresses.

Please read the following instructions carefully and follow them closely. Deviation from these instructions may result in having your manuscript rejected; just as unfortunately, it increases our editing time significantly when formatting guidelines are not followed. Everyone's cooperation is essential to make certain the conference publication is ready for the opening day of the conference.

ABSTRACTS VOLUME

Your accepted abstract will be included in the Program and Abstracts Volume, which will be posted on our Web site so that everyone can preview the papers to be presented.

MANUSCRIPT DEADLINES

All deadlines and submittal instructions will be sent to you directly from the program chairman once your abstract has been accepted. We will be posting abstracts on the Web site and will attempt to keep it updated periodically before the conference. Final manuscripts and illustrations must be received by the program chairman by the deadlines specified unless prior arrangements have

been made; manuscripts not meeting the deadline cannot be included in the conference publication.

CORPORATE RELEASE

Authors are reminded to obtain corporate and partner permission **before** submitting to us. Please note that permissions should be all-inclusive: well data, seismic data, regional interpretations, and use of previously published material. We recommend that you receive your permissions in writing and keep them on file.

Manuscript Files

MANUSCRIPT LENGTH

Papers should be approximately 20 pages after formatting and include 12 to 14 figures; 20 figures is the recommended maximum. This means submitted manuscripts should be 25 to 30 pages long double-spaced, including references, using our template (see below).

Please note that our manuscript length is above average for most journals and should not be exceeded without the permission of the Program Technical Chairman or the Technical Coordinator.

MANUSCRIPT TEMPLATE

We have provided you with a Microsoft® Word template specific to our publications (“GCSSEPM template.dot”) that will help you prepare your manuscript. This template has a built-in Word style sheet and paragraph formatting for the title, authors, author addresses, all headings, body text, tables, and references. It will save you time by formatting your manuscript for you, and it saves us time in the layout process, as well as eliminates any confusion regarding the heading hierarchy.

Saving the template to your Templates directory

Saving the template to the Microsoft Templates directory protects the document against accidental overwriting. In Word 2007, open the file and do the following: **Office Button > Save As > Word Template** and in the **Save As** dialog box, click either **Microsoft Office Word** (or **Trusted Templates**) in the top left navigation bar. This redirects you to the Microsoft Templates directory. Click **Save**.

In MS Office 365/10, go to **File > Save As**. Double-click **Computer** or **This PC**. Choose **Word Template** in the **Save as type** dropdown list. Use the existing file name or rename your file as you prefer. Word automatically saves the file in the **Custom Office Templates** folder.

Starting from the blank template

Word 2007: Open the template: **Office Button > New** and then choose **My Templates** from the top left navigation bar. Choose our template from the list. In this same dialog box, choose **Create New Document** and then OK.

Office 365: Open the template: Go to **File > Open**. Double-click **Computer**. The **Documents** library will open and you will see the folder **Custom Office Templates**. Open this folder, and you will see the **GCSSEPM_template.dotx** file you just saved to this folder. Open that file, and it will start a new Document1.dotx file, which you must rename.

Importing the template into your existing document

If you have already started your manuscript in another Word document, you may proceed in two ways:

1. The easiest way is to open our template (see above) and delete all our sample text. Then copy and paste your work into the blank template and apply our styles to your text (see [Using our Styles to Format Your Manuscript](#) section).
2. Second method: import the template into your document using the following steps:

Word 2007 and Office 365:

- With the **Home** tab in view, display the Styles window by clicking on the **small arrow below Change Styles** in the Styles palette. A list of styles in your document should display.
- Click the **Manage Styles** button at the bottom of the Styles window.
- In the **Manage Styles** dialog box, click the **Import/Export** button at the bottom.
- Click the **Organizer...** button at the bottom.
- In the **Organizer** dialog box, you are presented with two windows. On the left is the style list from your document; on the right is the style list from the templates. Under the right-hand window, click **Close File** and then **Open File**. This directs you to the Templates directory.
- In the **Open** dialog box, choose our template from the list and click Open. Now the list in the right-hand window is populated with the styles from our custom template.
- Hold down the **Shift** key and select all the styles in the right-hand window that start with the "GCS-" prefix. Copy them to your document by clicking the **<< Copy** button. If you get a message about overwriting any style, say **Yes to All**.
- **Close** the box and now your document has our custom template styles in it. Apply the styles using the instructions in the [Using our Styles to Format Your Manuscript](#) section.

**USING OUR STYLES TO
FORMAT YOUR
MANUSCRIPT**

To display the styles and keep them handy while you are writing, open the styles palette: **Format > Styles and Formatting**. Choose **Show: Available styles** at the bottom. (Word 2007 and Office 365: **Home** tab > **Change Styles** arrow. **Options: Styles to Show: In current document.**) Place the cursor in any line

of text, and then click on the appropriate style name in the palette. This applies the style to that paragraph.

Below is an example of our formatting style for the title, author, and author address sections of our publications. See explanatory text below the example. *Please note that by using our built-in styles (indicated behind each line), all formatting (bold, centered, left justified, fonts and font sizes) is automatically applied and there is no need for manual intervention.*

Architectural Analysis of Deep-Water Outcrops: Implications for the Gulf of Mexico (Use Style: GCS-Title)

Morgan Sullivan (Use style: GCS-Authors)
Gerrick Jensen (Use style: GCS-Authors)
Frank Goulding (Use style: GCS-Authors)
ExxonMobil Exploration Company (Use style: GCS-AuthorAddress)
P.O. Box 4778 (Use style: GCS-AuthorAddress)
Houston, Texas 77210 (Use style: GCS-AuthorAddress)
e-mail: [of Senior Author] (Use style: GCS-AuthorAddressLast)

Abstract (Use style: GCS-AbstractTitle)

First Heading (Use style: GCS-Heading1)

Second heading (Use style: GCS-Heading2)

Third heading (Use style: GCS-Heading3)

Headings: Use GCS-Heading1, GCS-Heading2, GCS-Heading3, etc. (please do not use Word's built-in Heading 1, Heading 2, Heading 3, etc.). White space is already built into the style above and below each subheading, eliminating the need for blank lines (empty paragraph returns). For GCS-Heading1, follow the capitalization rules set for the Title. For GCS-Heading2 and after, just capitalize the first word and use lowercase thereafter, except for proper nouns.

Body text: Use the GCS-Body style indicated in the template. Again, white space is built into the style, eliminating the need for empty paragraph returns between paragraphs. **For special lists** (numbered, bulleted), styles are available named GCS-Numbered and GCS-Bulleted.

References: Use GCS-Reference style. Our preferred formatting for the reference list is illustrated below. **We receive papers from authors accustomed to submitting to AAPG, SEPM, GSA, and numerous**

international journals that use different styles of referencing. Please use ours, and be consistent when formatting each one. There should be a corresponding reference in your reference list for everything cited in your paper.

Citations in the text should have a comma between author and year, and a semicolon between each citation: (Allen, 1970; Chaves et al., 1956). If citations are in parentheses at the end of the sentence, they always come before the period; if in the middle of the sentence, they should be placed before commas or semicolons.

NOTE to those using EndNote® or similar citation management software, or cross-references to keep track of your citations: Using the links that EndNote creates to track your citations is fine while the manuscript is in draft form. However, once you are finished and are submitting the manuscript for publication, **the links must be disabled**. Otherwise, the full citation text gets incorporated into the body of the manuscript.

Format your reference list as follows:

- [Senior author] Surname, Initial.Initial., [Coauthors] Initial.Initial. Surname, Year of Publication, Title of Paper: Publication, v. #, no. #, p. #–#. Do not use dashes or abbreviations in place of authors' names in the reference list.
- In your title, capitalize proper names only.
- We allow the following organizational abbreviations: AAPG, SEPM, GCAGS, GCSSEPM, and USGS. You may abbreviate Jour. for Journal, Bull. for Bulletin, and Univ. for University; **however, be consistent**. All other words should be spelled out.
- The abbreviations for Volume is “v.”, Number is “no.”, and Pages is “p.”. Indicating the publication number is optional.

Examples of GCSSEPM reference formatting

- Albritton, C.C. and J.F. Smith, Jr., 1965, Geology of the Sierra Blanca area, Hudspeth County, Texas: USGS Professional Paper 479, 131 p.
- Amsbury, D.L., 1957, Geology of Pinto Canyon area, Presidio County, Texas: Univ. Texas Austin PhD dissertation, 203 p.
- Amsbury, D.L., 1958, Geology of the Pinto Canyon area, Presidio County, Texas: Univ. Texas Austin Bureau of Economic Geology Geologic Quadrangle Map no. 22, text.
- Allen, J.R.L., 1970, Sediments of the modern Niger Delta, a summary and review, *in* J. P. Morgan, ed., Deltaic Sedimentation Modern and Ancient: SEPM Special Publication 15, p. 138–151.
- Beard, J.H., J.B. Sangree, and L.A. Smith, 1982, Quaternary chronology, paleoclimate, depositional sequences, and eustatic cycles: AAPG Bull., v. 66, p. 158–169.
- Chaves, F., 1956, Petrographic Modal Analysis: J. Wiley & Sons, London, New York, 113 p.
- Lawrence, D.T. and D.F. Bosmans-Smits, 2000, Exploring deepwater technical challenges in the Gulf of Mexico: GCSSEPM 20th Annual Bob. F. Perkins Research Conference, p. 42–50.
- Post, P.J., S.L. Palmes, and M.L. Malinconico, 2011, Norfolk basin pseudo well modeling: Lessons applicable to Triassic-Jurassic synrift prospectivity (abs.): AAPG Search and Discovery Article #90131, AAPG Eastern Section Meeting, Washington, DC.

FILE FORMATS/FILE NAMES

Submit your text in Microsoft Word for Windows 2007 or later. We cannot guarantee that our editors can read Macintosh files; therefore, everyone should use IBM-compatible Word files in their final submission.

If submitting on CD ROM, indicate the file name and the senior author's name on the disc label. Please use the name of the senior author as part of the file name. "GCSSEPM" is not a sufficient file name.

If submitting via the Internet, Zip your files into a single file if possible, or, if not possible because of file size, Zip your manuscript and figure/table captions into one file, and your figures into another. Make sure each file is identified by the senior author's last name and a unique subject matter identifier. *Do not* simply name your files Figure1.zip, Figure2.zip, etc., as other authors may do the same and you may overwrite their files.

When your files are prepared, contact one of the Proceedings editors or technical chairmen, who will provide upload instructions for your files.

FIGURES AND CAPTIONS

Do not embed figures in your Word file; they should be submitted as separate graphics files. See full details in the [Illustration Files](#) section.

Figure captions should be submitted as a separate Word file, not embedded within your manuscript or appended to the end of your manuscript. Number your figures consecutively starting with Figure 1 throughout the document; in the corresponding caption list and set of figures, the numbers should match. In our digital publications, all figures are placed at the end of the document.

In the text, the figure citations should be spelled out as Figure 1; when enclosed in parentheses, abbreviate to (Fig. 1; Figs. 3–6). At the beginning of each caption, write out the word Figure. For multipart figures, place clear capital letters (A, B, C) on the graphics (we cannot add them at the layout stage) and make sure your captions have an explanation for each part. Capitals should also be used in the figure captions and citations: (see Fig. 1A).

NOTE also in the text: DO NOT use Word's cross-reference feature to link a citation to its corresponding caption in the captions file. These links get broken and what results is a manuscript with the full figure caption in the text, as opposed to "see Figure 1."

TABLES

Word tables

Tables should **never** be embedded in your Word document. Instead, send each table as a separate Word file. Styles are available in the template for you to use (GCS-TableTitle, GCS-CellBody, GCS-CellHeading, GCS-TableFootnote).

Using these styles will ensure that all tables are uniformly formatted throughout the final manuscript.

Number your tables starting with Table 1 and progress consecutively throughout the document. Each table should have a caption (table title) or explanation. The word Table is never abbreviated in citations.

Excel tables

Very large or complicated tables can be submitted as Microsoft Excel® files, with a few caveats. Oversized Excel tables will not naturally flow to a second page (our layout program treats them as an image) as Word tables will, so the following issue is critical: please set up your file so that it prints to standard page size (7 in. wide X 5.5 in. tall for screen-sized pages; 7 in. wide X 10 in. tall for US letter-sized pages) *without* scaling turned on in the Print dialog box. For example, if we import an oversized table that will only fit onto one page if it is printed at 58%, it will be too small to be readable. Also note that any table you preformat in Excel will not match our formatting of other tables in your document.

EQUATIONS

All stand-alone equations should be numbered starting with Equation 1 and progressing consecutively throughout the document. Citations in the text can be abbreviated to Eq. 1. We provide GCS-Equation style in the Word template so that the following formatting can be applied:

$$d\varphi = -Cd\sigma_{eff} \text{ , (Use style: GCS-Equation; note comma after equation) .. (1)}$$

where (Use style: GCS-BodyNoIndent) (“where” is always lower case)

d = (Use style: GCS-EquationList)

C = (Use style: GCS-EquationList)

φ = (Use style: GCS-EquationList)

σ_{eff} = (Use style: GCS-EquationList). (Note period only after last item)

Writing Style

While it is not our intention to restrict every author to a specific writing style, adhering to proper word usage, correct grammar, correct punctuation, and a uniform writing “voice” all will contribute to the quality of your paper and the collection as a whole. Therefore, we provide the following brief guidelines to the requirements specific to our publications, and problem areas that occur repeatedly in the submissions we receive.

More complete technical and scientific writing/editing guides that we recommend include *The Chicago Manual of Style* (The University of Chicago

Press), *Words Into Type* (Prentice Hall), and *Handbook of Technical Writing* (St. Martin's Press). Industry-specific style guides include *Glossary of Geology* (American Geological Institute), *Encyclopedic Dictionary of Exploration Geophysics* (Society of Exploration Geophysicists), and *Glossary of the Petroleum Industry* (PennWell Books).

In general, keep in mind that while a formal style or voice is appropriate in scientific writing, using plain English and the active voice (as opposed to overusing technical jargon and the passive voice) makes your paper much more readable and easier to understand.

LATIN TERMS, ACRONYMS, AND UNITS OF MEASURE

- **Latin terms:** Many Latin terms, such as et al., e.g., i.e., in situ, and op cit., are now generally accepted in print without italics. Therefore, we are discontinuing the italics requirement. Note that there is not a comma or period after the “et” in “et al.”
- **Species names:** italicize all (Ex.: *Bolivina mexicana* or *Bol. mexicana*).
- **Units of measure:** use the [International System \(SI\) of Units](#) for all metric units, with a space between the numerical value and the unit symbol. Use singular form only, and a period only at the end of a sentence (Ex.: 4 km, 5 m, 12 g). See also the [SI Unit Rules and Style Conventions](#), most of which also apply to US Customary Units. For [US Customary Units](#) (ft, mi, lb) an exception to the “no periods” rule is “in.” for inch. For petroleum industry-specific units and abbreviations, refer to the [SPE Publications Style Guide](#).

Multipliers for numeric ages are: ka=100; Ma=1,000,000; Ga=1,000,000,000. Note that “ka” is lowercase. Do not use “bp” (before present). Please remember the distinction between events that *occurred in the past*—always use the present as a reference point (ka, Ma, Ga)—and the *duration* of a geologic age (m.y.). See the Web site for the [North American Commission on Stratigraphic Nomenclature](#) (NACSN) for more details.

- **Acronyms/initializations:** Too many papers are so full of acronyms that they read as a Twitter© feed. We ask that unofficial acronyms be used as little as possible. If they must be used, spell out the full term upon first use, followed by its abbreviation in parentheses; thereafter, use only the abbreviation. Ex.: barrels of oil per day (BOPD), United States Geological Survey (USGS).

Avoid using abbreviations for place names (Ex.: do not use PFB for Perdido Fold Belt or GoM for Gulf of Mexico).

Spell out all compass directions (Ex.: do not use WNW or SE). Slashes or en dashes are acceptable for a series of directions (Ex.: north–northwest/south–southeast).

**STRATIGRAPHIC TERMS:
CAPITALIZATION AND
FORMAL VS. INFORMAL
NAMES**

The following information is summarized from the NACSN. In particular, their Table 2 is a useful summary table.

The NACSN states that “All words in every formally named stratigraphic unit begin with capital letters except for the specific name in a biostratigraphic unit.” This means that for formal (defined) units, Upper (Late), Middle (never medial), and Lower (Early) are capitalized; for informal units, they are not capitalized. In the case of subdivisions of formations, capitalization of the terms upper, middle, and lower is common but usually incorrect. For example, even though Wilcox is a formally defined formation name, you should refer to upper Wilcox, middle Wilcox, and lower Wilcox.

- Most Phanerozoic Period/System and Epoch/Series names and boundaries have been formally proposed and agreed upon by the appropriate organizations; exceptions include Cambrian subdivisions. Ex.: Middle Ordovician and Late Cretaceous are accepted; Middle Cretaceous is not.
- Some Epochs/Series and nearly all Ages/Stages that have formal names use capitalization.
- Vague terms such as late Paleozoic are informal; in addition, the Ages/Stages in the Cenozoic are all informal as there is no universal agreement on their definition.
- Modifiers of Ages/Stages (Ex.: early Maysvillian, upper Aptian) are generally informal as the term has different meanings (boundaries) to different people.
- Modifiers for Tertiary and Quaternary (early Tertiary, late Quaternary) are always informal.
- Named seismic sequences and events are treated as informal. Similarly, “sand” names in use by a particular company also are considered informal.
- Be careful to keep clear the distinction between time units and rock units. Early and late refer to time; lower and upper refer to location in space. Therefore, it is incorrect to say that events occurred during the Upper Cretaceous.

It is the responsibility of the author (not our reviewers) to determine proper usage. Authors are referred to the [NACSN Web site](#) for full details on proper usage.

**SPELLING, GRAMMAR,
HYPHENATION, AND
WORD CHOICE**

The following table briefly summarizes issues that commonly arise in our author submissions. For questions not addressed here, please refer to the style guides mentioned above in [Writing Style](#).

Category	Examples	
	Use	Do not use
Spelling (use US English)	color	colour
	maximize	maximise
	analog	analogue
Capitalization (of geographic or geologic units)	Smackover Formation	Smackover formation
	Haynesville and Smackover formations	Haynesville and Smackover Formations
	Thunder Horse Field	Thunder Horse field
	basin, fault, mound, sand (use lowercase even with named features. Exceptions: Gulf Coast Basin, San Andreas Fault)	Sable Basin Garlick Fault Hosston Sand
	Mississippi River	Mississippi river
	Mississippi and Red rivers	Mississippi and Red Rivers
Singular vs. plural	The data are...	The data is...
	Two hiatal surfaces...	Two hiatuses...
	ExxonMobil is...	ExxonMobil are...
Gender-neutral language	Shell Oil Company, which...	Shell Oil Company, who...
	chair	chairman
	fabricated, synthetic	manmade
	workforce, staff	manpower
Hyphenation (prefixes)	updip	up-dip
	downdip	down-dip
	subsalt	sub-salt
	suprasalt	supra-salt
	prestack	pre-stack
	synrift	syn-rift
	postrift	post-rift
	breakup (noun)	break-up
	break up (verb)	break-up, breakup

Category	Examples	
	Use	Do not use
Hyphenation (compound adjectives and nouns)	deep-water (adj) (Ex.: These deep-water deposits...)	deepwater
	ultra-deepwater	ultra deepwater, ultra-deep water
	deep water (adj + noun) (Ex.: These sediments were deposited in deep water.)	deepwater, deep-water
	sea-level (adj) (Ex.: The sea-level changes were minimal.)	sealevel, sea level
	sea level (adj + noun) (Ex.: ...no measurable change in sea level.)	sealevel, sea-level
	hanging wall (adj + noun)	hanging-wall
	footwall (noun)	foot wall, foot-wall
	2D, 3D	2-D, 3-D
	Third-order	3rd-order, Third-Order
Hyphenation (adverbs)	widely exposed deeply weathered	widely-exposed deeply-weathered
	well reasoned argument	well-reasoned argument
Grammar	Ex.: We plan to drill also in...	Ex.: We plan to also drill in... (split infinitive)
	Ex.: Where do you keep the cookies?	Ex.: Where are the cookies at? (ending a sentence with a preposition)
	Ex.: We studied the rocks for the purpose of...	Ex.: We studied the rocks with the purpose of...
	more than 120 Tcf of gas less than 14 ft (use more than/less than for quantities; over/under for position in space)	over 120 Tcf of gas under 14 ft
	to	in order to
	before	prior to
	near	in close proximity to

Category	Examples	
	Use	Do not use
Word choice	that vs. which that (use for restrictive clauses) (Ex.: We reached a new agreement that will provide...) which (use for nonrestrictive clauses) (Ex.: The merger, which goes into effect in May, ...)	Ex.: We reached a new agreement which will provide...
	due to (correct: modifies a noun or pronoun that directly precedes it) Ex.: Delays due to bad weather are common. Ex.: We were unable to obtain samples because of the collapsed wellbore. Ex.: The fire was caused by a leaking pipeline.	(incorrect: used as an adverb) Ex.: We were unable to obtain samples due to the collapsed wellbore.
	The rocks are faulted...	The rocks suffered faulting...(personification)
	These rocks overlie...	These rocks rest upon...(personification)
	The sediments were deposited...	The rocks were deposited...
	This sandstone is 15 ft thick...	This sand is 15 ft thick...
Punctuation (apostrophe)	its (possessive) it's (contraction of it is)	it's its
	1930s (simple plural)	1930's
	PhDs (Ex.: Four PhDs were awarded)	PhD's
	DSTs (Ex.: All of the DSTs failed)	DST's
Punctuation (Latin terms)	...; e.g., ... (use periods, follow by a comma, precede with a semicolon or enclose phrase in parentheses)	eg, ..., e.g., ...; e.g.;
	; i.e., ... (same as above)	ie, ..., i.e., ...; i.e.;

Category	Examples	
	Use	Do not use
Punctuation (periods and commas with double quotation marks, single quotation marks)	Brown et al., 2006 or Brown et al. (2006) (no period after et)	Brown, et al. 2006 Brown and Burns, et al. (2006)
	Ex.: The topic was “Exploration in the Gulf of Mexico.” (period inside quotation marks)	Ex.: The topic was “Exploration in the Gulf of Mexico”.
	Ex.: The topics were “Exploration,” “Drilling,” and “Production.” (comma inside quotation marks)	Ex.: The topics were “Exploration”, “Drilling”, and “Production”.
	Ex.: “He said ‘dictatorship’ but he meant ‘totalitarian state’.” (use single quotes <i>only</i> within double quotes; i.e., a quote within a quote)	Ex.: The classes included ‘Internet resources’ and ‘email etiquette’.
Numbers	one through nine (spell out unless a unit of measure) 8 km	1 through 9 eight km
	10 and higher (use numeral) 45 years	ten forty-five years
	second (spell out ordinals first through ninth) 32nd	2nd thirty-second
	3 p.m. 4 days 9 years (use numerals for time, days, years, data, addresses)	three p.m. four days nine years Twelve Cherry Lane
Brand Names and Trademarks	Microsoft® Word Microsoft® Excel® Microsoft® Access™ Ex.: We fractured the well using the Schlumberger® ClearFRAC® polymer-free frac fluid. (use trademark, registered trademark, or service mark symbols on first use only; check parent company Web sites for all trademark/service mark questions)	Ex.: Using MS Access, we... Ex.: With Schlumberger’s ClearFrac * system...(do not use brand names or trademarks in the possessive form; no space between the name and the mark)

Illustration Files

PREVIOUSLY PUBLISHED MATERIAL

Please note that it is your responsibility to obtain permission from the originating author or publisher to use any previously published graphics or tables. Proper attribution would be: “Reproduced with permission, Morton et al., 2005” at the end of a figure caption. We recommend that you obtain your permissions in writing and keep them on file.

ILLUSTRATION SIZES

Our publications use a screen-size page intended to be read onscreen, and the page size is considerably different from standard US letter: approximately 7 in. wide X 5.5 in. tall. This allows the entire page and your figures to be viewed without scrolling. To fit line illustrations and photographs into this format, please use the following size specifications; *remember that you must also allow room for the captions*:

- Half-page figures: 3.5 in. wide X 5.5 in. tall
- Full-page figures: 7 in. wide X 5.5 in. tall.

We can accommodate traditional 8 1/2 X 11 in. figures; however, keep in mind that people will have to scroll and possibly zoom in to see the entire figure and read the caption. This makes for a less user-friendly experience for the reader. If you must use this size, follow these dimensional guidelines:

- Full-page portrait figures: 7 in. wide X 10 in. tall
- Full-page landscape figures: 10 in. wide X 7 in. tall.

We also can accommodate tabloid-size figures (11 X 17 in. paper size) in each paper; please let us know at submission time if you intend to have figures this large. The same comments above about scrolling and zooming apply here. **The final figure size should be 10 in. tall X 15.5 in. wide for tabloid paper.**

PLEASE NOTE THAT WE WILL NO LONGER ACCEPT FIGURES LARGER THAN 11 X 17 IN. Cross-sections, log sections, stratigraphic sections, or other plotter-sized graphics will no longer be accommodated by our publication. All these must be redrafted to fit on tabloid-sized paper.

FILE FORMATS

Below is a list of file formats that give best results when converting to PDF from our layout program. If you must use any file format not listed here, please contact us so that we can test your specific format in advance of production.

- EPS (and EPSF, EPSI)
- WMF (and EMF)
- PDF—(300 dpi only)—see [PowerPoint 2007/365](#) instructions below
- TIF/TIFF (300 dpi only)

- JPG (300 dpi only; TIFF preferred)

You should also send us a copy of your illustrations in their native file formats. This will help us greatly if we have to troubleshoot a particular graphic ourselves and you are unavailable.

GENERAL GUIDELINES FOR ALL ILLUSTRATIONS

1. Properly orient, crop, straighten, and digitally “clean up” scanned figures.
2. Remove any in-house coding or internal reference numbers that have no relevance for this publication. Also, *remove any figure number, caption, or author name* that appears on the illustration itself; all figures will be identified only in the caption. The only labels that should appear are A, B, C labels (use capitals) for multipart figures or explanatory callouts.
3. Size your digital graphics files according to the size specifications above ([Illustration Sizes](#)). Larger graphics require excessive manipulation and cropping to fit into the layout and will make the PDF files unnecessarily large.
4. File names such as “org chart” or “first outcrop photo” are unacceptable as they cause confusion for us in the layout stage. Use the following convention when naming your graphic files: Fig01.***, Fig02.***, Fig03.***, etc.
5. Refer to [Step-by-Step Graphics Export](#) for detailed, software-specific instructions for exporting your graphics.
 - Line drawings: the preferred formats for vector graphics are EPS, WMF, or PDF. *For all vector graphics*, you must embed your fonts before saving (see [Fonts](#)). There will be a checkbox where you can turn on this option in the export process.
 - Photographs/images: for bitmap graphics save as *300 dpi only* TIFF formats (preferred over JPG). The proper procedure is to *first* size your graphic to its final dimensions, *then* set the image resolution to 300 dpi. 600-dpi graphics create unnecessarily large PDF files; anything less than 300 dpi may look pixelated in the final PDF.
6. You may compress your files into a Zip file; however, if you do this, please put them in one folder and compress as a single file before sending to us. Do not compress your figures individually. See the section [Submitting Everything to Us](#) for instructions on sending to the program chairman.

FONTS

You must either embed your fonts in your line drawings upon export (the best option), or send us the files of all fonts used in your graphics, even if you believe you are using the most basic and common fonts. This will ensure that the text in your illustrations will appear as you intended it. If you use a font that is not in our font library, font substitution to Courier will occur when the graphic is exported to PDF. *Please do not send the entire contents of your font folder!* Send us only your specific fonts.

Exception: authors who exclusively send bitmap formats (i.e., TIF/TIFF or JPG graphics) do not need to send us their fonts.

Finding your font files

Copy them from the following directories:

- **Windows 7/10:** Start > Control Panel > Fonts
- **Macintosh OS:** We can't use your fonts on our PC production system; please embed your fonts in your vector graphics during export. There is usually a checkbox for embedding fonts in most graphics programs; see our [Step-by-Step Graphics Export](#) section on exporting graphics from the program you are using.

Step-by-Step Graphics Export

Please refer to the following step-by-step instructions while exporting your graphics files. We have provided instructions for Adobe® Illustrator®, Canvas™, CorelDRAW®, Microsoft PowerPoint®, and Adobe PhotoShop®, which are the most common graphics applications in use today. If you are using a version different than the one we tested, you may notice slight variations in certain steps, dialog boxes, or available check boxes. These instructions are written for the IBM-compatible platform.

All instructions assume that you have already cleaned up and properly sized your graphics (see [General Guidelines for all Illustrations](#)), and that you are ready to do the final export. *NOTE to those who export EPS files: do not be alarmed! They will have a poor screen preview and the file sizes can get very large.* This will not affect the final quality of the PDF output.

POTENTIAL FIGURE CHARGES

We have put a great deal of thought into these export instructions, and will also help you one-on-one with any questions you might have about your specific figures and tables. *Authors who disregard these instructions may be asked to pay a production charge of \$15 for each figure that we must clean up, troubleshoot, or excessive manipulate to meet our PDF production standards.*

ILLUSTRATOR CC

We recommend you export either EPS (for line drawings) or TIFF (for photographs) formats from Illustrator files. Other formats can give undesirable results.

To export EPS

1. **Edit > Select All (CC: Select > All).** Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” or “points” outside your drawing that must be deleted before you go any further.

2. **File > Save As > Illustrator EPS > Save.** (Choose Illustrator EPS from the dropdown list next to **Save as Type**. For earlier versions of Illustrator, add the .eps extension to your file name, if necessary.)
3. **EPS Options** dialog box:
 - Compatibility (CC: Version): use CS3 EPS
 - Preview: TIFF (8-bit color)
 - Opaque
 - Options:
 - Include linked files
 - Embed document fonts
 - Include CMYK Postscript in RGB files
 - Postscript: Level 2
4. OK.

To export TIFF

1. 1/2-page graphics *maximum* size for this format.
2. **Edit > Select All**. Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” outside your drawing that must be deleted before you go any further.
3. **File > Export > choose TIFF** from the dropdown list > **Save**.
4. **TIFF Options** dialog box:
 - Color Model: RGB
 - Resolution: High—300 dpi
 - Check: Anti-alias (CC: Art Optimized)
 - Byte order: IBM PC.
5. OK.

CANVAS X

We recommend you export either EPS or TIFF formats from Canvas files. Other formats can give undesirable results.

To export EPS

1. **Edit > Select All**. Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” or “points” outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Save As > EPS – Encapsulated PostScript** (select EPS from the dropdown list next to **Save as Type**.
 - Click **Yes** to warning box about saving in other formats.
 - Check Save Selection.
 - Check Save Preview box.
3. Save.
4. **EPSF Export Options** dialog box:
 - EPSF Type: EPS
 - Preview: RGB; check Use compression

Image Compression: Level 2 ASCII
Color Mode: RGB
Preview: RGB
Transparency Rendering: Smallest Area
Resolution: 300
Check: Embed Fonts
Check: Use Kerning Pairs

5. OK.

To export TIFF

1. **Edit > Select All**. Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Save As > TIF/TIFF - TIFF Image** (select TIFF from the dropdown list next to **Save as Type**).
Click **Yes** to warning box about saving in other formats.
Check Save Selection.
3. Save.
4. **Render Image** dialog box (may not appear in v. 15):
Mode: RGB Color
Width & Height: (default)
Resolution: 300 pixels/in.
Check Anti-alias: Fine
OK
Export TIFF dialog box:
TIFF Compression: None
Rows/Strip: Check All image rows in one strip (default)
5. OK.
6. Save.

CORELDRAW TECHNICAL SUITE

We recommend you export either EPS or TIFF formats from CorelDRAW files. Other formats can give undesirable results.

To export EPS

1. **Edit > Select All** Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Export > EPS - Encapsulated Postscript** (select EPS from the dropdown list)
3. **Options** button (if not expanded):
Sort type: Vector
Check Selected only

4. Export
5. **EPS Export** dialog box: under the **General** tab:
 - Preview Image:
 - TIFF
 - 8-bit color
 - Resolution: 300 dpi
 - Export Text As: Text
 - Check: Include Fonts
 - Color management:
 - Output colors as: RGB
 - Convert spot colors to: RGB
 - Objects:
 - Send bitmaps as: RGB
 - Compatibility: Post Script Level 2Under the **Advanced** tab:
 - Bounding Box: Objects
 - Trapping: Check: Preserve document overprint settings
6. OK.

To export TIFF

1. **Edit > Select All**. Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Export > TIF** - TIFF Bitmap (select from dropdown list)
3. **Options** button (if not expanded):
 - Sort type: Bitmap
 - Check: Selected only
 - Compression type: Uncompressed
4. Export.
5. **Export** dialog box:
 - Check: Selected Only
 - Compression Type: Uncompressed
 - Export
6. **Bitmap Export** dialog box:
 - Width & Height: (use defaults)
 - Resolution: 300 dpi
 - Check: Maintain aspect ratio
 - Color: Use document color settings
 - Color mode: RGB 24-bit color
 - Check: embed color profile: sRGB
 - Check: Anti-aliasing
 - Check: Transparent background
7. OK.

POWERPOINT 2007/365

Authors should be aware that because Microsoft PowerPoint is designed for screen presentations and is not a true drafting program, problems often occur when it is used to submit figures for publication. To ensure the highest possible quality, it is best to redraft your illustrations in a graphics program such as Illustrator, Canvas, or CorelDRAW. We will try to work with your files, but cannot guarantee the quality of any PDF output when the figures originated in PowerPoint.

If you cannot redraft your figures and need to submit from your PowerPoint files, we request that you submit duplicate file formats for each slide: one in either EMF/WMF, and one in PDF format. We also request that you send us your original PowerPoint presentation for troubleshooting purposes. Macintosh users should use PDF output, or redraft their illustrations in a graphics program.

EMFs (Enhanced Windows Metafile) and PDFs are the best formats to export from PowerPoint 2007.

To export EMF

1. When beginning your illustration, use the **blank** Master template **without** a Title box.
2. **PPT 2007: Office Button > Save As > Other Formats > Enhanced Windows Metafile** (choose from dropdown list next to Save As Type). **PPT 365: File > Save As**. Double-click on **Computer**, then choose **Enhanced Windows Metafile** from the dropdown menu.
3. Save.
4. Choose either All Slides or Just This One for the export (usually you will choose Every Slide).
5. This procedure will create an individual EMF for each slide. IT WILL BE ASSUMED that Slide 1 = Figure 1, Slide 2 = Figure 2, etc. You should have NO captions or figure numbers on the slides.
6. *Note that in earlier versions of PPT, you may have to export each slide of your presentation manually.*

To export PDF

1. **File > Save as Adobe PDF**. Next to the Save button is the Options button. Click on Options and check:
Convert document information

Be sure to **UNcheck**: enable accessibility, create bookmarks, convert multimedia, preserve slide transitions, and convert speaker notes

2. **Slide range**:
Usually you will choose **All**.
OK.

3. Save.

You should be able to inspect your results automatically in Acrobat. This procedure should create a single, multipage PDF of all slides. However, since the Powerpoint program does not allow you to set the resolution before writing the PDF, there is no guarantee of the quality of the PDF you will end up with.

To export TIFF

1. Repeat steps 2–6 in the “To Export EMF” section above, only choose **File > Save As > Tif** for your slides.

PHOTOSHOP CC

We recommend only TIFF formats exported out of Photoshop; 1/2-page graphics maximum size.

1. Crop out any excess white space around your image using the Crop tool. White space adds unnecessarily to the file size of bitmap images, so you should try to eliminate it as much as possible.
2. Flatten image: **Layers window > Flatten Image**. If it asks to discard hidden layers, hit Yes.
3. Resize your graphic as follows:
Image > Image Size:
Pixel Dimensions: (use defaults)
Print Size:
Width (no more than 7 in.—use guidelines in [Illustration Sizes](#))
Height: (let it default proportional to Width)
Resolution: 300 dpi
Check Constrain Proportions
Check/uncheck Resample Image, as necessary
OK
4. **File > Save As > TIFF**
Check Layers
5. **TIFF Options** dialog box:
Image Compression: None
Pixel Order: Interleaved
Byte Order: IBM PC
Resolution: 32 bits/pixel
Layer Compression: RLE
OK.
6. OK.

Submitting Everything to Us

CHECKLIST FOR AUTHORS

Below is a submittal checklist that lists everything you should send to the program chairman. Zip together and send the following:

1. the Microsoft Word document file containing your manuscript and references
2. the Word document file containing your figure captions
3. the Word document file containing your table(s)
4. all your graphics export files
5. all your native graphics files
6. your fonts, if necessary.

Gather all your digital files and contact either a Proceedings editor or technical chairman who will give you upload instructions. Alternatively, burn all your files to a CD and send it to the address provided to you by your technical chairman.

More complete instructions on naming your Zip files before uploading them can be found in the [File Formats/File Names](#) section.

REVIEW PROCESS

Reviewing and processing the large number of submittals requires the efforts and cooperation of many people. All manuscripts must be submitted to the program chairman, who will then send them to the appropriate scientific technical editor (the session conveners) for review. Each manuscript will be reviewed by at least two qualified reviewers. Each reviewer will write a summary letter commenting on the manuscript and the figures, and then return them to the program chairman, who will in turn forward the reviewed manuscript back to the senior author.

When reviewing and editing the Word files, our reviewers will use the Track Changes feature of Word. The author is then able to see and accept the changes in the document without having to do major retyping of the manuscript, references, and figure captions.

Note that **for review purposes only** we will accept Microsoft PowerPoint files. However, in the final submission these must be exported to either EMF or PDF (see [PowerPoint 2007/365](#) export instructions). For reviews of graphics files other than PowerPoint, comments will be sent separately either in a Word file or by email.

After you have incorporated the suggested revisions, send final copies of each complete paper to the program chairman, who will forward them to our technical coordinator Norman Rosen. Dr. Rosen will ensure that all requested

changes have been made, and he also will review all papers for style, usage, and grammar. Dr. Rosen is the final authority for the Gulf Coast Section SEPM Foundation.

VIRUS SCANNING AND QA/QC

You are responsible for virus-scanning all digital files before sending to us, as well as ensuring the digital integrity of your files. We are not responsible for any corrupted digital files, and any digital file or CD ROM arriving with a suspected virus will be immediately destroyed. In both cases you will be asked to resubmit all or part of your paper, which may significantly delay the review or production process.

MORE HELP

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