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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. In 1999 we made the switch to CD ROM/DVD-only publications, and have updated these guidelines regularly as the digital world has progressed.

Please read the following instructions carefully and follow them closely. Deviation from these instructions may result in having your manuscript rejected. 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 made available in hard copy at the conference for all attendees. We will also post a digital version on our Web site so you 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, as well posted on our Web site. Final manuscripts and illustrations must be received by the program chairman by the deadlines specified unless prior arrangements have been made;

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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 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 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 editor and the Foundation executive director. Excessively long articles increase production costs dramatically and generally indicate an inability to write concisely; therefore, a very long manuscript will probably be returned for rewriting.

MANUSCRIPT TEMPLATE

We have provided you with a Microsoft® Word template specific to our publications (“2015 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 in the Microsoft Templates directory protects the document against accidental overwriting. In Word 97-2003, the easiest way is to open the template file in Word and then navigate to **File > Save As** and choose **Document Template** in the Save as Type box. Word will automatically redirect you to its Templates directory where you will store the blank template. Click **Save**.

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**.

Starting from the blank template

Word 97-2003: Open the template: **File > New** and choose **Templates on my computer** (right side of screen), then choose our template from the list of Microsoft templates. In this same dialog box, choose **Create New Document** and then OK. Save it with the name of your manuscript as a *.doc file.

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.

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 97-2003:
   - Open the styles palette: **Format > Styles and Formatting**. Choose **Show: Custom** from the dropdown list on the bottom.
   - In the **Format Settings** dialog box, click the **Styles...** button at the bottom.
   - In the **Style** dialog box, 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.

   Word 2007:
   - 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.

- Follow the steps for the **Organizer** dialog box in the Word 97-2003 instructions above.

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: **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)

Sullivan, Morgan (Use style: GCS-Authors)
Jensen, Gerrick (Use style: GCS-Authors)
Goulding, Frank (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 Lead Author] (Use style: GCS-AuthorAddressLast)

Jennette, David (Use style: GCS-Authors)
Foreman, Lincoln (Use style: GCS-Authors)
Stern, David (Use style: GCS-Authors)
ExxonMobil Upstream Research Company (Use style: GCS-AuthorAddress)
P.O. Box 2189 (Use style: GCS-AuthorAddress)
Houston, Texas 77252 (Use style: GCS-AuthorAddressLast)

Title of document: Use GCS-Title style. Capitalize all major nouns, pronouns, verbs, adjectives, adverbs, and all other words with five or more letters.

Author names: Use GCS-Authors style. *Note that we use LastName, FirstName for all author names. This aids us in building our Author Index for the CD.*

Author addresses: Use GCS-AuthorAddress for all except the last line; for this use GCS-AuthorAddressLast.

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; please 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:

- [Lead 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. 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 acceptable 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.
Chayes, 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.

FILE FORMATS/FILE NAMES

Submit your text in Microsoft Word for Windows 2003 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 lead author's name on the disc label. Please use the name of the lead author as part of the file name. "GCSSEPM" is not a sufficient file name.

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 text 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 and will be linked to from the text citation.

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:

$$d\varphi = -Cd\sigma_{eff} \quad \text{(Use style: GCS-Equation} \ldots\ldots (1)$$

where (Use style: GCS-BodyNoIndent)

d = (Use style: GCS-EquationList)

C = (Use style: GCS-EquationList)

φ = (Use style: GCS-EquationList)

σ_{eff} = (Use style: GCS-EquationList).

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**: italicize all (Ex.: *et al., e.g., i.e., in situ, op cit*). 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.

  Multiplers 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**: 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), Minerals Management Service (MMS), 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 www.agiweb.org/nacsn—the Web site for the North American Commission on Stratigraphic Nomenclature (NACSN). In particular, their Table 3 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 infin)
	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...

Category	Examples	
	Use	**Do not use**
Word choice	**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
	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

Category	Examples	
	Use	**Do not use**
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.*;
	Brown *et al.*, 2006 or Brown *et al.* (2006) (no period after *et*)	Brown, *et al.* 2006 Brown and Burns, *et al.* (2006)
Punctuation (periods and commas with double quotation marks, single quotation marks)	Ex.: The topic was “Exploration in the Gulf of Mexico.” (period inside quotation marks) Ex.: The topics were “Exploration,” “Drilling,” and “Production.” (comma inside quotation marks)	Ex.: The topic was “Exploration in the Gulf of Mexico”. Ex.: The topics were “Exploration”, “Drilling”, and “Production”.
	Ex.: “He said ‘dictatorship’ but he meant ‘totalitarian state’.” (use single quotes *only* 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

Category	Examples	
	Use	**Do not use**
Numbers	second (spell out ordinals first through ninth)	2nd
	32nd	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 zoming apply here. The final figure size should be 10 in. tall X 15.5 in. wide for tabloid 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 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 2000**: My Computer > C: > Windows > Fonts
- **Windows XP/Vista/7**: 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®, ACD Systems™ Canvas™, Adobe FreeHand®, Corel® CorelDRAW®, Microsoft PowerPoint®, and Adobe PhotoShop®, which are the most common graphics applications in use today. We have also provided some guidelines for animation software. In most cases our instructions are for the most current version of each graphics application; if you are using a different version, you may notice slight

variations in certain steps, dialog boxes, or available checkboxes. 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 CS3–CS5

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** (**CS5: 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 Format Options** dialog box:
   Compatibility (CS5: Version): use CS3
   Preview: TIFF (8-bit color)
      Opaque
   Options:
      Include linked files
      Include document thumbnails
      Include 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: Other—300 dpi
   Check: Anti-alias (CS5: Art Optimized)
   Byte order: IBM PC.
5. OK.

CANVAS X–12

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. 12):
   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.

FREEHAND MX

***From the Adobe Web site**: "No updates to FreeHand have been made for over four years, and Adobe has no plans to initiate development to add new features or to support Intel-based Macs and Windows Vista...Adobe encourages its users to migrate to Adobe Illustrator CS5 software."*

For those who still use Freehand MX, we recommend you export either EPS or TIFF formats from FreeHand files. Other formats can give undesirable results.

To export EPS

NOTE that there are two ways to export an EPS file from FreeHand on the PC: File > Save As > Editable EPS or File > Export > EPS. We prefer you use the File > Export > EPS procedures outlined below.

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 w/ TIFF Preview** (*.eps) (select EPS from the dropdown list)
3. Check Selected Objects Only
4. **Setup** button (under Cancel): **EPS Export** dialog box:
   Uncheck Include FreeHand document
   Check Include Fonts in EPS
   Choose Convert Colors to: RGB
5. OK.
6. Save.

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 > TIFF** (choose TIFF from the dropdown list)
3. Check Selected Objects Only
4. Click **Setup** button**: Bitmap Export Defaults** Box:

Resolution: 300 dpi
Anti-aliasing: 2
Check Include alpha channel
Uncheck Alpha includes background
More…: **TIFF Options** dialog box:
Color Depth: 32 bit with Alpha
OK, OK

5. Save.

CORELDRAW GRAPHICS SUITE X3–X5

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 (X5: Edit > Select All > Objects)**. 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 drop-down 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 2
   Under the **Advanced** tab:
   Bounding Box: Objects
   Trapping: Check: Preserve document overprint settings
6. OK.

To export TIFF

1. **Edit > Select All (X5: Edit > Select All > Objects).** Notice the selection boundaries. If your selection is unusually large relative to your visible draw-

ing, 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

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 WMF/EMF, 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. **Office Button > Save As > Other Formats > Enhanced Windows Metafile** (choose from dropdown list next to Save As Type).
3. Save.
4. Choose either Every Slide or Current Slide Only 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 (with Acrobat)

NOTE: This procedure requires the full (paid) version of Adobe Acrobat® installed. Do not use **Adobe PDF > Convert to Adobe PDF** *command; the correct settings won't be applied*.

1. **File > Print**. Choose:
   Printer: Adobe PDF
   Print Range: All (or make a range selection)
   Be sure to **UNcheck**: Scale to Fit Paper, Frame Slides, and Include Comment Pages
2. **Properties** button: **Adobe PDF Document Properties** dialog box:
   Adobe PDF Settings tab:
   Default Settings: High Quality Print
   Adobe PDF page size: Slide 7.5 x 10 (*not* Letter)
   Be sure to UNcheck: Do not send fonts to Adobe PDF (it may say: Rely on system fonts only; do not use document fonts)
   Layout tab:
   Orientation: Landscape
   Pages per sheet: 1
   Paper/Quality tab: No changes
3. OK.
4. Save PDF file as: filename.pdf

You should be able to inspect your results automatically in Acrobat. If slides are not in the proper orientation (landscape) or if letter-size paper was used, go back and change your Properties settings (Step 2). This procedure will create a single, multipage PDF of all slides.

To export PDF (without Acrobat)

If you do not own a copy of the full version of Acrobat, you can still create PDFs from PowerPoint, it will just involve a few more steps. You will need to download the postscript printer driver from Adobe's Web site, print to file, and then submit the postscript file to Adobe Online to create the PDF for you. The

link for the driver download (and instructions) is http://www.adobe.com/cfusion/knowledgebase/index.cfm?id=328620. Once you have the printer driver installed on your machine, follow the instructions 1–4 above to create the PDF. *This is the best option for Macintosh users who don't own Acrobat.*

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 CS3–CS5

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 (CS5: Document 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.

MOVIE SPECIFICATIONS

Authors may submit animations or movie files in place of figures. Movie files will enable the CD ROM users to view animations (such as flow models) as they read your paper.

Acceptable formats are Windows Media (.avi) or Apple QuickTime (.mov). Make your movies viewable on any operating system. When you save your

movies, use compression or encoding (codec) that is common and does not require the user to download the newest media player (this may decrease the resolution of your movie). Please keep movie files to 5 MB or less.

Along with the movie, you should send a “snapshot” to serve as a placeholder; usually you will want to use the first frame of the animation. This snapshot should conform to our recommended figure sizes.

Your movie must be complete and ready to go—our publication staff will not make any modifications or corrections to movies after they are submitted.

Submitting Everything to Us

CHECKLIST FOR AUTHORS

A submittal checklist will be sent to you directly by the program chairman.You should send

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. a Zip file containing all your graphics export files
5. a Zip file containing all your native graphics files
6. a Zip file containing your fonts, if necessary.

Send all digital files on a CD ROM to the address provided by the program chairman; in some cases they may also provide FTP upload instructions.

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 lead 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; our reviewers will add comments or requests for changes to these directly and send back to the author. However, in the final submission these must be exported to either WMF or PDF (see PowerPoint 2007 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 Executive Director Norman Rosen. Dr. Rosen will ensure that all requested changes have been made, and he also will review all papers for style, usage, grammar, *etc*. 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

If you have additional questions about using the Word template or exporting your graphics, contact our CD ROM publisher Gail Bergan, Bergan *et al*., Inc., at gail.bergan@bergan.com or 361-727-2343.

Questions specific to the conference should be addressed to this year's program chairman. General information about this year's conference can be found at www.gcssepm.org. Executive Director Norman Rosen can be reached at gcssepm@comcast.net.