

**RULES FOR EVALUATING MANUSCRIPTS SUBMITTED FOR PUBLICATION
IN OGST**

Oil & Gas Science and Technology – Revue d'IFP Energies nouvelles (hereafter referred to as "OGST") is a scientific journal published with the support of *IFP Energies nouvelles* as part of its mission to provide precise and objective scientific and technical information, to enable as many people as possible to have a better understanding of the energy issues in the 21st century.

IFP Energies nouvelles appoints an editor in chief who designates the members of the editorial committee, chosen for their scientific expertise and independence, and coordinates the evaluation of publication proposals. A publication proposal (hereafter referred to as an "Article") is submitted by one of the authors of the work (hereafter referred to as the "corresponding Author"), who will then act as representative of all the authors of the editorial work (hereafter referred to as the "Authors"). The editor in chief designates a person (hereafter referred to as the "Editor"), amongst the members of the editorial committee responsible for evaluating the Article.

Submission conditions

Only articles approved by all the Authors, which have not already been published and which have not been simultaneously submitted for publication in another journal, will be considered by OGST. The Article must be an original work by the Authors, accurately reflecting scientific results, with a reasonable level of detail. It must provide a sufficient number of references to recognised earlier works and credit under the heading "Acknowledgements" all those who made significant contributions. By submitting the Article, the Authors accept the procedures for selecting articles for publication, described below.

The Article will be rejected and OGST will inform the editorial office(s) of the other journal(s), if it is established that:

- an Article has been submitted simultaneously to another journal or has already been published by the Authors in another journal in a similar form;
- an Article is a substantial copy of an article already published by other authors. In the latter case, if deemed necessary by the Editor, the director of the institution of the Authors concerned may also be informed and the Authors may be permanently excluded from publication in OGST.

List of Authors

The corresponding Author submitting an Article for publication must ensure that:

- all Authors indicated have made a significant contribution to the work and have been offered the possibility of accepting or refusing to have their name included in the list of Authors,
- the addresses of the institutions where the scientific studies mentioned in the Article were conducted are correctly cited.

Addition to the initial list of new authors who have contributed to the revisions may be considered. Authors whose names have been removed further to revision of the Article will be contacted by the Editor.

Evaluation of the Article

As a first evaluation, the editor in chief reserves the right to accept or reject an Article submitted. The Editor may reject immediately an Article failing to satisfy the publication criteria (in particular, insufficient presentation quality, inappropriate subject or content with errors, etc.).

The Editor accepts for peer review an Article which:

- is basically correct and scientifically sound,
- represents a significant advance, and not just a minor improvement on earlier work,
- is accessible to the general readership of OGST.

Articles from conferences or review articles may be considered if they include new significant advances or provide an objective and original overview of recent research in the field concerned. These articles will undergo the evaluation procedure set up by OGST and described herein.

Peer review

The referees, who remain anonymous, are chosen by the Editor amongst recognised specialists representative of the readership targeted by the Article. Referees suspecting a potential conflict of interest when evaluating the Article are requested to withdraw.

The corresponding Author may propose a list of specialists to be selected or to be excluded as referees. The Editor reserves the right to apply or disregard these suggestions.

Authors are requested to ensure that language faults do not affect the understanding of the Article and, if necessary, have their Article proofread by a native speaker of the language in which the Article is written.

Referees are asked to check that the Article meets the standards of the journal:

- the subject matter is appropriate for OGST,
- the paper contains enough original results to warrant publication,
- the quality of writing is sufficient ,
- the work is clearly and concisely described,
- the scientific discussion is sound and not misleading,
- figures and tables are used appropriately,
- the bibliography is up to date and complete.

If the referees fail to reply within a reasonable delay, estimated at one month after the submission date, the Editor may decide to choose other referees or evaluate the Article him(her)self.

Editorial decision to accept, reject or request a revision of an Article submitted

The Editor collects one or two independent reports and makes his(her) decision when he(she) considers that he has sufficient information at his(her) disposal.

The editor may decide:

- to accept the Article as is. An article will be accepted as is if it displays the following characteristics: it contains no error, introduces important results, is of interest to the OGST readership and, generally, meets the above-mentioned journal standards;
- to reject it if it does not display the above-mentioned characteristics; justification will be given in this case.
- to request the corresponding Author to revise the Article in view of the comments made by the referees. The Authors must consider all comments and criticisms made by the referees, provide answers and where necessary correct their Article.

Processing of the Article if revision is requested

The revised version must be received within a delay of two months following the date of the editorial decision (reduced to one month for a minor revision). If the revisions require more time, however, the corresponding author may ask the editorial office for an additional delay. The corresponding Author will receive a reminder from the Editorial office if he(she) fails to answer within the allocated delay. If the Authors are unable to make these corrections within a reasonable delay, the file is closed and the corresponding Author must submit the Article again.

The revised version must be accompanied by a summary of the changes made and answers to the referees' comments, including those for which the Article has not been modified.

The Editor may decide:

- to return the Article to the referees to check that all corrections required have been made,
- to accept as satisfactory the new version and the answers to the comments,
- to reject the Article,
- to request the corresponding Author to make further revisions if the modifications made are considered to be insufficient.

Withdrawal of a manuscript under review

Manuscripts under review may be withdrawn upon request by the corresponding Author accompanied by an explanation. After withdrawal, the article file is closed immediately and the Authors' letter of explanation is sent to the referees.

OGST reminds the corresponding Author wishing to withdraw the Article that it is contrary to the rules of deontology in the field of publishing scientific journals, and to its own editorial policy, to submit to another journal in a similar field an Article which has been improved on the basis of recommendations made by OGST referees.

Appeals

A corresponding Author who disagrees with the editorial decision to reject the Article is entitled to appeal provided that there are good grounds. The Editor may, if he/she deems necessary, send this appeal with the original and/or corrected versions of the Article to the original referees or to new referees. The editor in chief has the final decision. OGST will not consider more than one appeal per Article.

Publication

After acceptance, Authors are requested to validate the final proofs of their Article. While OGST makes every effort to reproduce the article correctly, responsibility for the final publication lie with the Authors. The Authors have two (2) weeks to check the proofs. After this period, it will be considered that the Authors accept the proposed format.

Before publication in hard copy, the Article is published on line (E-first). This electronic publication is a true publication in every sense of the term:

- citable with the DOI (Digital Object Identifier) reference,
- final. Any change necessarily requires an erratum, as for an article published on hard copy in OGST.

Errata/Comments

Corresponding Authors who detect an error after the Article has been published must submit an erratum. The erratum is submitted to the Editor for evaluation and validation, especially in case of major modification affecting the content.

OGST accepts comments on earlier publications to indicate disagreement or throw new light on the information published. The corresponding Author is invited to reply to the comments, in which case the Editor may decide to ask an independent referee to examine both the comment and its answer. After review, the comment and the reply from the corresponding Author will be published together in the same issue.

The Editor reserves the right to consider only a single comment and a single reply from the corresponding Author.

Withdrawal of a published article

After publication, a request may be made to withdraw the Article either by the Authors or by the Editor, if it is considered that this Article can no longer be accepted as valid scientific literature, in the following cases:

- if the Authors consider that the results are not valid,
- if the Editor discovers that the Article contains substantial scientific errors, or that the article is a substantial copy of an article already published.

If withdrawal is proposed by the Editor, the corresponding Author is duly informed and may appeal, according to the procedure described above. The editor in chief has the final decision concerning withdrawal. The Article is withdrawn from the on-line journal and replaced by a note indicating the withdrawal together with the reason for and origin of the withdrawal.

Further remark

In addition to the Article evaluation provisions described above, OGST reserves the right to refer to all good publication practices in the field of scientific research generally used by major learned societies and international journals.