

IFP Energies nouvelles

OGST (OIL & GAS SCIENCE AND TECHNOLOGY)

Revue d'IFP Energies nouvelles

INSTRUCTIONS TO AUTHORS

The present document collates the various instructions and information required for the composition and formatting of papers to be published in OGST (OIL & GAS SCIENCE AND TECHNOLOGY) Revue d'IFP Energies nouvelles.

Submitting a paper

Papers must always be submitted electronically, preferably in PDF format, via the editorial office website <https://articlestatus.edpsciences.org/is/ogst/> ("Submit a paper" section).

If you have any problems preparing or submitting documents, please contact:

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Computer files

When a paper is accepted, all the elements (text, equations, formulas, figures, tables, images) required to construct and format the paper, must be provided in electronic format, accompanied by a PDF copy, that are essential for validation of the content of the computer files.

For drafting the manuscript, two text editing options are possible:

- Use of MS-OFFICE tools
 - Text formats Microsoft Word (all versions) or RTF;
 - Equations Microsoft Word (equation editor) or MathType;
 - Figures Excel, EPS, PDF or PS;
 - Images TIFF, PNG, BMP, EPS, PDF or JPEG.

- Use of LateX
 - For this, use the style sheet that can be downloaded from the journal website:
<http://ogst.ifpenergiesnouvelles.fr/>

Please respect the following criteria for graphical abstracts :

- JPEG format (.jpg)
- maximum size of 1.5 MB
- suffix "-graphical.jpg".

Presentation of manuscripts

The indications below remind authors of the conventions to be followed when writing a paper.

General organization of a manuscript

A manuscript generally consists of 20 to 25 pages of text and 10 to 15 figures and tables. Manuscripts must be written in correct language and devoided of formal errors.

Acronyms and abbreviations *must be explained* the first time they are used in the text. Plural forms are not applied to acronyms.

A manuscript consists of the following elements (optional elements are indicated in square brackets):

- the title in English;
- [the graphical abstract];
- the authors;
- the authors' affiliations;
- the postal address of the affiliation body;
- the email addresses of all the authors or the corresponding author;
- an abstract in English;
- an introduction;
- numbered paragraphs of text, with numbered figures and numbered tables;
- a conclusion;
- a list of references;
- [a list of symbols and/or notations];
- [one or more annexes].

Paper title

The title is composed of a maximum amount of significant terms, while at the same time being as short as possible.

IMPORTANT

This point has become essential due to the online publication of papers: authors **MUST** verify that the title includes terms representative of the paper's content. Correct indexing of the paper in databases, its visibility to search engines and its future citations depend on this.

Graphical abstract

The graphical abstract is a figure or photo which illustrates the content of an article. For 2017, use is optional but strongly advised.

Abstract

The abstract must be at least ten lines long and must be as informative as possible. It will be written in English. However, a French translation can be provided to readers on request.

The abstract must be written taking into account the way it will be used by readers and documentary organizations responsible for feeding databases.

The text

In papers written in English, there is no space before colons, semi-colons, exclamation marks, question marks, etc. The same is true after a + or – sign indicating the positive or negative nature of a value: + and – signs are not separated from the digit that follows them. There is a space between the digit and its unit, except before a percentage (+15%).

In English, dates are usually presented in the format month, day, year: *March 9, 2009*. When the day is indicated, the presentation is similar to the French presentation: *Monday 9 March 2009*.

A distinction should be made between a hyphen (-), an en dash (OPTION-SHIFT-DASH: –), also used as a minus sign, and an em dash (OPTION-DASH: —), which replaces brackets; the minus sign is represented by an en dash; in figures, for reasons of clarity and legibility, the use of a hyphen should be preferred.

Preferably use typographic apostrophes.

Use English quotation marks (" ") in an English text, even if the quote or reference is in another language, and French quotation marks (« ») in a French text.

Title hierarchies within the body of the paper

Within the body of the text, the title hierarchy is decimal, limited to three levels, and uses Arabic numerals. Digits representing the hierarchy must always be accompanied by a title. Any additional subdivisions must be identified in the manuscript by a title in bold or italics, possibly preceded by a numbering by letter if reference to this title is made in the body of the text in the paper. However, the hierarchy of the different title levels must remain clear.

The titles “Introduction”, “Conclusion”, “Acknowledgments”, and “References” are not numbered.

Introduction
1 Title level 1
 1.1 Title level 2
 1.1.1 Title level 3
 Title level 4
 [...]
Conclusion
Acknowledgments
References

Mathematical and chemical formulae and equations

Formulae must be constructed or drawn *without any ambiguity*: superscripts and subscripts must be clearly visible, the digit “0” and the letter “O” must be differentiated, as must the digit “1” and the letter “l” or the Roman numeral “I” and the letter “I”.

Italics are systematically used, particularly for mathematical variables in the Latin alphabet or symbols indicating quantities (speed V for example). *Roman type* is used for operators, digits, chemical symbols, Greek signs, units. Equations are separate from the text and *numbered in Arabic numerals*, the number being placed, between brackets, in the right margin, except for very short (and simple) formulae that can be easily integrated into the text on a single line.

In mathematical formulas centered on one line, the fraction bar is horizontal. Oblique bars are reserved for writing of fractions within the body of the text.

Units

The International System of units (SI) must be used.

Figures and tables

IMPORTANT

Any reproduction of a previously published figure or table must be accompanied by the written permission of the copyright holder for said figure or table.

Layout

A figure may be a graph, a drawing or a photo. Figures are submitted by the authors and must comply with the Journal’s standards in terms of size, font, homogeneity, no frame, etc. (see diagram in annex 1). Figures are not redesigned and are inserted in unchanged form. They are not framed. Figures must be legible.

When they are displayed next to each other, their axes must be aligned.

All horizontal lines, either inside tables or as figure separators, are justified. There is not usually a line in the header, footer or between successive figures, unless legibility is poor otherwise.

Table columns are separated by vertical lines. The text is centered in the column, except for lists. Avoid using bold text. Figures and tables must have a caption.

Format

- use the same format for all figures of the same type (similar graphs, for example). Figures, drawings or images are not surrounded by a frame;
- width: between 80 mm (1 column) and 170 mm (maximum);
- units placed in brackets.

Font

Within the same figure, use the same font size if possible:

- Helvetica, Arial and Symbol (if necessary) only, size 8, minimum 6, black 100%;
- subscripts and superscripts in size 6.

Graphs

In graphs, curves must be clearly differentiated from one another within the same graph (dotted lines, marks and/or colors – circles, squares, diamonds, triangles, avoiding crosses and crossed-out squares or circles if possible), complete, closed frame, data marks in black, line thickness greater than 0.5 pt, base grid to be avoided if possible. For more information, see diagram in annex 1.

When a figure features two or more graphs, these should be placed horizontally or vertically and be differentiated by the sole means of a letter followed by a bracket, i.e. a), b), c). The figure caption should feature the text for each graph, preceded by the relevant letter between brackets (and not placed directly underneath the graph) and without any indication on the positioning of the graph.

Authors not following these recommendations will be asked to correct their figures before publication. See diagram in annex 1.

Acknowledgments

If there are acknowledgments, these will be indicated by "Acknowledgments", always in the plural and never with an "e" between the "g" and the "m". These are placed after the conclusions and before the references.

Bibliographic references

IMPORTANT

Authors must carefully check the accuracy of the bibliographic information contained in their references. This point has become very important following the online publication of papers. Hyperlinks are established to enable readers to directly access the papers cited. If your references are incorrect or incomplete - for example, if an author's name is omitted or the wrong volume or page number is indicated - the associated hyperlink will not work and the impact of online publication of your paper will be affected. The names of all the authors of a publication must be mentioned.

When referring to references in the text, two options are possible:

Author's name + date (the list of references is given in alphabetic order in this case)

(Yeung and Yuan, 1995) or Yeung and Yuan (1995) if there are one or two authors

(Yeung *et al.*, 1995) or Yeung *et al.* (1995) if there are more than two authors

Or references numbered by order in which they are referred to in the text, in square brackets (the list of references is given in the order of citing numbers in this case)

[1] citing of the first reference

[1, 4] citing of references 1 *and* 4

[1-4] citing of references 1 *to* 4

[1, 2, 4-6] citing of references 1, 2, 4, 5, 6

In both cases, the citations and complete list of references must correspond *exactly* (pay particular attention to the dates and name spellings for the first type of citation, and be careful to correctly number all the citations in order for the second type). For legibility reasons, citing by number may be preferred in the event of successive citations of several references in the same place. In this case, no authors' names should appear in the text of the paper.

A *complete* list of references must be provided at the end of the paper. The references must also be as *detailed* as possible.

For journals

Surname followed by the initials of first names of the authors, separated by a full stop with no space between each initial and by a comma between each author, followed by the year of publication in brackets, the title of the article followed by a comma, *the abbreviated name of the journal* in italics, the volume number in bold, the number if known, the first and last page of the article (separated by a small dash), and, if applicable (in German, etc.) if the title is not in its original language:

Example:

Chaouch A., Mari J.L. (2006) 3-D Land seismic surveys: Definition of geophysical parameters, *Oil Gas Sci. Technol. – Rev. IFP***61**, 5, 611-630.

For books

Surname followed by the initials of first names of the authors, separated by a full stop with no space between each initial and by a comma between each author, followed by the year of publication in brackets, *the title of the book* in italics followed by a comma, the publisher followed by a comma, the place followed by a comma, pp. first page-last page of the chapter.

Or title of the article (or chapter) followed by a comma, in: surnames then initials of first names of the editors followed by a full stop and “(ed.),” or “(eds),”, title of the book followed by a comma, publisher followed by a comma, place of publication followed by a comma, pp. first page-last page of the chapter.

Example:

Henze M., Harremoes P., Cour Jansen J.I., Arvin E. (2002) *Wastewater treatment*, Springer, Berlin.

Bird G.W. (2003) Role of integrated pest management and sustainable development, in: Maredia K.S.,

Dakouo D., Mota-Sanchez D. (eds), *Integrated Pest Management in the Global Arena*, CABI Publishing, Cambridge, Massachusetts, USA, pp. 73–85.

Huang P.M. (1990) Role of soil minerals in transformations of natural organics and xenobiotics in soil, in: Bollag J.M., Stotzky G. (eds), *Soil biochemistry*, Marcel Dekker, New York, pp. 29-115.

For theses

Surname then initials of first names of the author followed by a full stop (with no space between the initials), year of publication in brackets, thesis title followed by a comma and “*PhD Thesis*,” in English or “*Thèse*” in French, place followed by a comma, number of pages.

Example:

Hrinkevich K.H. (2005) Forest edge dynamics in a fragmented landscape in central Oregon, *PhD Thesis*, Portland University, Oregon, 108 p.

For conferences

Surname then initials of first names of the authors followed by a full stop (with no space between the initials) and a comma between each author's surname, year of publication in brackets, paper title followed by a comma, in: surnames then initials of first names of the editors with a full stop followed by “(ed.),” or “(eds),”, title of the conference in italics followed by a comma, publisher followed by a comma, place of publication followed by a comma, pp. first page-last page of the paper concerned.

Example:

Gardiner E.S., Russell D.R., Oliver M., Dorris L.C. Jr. (2002) Bottomland hardwood afforestation: state of the art, in: Holland M.M., Warren M.L., Stanturf J.A. (eds), *Proc. Conference on Sustainability of Wetlands and Water Resources: How Well Can Riverine Wetlands Continue to Support Society into the 21st Century?* USDA For. Serv. Gen. Tech. Rep. SRS-50, pp. 75-86.

For reports

Surname then initials of first names of the authors followed by a full stop (with no space between the initials) and a comma between each author's surname, year of publication in brackets, report title in italics followed by a comma, report reference followed by a comma, company followed by a comma, number of pages:

Example:

Dobrovolsky A. (2007) *Dynamics of natural mortality and tree structure in "Orianiensbaum" park*, ESS Reports No. 52, Southern Swedish Forest Resource Center, SLU, Alnarp, 42 p.

Miscellaneous:

SAE paper (p in lower case) No.

or SAE Technical Paper

The DOI will be kept if it is stipulated by the author.

All the authors will be indicated. Do not indicate "*et al.*".

Editorial

Authors of editorials must respect certain recommendations in addition to the general instructions.

- It is important to indicate the first name(s) and surname of the authors, as well as their affiliation body and the address of the affiliation body;
- The author may comment on articles, but to do so:
 - ↳ there must be no precise information on the order of the articles in the text;
 - ↳ Articles must be presented as follows: full title (in italics), first name initial, period, surname (in bold) of all authors in the same order as the article, and a reference contact number between square brackets;
 - ↳ At the end of the editorial, all the cited articles should be brought together in one paragraph entitled "References" and each article should be correctly referenced.

Annex 1

Formatting rules for figures in the OGST (OIL & GAS SCIENCE AND TECHNOLOGY) Revue d'IFP Energies nouvelles

A figure may be a graph, drawing or photo. Figures may be in black and white or in color (colors should be selected to ensure legibility, avoid colors that are too light or too dark).

Arial, Helvetica or Symbol (for units) fonts must be used imperatively. Figures are not redesigned and are inserted unchanged (this avoids errors and uncertain interpretations).

Figures are not framed for reasons of insertion into the page layout.

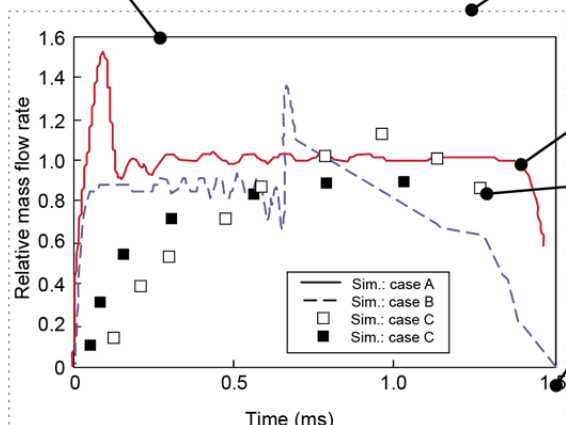
Graphs

Frame: 0.5 pt

Internal scaling: 0.5 pt, black 100%.

No intermediate scaling (except for logs)

No grid (apart from exceptional cases).



Border:

- Maximum width: 80 mm if possible, 170 mm.
- Height: depending on the figure, for a width of 80 mm, 70 mm maximum (page height, 220 mm max.).
- Use the same format for all figures of the same type (graphs, curves, etc.).
- Nothing must exceed this border.

Curves: 0.5 pt to 1 pt depending on the number of curves in the figure, differentiate between the curves with solid lines or dotted lines in black or in clearly differentiated colors.

Symbols: circles, squares, diamonds, triangles, avoiding crosses and crossed-out squares or circles if possible, contours in black 0.5 pt, background in black or clearly differentiated colors.

Font: Arial, Helvetica or Symbol, black 100%, exclusively:

- Key: standard or italics, size 8 or 6
- Subscript: standard or italics, size 6, horizontal scale -2 pt
- Superscript: standard or italics, size 6, horizontal scale +3 pt

Units are given in brackets, Symbol font if necessary.

Drawings

The format used is identical to those for the graphs: 80 mm to 170 mm in width (maximum useful height of the page: 220 mm max.). Drawings must use clearly differentiated colors or outlines to promote legibility. Text must be in **Helvetica** or **Arial** imperatively, and the same size as in the graphs. Differentiate between solid lines or dotted lines in black or in colors, lines 0.3 pt to 2 pt. Grading and shading should be used sparingly.

Photos

Photos must be high-definition, resolution 300 dpi in final format and the format used identical to that for the graphs is 80 mm to 170 mm wide (maximum useful height: 220 mm max.).

FILE FORMAT

The save formats are: **eps, ps, jpeg, pdf, bmp, pict, tiff, doc, docx, xls, xlsx,**

Figures are saved in **BW** or **CMYK** (4 colors), following the instructions so that they are inserted directly without any adjustments by the page layout professional.

For any figures that do not meet these recommendations, authors will be asked to correct the figures before publication.