

Checklist for submitting a manuscript to *OIL & GAS JOURNAL*

Text

- ☐ I have composed a cover e-mail message to the editor indicating whether I am submitting this article exclusively to OGJ or if the manuscript has already appeared in another forum (publication, conference, or seminar). In case of the latter, I've specified in my e-mail the publication, conference, or seminar at which the article previously appeared.
- ☐ I have included a copy of the text in MS Word (for PC) format to the e-mail.

Figures, tables, photos, artwork

- ☐ Figures, tables, photos are clearly labeled and included as separate files in the original or accompanying e-mail.
- ☐ Any figures included (maps, diagrams, photos, tables, etc.) are large, clear copies in the requested formats and sizes. (Figures that I've included that will be redrawn by OGJ artists can be saved in MS Word documents.)
- ☐ If I've included a photo or photos, these are in color (or scanned at 250-300 dpi in CMYK color mode) and save as .tif, .gif, .jpg, or .bmp format.
- ☐ Each photograph I have included has an accompanying, individual caption as well as any necessary photo credit and-or copyright information.
- ☐ If I've included a computer screen capture as a picture or figure, all parts of a computer screen capture are legible.
- ☐ Any tables I've included are in MS Excel format and **not** saved as MS Word or image files.

Authors

- ☐ I have included a brief biographical sketch for each author. Each of these bios are kept as close to between 50-70 words as possible, with each containing the following information:
 - Current title (position) and full name of the company.
 - Past titles and companies (full names again).
 - Academic credentials (degrees), dates of granting (year), and granting institutions with city locations.
 - Any relevant professional affiliations s/he wishes to provide (e.g., SPE).
 - Where, if anywhere, the author is a registered professional engineer.
- ☐ I have included **a color photograph of each author** in my e-mail. This author photo or photos are **not** embedded in an MS Word document but are instead attached as a **.jpg file, at least 500 kb** in file size, **300 dpi** (not 72 dpi), and **at least 2 in. wide by 3 in. tall**.
- ☐ Finally, I have included all required contact information for each of the authors, including:
 - Full name.
 - Company.
 - Physical mailing address.
 - Telephone number.
 - E-mail address.