GUIDELINES FOR ABSTRACT SUBMISSION

Oral Presentations/ePoster Presentations for the Conference will be selected from abstracts submitted to the Conference Programme Committee. The Programme Committee will consider all abstracts submitted by the deadline of 31 May 2018. Early submission is particularly important to ensure that the committee members has ample time to review the abstracts. Authors are strongly encouraged to submit their abstracts electronically at the IPTC website, http://www.iptcnet.org/19iptc/home/.

1. ABSTRACT CONTENT

A proper review of your abstract requires that it contain adequate information on which to make a judgement. Written in English and containing a maximum of 450 words, abstracts should be summarised into four (4) specific paragraphs:

a) **Objective/Scope:** Please list the objective and/or scope of the proposed paper. (25-75 words)

b) **Methods, Procedures, Process:** Briefly explain your overall approach, including your methods, procedures and process. (75-100 words)

c) **Results, Observations, Conclusions:** Please describe the results, observations and conclusions of the proposed paper. (100-200 words)

d) **Novel/Additive Information:** Please explain how this paper will present novel (new) or additive information to the existing body of literature that can be of benefit to and/or add to the state of knowledge in the petroleum industry. (25-75 words)

Do not include title or author names in the body of the abstract. Title and author information will be requested separately through the submission system.

2. TECHNICAL CATEGORIES

Please refer to the list of technical categories to indicate the category that best describes your abstract. A primary choice is required; however, a secondary choice is optional. Abstracts are evaluated on the basis of the information supplied on the abstract form in accordance with the following criteria:

a) The proposed paper or ePoster must contribute to petroleum technology or be of immediate interest to the oil and gas industry, and should contain significant new knowledge or experience in the oil and gas industry.

b) Data in the abstract must be technically correct.

c) The proposed paper or poster may present information about equipment and tools to be used in exploration and production. Such abstracts must show the definite applications and limitations of such equipment and should avoid undue commercialism and extensive use of trade names.

d) The substance of the proposed paper or poster must not have been published previously in trade journals or in other professional or technical journals.

e) Prior to abstract submission, clearance must be obtained. Any problems concerning clearance should be outlined when the abstract is submitted.

GUIDELINES FOR ACCEPTED ABSTRACTS

a) Your abstract could be accepted for either Oral Presentation or ePoster Presentation.

b) If accepted, your abstract may be published, as submitted, in conference information media, on the IPTC website and the websites of the IPTC sponsoring societies.

c) Authors of abstracts selected for the Conference Programme will be notified by late September 2018.

d) Authors whose abstracts are accepted will be required to provide either a full manuscript or an extended abstract for inclusion in the Conference Proceedings as follows:

- **Manuscript:** To be approximately 7,000 words in length, including figures, charts and tables.
- **Extended Abstract:** To be approximately 4,000 words in length, including figures, charts and tables.
e) In the event your manuscript or extended abstract is not received by the deadline 7 January 2019, IPTC will accept your abstract or modified abstract (approximately 500 words) from your original submission. This abstract will be posted on the conference website, it will NOT include in OnePetro, electronic library or peer-review journal. If the abstract is your option, please contact IPTC staff to obtain the appropriate template and abstract release form to submit your original abstract or modified abstract.

f) Detailed instructions on the preparation of Manuscript/Extended Abstracts and presentation slides will be sent to the corresponding author of each accepted paper.

g) IPTC assumes no obligation for authors’ expenses for travel, lodging, food or other incidental expenses incurred for their participation of the event.

3. NO PRESENTATION POLICY

The failure of IPTC conference authors to have at least one designated individual present the paper at the conference will result in the conference paper being permanently withdrawn from the technical paper archive in OnePetro.

4. A WORD ABOUT COMMERCIALISM

IPTC has a stated policy against use of commercial trade names, company logos, or text that is commercial in tone in the paper title, text, or slides. Use of such terms will result in careful scrutiny by the Programme Committee in evaluating abstracts, and the presence of commercialism in the paper will result in it being withdrawn from the programme.

5. COPYRIGHT

All authors of papers presented at the conference will be required to complete and submit a copyright release form to IPTC or submit the copyright exemption form where applicable.

6. PLAGIARISM

Plagiarising the work of others is unacceptable. We expect authors to credit all sources used in their writings and not to represent work of others as their own. Authors found to have plagiarised the work of another are subject to having their paper removed from the conference programme and from OnePetro. Future submissions from authors found to have plagiarised will be scrutinised carefully. In the case of students found to be plagiarising the work of others, IPTC may inform the student’s university.

a) How to Avoid Plagiarism

✓ You can avoid plagiarising others by using appropriate citation.

✓ Direct quotes should be indicated as such with the use of quotation marks, or for somewhat longer passages, indented as a block quote. However, in an original paper, direct quotation should be minimised.

✓ It is accepted practice that authors learn from and build on the work of others in their own work, but you should always use your own words to show that you understood the ideas.

b) Plagiarising Your Own Work

✓ Just because you are the author doesn’t mean that you can repeat long sections of your prior work in a new work. If you are writing a new paper, the content should be new, not a repeat of what you wrote in a prior paper.

✓ No one will be concerned about the verbatim reuse of a few sentences or even a full paragraph, but you should not repeat full sections of a prior work. Just as you would summarise and cite the work of another author, you should summarise and cite your own prior work, then focus on what is new that led you to write the current paper.

7. TO ALL AUTHORS

An agreement to present a paper at the conference carries an obligation to participate in the event.