



MSc thesis Submission Template for Microsoft Word

Modified from the document SPE Submission Template for Microsoft Word Copyright 2009, Society of Petroleum Engineers

This file contains general information on how to use this template to prepare your paper for SPE Conference *Proceedings*. This template has been created to conform to the SPE-style guidelines.

Please take time to read over the style descriptions. These styles have specific instructions for their use: **Headers, Copyright, Nomenclature, References, Metric.**

1.0 Accessing the SPE *Proceedings* Paper Template

Before you can use the template you must have the **Macro Security** level in Microsoft Word set to **Medium**. To check the security level, open Microsoft Word, choose **Macro** then **Security** under the **Tools** menu. Set the level to **Medium** and click **O.K.** To use the template, find the **Speword.doc** (A4 page size) template file included in the MSc thesis Kit. Double-click to open the file and choose to **Enable** the Macros when the warning box appears. You will be prompted for information to automate the creation of the document.

The styles described on the following pages are already created and are available in this template.

(note: When you have finished using the template to help create your paper, change all your security setting back to their previous setting to help protect your computer.)

2.0 Headers

If you are using the MSc thesis Template the headers will automatically be created.

(Note that there is a 256-character limit on the input fields that are used in this template. It will allow you to input more than that number but will only "insert" the 256 characters. ***Please check your title and author names to be sure that those limits have not been exceeded.***)

Page numbers and headings, in 8-point Arial, should appear on Page 2 and all subsequent pages.

On **even-numbered** pages, this should include the page number flush left, with a 1/2-point rule underneath.

2

On **odd-numbered** pages should be the page number flush right, with a 1/2-point rule underneath.

3

3.0 Styles

Using **Styles** reduces formatting work in documents. To turn on or apply a **Style** to text:

1. Choose **Style** from the **Format** menu.
2. Select the style you want to use, then choose **Apply**.

Note: A shortcut would be to load your "Formatting" toolbar. Choose **Toolbars** under the **View** menu and select **Formatting**. You can then select your **Style** from the pulldown menu.

This section will give you a definition of each style, followed by any information that will be useful to note when applying. We have used Arial and Times New Roman fonts for this template. They are both True Type fonts that are most commonly available within a Windows environment. If not available, match as closely as possible (i.e., Helvetica and Times).



SPE Submission Template for Microsoft Word *continued . . .*

Number

14-pt Arial Bold, flush left. Hard return chains to **Title**. *Type the number assigned to your paper.*

*Title**

14-pt Arial Bold, flush left, no hyphenation. Hard return chains to **Author**. *Type the title of the paper, upper and lower case.*

*Author**

10-pt Arial, flush left, no hyphenation. Hard return chains to **Copyright**. *Author names should include the name of each author, followed by “,SPE,” if he/she is an SPE member, followed by his/her company affiliation:*

J.B. Brown, SPE, Consolidated Flange; P.D. Smith, Smith Consulting; and E. White, SPE, Worldwide Washers Inc.

If two or more authors have the same company affiliation, it should not be repeated after each name:

E. White, SPE, P.D. Smith, and J.B. Brown, SPE, Consolidated Flange, and S. Lane, SPE, Worldwide Washers Inc.

Copyright

Copyright text is provided with this template in the form of “AutoText.” This template contains the copyright information for this conference ONLY. 6-pt Arial, justified, hyphenation on. Hard return chains to **Same Style**. *Place 1/2-pt horizontal rule on bottom to separate from following text.*

*Head1**

Insert an empty return above **Head1**. 10-pt Arial Bold, flush left, upper and lower case, no hyphenation, on line(s) by itself. Hard return chains to **Para** style. *Use for Abstract, Introduction, Conclusion, Nomenclature, Acknowledgments, References, etc.*

Head2

Insert an extra return above. 10-pt Times New Roman Bold, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to **Para1** style. *Paragraph text run-in. (Keyboard shortcut: Ctrl-b will turn off bold.)*

Head3

10-pt Times New Roman Bold Italic, indented, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to **Para1** style. *Paragraph text run-in. (Keyboard shortcut: Ctrl + ib will turn off bold italics.)*

* Because these styles are created to call out the next logical style, if any of these styles run two or more lines and you don't like the automatic line break, you may insert a soft return (retaining the current style parameters) by holding down the shift key and THEN hitting enter.

Head4

10-pt Times New Roman Italic, indented, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to **Para1** style. *Paragraph text run-in. (Keyboard shortcut: Ctr + i will turn off italics.)*

Para

10-pt Times New Roman, justified, hyphenation on. Hard return chains to **Para1** style. *Follows Head1.*

Para1

10-pt Times New Roman, indented, justified, hyphenation on. Hard return chains to **Same Style**. *Follows Head2, Head3, Head4, and Para.*



SPE Submission Template for Microsoft Word *continued* . . .

Equation

10-pt Times New Roman, indented, flush left, line return above and below. Hard return chains to **Para1** style. For single line equations type as body text.

For a complex equation you will need to use the Equation Editor.

1. On the **Insert** menu, click **Object**, and then click the **Create New** tab.
2. Select **Microsoft Equation 3.0** under **Create New**.
3. Create equation.
4. Choose **Exit** under **File** menu to place equation in document.

Nomenclature

10-pt Times New Roman, hanging indent, hyphenation off. Symbols italic, definition Roman. Tab set: 0.56R & 0.61L. Hard return chains to **Same Style**. Default font is italic, tab over, type symbol followed by word space, = (equal sign), tab over, **Ctrl-I** (turns off italic) followed by definition.

Note: The tabs set within this style may need to be adjusted depending on font used and length of symbol(s) copy being defined.

References

9-pt Times New Roman, justified, hyphenation on. Tab Set: 0.200R & 0.260L. Hard return chains to **Same Style**. Tab over, type reference number, tab over, type reference copy.

Note: The tabs set within this style may need to be adjusted depending on font used.

Metric

10-pt Times New Roman. Tab Set: 0.8R, 0.85L, 1.99R & 2.03L. Hard return chains to **Same Style**. Tab over, type unit, tab over, × (times sign) followed by word space, type factor, tab over, type exponent, tab over, = (equal sign) followed by word space, type unit.

Note: The tabs set within this style may need to be adjusted depending on font used.

4.0 Tables

Cite all tables in numerical order in the body of the paper. Number them with Arabic, not Roman, numerals. Table titles and column headings should be as concise as possible. Use 10-pt Arial Bold for table title and 8-pt Arial for the body copy. Align columns with either tabs or spaces, not a mixture of both. Try to avoid any arrangement that unduly increases the depth of a table.

5.0 Figures

FigCaptions

8-pt Arial Bold, justified, hyphenation on. Cite all figures in numerical order in the body of the paper. Number them with Arabic, not Roman, numerals.