

## SPE Peer Review Submission Checklist

Following the below guidelines will expedite the processing of your paper. Download the [Word](#) or [LaTeX](#) paper template available on SPE.org to begin.

### Basic Elements Needed for Submission

- ☐ Manuscript title
- ☐ Author list
- ☐ Affiliations
- ☐ Corresponding author (include email contact information)
- ☐ Keywords (at least 1 and up to 5)
- ☐ Abstract (500 words or fewer)
- ☐ Introduction
- ☐ Supporting sections (e.g., Materials, Methods, Data, Results, Conclusions)
- ☐ Nomenclature (contingent—see Formatting Common Technical Elements below)
- ☐ Acknowledgments, Author Credit Statement, Declaration of Competing Interests, Data Statement, etc. (optional)
- ☐ References (refer to Appendix D in the [SPE Style Guide](#))

### Formatting Common Technical Elements

- ☐ **Equations:** Use the Equation Builder (Insert > Equation) in Word for inline and display equations. Center display equations with an open line space above and below. Number all display equations sequentially using Arabic numerals with the equation number in parentheses on the right margin. DO NOT bold equations or their citations in the text. Bolding is reserved for specific elements within equations such as vectors, matrices, etc.
- ☐ **Figures and Tables:** Place figures and tables immediately after the paragraph of first mention. Place a bolded caption immediately under each figure or table. Number sequentially with Arabic (not Roman) numerals. Use the Table option in Word to build and format tables.
- ☐ **Nomenclature:** Compile an alphabetical list of all symbols used in the paper, including the definition, the dimensions (or dimensionless), and the units of measure: symbol = definition, dimension, unit [alternate unit]. *This element is not required if all symbols have already been defined in the text.* Nomenclature should not be used to define abbreviations, acronyms, or initialisms; these should be defined at first use in the text.
- ☐ **References:** Cite references in the text using the author's last name, with the year of publication in parentheses or by placing both the author's last name and the year in parentheses. Compile a complete listing in alphabetical order of all cited references at the end of the paper. DO NOT use a numbered system for references.

### Uploading Files

- ☐ Upload all files separately.
- ☐ Upload figure files individually.
  - Figures that contain subparts [i.e., (a), (b), (c), etc.] should be uploaded as one cohesive file; do not upload subparts individually.
  - Upload high-resolution figure files in .eps, .tif, .jpg, .png, or .pdf formats (refer to [SPE Figure Prep Guide](#)).
- ☐ Upload large data tables in .xlsx or .csv format.
- ☐ Upload supplementary material (text with figures/tables) as one complete PDF file. Use the provided [Word](#) or [LaTeX](#) template as the base file.
  - Supplementary material should not include key discussion or analysis.
  - Supplementary references should be listed in the main text for proper indexing.
- ☐ Upload any additional files (e.g., large data tables, animations, audio files not meant to be viewed in PDF format) separately in their native format(s).

### Revision/Resubmission Requirements

- ☐ Revision/resubmission letter with point-by-point response to reviewer(s) comments
- ☐ Two copies of the revised/resubmitted manuscript
  - One copy with tracked/highlighted changes
  - One (clean) copy with all tracked changes accepted

### Helpful Links

- ☐ <https://www.spe.org/en/publications/journals/>
- ☐ <https://www.spe.org/en/publications/journal-consolidation/>

