

## Peer-Review Submission Guide for Authors

Have the following information available:

- Name, email, company/institution, city, and country of each author/co-authors [co-authors cannot be created without a unique email address]
- Transfer of copyright forms (any not already submitted for a meeting)
- Applicable SPE discipline codes (you can select up to eight) and up to five additional keywords to describe your paper
- A cover letter or other statement describing why you are submitting your paper for peer review by a particular journal

If at any time you are unable to complete the submission in a single session (because of interruptions or to gather additional data), click “Save and Continue” to come back to it later.

**Note:** Papers in Manuscript Central are given unique tracking numbers based on when they are submitted. These tracking numbers, not an SPE paper number, will be used throughout the review process. Papers that are accepted for publication will be assigned an SPE paper number (if they do not have one already). In correspondence about your paper, you will need to use the manuscript tracking number.

The first time you use Manuscript Central to submit a paper to any journal, you will need to register by creating a login (your email address) and a password. You can do this by clicking the “Create Account” link at the top of the screen or by clicking the “Register here” link under “New User” to the right of the login screen. Once registered, your login will be the same any time you use Manuscript Central for any SPE journal.



### Log In

Welcome to the *SPE Drilling & Completion* manuscript submission site.

**Log In:** This system is separate from the SPE website and uses a separate login.

**First time users:** Use the “Create Account” link above.

**Returning users:** Enter your User ID and Password into the boxes below, then click “Log In.”

**Forgot Password** Enter your e-mail address into the “Password Help” section below.

**Log In**

Log in here if you are already a registered user.

User ID:

Password:   Log In

**Password Help.** Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:   Go

**New User?**

[Register here](#)

**Resources**

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

## Accessing the Author Center

When you first login and click on your Author Center, you will see a dashboard for tracking your papers.

This dashboard tells you how many manuscripts are in each stage (all are zero initially). Clicking on any link will allow you to view your papers in that category.

To submit a new manuscript for peer review, use the "Click here" link in the right section.

### Dashboard

- To submit a new manuscript, click on the "Submit a Manuscript" link below.
- Clicking on the various manuscript status links under "My Manuscripts" will display a list of all the manuscripts in that status at the bottom of the screen.
- To continue a submission already in progress, click the "Continue Submission" link in the "Unsubmitted Manuscripts" list.

**NOTE: SPE accepts paper submissions to one journal only. Dual submissions will be immediately rejected.**

My Manuscripts	Author Resources
<ul style="list-style-type: none"><li>0 <a href="#">Unsubmitted Manuscripts</a></li><li>0 <a href="#">Resubmitted Manuscripts in Draft</a></li><li>0 <a href="#">Revised Manuscripts in Draft</a></li><li>0 <a href="#">Submitted Manuscripts</a></li><li>0 <a href="#">Manuscripts with Decisions</a></li><li>0 <a href="#">Manuscripts I Have Co-Authored</a></li><li>0 <a href="#">Manuscripts in Appeal</a></li><li>0 <a href="#">Withdrawn Manuscripts</a></li><li>0 <a href="#">Invited Manuscripts</a></li></ul>	<div style="border: 2px solid red; padding: 5px;"><a href="#">★ Click here to submit a new manuscript</a></div> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p>

### Unsubmitted Manuscripts

Manuscript Title	Date Created	Continue Submission	Delete
You have no unsubmitted manuscripts.			
			<a href="#">▲ top</a>

## Submission Process

Submission will follow the six-step process detailed below. Note that the abstract requested is longer than the typical abstract for a meeting. If your paper is accepted for publication, this abstract will become the preview shown for your paper in OnePetro.

1. Complete the first section by entering the title and abstract. Equations or figures should not be included in the abstract.

**1** [Type, Title, & Abstract](#)

**2** [Attributes](#)

**3** [Authors & Institutions](#)

**4** [Details & Comments](#)

**5** [File Upload](#)

**6** [Review & Submit](#)

**Save and Continue**

**Manuscript Type**

req Manuscript Type:

req **Title** (Limit 50 words)

*Press Control-V (or Cmd-V) to Paste*

req **Abstract** (Limit 550 words)

*Press Control-V (or Cmd-V) to Paste*

req **Author or Submitting Agent**

I, Dr. Alan Author, am submitting this manuscript on behalf of myself and my co-authors.

I, Dr. Alan Author, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.

**Save and Continue**

The last question allows an assistant to submit a paper on behalf of an author. In this case, the first author listed becomes the corresponding author.

The screenshot shows a web-based submission form for SPE. On the left, a vertical navigation menu has six steps: 1. Type, Title, & Abstract; 2. Attributes (highlighted with a blue circle); 3. Authors & Institutions; 4. Details & Comments; 5. File Upload; 6. Review & Submit. The main content area is titled 'Attributes' and is divided into two sections: 'Discipline Code' and 'Keywords'. The 'Discipline Code' section features a scrollable list of categories: '1 Drilling and Completions', '.....1.1 Drilling Project Management', '.....1.1.1 Contracting Strategies', '.....1.1.2 Performance Measurement, Technical Limit', '.....1.1.3 Equipment Integrity, Failure Analysis', '.....1.1.4 Real-Time Data Transmission, Decision-Making', '.....1.1.5 Risk Reduction', '.....1.2 Drilling Design and Analysis', '.....1.2.1 Bit Selection, Performance', and '.....1.2.2 Drillstring Design'. To the right of this list is an 'Add' button and a vertical stack of input fields, each with a 'req' checkbox and a 'Clear' button. The 'Keywords' section below it has a 'Special Characters' icon and a 'req' checkbox followed by four empty input fields. At the top and bottom of the form are 'Save and Go Back' and 'Save and Continue' buttons.

2. Select at least one and up to eight discipline codes from SPE's discipline categories to describe the technical area covered by your paper. A listing of SPE's discipline categories can be found at <http://www.spe.org/industry/docs/disciplinecategories.pdf>

Enter at least one and up to five keywords to further describe your paper.

- Do not capitalize these terms except in the case of a proper name or abbreviation (e.g., CBM, EOR).
- Use words or short phrases that either elaborate on the subject matter (more detail than in the discipline code list) or add topical areas not covered by the discipline codes. For example, one of the keywords in a case-study-type paper might be the name of the field or formation.

If your paper is accepted for publication, these discipline codes and keywords will be displayed online to assist readers in understanding the topical coverage of your paper.

3. Add additional authors. Enter their email and click the “Find” button. If they are in the database, the fields will be populated with their information. If they have not previously been an author/co-author or a reviewer since July 2009, you will need to supply at least the required fields (email, first and last name, institution, city, country). After you have entered the co-author’s data, click “Add To My Authors.” This will move that person to the top area of the page below your name. You can repeat the process for as many authors as needed.

- 1 Type, Title, & Abstract
- 2 Attributes
- 3
- 4 Details & Comments
- 5 File Upload
- 6 Review & Submit

◀ Save and Go Back ▶ Save and Continue

**My Co-Authors**

Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Author, Alan	University of Calgary Calgary, Alberta, Canada	alana@test.com		

**Add a New Co-Author** ⌘ Special Characters

req E-Mail:

req Sal.

req First (Given) Name:

Middle Name:

req Last (Family) Name:

Find  Select...

Institution:

Department:

req Country:

State/Province:

req City:

If you have multiple Institutions and Departments for this author, click [here](#).

Add To My Authors
 Clear

SPE’s Cedric K. Ferguson medal is awarded annually to recognize significant contributions to the permanent technical literature of the profession by a member younger than age 36 at the time of publication. Candidates must be an SPE member and must have made a significant contribution to the paper.

req Were any of the authors of this paper age 35 or younger and SPE members at the time the paper was written?

Yes

No

If yes, please list those authors age 35 or younger, including their % contribution to the paper and SPE member number (if available): For example: John Smith, 40%, 3599999

The question at the bottom of the page is designed to assist SPE in determining whether you or any of your co-authors may be eligible for the Cedric K. Ferguson medal, which recognizes young professionals age 35 or younger. Click the appropriate button (Yes/No) and enter their names in the box. When this section is complete, click “Save and Continue” to save and move on to the next step.

4. Include a cover letter with your submission. You can type in the box or upload a file. Use the cover letter to describe why your paper merits review by this journal. Note: "Because it is a good paper" is not a good rationale. Many excellent meeting papers are poor candidates for peer review. You need to describe what is innovative about your paper.

If your paper was prepared for an SPE, OTC, or IPTC conference, please enter the paper number in the format shown in the box. Enter the name of the conference (abbreviations are acceptable) and the first day of the conference [this information is typically found in the provenance blurb small text at the top of your meeting manuscript]. If your paper was not prepared for an SPE meeting, then leave the space blank.

- 1 [Type, Title, & Abstract](#)
- 2 [Attributes](#)
- 3 [Authors & Institutions](#)
- 4 **Details & Comments**
- 5 [File Upload](#)
- 6 [Review & Submit](#)

◀ Save and Go Back ▶ Save and Continue

**Cover Letter**

<p>Attach another file containing your cover letter:</p> <input type="button" value="Browse..."/> No file selected.	<p><b>Files attached</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="border: 1px solid #ccc; text-align: left;">File Name</th> <th style="border: 1px solid #ccc; text-align: left;">Delete</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="border: 1px solid #ccc; text-align: center;">No Files Attached</td> </tr> </tbody> </table>	File Name	Delete	No Files Attached	
File Name	Delete				
No Files Attached					
<input type="button" value="Attach this Cover Letter"/>					

**If this paper was prepared for an SPE conference, please provide:**

SPE paper number (ex. SPE-123456-MS)	
Name of conference	
First day of conference	<input style="width: 80%;" type="text"/> <input style="width: 20%;" type="button" value="▼"/>

Answer the next four questions in this section by clicking the appropriate button and providing an explanation if necessary. Please remember that authors must agree not to submit the paper for review or publication elsewhere while under review by SPE.

<b>req Has this paper been presented anywhere other than an SPE conference?</b>	
<input type="radio"/> Yes	
<input type="radio"/> No	
If yes, please state where:	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

<b>req Has this paper been published elsewhere?</b>	
<input type="radio"/> Yes	
<input type="radio"/> No	
If yes, please state where:	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

**req** Has this or a substantially similar version of this paper been submitted concurrently or previously for peer review in another SPE or other journal?

Yes

No

If so, please explain where and how current submission differs:



**req** Have all authors supplied their transfer of copyright forms?

If transfer of copyright was submitted for the conference version, you do not need to resubmit it here. But for journal publication, copyright transfer must be received from all authors. If any of the authors did not submit their transfer of copyright for the meeting, please upload completed transfer of copyright forms as supplementary files with the manuscript.

If this paper was not prepared for an SPE conference, a temporary transfer of copyright must be submitted to cover the review process. If the paper is accepted for publication, a permanent transfer of copyright will be required. Please include your temporary transfer of copyright as a supplementary file with the manuscript.

Yes

No

 Save and Go Back  Save and Continue

When you have completed these sections, click “Save and Continue” for the next step.

5. Upload your manuscript and any supplementary files.



Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF.

Please specify a File Designation that best describes each file you upload. The main body of your manuscript should be designated as a Main Document. Files that are *part* of a TeX/LaTeX document should be designated as a "TeX/LaTeX Suppl File." Your main TeX/LaTeX document should be designated as Main Document.

When you are finished, click "Save and Continue." [Read More ...](#)

- 1 [Type, Title, & Abstract](#)
- 2 [Attributes](#)
- 3 [Authors & Institutions](#)
- 4 [Details & Comments](#)
- 5 File Upload**
- 6 [Review & Submit](#)

◀ Save and Go Back ▶ Save and Continue

**My Files** (Uploaded files cannot exceed 60000K)

Order	File Name	File Designation <sup>req</sup>	Date	Edit Details	Delete
<i>No files have been uploaded.</i>					

**File Upload**

Upload new files:

<input type="button" value="Browse..."/>	No file selected.	File Designation:	Select: <input type="text"/>
<input type="button" value="Browse..."/>	No file selected.	File Designation:	Select: <input type="text"/>
<input type="button" value="Browse..."/>	No file selected.	File Designation:	Select: <input type="text"/>

◀ Save and Go Back ▶ Save and Continue

Browse to locate the file(s) on your computer and assign a "File Designation" to each file. Choices are:



If your paper includes a large number of figures or equations, you may get a message that your manuscript exceeds the allowable number of embedded figures, and be asked to break it up. You can easily use your Word processing program to separate the document into two parts then upload both with a file designation of Main Document. They will get put back together in the PDF for review. It is not necessary to extract the figures to a separate file or change anything – just break your document into two or more pieces.

When you upload separate figures, images, and tables, you will be given the option to enter a caption for them. This is not mandatory. You can click “Next” if you do not want to add a caption here.

**File Details**

Below you will find information about the file(s) you just uploaded. If you have not already done so, please select the File Designation for this file from the "File Designation" dropdown below.

If you have uploaded image or figure files you may link particular words in your text file to your image file. Simply type the word you wish to link into the "File Tags" field below. For example, if you want to link the phrase "Figure 1" to this particular figure then type "Figure 1" into the file tag field. When you look at the HTML proof of your manuscript you will be able to click on the phrase "Figure 1" and then see the figure.

You may also type in a caption or legend for each one of the images or figures you upload. Whatever you type in the "Caption/Legend" field below will appear below your figure.

---

File 1 of 1

File Name: Figure 1.docx  
File Size: 35K  
Uploaded On: 27-Jan-2014  
Uploaded By: Alan Author

File Tags

req File Designation: Figure

Caption / Legend:

 Special Characters

Most papers that begin as meeting papers will already have the figures and tables in the main document. That is fine; they do not need to be separated. For papers submitted directly to peer review, authors have the option of submitting the files separately.

6. Review all entered data and submit the paper.

The “Submit” button will be grayed out until all of the data are correct and you have viewed your PDF. For each section, there will be a red **X** or a green **✓** indicating whether that section is complete and correct.

✓ 1 [Type, Title, & Abstract](#)

✓ 2 [Attributes](#)

✓ 3 [Authors & Institutions](#)

✓ 4 [Details & Comments](#)

✓ 5 [File Upload](#)

6 [Review & Submit](#)

Save and Go Back  Submit

**My Manuscript Information**

✓ **Step 1: Type, Title, & Abstract** [Edit](#)

**Manuscript Type:** Technical Paper

**Title:** A Decision Analytic Approach to Geosteering Operations

**Abstract:** The technique of geosteering has been widely adopted in the petroleum industry for proper wellbore positioning. The benefits of geosteering have become more pronounced as drilling environments have become more complex. Geosteering-related technologies, such as downhole information gathering tools, real-time data transmission and data-analysis applications, have been continuously and significantly improved to support geosteering decisions. However, the full value of these advancements has yet to be realized.

**I, Dr. Alan Author, am submitting this manuscript on behalf of myself and my co-authors.**

Click on “PDF” to review the converted document and any figures/tables submitted. The paper will open in a new window. Line numbers will have been added at the left (they may not line up exactly with the text – that is okay). Line numbers are designed to make it easier for reviewers to target their comments to a specific area of the paper (such as page X, line Y).

After reviewing the PDF, the “Submit” button will be enabled. Click “Submit” to send your paper for review.

✓ **Step 5: File Upload** [Edit](#)

1. Figure 1.docx

2. SPE-123456-MS\_All TOCs.pdf

3. SPE-123456-MS.docx

✗ **Step 6: Review & Submit**

You have not viewed your PDF proof

[HTML](#) [PDF](#)

Once the paper is successfully submitted to SPE, an acknowledgement email will be sent to the authors on the paper.

## Status Tracking

You can always monitor the status of your paper by checking your Author Center. Click on the link for “Submitted Manuscripts” to see the papers you have in process.

My Manuscripts	Author Resources
<ul style="list-style-type: none"> <li>0 <a href="#">Unsubmitted Manuscripts</a></li> <li>0 <a href="#">Resubmitted Manuscripts in Draft</a></li> <li>0 <a href="#">Revised Manuscripts in Draft</a></li> <li><b>1 <a href="#">Submitted Manuscripts</a></b></li> <li>0 <a href="#">Manuscripts with Decisions</a></li> <li>0 <a href="#">Manuscripts I Have Co-Authored</a></li> <li>0 <a href="#">Manuscripts in Appeal</a></li> <li>0 <a href="#">Withdrawn Manuscripts</a></li> <li>0 <a href="#">Invited Manuscripts</a></li> </ul>	<p> <a href="#">Click here to submit a new manuscript</a></p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p>

### Submitted Manuscripts

Manuscript ID	Manuscript Title	Date Created	Date Submitted	Status
DC-0114-0017	A Decision Analytic Approach to Geosteering Operations [ <a href="#">View Submission</a> ]	28-Jan-2014	28-Jan-2014	ADM: <a href="#">Hughes, Stacie</a> <div style="border: 1px solid red; padding: 2px; display: inline-block;">  Awaiting EE Processing         </div>
				 <a href="#">top</a>

Once a paper has completed review, it will move from the “Submitted Manuscripts” list to the “Manuscripts with Decisions” list. If reviewers requested revisions to your paper, it is from the “Manuscripts with Decisions” list that you will be able to submit the revised version.

Thank you for allowing SPE the opportunity to review your work.