INFORMATION / GUIDELINES / INSTRUCTIONS FOR AUTHORS

A - General

1 All authors are required to submit following documents in accordance with specified format and schedule.

- Abstract of paper
- Full text of paper
- Power Point presentation
- Bio-data
- Conference Registration Form

2 The technical committee shall review abstracts and full text of papers and select them for the presentation as “contributory oral papers” or “contributory poster paper” during the conference in accordance with guidelines for the selection of papers and requirements of various symposia of the conference.

3 Abstracts of keynote talks and all contributory oral and poster papers shall be included in the Conference Souvenir and full text of keynote talks and all contributory oral and poster papers shall be included in the Conference Pen drive and later uploded on website.

4 The technical committee shall evaluate all contributory oral and poster papers and awards for best papers in various categories shall be presented during the valedictory function on concluding day of conference.

5 Authors of contributory oral and poster papers are required to attend the conference for the presentation of their papers.

Only those authors who present the paper shall be given the certificate for the presentation of their contributory oral / poster papers.

Technical papers of authors who do not attend the conference to present their papers may not be included in the Conference and future conferences

For papers authored by more than one person, the name of the author who will present the paper during the conference and the name of the author for communications with AIC shall be mentioned in the “Abstract of Paper”. The change of name, as and when made, shall be immediately informed to AIC.

6 All contributory oral papers shall be written in accordance with “Style Guideline for Papers” and presented in accordance with “Paper Presentation guidelines” given in this document and posted in CORCON website www.corcon.org.

The poster papers shall also be prepared and presented in accordance with the specified format, to be communicated to authors after the acceptance of their poster paper.

7 Authors are advised to avoid commercialism in their papers, visuals and spoken presentations.

Authors will be required to revise their paper / presentation in accordance with requirements of technical committee / Session Chair, to avoid commercialism and presentations may be interrupted or stopped if they are deemed to be commercial in nature.

8 For all matters concerning technical papers / presentations, contact
Rishikesh Mishra – Manager Technical Services at NIIS office (e-mail: rishikesh@naceindia.org
Cell: +91-9820459356 Phone : +91-22-25797354)

B PAPER REVIEW CRITERIA

Authors are required to prepare text, PP presentation, and poster of their paper with reference to following criteria / points for the review and selection of papers for presentation during the conference.

1 Does abstract provide complete information with regards to title of the paper?

2 Does the paper relate to the subject of the symposium / session?

3 Has the author covered the subject of the paper?

4 Is the paper rehashing old information?

5 Is the paper of professional quality?

Is the paper written as a technical paper, not in the first person?

6 Is the paper non-commercial and will the conference committee be criticized for the paper having a "sales pitch"?

7 **Are the title, abstract, figures, tables & captions free of trade names? Do trade names appear only once in the text? Are the trade names footnoted?**

8 Does the paper follow format, as required in this document?

9 Do the title and abstract do justice to the contents?

10 Does it have an introduction, summary, abstract, and conclusions (a must)?

11 Is the paper organized in a logical, comprehensive manner?

12 For research papers, are experimental data original and valid?

13 Are results validated, clear, logical, deductive, self- consistent, and scientifically correct?

14 Does the author reach a conclusion (if the subject warrants one) or is the reader left suspended?

If a member of the paper review committee is also authoring a paper, a *substitute reviewer* shall be used.

Papers can be rejected for being simply commercial and / or containing limited technical value.

STYLE GUIDELINES FOR PAPERS

1 General

The conference proceedings will be created from the Word document submitted by the author. It is essential that papers be typed neatly according to the guidelines given under this section.

2 Style Guidelines

2.1 *General*

i) The paper should be written in English. To facilitate searches for users of the Pen Drive it is recommended that the American spelling of words should be used throughout the paper (vs. the English spelling).

ii) The length of written paper should be restricted to 6 to 8 pages of A4 size including figures, tables, graphics etc.

iii) Papers should be in Microsoft Word 2000 format. PDF format will not be accepted.

iv) Papers should be typed in Arial Font of 11 size and lines should be single- spaced

v) The text should be aligned to both left and right margins (justify) and do not use columns

vi) **Symbols** should not be hand drawn / written in equations, tables, graphs / line diagrams / text

vii) **Abbreviations** that may be unfamiliar to the reader should be spelled out, followed by the abbreviation the first time it appears in the paper. All but the most common acronyms should be handled this way.

viii) **Units of Measurement:** The actual unit of measurement shall be given first and it should be followed by its metric equivalent in parentheses. If the actual measurement is in metric units, no conversion is required.

ix) AIC recommends use of the corrosion-related units of measurement shown in Table 1. Table 2 gives common conversion factors.

2.2 *General format of the paper*

Title of Paper

The title of the paper should be in Font size 14 bold and in sentence case

Author Information

Name, designation and organization of the paper presenter should be given first followed by co-authors

The name of authors should be in Font size 12 bold and other details should be in Font size 10 normal.

To condense the amount of space used for author information, email addresses can only be listed for the primary/presenting author with whom all correspondence shall be made. The email id should be in Font size 10 normal italics.

Abstract

A 200 to 250 word abstract should concisely state the significant contributions of the paper.

Key Words – A list of relevant key words should be included after the abstract to facilitate searches.

Introduction

An outline of the problem or subject and a brief explanation of the solution or review

Experimental Procedure (where a test program was involved)

Details of test equipment and procedures including their specific/ unusual features, development of experimental equipment should be discussed, with illustration, if possible; evaluation of equipment and its application.

Results (where required)

Results should be presented, in the clearest form in text, graphs, or tables. The text should be used to give essential information on illustrations. All terms used in text, tables, and graphs should be defined

Conclusions

Conclusions as well as their utility should be directly and briefly stated. All conclusions should be supported with data in the text

Acknowledgments

Special help received from individuals or organizations should be cited.

References

All references should be listed numerically in the order cited.

2.2.1 ***Specific Details***

Page Margins

First page top margin should be 2 ½" (cm), the side margins should be ¾ "(cm), the bottom margin should be 1" (cm).

Subsequent pages top margin should be ½"(cm), the side margins should be ¾"(cm), and the bottom margin should be 1" (cm).

Headings

First-level headings for major sections (ABSTRACT, INTRODUCTION, etc.) of the paper should be flush at the left margin and typed in capital letters Font size 12 bold Do not number or underline this heading.

Second-level headings--These subheadings should be flush at the left margin with initial letter in capital and Font size 11 bold. Do not number or underline this heading.

Third-level headings--These subheadings should be indented five spaces, underlined, followed by a period with the text of the paragraph immediately following.

Footnotes

Footnotes, used to give supplementary information that would otherwise interrupt the logical flow of the text, should be noted in the text with a superscript number in parentheses (to differentiate them from reference numbers) and numbered consecutively throughout the paper.

Equations

Equations should be separated from the text by two lines of space above and below and numbered consecutively throughout the paper with the number in parentheses at the right

Tables / Graphs / Photographs / Line Diagrams

All tables / graph / photographs / line diagrams should be in the same file and placed as close as possible to the relevant text

Single-spaced captions should be placed centrally above the Tables and below the graph / photographs / line diagrams. The captions should be typed in Font 10 bold and should have approximately the same width as the tables / graph / photographs / line diagrams / figure.

Tables / graph / photographs / line diagrams should be written in full and not as Tab. 1, Fig 1 etc. They should be numbered using Arabic numerals and shall be mentioned in the text in numerical order.

Tables / graphs / line diagrams / figures should be in JPEG or Tagged Image File (TIF) format. Copy / Paste technique should not be used as for as possible

Photographs must be of high-quality, sharp contrast and 300 DPI.

Unacceptable Graphic Materials

Photographs larger than 4” X 6”

Computer printouts (except high-resolution, computerized graphics)

Graphic materials from other copyrighted sources, unless the author has obtained a written permission by from copyright holder; and source and copyright holder have been properly acknowledged in a footnote.

Photocopies of photographs

Second-generation photographs (a photo of a photo)

Pencil drawings.

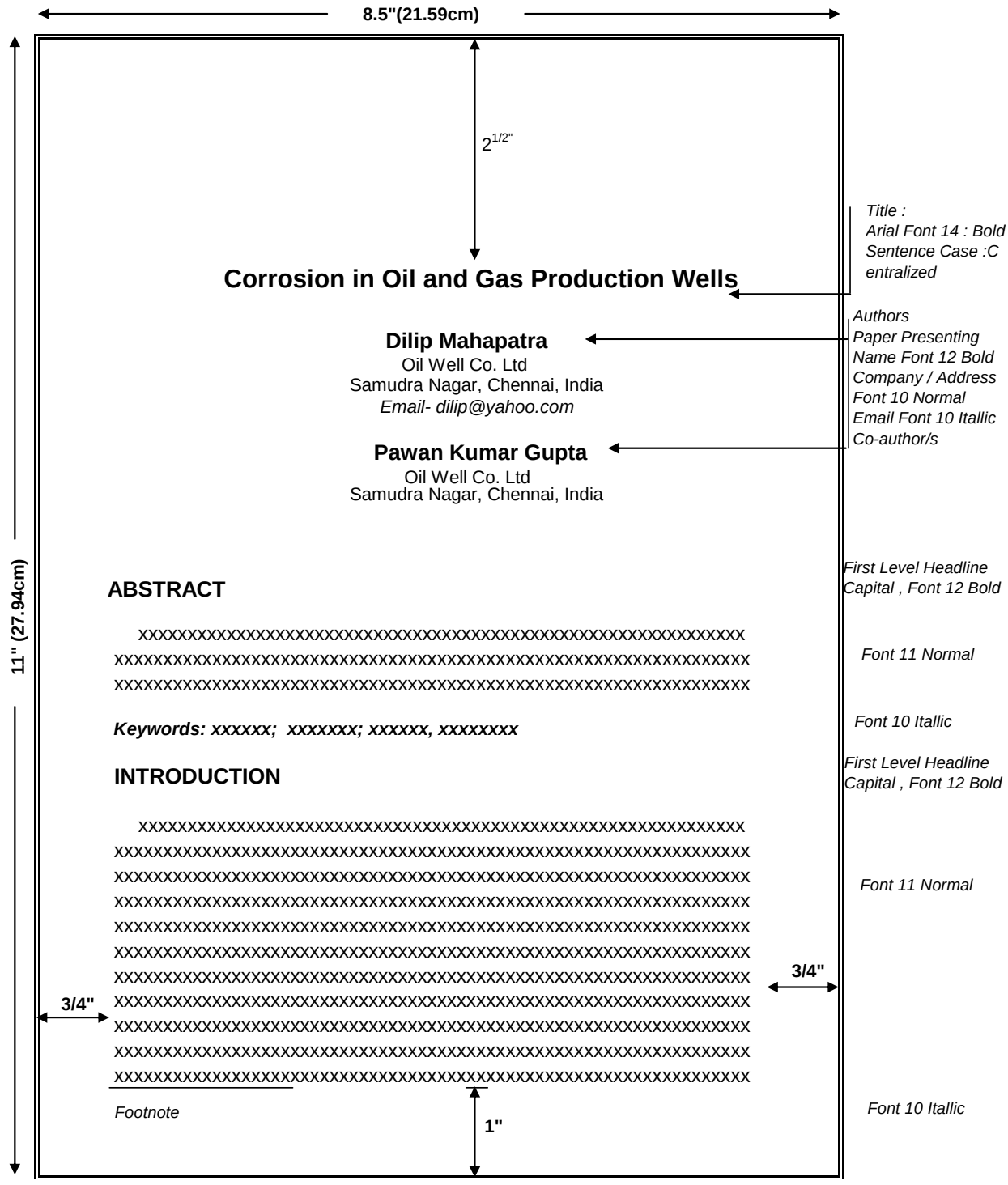
References

References should be numbered consecutively throughout the text with superscript numbers. The corresponding list of references should be at the end of the text following the acknowledgments The reference list should have the name of author/s (surname, first name, middle name) followed by the title of the reference paper, and other relevant details. The name of the book, name/s of authors / editors and publisher, year of publication of the book should be given in case of books referred to.

Use of Trade Names

Generic names shall be used in place of trade names.
Specification numbers, or chemical compositions should be used in place of material trade names.
Trade names should not appear in the title, abstract, tables, figures, or captions. In accordance with NIGIS guidelines / practices, a trade name may be used only ONCE in the text of the paper and must be identified with a footnote.
Definition of a trade name: "the name given by a manufacturer or merchant to a product, process, or service to distinguish it as made or sold by the concern which may or may not be used or protected as a trademark". Trade name also refers to any name under which the concern does business (i.e. company name, university, association, organization etc.)." This definition includes company names in addition to product, process or software names, URL (web) addresses, and does not exclude names that are not necessarily copyrighted or have a trademark.

PAPER FORMAT SAMPLE



8.5"(21.59cm)

11" (27.94cm)

1/2"

OIL FIELD AND PERFORMANCE OF WELLS

First Level Headline Capital, Font12 Bold

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Font 11 Normal

Well No. MH 01

SecondLevel Headline Capital, Font 11 Bold

Corrosion Rate: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Third Level Headline Font 11 Bold Refer Guidelines

Table 1: Localized Corrosion Test Data

Table Heading

3/4"

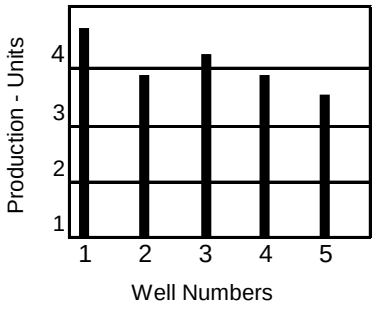


Figure 1: Well Production

Figure 2: Corrosion Rate

3/4"

Figure Caption

REFERENCES

Reference Format

1 Mahapatra Dilip, Gupta Pawan Kumar; Rai, M.V.; " Corrosion Case Studies in Oil Fields", Proc. CORCON-2008, Editors. Singh R.A and Soman B.S, (2008) p.25

2 M. G. Fontana, Corrosion Engineering, McGraw Hill, 3rd Edition (1987) p.25

3 Raja V.S, Angal R.D and Suresh M., "Effect of Widmanstatten Structure on Protection Potential of Ti-6Al-2Sn-4Zr-2Mo(0.1Si) Alloy in1M NaBr Solution", Corrosion,49 (1993) p.2

Conference Proceedings

3/4"

Book

Journal

1"

TABLE 2 - US CUSTOMARY/SI CONVERSIONS FOR UNITS COMMONLY USED IN CORROSION LITERATURE

1 A/ft^2	= 10.76 A/m^2
1 acre	= 4,047 m^2 = 0.4047 ha
1 A-h/lb	= 2.205 A-h/kg
1 Angstrom	= 10^{-4} μm = 10^{-10} m = 0.1 nm
1 atm	= 101.325 kPa
1 bar	= 100 kPa
1 bbl, oil (U.S.)	= 159.0 L
1 bpd (oil)	= 159 L/d
1 BTU	= 1,055 J
1 BTU/ft^2	= 11,360 J/m^2
1 $BTU/ft^2/h$	= 3.152 W/m^2 (K-factor)
1 $BTU/ft^2/h/F$	= 5.674 W/m^2-K
1 $BTU/ft^2/h/F/in.$	= 0.144 W/m-K
1 BTU/h	= 0.2931 W
1 cfm	= 28.3 L/min = 0.0283 m^3/min = 40.75 m^3/d
1 cup	= 236.6 mL
1 cycle/s	= 1 Hz
1 ft	= 0.3048 m
1 ft^2	= 0.0929 m^2 = 929 cm^2
1 ft^3	= 0.02832 m^3 = 28.32 L
1 ft-lb (force)	= 1.356 J
1 ft-lb (torque)	= 1.356 N-m
1 ft/s	= 0.3048 m/s
1 gal (Imp.)	= 4.546 L = 0.004546 m^3
1 gal (U.S.)	= 3.785 L = 0.003785 m^3
1 gal/bag (U.S.)	= 89 mL/kg (water/cement ratio)
1 grain	= 0.06480 g = 64.80 mg
1 $grain/ft^3$	= 2.212 g/m^3
1 grain/100 ft^3	= 22.12 mg/m
1 hp	= 0.7457 kW
1 microinch	= 0.0254 μm = 25.4 nm
1 in.	= 2.54 cm = 25.4 mm
1 $in.^2$	= 6.452 cm^2
1 $in.^3$	= 16.387 cm^2 = 0.01639 L
1 in.-lb (torque)	= 0.113 N m
1 in. mercury	= 3.387 kPa
1 in. water	= 248.8 Pa
1 kg/mm^2	= 9.807 MPa
1 kilocalorie	= 4.184 kJ
1 knot	= 0.515 m/s
1 ksi	= 6.895 MPa
1 lb	= 453.6 g = 0.4536 kg
1 lb/ft^2	= 47.88 Pa
1 lb/ft^3	= 0.01602 g/cm^3
1 lb/100 U.S. gal	= 1.1981 g/L
1 lb/1,000 bbl	= 2.852 mg/L
1 $mA/in.^2$	= 0.155 mA/cm^2
1 mA/ft^2	= 10.76 mA/m^2
1 MBPD (oil)	= 159 kL/d
1 mile	= 1.609 km
1 sq. mile	= 2.590 km^2
1 mi. (naut.)	= 1.852 km
1 mil	= 0.0254 mm = 25.4 μm
1 MMCFD	= 2.83 x 10^4 m^3/d
1 mm mercury	= 0.1333 kPa
1 mph	= 1.609 km/h
1 mpy	= 0.0254 mm/y = 25.4 μm/y
1 N/mm^2	= 1 Pa
1 oz	= 28.35 g
1 oz fluid (Imp.)	= 28.41 mL
1 oz fluid (U.S.)	= 29.57 mL
1 oz/ft^2	= 2.992 Pa
1 oz/U.S. gal	= 7.49 g/L
1 part/1,000 bbl	= 2.32 mg/L
1 psi	= 0.006895 MPa = 6.895 kPa
1 qt (Imp.)	= 1.1365 L
1 qt (U.S.)	= 0.9464 L
1 teaspoon (tsp)	= 4.929 mL
1 ton (short)	= 907.2 kg
1 torr	= 133.3 Pa
1 U.S. bag cement	= 42.63 kg (94 lb)
1 yd	= 0.914 m
1 yd^2	= 0.8361 m^2
1 yd^3	= 0.7646 m^3

Do Not Use	Use Instead	
are	1 are	= 1 dam^2 = 100 m^2
candle	1 candle	= 1 cd
candlepower	1 candlepower	= 1 cd
fermi	1 fermi	= 1 fm = 10^{-15} m
gamma	1 gamma	= 1 nT
micron	1 micron	= 1 μm = 10^{-6} m
millimicron	1 millimicron	= 1 nm = 10^{-9} m
mho	1 mho	= 1 S
γ (mass)	1 γ	= 1 μg
λ (volume)	1 λ	= mm^3 = 1 μL = 1 mm^3

Miscellaneous Units Not to Be Used

calorie
conventional millimeter of mercury
grade (1 grade = (π/200) rad)
kilogram-force
langley (1 langley = 1 cal/cm^2)
metric carat
metric horsepower
millimeter, centimeter, or meter of water
standard atmosphere (1 atm = 101.325 kPa)
technical atmosphere (1 at = 98.0665 kPa)