**Formatting a Paper for 2018 UPC Academic Paper Contest**

Please take the SPE Publications Style Guide given below as a standard in writing English papers for 2018 UPC Academic Paper Contest. We may cancel your right to participant in the forum if there are so many differences between the paper you send to us and the format paper.

The SPE Publications Style Guide provides information on the SPE style for elements in technical papers. Our contest refers to parts of <Formatting a Paper for Peer Review> as our paper formatting requirement.

* The paper should be single column, 1.25 -spaced, with text in 10-point type on A4 paper.
* Margin :a. Top: 2.54 cm; b. Left : 3.18 cm; c. Right : 3.18 cm; d. Bottom : 2.54 cm
* **Abstract**：no more than 450 words
* **Headings and Subheads:** Make sure that major headings, subheads, and sub-subheads are clearly distinguishable by using the following styles:
* First-Level Headings – 14-point bold on line by itself.
* Second-Level Headings – 12-point bold, period at end, and run into the next paragraph.
* Third-Level Headings – 10-point bold italic, period at end, and run into next paragraph.
* Fourth-Level Headings – 10-point italic, period at end, and run into next paragraph.
* **References:** Cite references in the text by placing the author's name and year in parentheses; then, include an alphabetical listing of the references at the end of the paper.
* **Numbering Figures and Tables:** Number figures and tables (in Arabic, not Roman, numerals) sequentially in the order they are cited in the text.
* **Numbering Equations:** Number equations sequentially as they appear in the paper. Enclose the equation number in parentheses preceded by a line of dots (see SPE Publications Style Guide Sec. 8.5.1).
* **Nomenclature:** If symbols for quantities (e.g., p for pressure or q for flow rate) are used in the text, equations, tables, or figures, include a Nomenclature defining them at the end of the text. The Nomenclature should list the symbol, the definition, the units of measure (or dimensionless), and the dimensions (see SPE Publications Style Guide sec. 8.7.4). Also available is the SPE Letter and Computer Symbols Standard which provides a list on commonly used symbols and their definition.
* **All measurement units** in the paper shall use the Chinese legal units of measurement and use standard symbols. All technical terms are used according to the promulgated normative terms. The same nouns, units of measurement, names of people, place names, etc. are required to be uniform throughout the paper.
* **Reference List:** Include complete information on all references in the format described in Sec. 8.8 of the SPE Publications Style Guide. Incomplete reference citations may result in your paper being returned for correction and a delay in publication.
* **Tables and Figures:** All tables and figures should be cited sequentially in the text of the paper. A three-line table is required and the first line and the third line should bold . All tables and figures should [align](javascript:;) [center](javascript:;). In addition, please format tables using the Table menu on the MS Word toolbar; tables should not be submitted as images. Figures can be submitted in Word, Excel, or PowerPoint format, or as .tif or .jpg images. Images submitted graphically need to be print-quality (300 dpi) not web-quality (72 px/inch).
* **Color Figures: As of 1 April 2011, SPE no longer charges extra to print figures in color.** So please use color as appropriate in figure illustrating your results.
* “Author Biography , fund project” is placed on the front page footer (word operation: insert "footnote and endnote").

**If you have any questions, please contact cupespejingsai2018@163.com**

