

Guidelines for Abstract & Manuscript

Please note: The abstract, manuscript and PowerPoint slides have to be written in English.

The presentation itself can be held either in German or English language and will be translated. Please inform us in advance in which language you are going to present.

Please firstly submit your 1-page abstract in an electronic version before April 30th, 2020.

Make sure it meets the formal requirements and it is including quintessential results, conclusions and references.

We will inform you until June 2020 if the program committee accepted your speech and invites you as a speaker. Please note that your abstract will be published in the „Book of Synopses“ and so it is the best way to promote your presentation and get many listeners.

Secondly submit your complete paper (manuscript) in an electronic version before December 1st, 2020.

The full manuscript will be included to the conference USB-stick.

You can use the following ways to submit your files:

- ✓ Send online via wetransfer at <http://oildoc.wetransfer.com> (2 GB max)
- ✓ Email-attachement (15 MB max) to info@oildoc.com

Instructions for the files

Please see the example and use the file OilDoc_Submission.doc as guideline.

Format and page setup

- ✓ Version: Word 6.0 or higher
- ✓ Paper size: DIN A4 (210 x 297 mm)
- ✓ Margins: left/right 15 mm, top 25 mm, bottom 20 mm
- ✓ Type: justified
- ✓ Spacing: single
- ✓ Font: Calibri (normally incl. in Windows system fonts)
- ✓ Columns: Title and summary – single-column, 180 mm
- ✓ Columns: Running text – in two columns, one column 85 mm, 10 mm between column
- ✓ Font sizes and chapter numbering:
 - Title of the paper: 20 pt
 - Headings of the main chapters: 12pt bold, consecutive chapter numbering, Arabic numerals
 - Headings of the sub-chapters: 10pt bold, consecutive chapter numbering, Arabic numerals
- ✓ Please don't underline the headings!

Total number of pages

Abstract: maximum 1 DIN A4 page
Manuscript: minimum 4 and a maximum 12 pages DIN A4

Program Committee

The 2021 program for the OilDoc Conference is developed by a blue-ribbon planning committee directed by Rüdiger Krethe (OilDoc GmbH).

The complete list of members will be edited on www.oildoc-conference.com.

Contact

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Structure of the manuscript

The manuscript includes: title and summary, the running text including the introduction, several chapters and the bibliographical references.

Summary

Please start with a summary (maximum 12 lines) of your paper.
Arrangement: Please use the complete 180 mm of the paper – one column.
Please allow a distance of 15 mm to the following running text.

Running Text

- ✓ The running text includes the introduction, several chapters and the bibliographical references.
- ✓ Please don't use Power-Point-Foils!

Graphics and tables

Graphics and tables should be numbered consecutively in the text.

References

References are listed in the last chapter of your manuscript.
Please number the references consecutively and use [square brackets].

Proofreading

OilDoc may adjust the layout of the files, but there will be no proofreading of the text! So please check your manuscript thoroughly!

25 mm

15 mm

15 mm

Title of the Presentation – Just an example text

Author

Company/University, City, Country

E-Mail Author

First Co-Author

Company/University, City, Country

Second Co-Autor

Company/University, City, Country

Manuscript Form
DIN A4, 210x297 mm
Font: Calibri or similar

20 mm (4 blanklines)

180 mm

Summary

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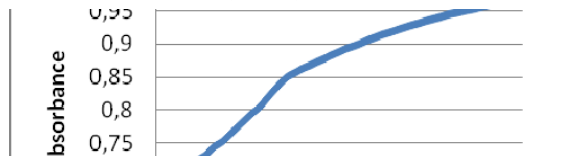
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Graphic 1: Title of Graphic

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