

A SAMPLE PAPER SHOWING THE FORMAT REQUIRED FOR YOUR CONTRIBUTION TO THE SAGEEP 2018 PROCEEDINGS

*EEGS Annual Meeting
Nashville, Tennessee USA
March 25-29, 2018*

Abstract

Thank you for your participation in SAGEEP 2018, the Environmental and Engineering Geophysical Society's Annual Meeting. SAGEEP organizers **strongly encourage**, but do not require, authors to submit extended abstracts for inclusion in the Proceedings. **We now allow extended abstracts to be submitted during the initial abstract submission period; however, a text only short (300 words or less) abstract must be entered in the designated area. If you choose to enter a short textual abstract at initial submission, you can “upgrade” to an extended abstract before the final paper deadline.** If you choose to submit an extended abstract (about four pages with graphics), your important paper will be published along with others to form a comprehensive and consistent body of knowledge. This document serves as an example of the format required for an extended abstract and provides instructions and suggestions on how to achieve it.

Submission Procedure

During the initial submittal period (deadline for all abstract submissions is October 20, 2017), authors can submit either a short, text-only abstract or an extended abstract online at (<https://www.xcdsystem.com/sageep/abstract>). An author of a short, text-only abstract (approximately 300 words) can directly enter it in an editable text box on the site; an author of an extended abstract will use the site's file-browsing capability to select and upload an extended abstract as a .pdf in place of a short abstract. Initial abstracts (text only or extended) are due by **Nov. 3 2017**. All abstracts will be reviewed by the session chair and proceedings editor for format and appropriate content. Authors will be notified of acceptance and suggested revisions, if any, by **November 17 2017**. After a short or extended abstract is accepted for the technical program, authors will have an opportunity to submit a final version online. Authors of accepted short abstracts are encouraged to submit an extended abstract. If an author replaces an accepted initial short abstract with an extended abstract before the final papers are due, it will be subject to final content and format review by the session chair and proceedings editor. Extended abstracts and NSGLs are due **November 29, 2017**. Final manuscripts (short or extended abstracts) are due **Dec. 7 2017**.

Formatting Instructions for Extended Abstracts

PDF digital files are required for extended abstracts. Please use this sample paper and the attached format summary to properly format your document. Specific SAGEEP “styles” have been implemented in the MS-Word version of this file should you choose to use them. Your assistance in following the styles and guidelines outlined here will help us publish a more consistent volume on the proceedings media in a timely and cost-effective manner. Styles include automatic line spacing that may require the use of soft returns (<shft><ent>) in titles and author lists.

Extended abstracts will be reviewed for content and format. The optimal length is four pages, but slightly longer or shorter manuscripts are acceptable. Excessive commercial content or lack of geophysical applicability, for example, will be grounds for rejection. Illegible graphics, or those lacking scales or units, will be returned for revision. Authors chosen for the “Best of SAGEEP” award and presentation at EAGE’s Near Surface Geoscience 2018 conference will be required to submit a 4-page extended abstract for that meeting. Anyone wishing to submit a Near Surface Geophysical Letter (NSGL) to the *Journal of Environmental & Engineering Geophysics (JEEG)* should also follow the 4-page length. Legibility of graphics is generally more important than file size. The resolution of graphics should be set so that text, units, and coordinates are legible at page size. All fonts must be embedded in the PDF to ensure the proper representation of special characters. This is especially important for authors who may be using special language fonts. Remember that the PDF is considered “camera ready” artwork and it is the author’s responsibility to verify that text, graphics, and page breaks are acceptable. For more information on PDF formats see the following link.

- <http://www.adobe.com/products/acrobat/adobepdf.html>

Page Setup

Page size should be set to 8 ½ x 11 inch format with side margins at 0.75”. The top and bottom margins should be 1” to allow for page numbering.

Title

Your title should begin at the top margin of your extended abstract and include no more than three lines of text. Text should be “Times Roman” font, bold, 14 pt, all caps, center justified.

Author/Byline Information

Allow one blank line space under the last line of your title. Use one line only for each contributing author, with a maximum of six authors. Begin with first name, middle initial, last name, name of organization/institution, city and state abbreviation (or country). Do **NOT** include street address, zip codes, additional titles, degrees, and departments. These will be deleted for consistency. Two blank lines should follow the last author line before your first heading. Do not leave blank lines between authors. Text should be “Times Roman” font, italic, 12 pt, initial caps, center justified.

Headings

The first heading after the author should be “Abstract”. Other required headings are “Conclusions” and “References”. These should be the last two headings of the extended abstract. “Acknowledgements” may be placed after references if desired. One blank line should follow before and after each new heading. Consider using page breaks (<ctrl><ent> in MS-Word) where necessary to keep headings and subheadings with the related text. Text should be “Times Roman” font, bold, 14 pt, initial caps, center justified.

Subheadings

One blank line should precede each new subheading. Begin the new paragraph directly below each subheading. Text should be “Times Roman” font, bold, italic, 12pt, initial caps, left justified.

Body or Paragraph Text

Indent the first line of each new paragraph 0.5". Please do NOT use spaces for indents. Let the text wrap at each line end – no hard returns except when starting a new paragraph. Do NOT double space between paragraphs, however, remember to double space before starting a new heading or subheading. Text should be “Times Roman” font, 12 pt, full justified. There should be only one space between sentences in a paragraph.

Tables

Identify each table with a numeric reference placed over the table (i.e., Table 1). When possible, the table data should be centered within the page. If there is not enough space on the page to allow for your table, end your page short and continue on the next page. Table notes should be “Times Roman” font, 12 pt, left justified. The label “Table #” should be bold.

Table 1: Example of a Sample Table and the Table Caption

Sample Description	X (units)	Y (units)	Z (units)
Sample Test I	1	2	3
Sample Test II	6	2	2
Totals	7	4	5

Figures

Include a caption for each graphic placed at the bottom of the graphic (Figure 1). When creating your PDF, please maintain legibility on all units and numbers. Figure notes should be “Times Roman” font, 12 pt, initial caps, left justified. The label “Figure #” should be bold. Graphs and data plots must have scales and units within the graphic, or described in the figure caption.

**SAGEEP Information**

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Figure 1: The SAGEEP logo and the name and contact information for the technical chairman and proceedings editor are presented as an example figure. The technical chairman or proceedings editor can help you with issues related to extended abstracts and technical presentations at the 2018 meeting.

Page Numbers

NO page numbers should be included. These will be inserted sequentially on the proceedings media for future reference to this volume.

Footnotes

Footnotes should be numbered and appear on the same page as the text. Text should be “Times Roman” font, 10 pt, initial caps, left justified. Do not use footnotes for references to other publications.

Use of MS-Word Styles

Custom Styles have been implemented in the DOC version of this file for MS-Word users. They are not a requirement for submission and are included only to facilitate formatting for those who choose to use them. They include:

- SAGEEP title
- SAGEEP authors
- SAGEEP heading
- SAGEEP subheading
- SAGEEP text
- SAGEEP figure
- SAGEEP reference

To make these styles available in your own DOC files: open this file, then open the “style organizer” window (tools > templates and add-ins > organizer). Copy the SAGEEP styles from this document to your “normal.dot”, then close the window.

References

Use "References" as the final heading name. Citations to references within the text should be made as (author, year). Listing of references should follow the general format of: Author (last name, initials), Date, Title (initial cap), Journal, Volume, page numbers. List references alphabetically, single-spaced with hanging indents. Text should be “Times Roman” font, 12pt, left justified.

FORMAT SUMMARY FOR SAGEEP EXTENDED ABSTRACTS

Use the below as your primary reference when formatting your extended abstract. Note that it is formatted for brevity and not for SAGEEP publication. Final files must be in PDF format with all fonts embedded.

Initial Setup (For 8½" x 11" paper)

Please set up your word processor to these initial settings. Your paper should follow these formatting styles listed below.

Base Font: 12pt Times (or Times New Roman)
Justification: Full
Line Height: Auto
Line Space: Single spaced
Margins: 0.75" sides, 1" top and bottom
Tab Settings: Every 0.5" (Additional tabs/indents may be set for tables or other items.)

Paper Title

Maximum of three lines for your title.

Font Size: 14pt
Attribute: Bold and All Caps
Justification: Center
Position: Top margin
Spacing: Single spaced, one blank line after last line of title.

Author/Byline Information

Please type author's full name, affiliation, city and state abbreviation. Try to abbreviate affiliations when possible. Do NOT include street address, titles, departments, etc.

Font Size: 12pt
Attribute: Italicized and Initial Caps
Justification: Center
Spacing: Single spaced, two blank lines after last author line

Headings

Headings should include Abstract, Conclusions and References at a minimum.

Font Size: 14pt
Attribute: Bold and Initial Caps
Justification: Center
Spacing: Blank line before and after

Subheadings

Break out subsections of major headings as appropriate.

Font Size: 12pt
Attributes: Bold, Italicized and Initial Caps
Justification: Left
Spacing: Single spaced, one blank line before all new subheads. No blank line before paragraph text.

Body or Paragraph Text

Indent the first line of each new paragraph 0.5". Please do NOT use spaces to indent. Use full justification, letting the text wrap – no hard returns except when starting a new paragraph. Use the base font already indicated (12pt). Do NOT double space between paragraphs. However, double space before starting a new heading or subheading.

Font Size: 12pt
Attributes: Regular
Justification: Full, initial indent
Spacing: Single spaced, no blank line between paragraphs. One blank line before all new subheads.

Figures and Tables

Figures and tables should be labeled with a bold number reference followed by regular text (e.g. **Figure 1:** Plot of data Y vs. X.), using the standard font. Figures should be labeled below the graphic and tables above. Borders or boxes around figures are optional. Scales and units are required for all data graphs, plots and maps.

Font Size: 12pt
Attribute: Bold reference, regular text
Justification: Left
Spacing: Single spaced

Page Numbering

Leave space for numbers using margins, but do not number your pages. Numbers will be inserted consecutively throughout the proceedings media.