OPEC ENERGY REVIEW

AUTHOR GUIDELINES

March 2015

1. ABSTRACT - ABOUT THESE GUIDELINES

Abstract - **These Author Guidelines aim to provide guidance for the preparation of a submission to be published in the OPEC Energy Review (OER). This document is itself an example of the desired layout (including this abstract) and can be used as a template. It contains information regarding desktop publishing format, type sizes, units, figures, tables and abbreviations. Sections are also devoted to the structure, content and formatting. The OER requires authors to specify the contribution made by their co-authors in the endnotes of the paper. If authors regard it as essential to indicate that two or more co-authors are equal in status, they may be identified by an asterisk with the accompanying caption: 'These authors contributed equally to this work', positioned immediately under the address list. If more than three co-authors are equal in status, this should be indicated in the author contributions' statement.**

2. INTRODUCTION- ABOUT ARTICLES IN THE OPEC ENERGY REVIEW

The OPEC Energy Review (OER) publishes a selection of original, well-researched scientific papers whose conclusions represent an advance in understanding important issues related to the global energy industry. Contributions normally do not exceed 20 pages with no more than 50 references and 8,000 words in total. (One page of undiluted text is about 500 words.)

The three objectives of the publication are to:

1.   Offer a top-quality original research platform for publishing on energy issues in general and petroleum related matters in particular.

2.   Contribute to the producer-consumer dialogue through informed robust analyses and objectively justified perspectives.

3.   Promote the consideration of innovative or academic ideas which may enrich the methodologies and tools used by stakeholders.

Recognizing the diversity of topics related to energy in general and petroleum in particular which might be of interest to the OER readership, articles covering relevant economics, policies and laws, supply and demand, modeling, technology and environmental matters will be considered.

Papers to be published in the OER should include the following subsections:

(1) Abstract

(2) Introduction

(3) Hypothesis, Methodology

(4) Supportive Data, Results

(5) Conclusions (Interpretation of Data)

(6) Acknowledgments (if applicable)

(7) References

The title of parts 3 and 4 is to be chosen by the author. The table below illustrates the suggested weight being assigned to the subsections.
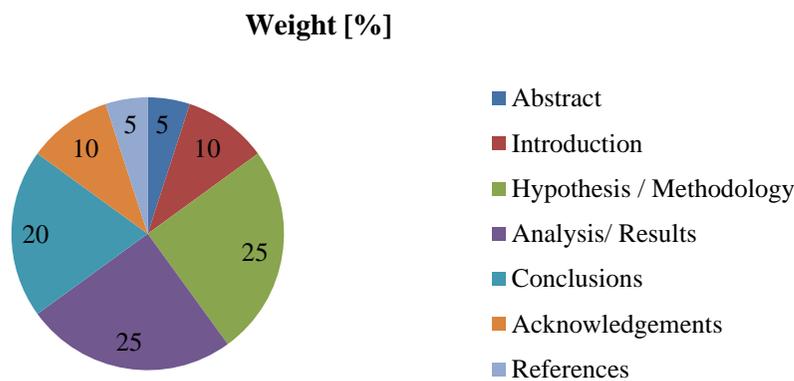
Weight [%]

Figure 1. Suggested share of each subsection in terms of a percentage of the article

3. EXPECTED CONTENT OF THE VARIOUS SUBSECTIONS

3.1. Abstract

The abstract provides a short summary of all the relevant information contained in the paper. It is aimed at readers outside the discipline. It usually consists of:

- A basic-level introduction to the field;
- A brief account of the background and rationale of the work;
- A statement of the main conclusions.

3.2. Introduction

The introduction summarizes the state of current research in the concerned field and the context of the research presented. It could refer to work previously carried out by the same research team and related research projects.

3.3. Hypothesis, Methodology

This section covers the materials and scientific methodologies used for producing the presented results. It should be written as concisely as possible, but needs to contain all the relative elements required to allow for full and easy interpretation and replication of results. Detailed descriptions of methods already published should be avoided; a reference number can be provided to save space, with any new addition or variation stated.

The Methodology section should be subdivided by short bold headings referring to the methods used. Particular emphasis should be placed on the novelty of the chosen approach compared to already existing methods.

3.4. Analysis, Results

This section summarizes the results of experiments or work carried out. Depending on the nature of the work, results may be mixed in with the discussion. The Results' section can also be split into several parts forming distinct elements of a paper dedicated to specific sub-results. For example, one section may discuss experimental findings, while another may look at computer models to support this approach.

3.5. Conclusions

This section puts the results of the research into a larger context, analyzes their significance (or not) and suggests the suitability and practicality of pursuing additional studies. Sometimes there is a separate "conclusions" section towards the end of the paper that further summarizes the most important results and their implications.

3.6. Acknowledgements

In addition to the main authors, who are defined as being responsible for dedicated parts or the whole of the paper, additional individuals may be thanked for any contributions they make. This may include technical staff or other academics, who, having discussed or suggested improvements, did not directly partake in the research.

3.7. References

Throughout the paper, many statements will refer to additional literature. The format of references is shown in the section *Reference formatting*.

References must be listed at the end of the manuscript and numbered in the order they appear in the text. As demonstrated in [1], citations should be indicated by the reference number in brackets.

4. TEXT FORMATTING

4.1. Standard Text

The OER's preferred format for text is 12-point Times New Roman in Microsoft Word, with the style tags removed. If an author has prepared a paper using TeX, he or she will be urged to convert the article to PDF format.

For mathematical symbols, Greek letters and other special characters, authors are asked to use normal text or Symbol font. The Word Equation Editor/MathType should be used only for formulae that cannot be produced using normal text or Symbol font.

Submitted articles should fill no more than 20 pages in the final publication. An uninterrupted page of text contains around 500 words. A typical article contains about 8,000 words of text and, additionally, 10 small display items (figures and/or tables) with brief legends, a reference list and a methods' section, if applicable.

Word's automatic hyphenation programme should be activated, as well as appropriate spell-check facilities. Additionally, authors should ensure sentences are complete and there is continuity within the paragraphs. Graphic numbering (figures and tables) should be carefully checked, while all appropriate references need to be included.

4.2. Section Headings

Headings should not exceed two lines in print and not normally include numbers, acronyms, abbreviations or punctuation. They should include sufficient detail for indexing purposes but be general enough for readers outside the field to appreciate what the paper is about.

A primary section heading is enumerated by an Arabic numeral and is flush left above the section. A primary heading should be in capital letters in font size 14.

1. EXAMPLE OF A PRIMARY SECTION HEADING

A secondary section heading is enumerated by an Arabic number, followed by a number indicating the relevant secondary section. The first letter of each important word is capitalized – font size 12.

1.1. Example of a Secondary Section Heading

A tertiary section heading is enumerated by using the number of the primary section, followed by the number of the related secondary section and a numeral indicating the tertiary section. The heading is italicized – font size 12.

1.1.1 Example of a tertiary section heading

4.3. Figures and Tables

Figure axis labels are often a source of confusion. It is better to use words rather than symbols. As an example, write the quantity "Output" or "Output, O" not just "O". Put units in parentheses. Do not label axes only with units. All figures and tables must be in place in the text near, but not before, where they are first mentioned.

Digitize your tables and figures within the related captions. When referring to a specific figure/table, indicate the number of this figure/table. Number footnotes separately with superscripts.[1] Do not put footnotes in the reference list. Use letters for table footnotes.

Check that all figures and tables are numbered correctly. Use Arabic numerals for figures and Roman numerals for tables.

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[1] Place the actual footnote at the bottom of the page in which it is cited.

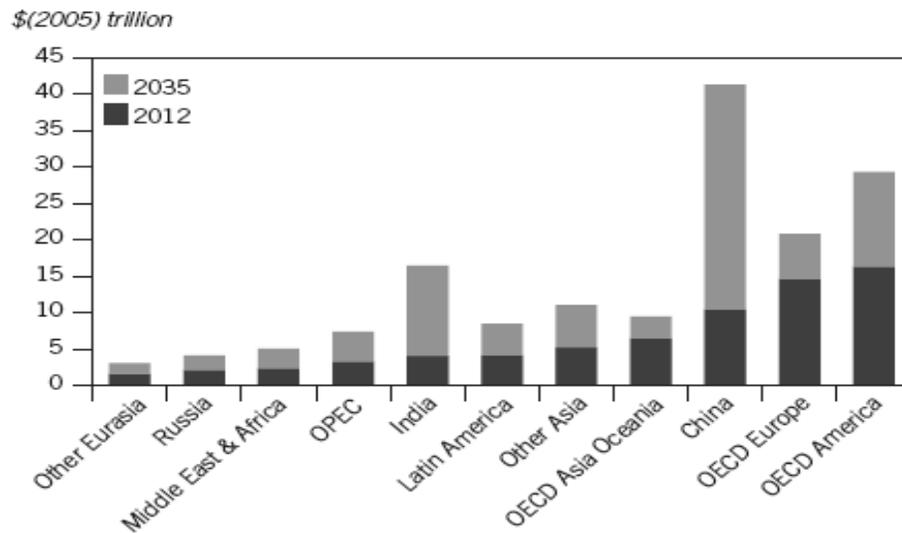Example:

$(2005) trillion

Figure 1 Real RDP by region in 2012 and 2035, OPEC World Oil Outlook (2013)

and

Table 1 World supply of primary energy in Reference Case, OPEC World Oil Outlook (2013)

	Levels mboe/d			Growth % p.a.	Fuel shares %		
	2010	2020	2035	2010–35	2010	2020	2035
Oil	81.2	89.7	100.2	0.8	32.2	30.0	26.3
Coal	69.8	84.9	104.0	1.6	27.7	28.4	27.2
Gas	54.8	69.0	99.8	2.4	21.7	23.1	26.0
Nuclear	14.3	16.0	21.6	1.7	5.7	5.4	5.7
Hydro	5.8	7.4	10.1	2.3	2.3	2.5	2.6
Biomass	24.4	28.0	35.2	1.5	9.7	9.4	9.2
Other renewables	1.8	3.6	10.7	7.5	0.7	1.2	2.8
Total	251.9	298.6	381.7	1.7	100.0	100.0	100.0

Appendix figures and tables should be numbered consecutively with the figures and tables appearing in the rest of the paper. They should not have their own numbering system.

4.4. Abbreviations and Acronyms

Define less common abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable.

OPEC Energy Review (OER)

4.5. Reference formatting

References must be listed at the end of the manuscript and numbered in the order they appear in the text. In the text, citations should be indicated by the reference number in brackets. Journal name abbreviations should be those found in the NCBI databases. A number of reference software companies supply PLOS style files (e.g. Reference Manager, EndNote).

References should be formatted as follows:

Published papers

Hou WR, Hou YL, Wu GF, Song Y, Su XL, et al. (2011); *cDNA, genomic sequence cloning and overexpression of ribosomal protein gene L9 (rpL9) of the giant panda (Ailuropoda melanoleuca)*

Accepted, unpublished papers

Same as above, but "In press" appears instead of the page numbers.

Electronic journal articles

Huynen MMTE, Martens P, Hilderlink HBM (2005); *The health impacts of globalisation: a conceptual framework*; Global Health 1: 14. Available: http://www.globalizationandhealth.com/content/1/1/14. Accessed 12 October 2014.

Books

Bates B (1992); *Bargaining for life: A social history of tuberculosis;* Philadelphia: University of Pennsylvania Press. 435 p.

Book chapters

Carlson C (2014); *New York City epidemics and history for the public*; In: Harden VA, Risse GB, editors. Ebola and the historian. Bethesda: National Institutes of Health. pp. 21-28.

Published media, not peer-reviewed

print or online newspapers and magazine articles

Fountain H (29 Jan 2014); *For Already Vulnerable Penguins, Study Finds Climate Change Is Another Danger*; The New York Times. Available: http://www.nytimes.com/2014/01/30/science/earth/climate-change-taking-toll-on-penguins-study-finds.html. Accessed 17 March 2014.

New media, unregulated

blogs, websites, and other written works

Allen L (01 Sept 2010) Announcing PLOS Blogs. Available: http://blogs.plos.org/plos/2010/09/announcing-plos-blogs/. Accessed 17 March 2014.

Master of Science and Doctor of Philosophy theses

Wells A (1999); *Exploring the development of the independent, electronic, scholarly journal*; M.Sc. Thesis, The University of Sheffield. Available: http://cumincad.scix.net/cgi-bin/works/Show?2e09. Accessed 17 March 2014.

Databases and repositories
figshare, archive.com.

Roberts SB (2013); *QPX Genome Browser Feature Tracks;* Database: figshare. http://figshare.com/articles/QPX_Genome_Browser_Feature_Tracks/701214. Accessed 17 March 2014.

Multimedia:
videos, movies, and TV shows.

Hitchcock A, producer and director (1954); *Rear Window [Film];* Los Angeles: MGM.

5. CONCLUSIONS

If a paper is accepted, the author identified as the formal corresponding author for the paper will receive an email prompting them to login into Author Services, where via the Wiley Author Licensing Service (WALS) they will be able to complete the license agreement on behalf of all authors who worked on the paper.

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If the OnlineOpen option is not selected the corresponding author will be presented with the copyright transfer agreement (CTA) to sign. The terms and conditions of the CTA can be previewed in the samples associated with the Copyright FAQs below:

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For more information on this policy and the Journal's compliant self-archiving policy please visit:
http://www.wiley.com/go/funderstatement.

6. ACKNOWLEDGEMENTS

7. REFERENCES

[1] Organization of the Petroleum Exporting Countries (2013), *World Oil Outlook*, Organization of the Petroleum Exporting Countries