



**Title of your paper in English in 1 or 2 lines,
Single Space, Calibri 14pt, Bold**

Paper Presenter: Paper Presenter name, Degree, Affiliation

First Author, Degree, Affiliation

Second Author, ... (Calibri 12 pt, Bold)

Paper Presenter Email: Calibri 10 pt, Bold

Abstract (Calibri 12 pt Bold)

The abstract should be maximum of 250 words, written as a single paragraph, with 3.5 cm left and right margins. The abstract should be a self-contained, capsule description of the paper including the motivation, problem statement, approach taken, results and conclusions. Abstract should be prepared in Calibri 12 pt.

3.5 cm

3.5 cm

Keywords: Maximum 6 words separated by commas, Calibri 12 pt.



5 Cm

Introduction (Calibri 14 pt Bold)

Since all the papers will be recorded & filed in secretariat's computer, in order to avoid any inconvenience, please follow the guidelines in preparing your paper. To facilitate your way, the guidelines' appearance is organized according to the paper preparation instructions.



2.5 cm

Please apply below fonts in preparing each part of your paper:

- Text body: single column, single space, Calibri 12pt.
- Topics: single column, single space, Calibri 14 pt., Bold.
- Subtopics: Calibri 12 pt., Bold.



2 cm

Notes:

- Consider one line space between the ends of each paragraph and title of the next part.
- Refrain from numbering the titles.

Sent Papers to the Seminar Secretariat

Only the papers prepared according to the mention guidelines & instructions will be accepted by the Seminar secretariat. The Papers should be prepared in Microsoft Office word format and sent to the secretariat ONLY through the Seminar scientific department email (papers@petroinsure.com).

The results will be announced via e-mail to the paper's presenter.

The Paper's Length & Size

Please try to minimize your paper's size to maximum 3 MB, using Photoshop software in inserting pictures. The paper's length should not exceed 20 pages.

Footnotes

The footnotes should be written in Calibri 10 pt.

Variables, Signs & Abbreviations

Please make the required references to the variables, signs and abbreviations as a footnote in your paper.

Note: Refrain from using legend tables.

Formulas

The Formulas should be written in accordance with the text in Times New Roman, Italic. Apply number for each formula at the Left side of the page as below:

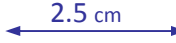
(1) $\sin \frac{\phi}{2} = 1.22 \frac{\lambda}{d}$



3 Cm



Units



The Seminar accepted unit for using numbers & formulas is metric system (SI). Mentioning the units of your numbers and chart axes is essential.



Tables

Tables should be mentioned where they are referred to.

- Apply number & name at the top of each table, using Calibri 10 pt Bold & in black.
- Type the numbers all in English aligned at the center of the table.
- Mention the unit for each quantity.
- Consider 1 sentence space before and after the table.

Below is an example for the table:

Table 1- Sound Speed in Various Materials

Material	c_L , (m/s)	c_S , (m/s)
Alloy Steel	5720	3210
Carbon Steel	5910	3250

Conclusion

Conclusion section after the text body and before Shape & Charts is essential.

Shapes & Charts

Shape & Charts can be mentioned in the text body or at the end, before the references.

- Apply number for each shape & chart.
- Mention the name below & center of each chart or shape in Calibri 10 pt Bold.
- The shapes and charts should be drawn in a way that can be easily distinguished.

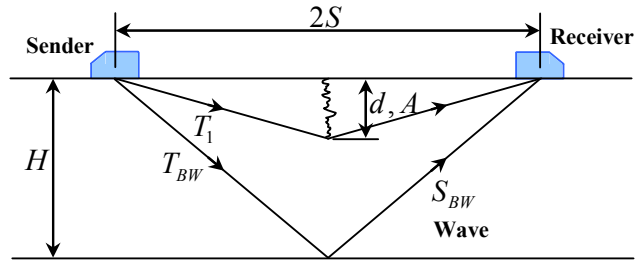
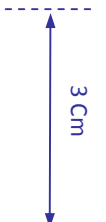


Image1: Crack's Length Measurement



5 cm

References:

All the references referred in the text should be written at the end of the paper applying the below sequence in Calibri 11 pt.

1- Author(s)'s surname(s), Author(s)'s or the organization's name, "title of the book", book's cover No., edit No., publisher's name, place & year of publishing.

← 2.5 cm

2- Author(s)'s surname(s), name(s), "title of the thesis", type of the thesis, the university's name, the university's location, number of the pages, and year of publishing.

← 2 cm

3- Executive's surname, name, "title of the research", Reg. No., Research Ordered by, date & place of research.

4- Author(s)'s surname(s), name(s), "title of the paper", magazine's name & No., date of publishing, pages' numbers.

Author(s)'s surname(s), name(s), "title of the paper", Seminarname & sequence, venue & date.