



Gas Processors Association - Europe

Promoting operational and technical excellence throughout the European Gas Industry

Author's guidelines for the preparation of papers for GPA Europe (GPAE) Meetings and Conferences

ABSTRACT

This document is a guideline for the preparation of your paper for the GPAE. These instructions are prepared in the format that we ask you to follow for the reproduction of your paper. We are endeavoring to present all our papers in the same format for each meeting. The papers submitted each year will initially be distributed in paper form as pre-prints for the meeting and then uploaded onto the GPAE website afterwards for members to download. Papers will not be made directly available to non-GPAE members. You will be asked to confirm your agreement to this when you submit your paper. To provide satisfactory copy for printing and copying please follow these guidelines. In that way you will hopefully avoid **having to resubmit material**.

Your first page should contain only the title, author(s), and abstract and should look like this page.

You are asked to submit your final paper in its original Word format and if possible Adobe Acrobat PDF format WITHOUT any security settings. This software is widely used in the industry now and most likely your company will have access to the free Acrobat reader. PDFWriter, which emulates a printer driver, is needed to produce a basic PDF file. Our Printers then use Acrobat Exchange which allows several PDF documents originating from any number of applications to be combined into one "paper" for our binders. The final PDF you generate will be exactly as your paper appears in both printed and electronic format. If you require any information or an explanation of how to create a PDF, please contact our office. If you wish to see how the final format of papers appears, log onto our website at www.gpaeurope.com and look in the papers section. If you do not have PDF capability, don't worry, we will do the conversion for you

In order that all the papers have a similar "look and feel" try to use 10 point Arial or Times New Roman fonts with single-spacing and fully justified for the text. Major headers should be in **14 point bold** and sub headers in **12 point bold**.

The abstract should be an informative, self-explanatory summary of the paper. It should not be an introduction, a verbatim repetition of the conclusions, or a general indication of what will be discussed in the paper. Preferably, it should not extend to the next page.

Author's guidelines for the preparation of papers for GPAE Meetings and Conferences

MAJOR HEADINGS IN 14 point BOLD

At the top of the page following the abstract, repeat the title. Leave 2 blank lines and type your first major heading.

Subheadings

Type subheadings in bold, 12 point font as here.

TYPING AND SUBMITTAL

The paper is to be submitted to our office in electronic format, either by email or on diskette. The original Word Document together with a single Adobe Acrobat portable document file (pdf) is preferred as they allow faithful reproduction of your paper when printed. In other words it leaves you the author with full editorial responsibility. This file will then also be used to upload your paper into our library of papers on our GPAE Europe website.

If you cannot access Adobe to convert your text, spreadsheets and diagrams into pdf format we will handle the conversion. Obviously we prefer each author to be responsible for his own paper but realise that not all have access to Adobe.

Proof read your paper carefully!

If you plan to use abbreviations in your text, please spell out the phrase completely the first time that it is used and place the abbreviation in parentheses. For example: barrels per day (BPD).

Equations

Consecutively number all equations given in your paper, and align right the number as shown below:

$$Q = m CP (T2- Ti) \quad (1)$$

Photographs

Compact colour photographs are welcome as part of your paper. If your word processor allows you will get the best results by imbedding the drawings or photographs into the document. Please be aware of the excessively large file sizes that can result from use of photos. A quarter page 300 dpi maximum picture is usually sufficient, if possible use JPEG image formats rather than BMP bitmaps.

Charts and Tables

Ideally all your charts and tables should be generated in Acrobat from electronic originals in a spreadsheet or other application. The tables should be clear and reproducible. Avoid scanning wherever possible as this usually results in a loss of resolution. If you must scan an original then please follow the guidelines for Photographs with regard to files sizes etc.

Labeling Your Diskette

When you have completed your paper please email it to us. If this is not possible due to file size or no email access then please send the file on diskette or CD ROM .

Label the disk with the title of your paper, your name and your organisation.

FIGURES AND TABLES

Figures (Drawings and Photographs) and Tables

Avoid heavy solids or graphics with dark backgrounds. Coloured graphs etc are acceptable. Simple line drawings or graphics should be used for maximum reproducibility.

Insert drawings into the text using your word processor or Adobe.

Number figures and tables consecutively, referring to them in the text as Figure 1, Figure 2, etc., and Table A, Table B, etc. Type figure captions *below* the drawing or photo. Cite all figures and tables in the text and insert them as soon as possible *after* they are mentioned, either within the text, below a paragraph, or on a following page.

Centre figures and tables of less than half a page width within the side margins. You can insert figures and tables within the text (as exemplified by Table 1), or you can place one or more figures and/or tables on a separate page - provided you have cited them in the text on the previous page. If a table is large enough to occupy more than one page, the caption for each part of the table should read "Table A, Part 1," etc.

Table A - LNG Carriers for the NWS Project

Ship	Operator	Builder	Delivery
First	Australian LNG Ship Co	MFH	1989
Second	NYK Line	ADF	1989
Third	Matsui O.S.K. Lines	MES	1989

ACKNOWLEDGMENTS

Acknowledgements should appear at the end of the text, before REFERENCES CITED.

REFERENCES CITED

List the references for your paper in the order in which they are cited within your text, and assign consecutive numbers to each listing. Make sure that every reference number cited in the text is enclosed in brackets [1] and matches the number assigned in the REFERENCES CITED listed. Examples of references are given below:

1. Clingman, W.H. and Pease, R.N., "Critical Considerations in the Measurement of Bunu'ng Velocities," *J. Amer. Chem. Soc.* 78, 1775-80, May 5, 1956.
2. "An Evaluation of CNG in Fleet Vehicles," *Transportation Update* 3, No. 1 1, 7-9, September 1992.

If you have any questions when preparing your paper, please contact us.

Guidelines for your Presentation.

Presentations should be made using PowerPoint and provided to GPA Europe in advance of your presentation so that we can load it on to our computer. This eliminates changing PC's and connections between papers. We have an LCD projector for display on to the screen.

Please consider the following recommendations and comments. They will not only help you to improve your own presentation with that professional touch but also make your paper enjoyable and interesting to the audience.

Timing

We normally allow 30 minutes per speaker with two or three papers being presented in succession. This will then be followed by a question and answer session for both papers, this will normally be limited to 10 minutes.

In certain circumstances you may be allowed longer for your talk so be prepared to be flexible. We do not recommend that you take questions as you present your paper as this will make control of the timing very difficult. The session chairman will advise you when you have 5 minutes left on your presentation, you will be asked to finish after 30 minutes.

Presentation Content

The GPAE is a forum for the exchange of technical information in the Gas Processing Industry and not a means of advertising your company or its products. We therefore restrict the mentioning of your affiliation to the minimum and do not allow repeated reference to your Company's ability to provide a service or product at the expense of your competitors, many of whom may be in the audience.

Should the Chairman feel that you are not adhering to this guideline or that you are attempting to "rubbish" a competitor during your presentation you will be asked to modify your approach or terminate your talk immediately. Please avoid any potential embarrassment to you or your company and restrict your presentation to technical matters and not commercial.

Overheads and Slides

Poor slides will and do ruin a presentation. Slides must be quickly and easily read by the entire audience. They must have simplicity, clarity and contrast. It is imperative that slides be designed carefully. Several faults commonly encountered and means of correcting them are presented below:

1. Too Much Information on One Slide

Your audience will be unable to take in a mass of information quickly from a single slide. Instead, present only a limited amount of information on each of several slides. The following list shows the maximum recommended number of words, numbers and lines that can satisfactorily be used on a slide:

Item	Maximum Number
Graph lines or curves	3 preferred; 4 absolute maximum Note: If the curves are of <i>contrasting brilliant</i> colours this can be doubled if line designations are simple.
Lines of words	7 (including title line)
Number of words	20
Numbers (best in columns)	12 (if no more than 3 significant integers per number) 25 (no more than 2 significant integers per number and provided natural groupings)
Bars in bar charts	7 single; 5 double, provided the two bars in a pair have major contrast
Grid lines	4 in short dimension; 6 in long dimension

Flow and apparatus diagrams are especially prone to overcrowding. Such slides should present only the bare essentials or, if detail must be shown, should show only a small section of the whole.

IMPORTANT POINTS TO REMEMBER

- Limit each slide to one main idea and leave adequate spaces between lines of text
- Use several simple slides rather than one complicated one. Most people use PC programs now to generate slides. Don't get carried away with slides merging, fading in or flying around the screen with sound effects. Keep colours and graph patterns simple. Remember you are presenting a technical paper not performing a light and sound laser show.
- Use duplicate slides if you need to refer to one slide several times in your talk. It is difficult to shuffle back through your pile of slides to find it again.
- Get someone else to run through your slides presentation whilst you watch them. Can you read them all? Do they all make sense?
- Number all slides in the lower left corner such that it reads correctly on projection.
- If you feel more comfortable then get someone else to do your slide changes for you. This will leave you free to concentrate on your actual talk.
- Use a laser pen or pointer to indicate things on your slides
- Please bring a copy file on a disk or flash memory stick as a back up.
- The session chairman will normally allow questions at the end of each pair of papers. We do not recommend you taking questions as you talk as this makes time keeping impossibility.
- And finally...Remember the presentation you saw last year with the speaker who had his back to the audience some of the time, mumbled into his top pocket for the rest of the talk? Well ...don't let this be you!