Instructions to Authors for Preparing Extended Abstracts and Illustrations

Central Atlantic Conjugate Margins Conference – Halifax 2008
Halifax, Nova Scotia, Canada

August 13-15, 2008

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND FOLLOW THEM CLOSELY. DEVIATION FROM THESE INSTRUCTIONS MAY RESULT IN HAVING YOUR PAPER REJECTED FROM THIS CONFERENCE. Everyone's cooperation is essential to accomplish the goal of a successful conference within our relatively short timeframe.

Publication of the CD ROM in time for the meeting and within the conference budget requires that these instructions be followed **WITHOUT EXCEPTION** and that **ALL** extended abstracts and figures be received by the Conference Agent by the deadlines specified unless prior arrangements have been made. **Extended abstracts not meeting these requirements and not received by the deadline will not be included in the conference publication.**

The abstract that you submit as an introduction to your paper will be reproduced in a booklet of abstracts that will be available at the conference for reference by the attendees.

DEADLINES

9 June 2008: Review copies of extended abstracts and illustrations due
23 July 2008: Final copies of extended abstracts and illustrations due

CONFERENCE AGENT

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CORPORATE RELEASE

The author and/or his/her co-authors are responsible for obtaining permission to publish information and data contained in his/her/their paper. Permission or authorization to publish the contained information, whether it is well and seismic data or regional interpretations must be obtained prior to submitting the extended abstract. Many authors have assumed that obtaining such permission would be an easy and quick process. Based on our experience, this is NOT the case in many instances, especially when the work is regarded as important, critical, or cutting edge. Authors submitting extended abstracts are reminded, urged, and ordered to start the

process of obtaining corporate, partner and necessary vendor (for seismic and other data types) permissions prior to submitting their paper. We cannot publish extended abstracts requiring permission without that permission; nor can we hold up the publishing schedule of our conference CD for the inevitable "one last signature."

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EXTENDED ABSTRACT SPECIFICATIONS

1. Extended Abstract Organization

Extended abstracts will consist of the following: a text body (using the template described below), a figure caption file, and figures.

2. Extended Abstract Template

Please note that we have provided, as a separate document via email, a Microsoft Word document file, entitled **Halifax_template.doc** for use in formatting your extended abstract.

ALL AUTHORS MUST USE THIS TEMPLATE WHEN PREPARING THEIR EXTENDED ABSTRACT. This template has our preferred Word style sheet and paragraph formatting for the title, authors, author addresses, body text, all headings, figure and table captions, and references.

The **Halifax_template.doc** file is available by contacting the Conference Agent via email. The "Instructions to Authors" are on the Central Atlantic Conjugate Margins Conference – Halifax 2008 website.

Instructions

- Open the file and save it with the name of your extended abstract as a .doc file.
- Then, simply replace our text with yours, and continue to use the same paragraph styles as you write your extended abstract.

If your extended abstract is already in MS Word, or if you are copying and pasting from other works, there is an easy way to get it into the template in our format. Highlight the text to be transferred and hit the copy (or Control key + C). Put the cursor in the template where you want the text to be inserted; go to EDIT > PASTE SPECIAL AND SELECT UNFORMATTED TEXT. With the latest editions of MS Word, the text automatically formats to the correct form. This is easy. You can and must do it in this manner. We will return your improperly formatted extended abstract to you until a properly formatted extended abstract is returned to us.

PLEASE DO NOT DOUBLE SPACE BETWEEN SENTENCES.

As per the Halifax_template.doc, note that the first line of a paragraph is indented by 0.5 inches. Do not skip a line between paragraphs.

3. Length

Extended abstracts must be at least 3 pages in printed length, and include 1 or more figures. We suggest that most extended abstracts can be properly illustrated with between 1 and 10 figures. However, please feel free to use more figures should your concepts require using that many figures. This means submitted extended abstracts should be at least 6 pages (formatted according to these guideline) plus references, figure captions, and figures. **In no**

case will any paper be accepted for this conference with only the minimal (250-word) abstract.

4. Title, Author Names, Affiliation, & Address

The title of the paper along with the authors' names, professional affiliations, professional mailing addresses, and the e-mail address of the lead or corresponding author should be given at the beginning of the extended abstract, not placed in a footnote. In co-authored papers, the professional affiliation and address information for each author must be complete. The author/co-author names should be in bold face. An example of our formatting follows: (Note: title is Arial 14 point bold, centered; author name [bold] and addresses are 10 point Times, left justified.):

Architectural Analysis of Deep-Water Outcrops: Implications for Exploration and Development of the Diana Sub-Basin, Western Gulf of Mexico (Use Style: Halifax 2008-Title)

Authors Example – Multiple Authors Different Affiliations

Morgan Sullivan	**(Use style: Halifax 2008-Author)**
Gerrick Jensen	**(Use style: Halifax 2008-Author)**
Frank Goulding	**(Use style: Halifax 2008-Author)**
ExxonMobil Exploration Company	(Use style: Halifax 2008-Author Address)
P.O. Box 4778	(Use style: Halifax-Author Address)
Houston, Texas 77210	(Use style: Halifax 2008-Author Address)
e-mail: of Lead Author	(Use style: Halifax 2008-Author Address Last)
David Jennette	**(Use style: Halifax 2008-Author)**
Lincoln Foreman	**(Use style: Halifax 2008-Author)**
David Stern	**(Use style: Halifax 2008-Author)**
ExxonMobil Upstream Research Company	(Use style: Halifax 2008-Author Address)
P.O. Box 2189	(Use style: Halifax 2008-Author Address)
Houston, Texas 77252	(Use style: Halifax -Author Address Last)

5. Heading Levels

Title of paper: Bold face, upper and lower case, centered, as shown above**.** **(Use style GCS-Title)**

In-text headings: Divide the text by subheadings, using the following paragraph style names. These are formatted to automatically add white space above and below each subheading. DO NOT ADD BLANK LINES. Use the paragraph formatting. The heading styles are built into the Word template but you must apply the styles to your headings. Examples are below.

Heading 1: Bold face, upper and lower case, left-justified. Use style Halifax 2008-Heading 1

Heading 2: Bold face, upper and lower case, left-justified, Use style Halifax 2008-Heading 2

Heading 3: Italics, upper and lower case, left-justified. Use style Halifax 2008-Heading 3

6. Latin Terms & Abbreviations

Our style is to italicize all Latin terms, such as *et al., e.g., i.e., in situ,* and *op cit* and the names of species, such as *Bol. mex.* or *Bolivina mexicana*. Please note the proper punctuation used with these terms.

Standard abbreviations for most units of measure; *e.g.*, km, m, ft, g, mi, should be used without periods. However, use **"in."** for inch, because the abbreviation can be confused with the word "in". For non-standard abbreviations, write out the unit of measure the first time it occurs in the paper, followed by an abbreviation in parentheses; *e.g.,* barrels of oil per day (BOPD). Use the abbreviation thereafter.

According to www.agiweb.org/nacsn, multipliers for numeric ages are ka=1,000; Ma=1,000,000; and Ga= 1,000,000,000. In addition, please note that these terms are used to date events that occurred in the past with reference to the present. They are not to be used for events that started and occurred in the past. In the example NASCN uses: "the boundaries of the Late Cretaceous Epoch are calibrated at 95 Ma and 65 Ma,"…"however, the duration of the Late Cretaceous Epoch is 30 m.y." Do not use the term "bp" (before present).

Compass directions should not be abbreviated. Using a **slash**; *e.g.*, north-northwest/south-southwest, or an **em** dash; *e.g.*, north-northwest—south-southwest since either form is acceptable and proper. However, you must be consistent in the form you use.

Acronyms for places should not be used without first defining them and writing them out; *e.g.,* Sable Subbasin (SBB). Use the abbreviation thereafter. Acronyms for governmental agencies are also acceptable after writing them out the first time they occur in the paper followed by an abbreviation in parentheses; *e.g.*, Canada-Nova Scotia Offshore Petroleum Board (CNSOPB). Use the abbreviation thereafter.

7. Capitalization: Formal Versus Informal Names

This issue has causes more confusion than any other. The following information is summarized from www.agiweb.org/nacsn.

When formal terms are used; upper (late), middle, and lower (early) are capitalized; in informal usage, they are not capitalized. The problem is determining whether or not the term is formal (defined) or informal; and if the term is formally defined, is the usage formal or informal.

1. Most Phanerozoic Period/System and Epoch/Series names and boundaries have been formally proposed and agreed upon by the appropriate organizations; exceptions include Cambrian subdivisions. For example, Middle Ordovician and Late Cretaceous are accepted; middle Cretaceous is not.
2. Some Epochs/Series, and nearly all Ages/Stages, have formal names and use capitalization.
3. However, vague terms like 'late Paleozoic' are informal; in addition, the grouping of Ages/Stages in the Cenozoic is all informal, as there is no universal agreement on their definition.

4. Modifiers of Ages/Stages (early Maysvillian, upper Aptian, *etc.*) are generally informal as the term has different meanings (boundaries) to different people.
5. The terms Tertiary and Quaternary are always informal; hence, early Tertiary, late Quaternary, *etc*.
6. Seismic sequences are regarded as informal nomenclature. The fact that a particular term is used in your company or institution does not make it an internationally recognized name that has been properly defined.
7. Seismic events, such as the ever popular "Purple horizon," are not formal names and "horizon" should not be capitalized. In a similar manner, sand names in use by a particular company, *etc*. also are considered informal.
8. Capitalization of the terms upper, middle, and lower with formation names can also be a problem. For example, although the term Wilcox is a recognized formation name, it is upper Wilcox; middle Wilcox; and lower Wilcox.
9. Would you say "upper Tuesday" or the "late peninsula of Michigan" in everyday life? The Late Cretaceous has a definite time span but not a thickness. Events occur in time; therefore, it is not correct to talk about events that occurred during the Upper Cretaceous. Early and late refer to time; lower and upper refer to location in space. Please note that almost no one uses the term "medial" in a time sense; use middle.
10.

While it is the responsibility of the author (NOT the editor) to determine proper usage, we will make these changes if we deem them necessary, especially if it is glaringly evident that something is wrong.

8. About Word Usage

We are not attempting to have everyone write in the same style and manner. However, poor word usage, poor grammar, and a refusal to adhere to style uniformity detract greatly from the quality of the paper and this body of work as a whole.

- Being a Canadian publication, we will use "British English" (in the sense of The Economist). Therefore, colour rather than color, analogue rather that analog, whilst rather than while, *etc.* Use -ise, not -ize. The US convention is to spell with a "z" many of the words that the British spell with an "s".
- Do not use "with" as a conjunction; it is a preposition. An infamous example is from an AAPG paper which stated: "We studied the rocks with the purpose of..." This means that the rocks had a purpose.
- Split infinitives. Many English rules are derived from Latin. In most languages, the infinitive form is one word; in English it is two words. Because of this, it has been stated not to split the infinitive. Splitting the infinitive places emphasis on the adverb, not the verb; in most cases this is not what is intended.
- Do not use "get" for the verb "have".
- Do not give inanimate objects feelings or actions. Rocks do not suffer (also, they do not have a purpose); faults do not run across the countryside; rocks do not rest (they rarely get tired).
- Deep-water versus deepwater versus deep water:
    - When used as a compound modifier, it is hyphenated
        - As in: These could be deep-water sediments.
    - Compound modifiers following a noun are generally not hyphenated

        - As in: These sediments were deposited in deep water.
    - Deep water is not one word.
- **The exception is ultra-deep water. This form is used in all cases where the term is applied.**
- Sea-level versus sealevel versus sea level: the same rules apply as for deep-water.
- 2D, 3D, 2-D, 3-D: Use the format without a hyphen (*e.g.*, 3D seismic)
- Fourth-order versus fourth order versus 4th: Do not use the format 4th. Hyphenation is as previous terms and order is not capitalized. Obviously, this applies to third-order sequences and others.
- Rocks are not deposited; sediments are deposited.
- Be careful in terms like northern and western. For example, the northern Gulf of Mexico does refer to that portion along the US Gulf Coast; western Gulf of Mexico really refers to the area off of Texas and Mexico, not the protraction blocks in the western lease sale.
- "Subsalt" is one word.
- "Supra-salt"is hyphenated.
- "Updip" and "downdip" are each one word. Do not use up-dip, down-dip, or up dip or down dip.
- "Pre-stack depth migration" is to be used rather than "prestack depth migration".
- "Breakup" is one word. Do not use break-up or break up.
- "Syn-rift", "pre-rift", and "post-rift" are the accepted forms for use in this GCSSEPM publication.
- If you have more that one hiatus, use "hiatal surfaces."
- "Hanging wall" is two words. "Footwall" is one word.
- Salt, like most minerals, has no parentage. (This is not to imply that salt is a bastard offspring.) Salt does not have a picture of its mother over the mantel. Hence, "mother salt" is inappropriate. Use "autochthonous salt level". However, in the case of certain seismic interpretations "mother @#*! salt" may be appropriate.
- Bats, sloths, possums, opossums, new world monkeys, many marsupials with tails, and other animals (including children on playgrounds), hang up-side-down. Sediments, strata, formations, and other layered sequences are overturned.
- Soccer moms run after their children. Faults do not "run" as in "The fault runs from Block 246 to Block 248." (Faults have no appendages. They cannot run.) Accepted usage is would be "The fault extends from Block 246 to Block 248."
- Capitalization is another area of controversy. Names of geographic locations and lithostratigraphic units are capitalized in full when in singular; however, only the proper name (not the descriptor) is capitalized in the plural. In general, geological features, especially in the subsurface, are not capitalized. Because a fault or mound has a name in your company, this does not make it a formal accepted name in the geological literature. Major surface faults, such as the San Andreas Fault, can be capitalized as the term has a definite meaning to everyone and has a physiographic expression.
    - The term "basin" is another problem. In one paper an author will refer to the Sable basin; in another paper, a different author refers to the Sable sub-basin. Again, in general, geological features are not capitalized. A major exception would be the Gulf Coast Basin, which has clearly defined geological and geographical meaning.
- Collective Nouns are names of a group of people or things. Collective nouns may require the singular or plural. In most papers, a common collective noun is company. In its most common usage, when everyone in the company is considered to act together, company uses the singular, otherwise the plural:

  - Bilgewater Oil and Gas is considered a leader in … (singular)
  - Bilgewater Oil and Gas report on the exploration success of their subsidiaries… (plural)
- Companies are neuter, for example, “Shell, which has applied for….” Not “Shell, who have applied for….”
- Data is plural.
  - The data from our study are being analyzed … (plural)
- Adverbs ending in “-ly” are not hyphenated.
  - For example: These widely exposed sandstones are deeply weathered.
- SPECIAL CASE: Generally, an expression using an adverb not ending in “-ly” will be hyphenated. In our parlance, we prefer to preserve “well” as a noun for obvious reasons. Thus, hyphenating “well” could confuse the reader. Therefore, normally, we could have a “well-reasoned argument” in which well is an adverb describing how the reasoning was done. Were this to be used in geological context, it could be construed to mean that the argument was based on wellbore data. Consequently, do not hyphenate adverbs of any style; with or without the “-ly”.
- Can a sentence end with a preposition? The accepted standard is no. However, in fact there is no real rule why this cannot be done. A general rule would be to avoid doing so, unless rewriting the sentence results in something very awkward.
- Verb tense: In general, do not change main verb tense (*i.e.*, independent clause) within a paragraph; going from the present tense to the past tense and back to the present tense results in a very poorly written paragraph. Note that it is acceptable to change tense within phrases or dependent clauses if appropriate.
- Finally, although we are writing a technical paper and a formal style is appropriate, do not overuse technical jargon in place of common English in an effort to appear more erudite.

9. References

Reference formatting is the source of many of the most common errors, and one of the most painstaking to correct. **You must do this properly or your extended abstract will be returned to you.**

Please note the following instructions and examples, which illustrate the proper way to format references for this publication.

- Lead author = Surname, Initial.Initial., Co-authors = Initial.Initial. Surname, Year of Publication, Title of Paper: Publication, v. #, p. #-#.
- Do not use dashes or abbreviations in place of authors’ names in the list of references. The following organizational abbreviations are allowed: AAPG, SEPM, GCAGS, GCSSEPM, and USGS. You may abbreviate Jour. for Journal, Bull. for Bulletin, and Univ. for University. All other words should be written out.
- The abbreviation for volume is “v.”; the abbreviation for number is “no.” In addition, capitalize proper names only.
- Citations in the text should have a comma between author and year: (Allen, 1970; Chayes, 1956).

Examples of acceptable reference style:

Albritton, C.C. and J.F. Smith, Jr. 1965, Geology of the Sierra Blanca area, Hudspeth County, Texas: USGS Professional Paper 479, 131 p.

Amsbury, D.L., 1957, Geology of Pinto Canyon area, Presidio County, Texas: Univ. Texas Austin PhD dissertation, 203 p.

Amsbury, D.L., 1958, Geology of the Pinto Canyon area, Presidio County, Texas: Univ. Texas Austin Bureau of Economic Geology Geologic Quadrangle Map no. 22, text.

Allen, J.R.L., 1970, Sediments of the modern Niger Delta, a summary and review, *in* J.P. Morgan, ed., Deltaic Sedimentation Modern and Ancient: SEPM Special Publication 15, p. 138-151.

Beard, J.H., J.B. Sangree, and L.A. Smith, 1982, Quaternary chronology, paleoclimate, depositional sequences, and eustatic cycles: AAPG Bull., v. 66, p. 158-169.

Chayes, F., 1956, Petrographic Modal Analysis: J. Wiley & Sons, London, New York, 113 p.

Lawrence, D.T., and D.F. Bosmans-Smits, 2000, Exploring deepwater technical challenges in the Gulf of Mexico: GCSSEPM 20th Annual Bob. F. Perkins Research Conference, p. 42-50.

10. Figure Captions

Figure captions must be submitted as a **SEPARATE** text file, not added to the end of your extended abstract file.

The word “Figure” is written out when part of the caption or text. It is abbreviated to “Fig.” when placed in parentheses as a reference.

Parts of figures should be designated with capital letters (A, B, *etc.*) NOT with lowercase (a, b, *etc.*) and **NOT** with numerals. **Please make sure your figure parts have clear A, B, C labels on them as we cannot add them at the layout stage.**

11. File Formats / File Names

Please submit your extended abstract for review via e-mail as attachments, or as files on a CD-ROM in MS Word.

If you submit your extended abstract on CD-ROM write your name on the disk label. Please use the last name of the first author as part of the file name. DO NOT USE “HALIFAX” OR NUMBERS as part of the file name.

FIGURE SPECIFICATIONS

1. Figure Sizes

The page size for the CD is 8.5 in. X 11 in.

As noted above, the organization of the extended abstracts will be as follows: text (formatted in accordance with the above instructions and including references), a figure caption file, and the figures.

Figures may be traditional full-page portrait or landscape graphics, as well as 11 X 17 in. Because of borders, please use the following dimensions as guides for your figures.

- Full-page 8.5 X 11 in. portrait figures: 7 in. wide X 10 in. tall
- Full-page landscape figures: 10 in. wide X 7 in. tall
- 10 in. tall X 15.5 in. wide (landscape or portrait) (11 X 17 in. paper size [ledger or tabloid])
-

Remember, because this is a CD, figures can be color or black and white.

2. Alterations and Return of Original Illustrations

Figures will not be altered or corrected by the reviewers, or production staff; figures requiring alterations will be returned to the author for correction.

Figures used in the volume WILL NOT BE RETURNED to the authors; therefore, please keep copies for your use in preparation of your slides or for use in other publications.

3. File Formats

The conference CD will be laid out in Adobe FrameMaker 7.1. A list of file formats that provide the best results when converting to PDF is presented below. If you must use any file format not listed here, please contact the Conference Agent (see address and telephone numbers above) so that we can determine whether or not we can import your files.

You must also send us a copy of your illustrations in their native file formats; *i.e.*, your original Illustrator, Canvas, CorelDraw, Freehand, or PowerPoint files. This will help us greatly if we have to troubleshoot a particular graphic ourselves and you are unavailable.

Best results are obtained with the following graphics:

- TIF/TIFF (300 dpi only)
- WMF
- EPS (and EPSF, EPSI)

The above graphics formats will produce superior results. Consequently, they are recommended.

We strongly suggest that authors <u>not</u> send graphics in the following formats because of problems in the quality of reproduction:

- PDF files—do not send either individual graphics files, a collection of all your graphics, or entire papers as PDF files.
- JPG formats consistently are problematic because of their variable quality. We request that authors instead send TIFs.
- Do not send Macintosh-specific formats, such as PICT.

4. Things to Note When Saving Graphics Files

1. Refer to the **ADDENDUM**: **Step-by-Step Graphics Export** (p.16) for detailed software-specific instructions for exporting your graphics. POWERPOINT USERS especially should read this section! The following instructions are general guidelines applying to all illustrations.
2. The preferred formats for vector graphics (line drawings) are TIF/TIFF, EPS and WMF. If your program has the option, turn on "Create TIFF Screen Preview" or "Create Viewable Preview" when exporting your files. FOR ALL VECTOR GRAPHICS, you must embed your fonts before saving! There will be a checkbox where you can turn on this option.
3. For bitmap graphics (photographs/images) save as 300 dpi only TIFF formats. The proper procedure is to first size your graphic to its final dimensions, then set the image resolution to 300 dpi. 600-dpi graphics create unnecessarily large PDF files.
4. Properly orient, crop, straighten, and digitally "clean up" scanned figures.
5. Remove any in-house coding or internal reference numbers that have no relevance for this publication. Also, remove any figure number, caption, or author name appearing on the illustration itself; all figures will be identified only in the caption. The only labeling that should appear is A, B, C, labels for multipart figures.
6. The final dimensions of the digital graphics files should be the intended print size (*i.e*., pg = full page, ½ pg = half page, *etc*.). Larger graphics require excessive manipulation and cropping to fit into the layout and will make the PDF files unacceptably large.
7. Please send us a hard copy of all graphics to make sure that the onscreen display matches your original figure. If the figure is colored: send a color copy. Write the intended final size and figure number on each hard copy.
8. Use the following convention when naming your graphic files:
    - Lead Author Last Name Fig01.***, Lead Author Last Name Fig02.***, *etc*.
      NOTE – *** = file type figure saved as
    - Your files must match the figure numbers on your hard copies.
    - File names such as "structural section" or "first outcrop photo" are unacceptable.
9. Send your native program files; *i.e*., Canvas, Illustrator, MS PowerPoint, *etc*., in addition to the recommended file formats listed above. This may mean that you will have to send several e-mails containing your figures.
10. Indicate clearly which program/version you used to create the files and which platform you used (*i.e.*, IBM-compatible, Macintosh).
11. If you submit your paper as a CD, you may compress your files to make them fit; however, if you do this, please put them in one folder and compress as a single file. Do not compress each of your figures individually.

For specific technical questions regarding the preparation of illustrations, contact the Conference Agent (contact information above)**.**

FONTS

You must send us the files of all fonts used in your graphics, so that the text in your illustrations will appear as you designed it. If you use a font that is not in our font library and do not send those files, font substitution to Courier will occur when the graphic is exported to PDF. You will achieve the best results if you use a limited number of basic fonts, such as TimesNewRoman, Arial, *etc.* Even so, send us all of the fonts you used in your graphics, even if you believe you are using the most basic and common fonts. The only exceptions are those authors who exclusively send bitmap formats; *i.e.*, TIF/TIFF or PNG graphics. All others must send their fonts, even if only one of their illustrations is a vector format.

NOTE: we do NOT want, nor can we use, the entire contents of your font folder! You must send us only your specific fonts.

1. Finding Your Font Files

Copy them from the following directories.

- **Windows 2000:** My Computer>C:>Windows>Fonts.
- **Windows XP:** Start > Control Panel > Fonts
- **Macintosh OS:** We can't use your fonts on our PC production system. You need to embed your fonts in your vector graphics before saving. There is usually a checkbox for embedding fonts in most graphics programs; see our Appendix on exporting graphics from the program you are using.

TABLE SPECIFICATIONS

IF YOU HAVE ANY TABLES THAT ARE PART OF YOUR EXTENDED ABSTRACT, DO NOT EMBED THEM IN THE TEXT. Send each table as a separate Word file, and send long or complicated tables as separate Excel files. FrameMaker can import the following table formats:

- MS Word 2000 or later
- MS Excel 2000 or later

NOTE TO EXCEL USERS: If you submit complicated tables that you format yourself, note that you MUST set it up so that it prints to our page format (5.5 in. tall x 7 in. wide, or 10 in. tall x 7 in. wide) WITHOUT scaling turned on in the print dialog box. We cannot import oversized tables that will only fit onto one page if it is printed at 58% (for example). It must be set up properly in order for the file to be usable by our layout program; otherwise we will have to reformat the table, and figure charges will apply.

- MS Word
- MS Excel 5.0 or later

SPECIAL NOTE TO ALL AUTHORS

We have put a great deal of thought into these instructions (that is why they are longer than most of the extended manuscripts we will receive), and will also help you one-on-one with any questions you might have about your specific figures and tables.

If, after all this effort, we still receive submissions that disregard these specifications, there will be an author charge of $15 per figure for any figure we receive that we must properly format, scale down to proper size, remove figure numbers or captions, correct font problems, create hard copy scans, or any other debugging, troubleshooting, or excessive manipulation required to produce your paper in final PDF format. Because of authors who have not followed similar Instructions in the past, we have instituted this figure charge. It is hoped that this will reduce overall production problems and costs for the conference.

SUBMITTING YOUR EXTENDED ABSTRACT AND ILLUSTRATIONS

1. Checklist for Authors

This will be e-mailed to each lead author individually. Please use this checklist as it will help you, and aid the reviewers of your extended abstract.

2. Review Copies: What and Where to Send

No later than June 9, 2008, please provide copies of the following for editorial review:

1. the MS Word document file containing your extended abstract and references,
2. the MS Word document file containing your figure captions,
3. individual MS Word document files containing each table, and
4. copies of your figure files (NOTE: THESE CAN BE PASTED INTO A SEPARATE MS WORD DOCUMENT, WITH ONE SHEET FOR EACH FIGURE. FOR REVIEW PURPOSES ONLY we will accept MS PowerPoint files — these are not acceptable for the final submission! However, for review purposes, PowerPoint files can be edited directly and notes applied to them, making them ideal for this purpose.)

The extended abstract, including references and the separate figure caption file, can be sent via e-mail to the Conference Agent – see below.

Individual figures and/or graphics files under 3 Mb in size can and should be e-mailed; if your graphics exceed this size, you must put them on a CD and courier it to the Conference Agent.

By reviewing and editing MS Word versions of files, we are able to return to our authors a single file reflecting the reviews and edits of all reviewers. In most cases, the author is then able to accept, or reject, the changes in the MS Word document without having to do major re-typing of the extended abstract, references, or figure captions. This approach has been used very successfully with more than 100 authors, many of whom provided positive feedback for this approach.

Comments are provided the author for their text, references, figures, *etc*. with any requested changes. These can then be incorporated into either the text or the graphics. Typically, comments from each reviewer are also provided the author explaining changes, either made, or requested by the reviewer.

3. Virus Warning

PLEASE: YOU ARE RESPONSIBLE FOR VIRUS SCANNING ALL DIGITAL FILES BEFORE THEY ARE SENT TO US EITHER VIA E-MAIL OR CD. Of course, we will virus scan all CDs we receive; however, no one virus program will detect all problems, so the more times each CD is scanned, the better. WE APPRECIATE YOUR COOPERATION IN AVOIDING VIRUSES.

4. Review Process

While not strictly a peer-reviewed publication, we plan to have the conference CD stylistically coherent. Reviewing and processing a large number of extended abstracts requires the efforts and cooperation of MANY people. All extended abstracts must be submitted to the Conference Agent who will then forward them to the appropriate editor for review. Each extended abstract will be reviewed by at least one qualified reviewer. Each reviewer may write a summary commenting on the extended abstract and figures based on their review and, return them to the Conference Agent, who will then return the reviewed extended abstract to the lead author.

After correction by the author, final copies of each extended abstract, figure caption file and figures will be sent to the Conference Agent. These will be forwarded to the appropriate editor to ensure that changes have been incorporated and will review all papers for style, usage, grammar, *etc*., making changes as he, or she, deems fit. These will then be prepared for inclusion in the conference CD.

Our deadlines are tight. Everyone's full cooperation is **mandatory**. The level of review will be as reasonable. Please be aware that, often times extended abstracts have required significant revisions.

5. Final Versions of Extended Abstracts – Where to Send

Please forward all extended Abstracts to our Conference Agent, Trudy Lewis:
trudy.lewis@lewisconferences.com

In an effort to expedite editing of extended abstracts, all authors are REQUIRED to submit edited copies of their extended abstracts. The extended abstract must have been created following the above instructions. If at all possible, please submit your extended abstract via e-mail. Please use the name of the first author as part of the file name. DO NOT USE "HALIFAX" OR NUMBERS as part of the file name.

For more information on the Central Atlantic Conjugate Margins Conference – Halifax 2008 visit: ***http://www.conjugatemargins.com***

A FINAL WORD

We thank you for your understanding and patience, and believe that by adhering to the prescriptive format described and presented here, together we will create an Conference CD that will reflect the expected high caliber of research and science of all involved in this important event.

Sincerely,

Halifax 2008 Steering Committee

ACKNOWLEDGEMENTS

This document and the following Addendum has been modified from the Gulf Coast Section SEPM Foundation's Instructions to Authors with the verbal consent of Dr. Norman C. Rosen to Mr. Paul J. Post, who was instrumental in writing the version of the instructions currently used by GCSSEPM, on October 26, 2006.

ADDENDUM: STEP-BY-STEP GRAPHICS EXPORT

Please refer to the following step-by-step instructions if you need help exporting your graphics files. Instructions are provided for Illustrator, Canvas, Freehand, CorelDraw, PowerPoint, and PhotoShop, which are the most common graphics applications in use today. In most cases we have provided instructions for the most recent version of each graphics application; if you are using an earlier version, you may notice slight variations in certain steps, dialog boxes, or available checkboxes. These instructions are written primarily for the PC platform. Where the instructions for the Macintosh platform deviate, a special note is given.

1. Illustrator CS

NOTE that we recommend you export either EPS (for line drawings) or TIFF (for photographs) formats from Illustrator files. Other formats can give unexpected results.

To Export EPS

1. **Edit > Select All.** Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous "junk" outside your drawing that must be deleted before you go any further.
2. **File > Save As > Illustrator EPS > Save.** (Choose Illustrator EPS from the dropdown list next to **Save as Type.** For earlier versions of Illustrator, add the .eps extension to your file name, if necessary.
3. EPS Format Options dialog box:
   - Compatibility: (use default)
   - Preview: TIFF (8-bit color)
     - Opaque
   - Options:
     - Include linked files
     - Include document thumbnails
     - Include document fonts
     - CMYK Postscript
     - Postscript: Level 2
4. OK

To Export TIFF (1/2-page graphics maximum recommended size for this format)

1. **Edit > Select All.** Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous "junk" outside your drawing that must be deleted before you go any further.
2. **File > Export >** choose **TIFF** from the dropdown list **> Save.**
3. **TIFF Options** dialog box:
   - Color Model: RGB
   - Resolution: Other—300 dpi
   - Check: Anti-alias
   - Byte order: IBM
4. OK

2. Canvas X

NOTE that we recommend you export either EPS or TIFF formats from Canvas files. Other formats can give unexpected results.

To Export EPS

1. **Edit > Select All.** Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous "junk" outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Save As > EPS – Encapsulated PostScript** (select EPS from the dropdown list next to **Save as Type**).
3. Click **Yes** to the warning box about saving in other formats.
4. Check Save Selection.
5. Check Save Preview box.
6. Save
7. EPSF Export Options dialog box:
   - EPSF Type: EPS
   - Preview: RGB; check Use compression
   - Image Compression: Level 2 ASCII
   - Color Mode: RGB
   - Preview: RGB
   - Transparency Rendering: Smallest Area
   - Resolution: 300
   - Check: Embed Fonts
   - Check: Use Kerning Pairs
8. OK

To Export TIFF

1. **Edit > Select All.** Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous "junk" outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Save As > TIF/TIFF - TIFF Image** (select TIFF from the dropdown list next to **Save as Type**).
3. Check Save Selection.
4. Save
5. Render Image dialog box:
   - Mode: RGB Color
   - Width & Height: (default)
   - Resolution: 300 pixels/in.
   - Check Anti-alias: Fine
   - OK

   Export TIFF dialog box:
   - TIFF Compression: None
   - Rows/Strip: Check All image rows in one strip (default)
6. OK

3. Freehand MX

NOTE that we recommend you export either EPS or TIFF formats from FreeHand files. Other formats can give unexpected results.

To Export EPS

NOTE that there are two ways to export an EPS file from FreeHand on the PC: File > Save As > Editable EPS or File > Export > EPS. We prefer you use the File > Export > EPS procedures outlined below.

1. **Edit > Select All.** Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous "junk" outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Export > EPS w/ TIFF Preview** (*.eps) (select EPS from the dropdown list)
3. Check Selected Objects Only
4. Setup button (under Cancel): EPS Export dialog box:
   Uncheck Include FreeHand document
   Check Include Fonts in EPS
   Choose Convert Colors to: RGB
5. OK
6. SAVE

To Export TIFF

1. **Edit > Select All.** Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous "junk" outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Export > TIFF** (choose TIFF from the dropdown list)
3. Check Selected Objects Only
4. Click **Setup** button: Bitmap Export Defaults Box:
   Resolution: 300 dpi
   Anti-aliasing: 2
   Check Include alpha channel
   Uncheck Alpha includes background
   More…: TIFF Options dialog box:
   Color Depth: 32 bit with Alpha
   OK, OK
5. **SAVE**

4. CorelDraw Graphics Suite X3

NOTE that we recommend you export either EPS or TIFF formats from CorelDraw files. Other formats can give unexpected results.

To Export EPS

1. **Edit > Select All.** Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous "junk" outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.

2. File > Export > EPS - Encapsulated Postscript (select EPS from the dropdown list)
3. Options button (if not expanded):
    - Sort type: Vector
    - Check Selected only
4. Export
5. **EPS Export** dialog box: under the **General** tab:
    - Image Header:
        - Check: Include Header
        - TIFF
        - 8-bit color
        - Resolution: 300 dpi
        - Export Text As: Text
        - Check: Include Fonts
        - Color management:
        - Check: Apply ICC Profile
        - Separations printer profile
    - Objects:
        - Send bitmaps as: RGB
        - Compatibility: Post Script Level 2
6. Under the Advanced tab:
    - Bounding Box: Objects
7. OK

To Export TIFF

1. **Edit > Select All.** Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous "junk" outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Export > TIF - TIFF Bitmap** (select from dropdown list)
3. Options button (if not expanded):
    - Sort type: Bitmap
    - Check: Selected only
    - Compression type: Uncompressed
4. Export
5. **Export dialog** box:
    - Check: Selected Only
    - Compression Type: Uncompressed
    - Export
6. Bitmap Export dialog box:
    - Width & Height: (use defaults)
    - Resolution: 300 dpi
    - Check: Maintain aspect ratio
    - Color: RGB 24-bit color
    - Check: Apply ICC profile
    - Check: Anti-aliasing
    - Check: Transparent background
7. OK

5. PowerPoint (MS Office 2000/XP)

AUTHORS SHOULD BE AWARE THAT POWERPOINT IS NOT A DRAFTING PROGRAM AND CREATES PROBLEMS WHEN IT IS USED TO SUBMIT FIGURES FOR PUBLICATION. THE BEST OVERALL SOLUTION IS FOR ALL AUTHORS TO REDRAFT THEIR ILLUSTRATIONS IN A TRUE GRAPHICS PROGRAM. WE WILL NOT GUARANTEE THE QUALITY OF ANY PAPER WHERE THE FIGURES HAVE BEEN PREPARED AND EXPORTED FROM POWERPOINT.

Because of continuous production problems with PowerPoint presentations, we now require the following: you must submit duplicate file exports for each slide out of PowerPoint: one in WMF format and one in TIF format. We also require that you send us your original PowerPoint presentation for troubleshooting purposes. The WMF format will be our file of first choice because of its higher quality when output to PDF. However, if we have problems with it, we will use the TIF file, which exports at lower resolution. Macintosh users must either import their presentation into a PC and export from there, or redraft their illustrations in a graphics program.

1. When beginning your illustration, use the **blank** Master template **without** a Title box.
2. Before exporting your finished illustration, go to **File > Select All**, then **Group** everything into one object.
3. **File > Save As > Windows Metafile** (choose from dropdown list next to Save As Type).
4. Name your slide with the appropriate figure number; *i.e.*, Fig01.wmf, in the File Name box. **DO NOT** name them Slide 1, Slide 2, *etc.*
5. Save
6. Click **"No"** to the question of whether you want to export every slide in the presentation. **You need to manually export each slide in your presentation as a WMF file.**
7. After the first slide is finished, click on each consecutive slide and repeat the above procedure until you have exported all your slides.
8. Repeat all steps, only choose **File > Save As > Tif** for each slide.

6. Photoshop CS/CS2

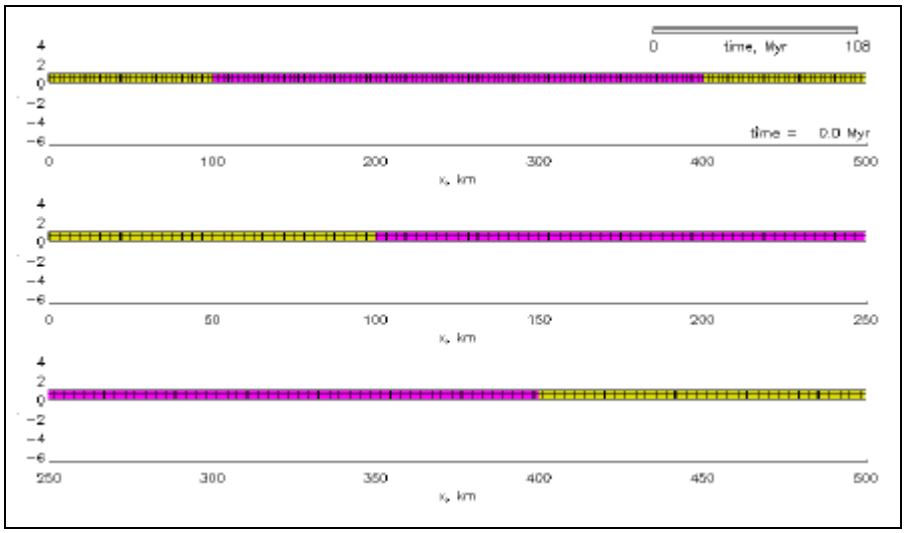
NOTE: we recommend only TIFF formats exported out of Photoshop.

1. Crop out any excess white space around your image using the Crop tool. White space adds unnecessarily to the file size of bitmap images, so you should try to eliminate it as much as possible.
2. Make sure your photo size fits into the parameters listed in the Instructions to Authors and is no more than 300 dpi, by resizing your graphic:
   - Image > Image Size:
   - **Pixel Dimensions:** (use defaults)
   - Print Size:
     - Width (no more than 7 in.)
     - Height: (default)
     - Resolution: 300 dpi
     - Check Constrain Proportions
     - Check/uncheck **Resample Image**, as necessary
   - OK

3. **File > Save As > TIFF**
4. TIFF Options dialog box

7. Movie Specifications

Authors can submit animations or movie files for placement as figures. This format will enable the CD ROM users to view simulations or flow models as they read your paper.

Acceptable formats are Windows Media (.avi) or Apple QuickTime (.mov). Make your movies viewable on any operating system, old and new. When you save your movies, use compression or encoding (codec) that is common and does not require the user to download the newest media player. This may decrease the resolution of your movie. Feel free to send a higher-resolution version as well. If there is room on the CD, they will be added with a disclaimer that the user needs a newer version of their media player. Along with the movie, you should send a "snapshot" to serve as a placeholder. This snapshot should conform to GCSSEPM standard figure sizes; we recommend no larger than the page size figure (5.5 x 7 in.). Please keep movie files to 5 MB or less.

Your movie file must be complete and ready to go—our publication staff will not make any modifications or corrections to movies after they are submitted. Click on the "placeholder" below to get an idea of the power of moving images in a technical paper (be sure you are using the Hand tool). This movie is Animation 5 from Ings *et al*., 2004.