

## AUTHOR GUIDELINES, OIL-INDUSTRY HISTORY

*These guidelines are an expanded version of guidelines printed in the journal. The editors updated guidelines in May of 2022 with additional examples, including electronic media. Guidelines were further edited in April of 2023.*

The average length of manuscripts can be up to 60 double-spaced (including abstract, references, figure captions and tables) pages on 8.5 x 11 inch paper with at least a one inch margin. There should be one blank line between paragraphs. Please submit electronic files to the cloud-based transfer service given (like Dropbox). Please contact editors if you plan to submit a hard copy manuscript and electronic media (CDs, flash drives, etc.). For the initial review process, the illustrations should be clear, clean, legible copies which reflect your final figure quality. Do not submit a figure that you do not (or will not) have a high-resolution image of for final submission. The final high-resolution illustrations can be sent either with initial manuscript or upon acceptance of the paper. Authors are responsible for preparing the best images possible for publication and for **obtaining any permission for use**. The editors reserve the right to reject any illustration not meeting the standards for clarity, with the understanding that old photographs, manuscripts, letters, documents, etc. may not be very clear in the original. **All scanned figures/illustrations should be submitted as separate files and not included within the submitted text.**

After the paper is accepted and final corrections have been made, the final submission draft must be sent as a .doc, .docx or .rtf file. The preferred font is Times New Roman, size 10 type; 9 point type for the abstract. **Please turn off all the automatic formatting that is humanly possible, and please do not send pdf files.**

Authors will receive a copy of the layout of the article for final checking from the editor and any changes are to be made at this time. Please note that no revisions can be made after the file is sent to the printer. The author(s) is (are) furnished with a copy of the issue and a press-quality pdf file of their article. Additional reprints of the article may be purchased at the time of printing. Depending upon the length of the article, re-print prices vary. The Editors will provide the author(s) with an approximate cost. Re-prints can be purchased only from PHI at the time of printing.

## OUTLINE OF ARTICLE ORGANIZATION

1. **Title** – Title in **BOLD CAPITAL LETTERS**.
2. **Author list** – first name or initials and last name followed by designations in title case (capital and lower-case letters) in a single paragraph with first name or initials first.
3. **Contact information** – mailing and email addresses (in title case, italicized).
4. **Abstract** – A short summary of the main points. Abstracts may be used separately from the paper.
5. **Headings** – All should be centered and on a separate line from text with a space between heading and text. Please do not number the headings.
  - A. First order headings – all capital letters in **BOLD PRINT**.
  - B. Second order headings – **Title case, bold**.

C. Third order headings – *Title case, italics.*

6. **Summary/Conclusion** – a short closing paragraph(s).
7. **References** – A list of both cited and non-cited references as required; for style see below.
8. **Acknowledgements** – optional
9. **About the Author(s)** – A short biography of the author(s) including a photograph (headshot or similar) for each author.

## FIGURES AND TABLES

1. Illustrations and photographs submitted with the final draft must be high-resolution. We recommend artwork be scanned at a **minimum of 300 dpi**, and saved as .jpg or .tif files. Please remove any date stamps from photographs. Vector-based art (.eps or .ai) is also accepted. Please name each figure file as Fig 1, Fig 2, etc. **Please note: images copied from websites are not suitable for printing.**
2. A table can be submitted as a separate word file or be part of the submitted text. The editors prefer that large tables, larger than three to four columns and rows, be submitted as a separate word file. Please name the table file as Table 1, Table 2, etc.
3. Maximum width of figures and tables is 7-inches (spanning two columns) or 3.4-inches (single column). Please indicate if you would like the photographs/illustrations/tables to span two columns (7 inches wide) or a single column (3.4 inches wide). Depending upon space within the issue, the editors will attempt to follow the wishes of the author(s) wherever possible.
4. Lettering on figures/tables should be large enough to be seen after the smallest expected reduction has been made.
5. If hard copies of original illustrations are submitted, please identify all figures/illustrations/tables on the back with light pencil with the senior author's name and the figure number. Contact the editors as to where this should be mailed. If scanned images are submitted on electronic media, please see that each one is clearly named as requested above. Of course, captions must be provided for each.
6. At least a one mm margin may be cropped in the publishing process, so any labels or scales must be more than 1 mm from the edge of the margin.
7. Figure and table captions should each be on a separate page and/or file from the text, and each figure/table caption should begin with "Figure 1", Figure 2", "Table 1", Table 2", etc.
8. Parenthetical references to figures within the text should be (Fig. 1), (Fig. 2), (Table 1), (Table 2), etc., but within sentences: "Figure 1 illustrates the main tower..." or "As shown in Table 1, the well was ..."
9. For previously published figures a full reference citation must be given, and **authors must obtain written approval from the original publisher if so required by that publisher. Authors must obtain permission to use original photographs and other original material from the owner/archive/museum, etc. Such permission is the responsibility of the author(s).**

10. The editors will provide instructions for uploading manuscripts and associated image files through Dropbox. Properly sized images can be quite large; please, do not send illustrations via email.

## CITED REFERENCES

The editors of *Oil-Industry History* have a preferred style, the parenthetical (see below). Endnote or footnote styles can also be used where they best suit the paper's needs. Non-published items (archives, etc.) that are cited should use endnotes or footnotes. It is expected that all authors will properly reference all their in-text citations in reference lists at the end of the paper and in footnotes (if used).

1. No abbreviations of journal titles, etc.
2. List authors in alphabetical order with the last name in CAPITAL letters and repeated even if there is more than one paper by the same person. Please use the complete form of the name as it appears on the reference being cited, i.e., Last Name, first name and middle initial (or all Capital initials). If, for a single author(s), there is more than one reference in a given year, then use 2010a, 2010b, etc. With multiple articles for a single author, **please list them in chronological order, oldest first.**
3. Please follow the punctuation style as used correctly in the examples below and where correctly used in previous issues.
4. ***Italicize journal names and book titles.*** Please use the complete journal title, **do not abbreviate journal titles.**
5. Please, when known, include the issue number of the journal and/or the month of publication.
6. Leave one space between each reference.
7. Do not add extra returns to references; final formatting will ensure the reference flows correctly.
8. Use et al. in the reference list only if there are more than 5 authors, but use et al. as an in-text reference if there are more than two authors for the book or article.

### Citations in the Text

The preferred in-text reference style is the parenthetical (Last Name Year) **with no comma between the author and the year** (unless the first initial is needed to distinguish between two authors with the same last name); use a semi-colon between each subsequent reference e.g. (Weller 1960; Smith, J. 2003). For direct quotations, please include the page number(s), e.g. (Weller 1960, p. 22). The parenthetical style is used in the body of the paper and in figure and table captions.

The **numerical style**<sup>1</sup> of footnote and endnote in-text citations may also be used where appropriate.<sup>2</sup> **This style is always used to reference non-published hardcopy materials** (see below).

## Reference Listing Styles

The examples that follow are connected to the citations given in the text, those of the parenthetical in-text reference style and those of the in-text endnotes/footnotes numbering style. The latter two differ in where the cited reference is placed, either at the end of the article (endnotes) or at the foot of the page where cited (footnotes). Directions are given for both hardcopy and electronic sources. Do not abbreviate titles and other main information.

A dominant reference style of the *Oil-Industry History* journal is the author-date reference list that is alphabetical; many examples are given below and include hardcopy and softcopy resources. All published sources are included in this listing, even if initially listed and used as an endnote or footnote. Non-published hardcopy resources (old records, archival papers, diaries, etc.) are listed only in the footnote or endnote style, and examples below give typical format styles.

### **Reference formats for hardcopy resources**

These examples are commonly that of published materials. Unpublished material such as from archives or personal papers will likely be listed in endnotes or footnotes (see that section below for more information and resources for style). Author names are capitalized, a space occurs between each reference, the first line only is left-justified, and the list is alphabetical. Figure 1 illustrates what the manuscript reference list looks like; bullet points used in additional examples are ONLY to illustrate these examples, do not put bullet points in reference list (Fig.1).

<p>RISTER, C. C., 1949, <i>Oil! Titan of the Southwest</i>: Norman, University of Oklahoma Press, 467p.</p> <p>ROTTY, R. M., 1973, Commentary on and extension of calculative procedure for CO<sub>2</sub> production: <i>Tellus</i>, vol. 25, no. 5, p. 508-517.</p> <p>SUMMERS, W. L., 1949, Illinois, 1889-1948, in MURPHY, B. M., ed., <i>Conservation of Oil and Gas, a Legal History, 1948</i>: Chicago, American Bar Association, p. 92-122.</p>
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Figure 1. A manuscript's reference list will generally look like this in terms of indentions, alphabetical order, and given punctuation styles. See more examples below.

### **Books**

- WELLER, J. M., 1960, *Stratigraphic Principles and Practice*: New York, Harper and Row, 725p.
- ROBERTSON, Anthony J., 1982, *Mapping in the History of Petroleum Exploration*: Charleston, The University of South Carolina Press, 495p.
- KELLY, R. E. and BUCK, H. A., 1979, *Introduction to Petroleum Refining*: 2<sup>nd</sup> ed., Oxford, Oxford University Press, XXXp.
- REDWOOD, Boverton T., 1896, *Petroleum; A Treatise on the Geographical Distribution and Geological Occurrence of Petroleum and Natural Gas; The Physical and Chemical Properties, Production, and Refining of Petroleum and Ozokerite; The Characters and Uses, Testing, Transport, and Storage of Petroleum Products; And the Legislative Enactments Relating Thereto; Together With a Description of the Shale Oil and Allied Industries; And a Full Bibliography*. 3 volumes, London, C. Griffin & Co., XXXp.

### **Books edited**

- RIDDLE, Richard C., ed., 1998, *Petroleum Science: An Anthology of Facts, Protagonists, and Technologies*: 3 volumes, Boston and Liverpool, Lennon Publishing Ltd., XXXp.

### Chapters in books

- GAVISH, E., KRUMBEIN, W. E., and HALEVY, J., 1985, Geomorphology, mineralogy, and groundwater geochemistry as factors of the hydrodynamic system of the Gavish Sabkha, in FRIEDMAN, G. M. and KRUMBEIN, W. E., eds., *Hypersaline Ecosystems*: Berlin, Springer-Verlag, p. 186-217.
- BRANAGAN, D. F., 1998, Geological periodization, in GOOD, Gregory A., ed., *Sciences of the Earth: An Encyclopedia of Events, People and Phenomena*: v. 2, New York and London: Garland Publishing Inc., p. 306-314.
- HERRIES-DAVIES, Gordon L., 1995, The Stenonian revolution, in GIGLIA, Gaetano, MACCAGNI, Carlo, and MORELLO, Nicoletta, eds., *Rocks, Fossils and History*: Florence, Festina Lente Publishing, p. 45-49.
- PYNE, Stephen J., 1979, Certain allied problems in mechanics: Grove Karl Gilbert at the Henry Mountains, in SCHNEER, Cecil J., ed., *Two Hundred Years of Geology in America*: Hanover, University Press of New England, p. 225-238.

### Book: Corporate author

- Victoria University, 2014, *IEEE Editorial Style Manual*: Melbourne, Maribyrnong Press, XXXp.

### Book: Translator

- ERICKSON, Yoel D., translator, 2013, *Speech Signal Processing*: Berlin, Springer, XXXp.

### Articles in journals

- SIRKIN, L. and STUCKENRATH, R., 1980, The Portwashingtonian warm interval in the northern Atlantic coastal plain: *Geological Society of American Bulletin*, v. 91, no. 6, p. 332-336.
- ELM, Jefferson, 1827, Description of a new specimen of bitumen from Japan: *Transactions of the Bitumen Society of Trinidad*, 4<sup>th</sup> Series, v. 3, p. 413-414.
- HEDWIN, R. C. and EDMONTON, R., 1952, Electric resistivity measurements in the Soviet Union: *Faroe Islands Journal of Science*, v. 250, p. 899-938.
- MATTES, Johannes, VON MÖRK, Alexander, and FUHRICH, Poldi, 2013, The conception of heroes in cave exploration in the early twentieth century: *Earth Science History*, v. 32, no. 1, p. 132-149, doi: 10.17704/eshi.32.1.8403887 w11p5j125.

## Reference formats for electronic resources

### Electronic book with DOI

- KAHRAMEN, C. and ONAR, J., 2015, *Handbook of Engineering Management*: Cham Switzerland, Oxford Butterworth-Heinemann, [Online], doi: 10.1115/1.1646419.

### Electronic book without DOI

If you have accessed a book online that is a scanned previously-printed book, the book reference style is used with the addition of when last accessed and the address where it was accessed.

- ASHBY, Donald, 2012, *Electrical Engineering 101: Everything You Should Have Learned in School – But Probably Didn't*: Boston, Newnes, XXXp, accessed on Oct., 25, 2019, [Online], <http://ebscohost.com>.

### Electronic journal article with DOI

- CARLSON, John, MENICUCCI, David, VOROBIEFF, Zack, and MAMMOLI, Richard, 2014, Infrared imaging method for flyby assessment of solar thermal panel operation in field settings: *Applied Thermal Engineering*, v. 70, no. 1, p.163–171, doi:10.1016/j.applthermaleng.2014.05.008.

### Electronic journal article from library database

- FRISHBURG, H. and GOBBLE, M., 2015, Quantum dots: beyond solar cells: *Research Technology Management*, v. 58, no. 3, p. 7-8, accessed on May 12, 2016, [Online], <http://ebscohost.com>.

### Electronic journal article – internet article

- MOUNIKA, C., ROY, S., and ALI, M., 2014, Motor speed control based on temperature using can protocol: *International Journal of Engineering Trends and Technology*, v. 4, no. 4, p. 1249–1252, accessed on Oct. 28, 2015, [Online], <http://www.ijettjournal.org/volume-4/issue-4/IJETT-V4I4P348.pdf>.

### Web based source

- ENGINEERS AUSTRALIA, 2015, *Cook Islands renewable energy*. Engineers Australia, July 15, 2015, Accessed on Oct. 3, 2016, [Online], <https://www.engineersaustralia.org.au/portal/news/cook-islands-renewable-energy>.

### **Reference formats for endnotes and footnotes**

Endnote or footnote referencing of in-text citations may be used where appropriate in the *Oil-Industry History* journal. Individual reference lengths are usually on the order of a few to several sentences long at most, **not** a few paragraphs.

For each, use the following style when referencing. The first **time**<sup>1</sup> a reference is given in the footnote or endnote, please include the full citation and pages. The example below is a footnote; an endnote does not start with the page number, but everything else is correct. [editors' note, 2023—the editors would have preferred this example as an (author-last-name date) citation type, not endnote/footnote; example is for style only]. For subsequent **citations**<sup>2</sup> to that same reference in the footnote or endnote, use only the author's name, brief title (enough for identification), year, and the pages for that reference. **Additionally, please include the cited published sources in the reference list at the end of the paper** (another reason to use the parenthetical style for published material).

- <sup>1</sup> P. 7; Pees, S. T., 2002, Petroleum Mining in NW Pennsylvania: *Oil-Industry History*, v. 3, p. 34-55.
- <sup>2</sup> Pees, 2002, Petroleum mining..., p. 38.

For unpublished material like records, letters, diaries, etc., use a footnote/endnote for these and give the complete source location, file number, etc (Fig. 2). After the first reference to a particular source, an abbreviation can be used., e.g., Department of Rare and Manuscripts Collections, Kroch Library, Cornell University, Ithaca, NY 14853 [Hereafter: DRMC/KL/Cornell]. Again, give enough information for identification. Figure 2 illustrates a manuscript's endnote listing in terms of style.

<sup>1</sup> Murray, W. J., Jr., 1942, Letter to E. DeGolyer, Office of Petroleum Coordinator for National Defense, U.S. Department of Interior, dated May 8; Everette Lee DeGolyer, Sr. papers, DeGolyer Library, Southern Methodist University, Dallas, TX, Box 58, folder 3598, Texas Railroad Commission.

<sup>2</sup> Murray, 1942 letter to E. DeGolyer.

<sup>3</sup> Heggem, A. G., 1913, Letter to the director of the U.S. Bureau of Mines, p. 1, dated July 14; U.S. Bureau of Mines Collection, National Archives and Records Administration, College Park, Maryland, Record Group 70, General Correspondence of 1913, file no. 642.3.

Figure 2. A manuscript's endnote listing will have this general style.

## ***Other documentation needs***

### **Archives**

If appropriate and in addition to endnote and footnote documentation, an author may have an Archives descriptive section at the paper's end. The Archives section should list the collections of manuscripts consulted and cited. If greater clarity is desired, the editors welcome a brief description (max 50-80 words) of the collection consulted. Below are preferred list format examples. The wording can vary according to the system at each archive.

- Forbes, James David, *Papers*: St Andrews University Library.
- Elsasser, Walter M., *Oral history interview conducted by J. T. Kiehl, 12 March 1986*: one session, one cassette, preliminary transcript, part of the American Institute of Physics/American Meteorological Society Project.

### **Non-cited resources**

If sources were consulted but not cited in the text, these sources may be included as: OTHER SOURCES NOT CITED or OTHER REFERENCES CONSULTED at the end of the cited reference list. Please list sources that are significant to the paper and are worth noting.

## **BOOK REVIEW GUIDELINES**

Reviews are published for books on all aspects of the Petroleum History discipline. The reviewer will use these General Guidelines with the following exceptions:

- The heading should have the following format:  
**BOOK TITLE: SUBTITLE**
- Author(s)/Editor(s), Date, Place of publication, Publisher, number of pages (e.g., xiv + 256 pp.), hard- or soft-cover, price, ISBN number. If there are special ordering instructions, these can be put in parenthesis at the end of the heading.
- Give the reviewer's name and other information like title or e-mail if desired.
- The length of reviews should not exceed 1000 words. For collections of papers in edited volumes, a discussion or analysis of the work as a whole is preferred to detailed discussion of each paper.

Please submit book suggestions for review or submit completed voluntary reviews to the editors.

## GUIDELINES FOR WRITING OBITUARIES

Fields of academic endeavor often memorialize the passing of their practitioners through the publishing of obituaries or *éloges*. Scholars who have contributed significantly to the study of the history of petroleum will be appropriate for obituaries, considering their writings, their efforts as editors, or their support of the study of the history of petroleum and PHI in particular. Non-members as well as members of the PHI can be considered.

The essay should focus primarily on the contributions of the individual to the history of petroleum rather than science or other areas of scholarship, except insofar as those other efforts were related to the individual's geohistorical work. While a text should focus on the person's activities in petroleum history, it should also endeavor to paint a vivid picture of the person. His or her publications will always be available; the personality will not.

- Length: between 500 and 1,500 words. One photograph may be included.
- Bibliography: only partial bibliographies can be accommodated, and references should be chiefly to publications relating to history of petroleum. Authors are encouraged to refer to more complete bibliographies that may have been published elsewhere and to published memorials that summarize the person's whole career.