**OFFSHORE ARABIA**

البحـــار العـربـيـة

مـؤتـمـر ومـعـرض الـبـحـار الـعـربـيـة
*9th* OFFSHORE ARABIA CONFERENCE & EXHIBITION

28th February – 1st March 2018
Sheikh Rashid Hall F and C, Dubai International Convention & Exhibition Centre, United Arab Emirates

**Technical Program Committee**

# Paper Format

First page layout

## Title In Bold, 14 Point Arial Or Similar Font

First Author Name Font 12 point Times New Roman
First Author Company
First Author Address Font 10 point
First Author City, State, Country
Fax:  First Author Fax Number
E-mail:  First Author E-mail Address

Second Author Name Font 12 point
Second Author Company
Second Author Address Font 10 point
Second Author City, State, Country
Fax:  Second Author Fax Number
E-mail:  Second Author E-mail Address

**ABSTRACT (12 point, bold)**

The Abstract starts immediately below the last author details.  If you have only one author, it will start higher up the page.  You may submit your paper on either A4 or letter size paper provided that it fits within the indicated margins. Do not submit work that does not fit inside the page margins indicated by the dashed lines.  Note that the title block has narrower margins than the main body of the text.  The font that we prefer is Times New Roman size 12 for the text. If you don't have this font, use the font that you have that looks most like this one.

**1.  INTRODUCTION (12 point, bold)**

**1.1.  Second Level Headings**

Second level headings should be in bold, 12 point, underlined, and on a separate line.  Headings should be numbered as shown.

**1.1.1.** <u>**Third Level Headings**</u> If needed, these may be run into the text on the same line. Use bold, 12 point, underlined.

**1.1.2.** <u>**Spacing Between Paragraphs Follow**</u> the examples in these sheets for spacing between paragraphs and between headings and text. Do not separate headings from text: do not put a first or second order heading on a page and then start the text on the next page.

**1.1.3.** <u>**Page numbers Page**</u> numbers should be written in pencil in the top right hand corner. We will number all the pages when the proceedings are compiled.

**1.1.4.** <u>**Second and Subsequent Pages**</u> Use the margins as indicated by the dashed lines on the next page.

## 2. FIGURES AND TABLES

### 2.1 Figures

Figures must be submitted at the end of the paper and not included in the text. Submit figures that are approximately half of one page in size.

**2.1.1** <u>**Figure copy quality is critical**</u> Do not include too much information or too small a type size. Make any symbols clear and distinct. Include a legend if needed.

**2.1.2** <u>**No color work**</u> We will only print in black and gray tones. We will not print in color.

**2.1.3** <u>**Presentation slides often make poor figures**</u>

**2.1.4** <u>**No commercials**</u> Commercial matters can be accommodated in the Exhibition or after hours. Figures must not have company logos or other advertising messages.

### 2.2 Tables

Tables may be included in the text. Fonts used in a table must be at least 10 point.

## 3. PROOFING

**Please proof your work extremely carefully**. It must be camera ready! If you have a spell-checker, please use it.