



**1<sup>st</sup> International Conference on Geoenergy and  
5<sup>th</sup> National Petroleum Geomechanics Conference**  
K. N. Toosi University of Technology, Faculty of Civil Engineering  
Tehran, Iran, 4<sup>th</sup> to 6<sup>th</sup> February, 2025

***Full Paper Preparation Guideline for 1<sup>st</sup> International conference on Geoenergy  
and the Fifth National Petroleum Geomechanics Conference***

**First Author<sup>1,\*</sup>, Second Author<sup>2</sup>, ...**

**ABSTRACT**

In order to ensure uniform style throughout the volume, all the manuscripts have to be prepared strictly according to the instruction set below. Authors of papers should use MS Word 6.0 (and higher). Paper should be between 6 and 8 pages and abstract should be between 200 and 300 words. When you finished your paper, please print it out and compare it with the layout for these instructions, making all relevant corrections. Failure to comply with these instructions will result in rejection of the manuscript.

**Keywords:** *Geoenergy, Petroleum Geomechanics, Author's Guide, Instructions, IGC2025*

**1. INTRODUCTION**

**1.1. Text Area**

The text should fit exactly into this text area. The main body is in a single column. Note that the left and right page margins are set at 40mm, while the top and bottom margins are set at 50mm.

**1.2. Type-Font, Type-Size and Spacing**

Please use the Times New Roman 10 point size and single line spacing. All variables and parameters should be in *italics* with the same properties as equations, formulas. Never underline any text. Use the 8pt Times New Roman for tables and figure captions.

Never use letter spacing and never use more than one space after each other.

**2. GETTING STARTED**

**2.1. Preparing the New File with the Correct Template**

Start by renaming the document by clicking *Save As* in Files menu. Now you can type your manuscript, or copy the old version of your manuscript (a paragraph at a time is suggested) onto this new formatted file.

**2.2. Title, Author and Affiliation Frame**

Type the title of the manuscript in lower case (The title should be typed using 11pt Times New Roman **Bold** font, with only the first word and proper names capitalised). The title should not be longer than 75 characters). Type the name of the first author (first the initials

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<sup>1</sup> First Author's Affiliation, University | Work place, Email Address.

<sup>2</sup> Second Author's Affiliation, University | Work place, Email Address.

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and then the last name, **Bold** 9pt on single spacing). If any of the co-authors have the same affiliation as the first author, use the same superscript for all of them. The correct affiliation should be typed using 8pt on single spacing in the footnote on the first page. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address.

### **2.3. Abstract**

The abstract should briefly state the purpose of the research, the principal outcomes and major conclusions. Type your abstract in no more than 400 words (10pt Times New Roman font 1 multiple spacing and justified).

### **2.4. Keywords**

Immediately after the abstract, provide a maximum of 5 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of", etc.). Keywords should be typed using 9pt Times New Roman *Italic* font, with only the first word capitalised.

### **2.5. Footnotes**

Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript numbers. Many word processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

### **2.6. Header**

The first ten words of the manuscript and page numbers should be placed in the header of odd pages (similar to the header of this manuscript). Please note that all portions of the header should be set in a single row.

## **3. LAYOUT OF TEXT**

### **3.1. Text**

The main body text of the paper should be 10pt Times New Roman font with 1 multiple spacing and justified. The main body should be in single column. The first sentence of each paragraph should be indented 0.5cm.

### **3.2. Headings**

Divide your manuscript into clearly defined and numbered sections. Subsections should be numbered 1.1. (Then 1.1.1., 1.1.2., ...), 1.2., etc. (the abstract should not be included in section numbering). Any subsection may be given a brief heading. Each heading should appear on its own separate line. Type primary headings by using capital letters 11pt Times New Roman **Bold** and secondary and tertiary headings in 10pt Times New Roman **Bold** font. Headings are set against the left margin. Headings are not indented.

### **3.3. Equations**

Use the equation editor of the selected word processing programme. Equations are not indented. Put all equations in a text box similar to the one below. Equations should be aligned

to the left, as shown below. Number equations consecutively and place the number on the right side of the text box, between parentheses. Refer to equations by these numbers. See Equation 1 below as an example.

The stress level can be calculated as:

$$\sigma = \frac{F}{A} \quad (1)$$

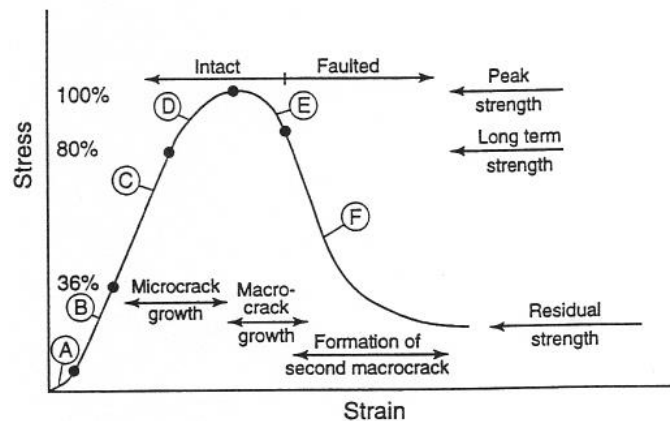
Where  $\sigma$  is the stress in Pa,  $F$ , the induced force on area in N and  $A$  is the area in  $m^2$ .

## 4. FIGURES AND TABLES

### 4.1. Figures

Ensure that each figure has a caption. Supply captions separately, it should not be attached to the figure. A caption must comprise a brief title (not on the figure itself) and short description of the figure. Type the Figure caption 9pt Times New Roman Bold font. Place the caption underneath the figure. Type as follows: "Figure 1. Caption". Number all figures consecutively in the order in which they have been referred within the text, making no distinction between diagrams and pictures. Figures, pictures, etc. will be printed in greyscale only. Figures, etc. should be centred. Leave 12 points of space between the actual text and figure's caption. Never place any text next to a a figure. Leave this space blank. The most convenient place for putting figures is at the top or bottom of the page. Avoid placing text between figures as readers might not notice the text. Figures' properties are exemplified in Figure 1.

Keep figures as simple as possible. Avoid excessive notes and designations.



**Figure 1. Typical stress - strain diagram for cold press test on rock sample**

All pictures should be scanned in greyscale with good contrast at 150dpi and embedded in the document. The proceedings will be printed in greyscale only.

### 4.2. Tables

Locate tables close to the first referred point within the text and number them consecutively. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table, not

within the table itself. Type all text in tables in small type: 8 pt Times New Roman font on single spacing. All headings should start with an initial capital and 9pt Times New Roman Bold font. Type the caption above the table. See the example in Table 1.

**Table 1. Fonts' size and type**

<b>Position</b>	<b>Font</b>	<b>Font size</b>
title	Times New Roman Bold	11
author's name	Times New Roman Bold	9
Abstract	Times New Roman	10
Keyword	Times New Roman Italic	9
Affiliation	Times New Roman	8
main body text	Times New Roman	10
primary headings	Times New Roman Bold Capital	11
secondary and tertiary headings	Times New Roman Bold	11
tables and figure captions	Times New Roman	9
text in tables	Times New Roman	8

Leave 12 points of space between the actual text and the last row of the table.

## 5. CONCLUSIONS

Conclusions should state concisely the most important paper's achievements as well as the author's suggestions on the practical implications of the results.

## 6. REFERENCES

Please number all reference citations consecutively in square brackets (e.g. [1]) and list all references at the end of the paper. The references should be typed in small text (9pt Times New Roman font on single spacing) and second and further lines should be indented 0.5cm. Below are some examples:

- [1] Flanigan, O.; (1995); "*Underground Gas Storage Facilities: Design and Implementation*", Elsevier.
- [2] Roth, K., & Brodrick, J.; (2009); "*Seasonal Energy Storage*", ASHRAE Journal, 51(1), 41-44.
- [3] Blöcher, G., Kluge, C., Goense, T., Pei, L., Bakker, R. R., & Bruhn, D.; (2019); "*Hydraulic-mechanical characterization of geothermal reservoir rocks*", In European geothermal congress.
- [4] [www.scribbr.com/category/citing-sources/](http://www.scribbr.com/category/citing-sources/). Accessed 28 Feb 2024.

