

EDITORIAL REVIEW BOARD AND THE JCPT

The *Journal of Canadian Petroleum Technology (JCPT)* is published twelve times a year by the Petroleum Society of CIM (Petroleum Society). As a Petroleum Society publication, it is the responsibility of the Publications Board, under the Chairmanship of a member of the Petroleum Society's Board of Directors, to oversee the printing and circulation of the *JCPT*.

The content of the *JCPT* is primarily derived from papers presented at the meetings of the Petroleum Society. All papers are reviewed and assessed for eligibility for publication by the Editorial Review Board (ERB). The ERB, comprised of the Editorial Review Board Chairman, a member of the *JCPT* Editorial staff, topic and issue coordinators, and numerous volunteers who are recognized in the industry for their expertise and knowledge, follow a strict Paper Review Process to determine whether a paper is suitable for publication in the *JCPT*. It is the responsibility of the Publications Board Chair to elect the ERB Chairman. It is the ERB Chairman's responsibility to assess the *JCPT* topic areas once a year, and determine if changes are required to the list of topics.

PAPER REVIEW PROCESS

Paper Submission

Papers presented at annual technical conferences and other such meetings of the Petroleum Society are assigned a number. At the time of submission, the author is asked to indicate whether they wish their paper to be considered for publication and thereby enter the Paper Review Process for the *JCPT*. Unsolicited papers are also assigned a number, and enter into the review system upon receipt by the *JCPT* Office. Note that the authors of unsolicited papers are requested to sign a copyright release form, as the Petroleum Society retains copyright of all published material.

Paper Acceptance or Rejection

Upon entering the Paper Review Process, papers for review are prescreened by the ERB, who determine whether the paper is rejected or not. If rejected, an email is sent to the author indicating the fact, and giving them some indication as to why the paper was rejected. If accepted, the paper is placed into one of the following streams: (1) for peer review, (2) as a Technical Note, Technology Brief, Case Study or Guest Editorial or (3) requiring revisions by the author before the paper can be sent for peer review. The author is sent an email indicating the paper has been accepted and what the next steps will be.

The ERB endeavours to complete the initial prescreen of 100% of papers within five (5) months of conclusion of the meeting or receipt of an unsolicited paper.

Categorization, Topic Coordinator Assignment and Peer Review

Papers that are accepted for peer review must be categorized by topic and are then assigned to a specific issue of the *JCPT*. The five topic area categories include:

- Completions, Operations and Drilling
- Enhanced Oil Recovery
- Heavy Oil
- Reservoir Engineering
- General Interest

Once categorized, the paper is assigned to the Topic Coordinator in that category and tentatively scheduled to one or more *JCPT* issue where the paper's content suits the theme of the particular issue.

It is the Topic Coordinator's responsibility to assign the paper to at least two (2) Reviewers that have demonstrated expertise in

their field. The Reviewers are responsible for verifying the technical accuracy of the paper, as well as commenting on the content and technical writing style of the paper assigned to them. The Reviewer is also responsible for confirming whether the paper has been published previously, which would infringe on copyright held by other publishing entities. The Reviewer will list what revisions or corrections are required before the paper can proceed to the publication process. These revisions or corrections are provided to the author by the *JCPT* Assistant.

To maintain the confidentiality of the process, it is the policy of the Editorial Review Board not to reveal the names of Reviewers to authors.

The amount of time required for the peer review process is a minimum of twelve (12) months. Depending on the extent of revisions or corrections, the paper is unlikely to be published any earlier than twelve (12) months from the time it enters the peer review process.

Issue Coordinator Responsibilities

The Issue Coordinator has ultimate approval of the papers that will appear in a specific issue of the *JCPT*. S/he will examine the papers that have been allocated to their issue, and assesses the reviews that have been completed for that paper. In some instances, the Issue Coordinator will ask the author for additional corrections or revisions before the paper proceeds to the Publication Process. Normally, all communication with the author and the ERB is conducted through the *JCPT* Assistant.

PUBLICATION PROCESS

Once the paper has completed the Paper Review Process, it proceeds to the Publication Process where it is edited and formatted for the *JCPT*. The author is requested to submit a Technology Summary in line with *JCPT* Guidelines for Submitting Papers, a list of keywords, original figure files, author photos and author biographies. This material is requested at the same time that the author has been asked to resubmit their paper with the revisions requested by the Reviewers and/or the Issue Coordinator. Failure to provide this material in a timely manner may affect the timing in publishing this paper, as the themes assigned to the monthly issues of the *JCPT* are not interchangeable.

Once the revised paper is received, with the accompanying documentation, the paper undergoes a technical and grammatical edit. The paper is then formatted for publication and an initial galley proof is sent to the author for final corrections. Final edits are made by the *JCPT* Editor.

For further information regarding the procedures regarding paper content and layout, please refer to the *Guidelines for Authors Submitting Papers* which is available on the Petroleum Society website (www.petsoc.org under *JCPT/This Month* in the *JCPT*) or from the office.

Your Comments are Welcome

We appreciate your comments on our Review and Publication Process. If you have any recommendations for changes or have difficulties in understanding how the process works, please contact the Petroleum Society as follows:

The Editor

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