



## **Guidelines for Applicants for the OAPEC Scientific Award**

## **Search Structure:**

The research submitted for the award shall consist of the cover page, introduction, executive summary, table of contents, list of figures, list of tables, research chapters, conclusions and recommendations, glossary of terms, list of references, abstract in English and appendices (optional if required).

- ❖ **Cover page:** The cover page must contain the title of the research (font: PT Heading, size: 20 bold) which express the main problem of the research.
- ❖ **Introduction:** The introduction should contain the following elements:
  - A brief description of the research topic and its importance.
  - The value that research will add to the oil, gas and energy industry.
  - The most important findings and recommendations of the research.
- ❖ **Executive Summary:** The summary should provide a general idea of the research objectives, the contents of the research chapters, and the most important findings and recommendations that have been concluded.
- ❖ **Table of Contents:** The list of contents must contain the main title and sub titles of the research chapters and their page numbers. (Attachment-1)
- ❖ **List of figures:** The Figures List must contain the numbers of the figures mentioned in the chapters along with their page numbers as follows: Figure (chapter number-figure number)
- ❖ **List of tables:** The list of tables must contain the numbers of the tables mentioned in the chapters along with their page numbers and written as follows: Table (chapter number – table number)
- ❖ **List of symbols and terms.**
- ❖ **Research chapters:** Each chapter should begin with a cover page containing the chapter number and title, font and size as follows:
  - Chapter one (font: PT Bold Heading, size: 24)
  - Title of the chapter: (font: PT Bold Heading, size: 20)
  - 1.1: Sub-title: (font: Calibri, size:14 Bold)
- ❖ **Summary:** no more than two pages or 800 words.

## **Conditions for the formal structure of the research:**

The research is submitted to the General Secretariat of the Organization of Arab Petroleum Exporting Countries in the form of a pdf file, and another in the form of a word, with another separate pdf file containing an overview of the researcher's academic qualifications and practical experience, during the period specified in the award announcement. The mentioned files shall be sent to the e-mail indicated in the announcement of the award.

- ❖ **The number of research words should not be less than 15,000 words.**
- ❖ Paper size should be A4.

- ❖ Numbering the pages in Arabic letters (3,2,1, ....) at the bottom and center of the page.
- ❖ Margins of the page must be as following:
  - Top margin 2.54 cm
  - Bottom margin 2.54 cm
  - Right margin 3.17 cm
  - Left margin 3.17 cm
  - Space between lines 1.5
- ❖ The font size and type must be as shown below:
  - Chapter Headlines (font: PT Bold Heading, size:18 Bold)
  - Chapter subtitles (font: PT Bold Heading, size:16 Bold)
  - Texts of introduction, summary and main chapters (font: Times New Roman, size:14 Regular)
  - Lists of contents, figures, tables, terms, and references (font: Times New Roman, size:12 Regular)
- ❖ Inserting the references in research texts should follow The Harvard System of referencing.

## Principles of Research Evaluation

Preferential marks are awarded for research submitted to the award, according to the following bases:

- Commitment to the formal requirements in terms of the research components in terms of the cover page, introduction, executive summary, list of contents, list of figures, list of tables, list of terms, research chapters, conclusions and recommendations, and list of references.
- The extent of the interest provided by the research to the petroleum industry in the member states of the Organization of Arab Petroleum Exporting Countries (OAPEC).
- Consistency of the research paragraphs and the logical presentation of research ideas.
- The accuracy of the use of references and the extent of commitment to the original citation
- The quality and up-to-date of the references used in the research.
- Language integrity, no spelling and grammatical errors.
- Focusing on the formulation of paragraphs and avoiding repetition and lengthening.

**Attachment-1**

**Table of Contents (font: PT Bold Heading, size:16)**

	Page number
Introduction	
Content list	
Figures List	
Tables List	
Executive Summary	
Glossary of terms	
Chapter One:	
Chapter Two:	
Chapter Three:	
Conclusions and Recommendations	
References	

**List of Figures (font: PT Bold Heading, size 16)**

	Page number
<b>Chapter I:</b> <b>Figure 1-1:</b>	
<b>Chapter II:</b> <b>Figure 2-1:</b>	

**List of Tables (font: PT Bold Heading, size 16)**

	Page number
<b>Chapter I:</b> <b>Table 1-1:</b>	
<b>Chapter II:</b> <b>Table 2-1:</b>	