

### Checklist of broad guidelines for approval of scientific / technical publications

Sl. No	Item	Preferred benchmark	Benchmark adherence	
			Author	Reviewer
			Yes / No	Yes / No
1	Length of paper	< 30 pages		
2	Abstract length	< 200 words		
3	Units of measure	Metric		
4	Abbreviations	Only for units of measure		
5	Figure numbering	Only numerical		
6	References	All references in text		
7	Manuscript organization	Title, authors, abstract, text including conclusions		
8	Acknowledgements	ONGC to be acknowledged		
9	Name of wells, profiles, logs, samples etc	Camouflaging with alpha-numeric system		
10	Latitude and longitude	Not to be given		
11	Area of study	Restrict to ONGC's acreage holding		
12	Spellings / typographic errors	Checked		
13	Map / figures / table contents	Only relevant information pertaining to the text		
14	Map convention used	North / scale / legend		
15	Figure convention used	Scale / legend		
16	Graph convention	Axes labeling		
17	Cross sections / seismic sections	Direction and time/depth axes		
18	Photomicrograph	Scale bar		
19	Cross referenced material	Suitably acknowledged		
20	Map / figure size	A-4 size		

**Certifications:**

1	Statement from author	Views expressed are those of authors only		
2	Data utilized not to affect ONGC's business interest	Not to be incorporated		

**Signature, name and designation of:**

**Author**

**Reviewer**(from originating workcentre)