A sample PAPER SHOWING THE FORMAT REQUIRED  
FOR YOUR CONTRIBUTION TO THE SAGEEP 2025/3rd Munitions Response meeting (MRM) CONFERENCE

EEGS Annual Meeting/SAGEEP/MRM  
Denver, CO USA  
April 13-17, 2025

Abstract

Thank you for your participation in the Symposium on the Application of Geophysics to Engineering and Environmental Problems (SAGEEP) 2025/3rd Munitions Response Meeting (MRM), and the Environmental and Engineering Geophysical Society's Annual Meeting. SAGEEP organizers encourage short abstracts (one paragraph to a 1-page document) to be submitted during the abstract submission period ending Dec. 16, 2024. Submitting an extended abstract is optional. This document serves as an example of the MS Word format required for all abstracts and for extended abstracts featuring figures.

Submission Procedure

During the submission period (deadline for **all** abstract submissions is Dec. 16, 2024), authors can submit either a short or extended abstract online (<https://www.eegs.org/abstract-submission-form-sageep-2024XXXX>). (You will be asked to submit 5 keywords to identify appropriate session placement by the Tech or Session Chairs. All abstracts and extended abstracts must be created in the template and uploaded during the submission process by using the link provided. All submissions will be reviewed by the technical chair and/or the session chair. Both format and appropriate content will be checked. Authors will be notified of acceptance and suggested revisions, if any. After a short or extended abstract is accepted for the technical program, authors will have an opportunity to submit a final version online.

Formatting Instructions for Extended Abstracts

Specific SAGEEP “styles” have been implemented in the MS-Word version of this file should you choose to use them. Styles include automatic line spacing that may require the use of soft returns (<shft><ent>) in titles and author lists.

Extended abstracts will be reviewed for commercial content or lack of geophysical applicability. Illegible graphics, or those lacking scales or units, will be returned for revision. Authors chosen for the “Best of SAGEEP” award and presentation at EAGE’s Near Surface Geoscience 2024 conference will be required to submit a 4-page extended abstract for that meeting. Anyone wishing to submit a Near Surface Geophysical Letter (NSGL) to the *Journal of Environmental & Engineering Geophysics* *(JEEG*) should also follow the 4-page length. Legibility of graphics is generally more important than file size. The resolution of graphics should be set so that text, units, and coordinates are legible at page size.

Page Setup

Page size should be set to 8 ½ x 11 inch format with side margins at 0.75”. The top and bottom margins should be 1” to allow for page numbering.

Title

Your title should begin at the top margin of your extended abstract and include no more than three lines of text. Text should be “Times Roman” font, bold, 14 pt, all caps, center justified.

Author/Byline Information

Allow one blank line space under the last line of your title. Use one line only for each contributing author, with a maximum of six authors. Begin with first name, middle initial, last name, name of organization/institution, city and state abbreviation (or country). Do **NOT** include street address, zip codes, additional titles, degrees, and departments. These will be deleted for consistency. Two blank lines should follow the last author line before your first heading. Do not leave blank lines between authors. Text should be “Times Roman” font, italic, 12 pt, initial caps, center justified.

Headings

The first heading after the author should be “Abstract”. Other required headings are “Conclusions” and “References”. These should be the last two headings of the extended abstract. “Acknowledgements” may be placed after references if desired. One blank line should follow before and after each new heading. Consider using page breaks (<cntl><ent> in MS-Word) where necessary to keep headings and subheadings with the related text. Text should be “Times Roman” font, bold, 14 pt, initial caps, center justified.

Subheadings

One blank line should precede each new subheading. Begin the new paragraph directly below each subheading. Text should be “Times Roman” font, bold, italic, 12pt, initial caps, left justified.

Body or Paragraph Text

Indent the first line of each new paragraph 0.5”. Please do NOT use spaces for indents. Let the text wrap at each line end – no hard returns except when starting a new paragraph. Do NOT double space between paragraphs, however, remember to double space before starting a new heading or subheading. Text should be “Times Roman” font, 12 pt, full justified. There should be only one space between sentences in a paragraph.

Tables

Identify each table with a numeric reference placed over the table (i.e., Table 1). When possible, the table data should be centered within the page. If there is not enough space on the page to allow for your table, end your page short and continue on the next page. Table notes should be “Times Roman” font, 12 pt, left justified. The label “Table #” should be bold.

**Table 1:** Example of a Sample Table and the Table Caption

|  |  |  |  |
| --- | --- | --- | --- |
| Sample table with bogus data | **X (units)** | Y (units) | Z (units) |
| Sample Test I | 105 | 230 | 190 |
| Sample Test II | 65 | 354 | 93 |
| Numbers in stock | 70 | 241 | 78 |

Figures

Include a caption for each graphic placed at the bottom of the graphic (Figure 1). When creating your PDF, please maintain legibility on all units and numbers. Figure notes should be “Times Roman” font, 12 pt, initial caps, left justified. The label “Figure #” should be bold. Graphs and data plots must have scales and units within the graphic or described in the figure caption.

|  |  |
| --- | --- |
| A close-up of a logo  Description automatically generated | **Contact details of the Technical Chairs**  **SAGEEP: Ryan North  MRM: Craig Murray** |

**Figure 1**: The SAGEEP 2025 logo and the name and contact information for the technical chairman are presented as an example figure. The technical chairman can help you with issues related to extended abstracts and technical presentations at the 2024 meeting.

Page Numbers

No page numbers should be included.

Footnotes

Footnotes should be numbered and appear on the same page as the text. Text should be “Times Roman” font, 10 pt, initial caps, left justified. Do not use footnotes for references to other publications.

Use of MS-Word Styles

Custom Styles have been implemented in the DOC version of this file for MS-Word users. They are not a requirement for submission and are included only to facilitate formatting for those who choose to use them. They include:

* SAGEEP/MRM title
* SAGEEP/MRM authors
* SAGEEP/MRM heading
* SAGEEP MRM subheading
* SAGEEP/MRM text
* SAGEEP/MRM figure
* SAGEEP/MRM reference

To make these styles available in your own DOC files: open this file, then open the “style organizer” window (tools > templates and add-ins > organizer). Copy the SAGEEP styles from this document to your “normal.dot”, then close the window.

Conclusions

“Conclusions” is a mandatory part/heading of the (extended) abstract.

References

Use "References" as the final heading name. Citations to references within the text should be made as (author, year). Listing of references should follow the general format of: Author (last name, initials), Date, Title (initial cap), Journal, Volume, page numbers. List references alphabetically, single-spaced with hanging indents. Text should be “Times Roman” font, 12pt, left justified.