

CUFE, M. Sc. MPM, 2014-2015

Writing Titles

Do Capitalize

- Nouns (man, bus, book)
- Adjectives (angry, lovely, small)
- Verbs (run, eat, sleep)
- Adverbs (slowly, quickly, quietly)
- Pronouns (he, she, it)
- Subordinating conjunctions (as, because, that)

Do Not Capitalize

- Articles: a, an, the
- Coordinating Conjunctions: and, but, or, for, nor, etc.
- Prepositions (fewer than four letters): on, at, to, from, by, etc.

Capitalize

- Hyphenated compound words (High-Quality Web Services, First-Rate ,)
- The first word following a colon (Risk Management: A business model)
- Prepositions that belong to a phrasal verb (How to Back Up a Computer)

Sentence Case/Journalistic Style

- Title is written as if it is a sentence
 - Conference invitations
 - Top 10 things to do in writing sentences
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- **Choose one style for capitalizing titles and be consistent throughout.**
 - **Write the exact titles of books, newspapers, journals, etc. as they are written on the original document**

Examples of Titles

- 1. Contribution to the Use of Hydrogen Peroxide To Abate Hydrogen Sulfide in Geothermal Operations**
- 2. Chemical Instability of Polyacrylamide Polymers**
- 3. Heavy Oil Recovery by Steam Injection**
- 4. Oil Well Drilling Technology**
- 5. Comparison of Dried Milk Preparations for Babies on Sale in Seven Countries**
- 6. Comparison of Major International Petroleum Tax Systems**
- 7. How Are Sales in the 90's?**

Writing References

Writing References

Types of Reference: a book, an article, an encyclopedia, a pamphlet, an unpublished paper, a thesis, or a personal communication.

Include the following data:

- 1.name of the author
- 2.title of the publication
- 3.name of the publisher
- 4.where and when published
- 5.chapter and page numbers

Rank references alphabetically, or chronologically

Examples:

A) Article in a Scientific Journal:

Edmonton T. A.: "Effect of Temperature on Flooding," J. Canadian Pet. Tech. (Oct. 1965) 236-245.

B) An Internet Reference: www.ibm.com

C) A Book:

Craft B. C. and Hawkins M. F.: Applied Reservoir Engineering, Prentice-Hall Inc., New York City (1959) Chapter 3.

D) Paper in a Meeting With Proceedings:

Henry R. L.: "CO₂ Flooding," Paper SPE 2120 presented at 1980 SPE's, EOR Symposium, Tulsa, April 20-23, 1980.

Examples

E) An Encyclopedia:

"Data Processing," Modern Encyclopedia, 5th Edition (1966) 2:167-172. *Put the author's name if the chapter is signed by someone other than the author or editor.*

F) A Pamphlet:

"Reference Manual," a pamphlet guide published by IBM n. d. (*n. d.: not dated*)

G) Personal Communications:

23. Freeman E. C., Professor of Mechanical Engineering, Permingham University, Permingham, U. K. Personal Communication to the Author, June 1982.