



Guide for Authors

Submission Guidelines

The manuscripts submitted to *Petroleum Business Review (PBR)* should be in English and restricted to around 5000 to 6000 words. To assist the process of peer reviewing, authors are encouraged to submit their papers according to the guidelines provided below.

Manuscript Submission

Petroleum Business Review (PBR) receives all manuscript submissions electronically via its website located at <http://pbr.put.ac.ir>.

Manuscript Copyright

Papers previously published, copyrighted, or being considered for publication elsewhere should not be submitted to the *PBR*, nor may a paper that is under consideration by the *PBR* be submitted elsewhere.

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Manuscript Inquiries and Correspondence

If there are any questions about a manuscript, the editor(s) will only respond to written correspondence from the corresponding author of the record. All inquiries from co-authors should go through the corresponding author.

Author Responsibilities

The corresponding author must ensure that all co-authors agree with the author list and technical content before submitting the manuscript. The corresponding author is responsible for the completeness and accuracy of the manuscript at the time of submission. Author names and affiliations must be complete and correct at the time of paper submission. While corrections can be made at the proof stage for authors who have changed institutions since the time of paper acceptance, author cannot be added or deleted after the proof stage. If the corresponding author wishes to add or delete authors, the paper must be withdrawn, corrected, and resubmitted.

Manuscript Formatting

Authors are responsible for the proper formatting of manuscripts. While you are preparing your paper for submission, please take care of the following set of guidelines:

Manuscript file type	Microsoft Office Word 2007 or newer
Paper size	A4
Margin on all sides	25 mm
Paper orientation	Portrait, single column
Header distance from top	20 mm
Footer distance from bottom	20 mm
Header and Footer	Different first page Different odd and even pages
Text font type, unless defined otherwise	Times New Roman, Regular
Text font size, unless defined otherwise	11
Text paragraph line spacing	1.15 line
Text space before paragraph, unless defined otherwise	6 pt
Text space after paragraph, unless defined otherwise	6 pt
Text paragraph alignment, unless defined otherwise	Justified Low
Keywords	3 to 5 items
Manuscript number of pages	Maximum 20 pages including figures and tables; each figure and table should be on separate sheet.

First Page Header

- Font: Time New Roman 11
- Space before first line: 12 pt
- Space after second line: 6 pt
- Line spacing: Single
- Alignment: Left

Title

- Font: Time New Roman 14 Bold
- Space before title: 24 pt

- Space after title: 12 pt
- Line spacing: 1.15
- Alignment: Center

Author Names

- Font: Time New Roman 11 Bold
- Space before: 6 pt
- Space after: 12 pt
- Line spacing: 1.15
- Alignment: Center

Corresponding author: defined by asterisk sign (*) in front of the author name and described in the footnote area as given in the example below:

<i>Example</i>
M. Farhadi*¹ and M.A. Mehrabi²
[*] Corresponding Author: Email: m.farhadi@gmail.com

Affiliation

The full names of authors, academic and/or other professional affiliations, and the complete address, telephone number, fax number, and e-mail address of all the authors should be included on the title page.

- Font: Time New Roman 10 Regular
- Space before and after lines: 0 pt
- Space after the last line: 12 pt
- Line spacing: 1.15
- Alignment: Center

Abstract

Each article should be summarized in an abstract limited to 115 to 300 words in both **Persian and English**. A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results, and major conclusions. An abstract is often presented separately from the article; so, it must be able to stand alone. For this reason, references, non-standard or uncommon abbreviations, formula, and any other signs should be avoided in the abstract.

Headline

Headlines should be numbered to 2 levels and the first letter of the first word of each headline should be capitalized. The third level should be numbered using English lower case alphabet (i.e. a, b, c, etc.). An example is as follows:

- Font: Time New Roman 12 Bold
- Space before and after lines: 12 pt
- Space after the last line: 3 pt
- Line spacing: 1.15
- Alignment: Left

Introduction

This section should provide a clear research question, the relevant literature on the subject, and the proposed theoretical or empirical approach to address the question. The aims of the manuscript need to be clearly specified.

Materials and Methods

This section should provide enough literature review and sufficient methodological details to allow other researchers to repeat the work. Previously published papers, books etc. should be cited correctly.

Results

Results should be in a logical order in the text, tables and figures. Results should be clear and concise. The results should not contain material from literature review or methodology. It should be in the past tense when describing findings of the research.

Discussion

This should explore the significance of the results of the work and its comparison with the previous research. Results and Discussion sections can be combined.

Conclusions

This section should not substantially duplicate the abstract. The main conclusions of the study form Discussion sections can be presented here. The limitations of the study and suggestions for future research may be offered in this section.

References

References should be in APA standard format; This link will be helpful:

[USQ Library > APA Referencing Guide](#)

Acknowledgements

Acknowledgements must be complete and correct at the time of submission. It should be placed at the end of paper preceding the references. Additions or deletions cannot be made at the proof stage. If the corresponding author wishes to add or delete sponsoring institutions or persons, the paper must be withdrawn, corrected, and resubmitted.