



# GUIDE TO AUTHORS

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## INTRODUCTION

The Australasian Institute of Mining and Metallurgy (The AusIMM) publishes several hundred papers a year in various media, *The AusIMM Bulletin*, a variety of conference volumes, monographs and a range of books called the Spectrum Series. The AusIMM maintains high standards in its publications. Papers will be original contributions in the fields of interest to AusIMM members and should be written in a concise style. AusIMM publications are produced in the following mediums: hard and soft cover volumes, on USB and as PDF ebooks. Publications are generally made available via The AusIMM online shop.

This brief guide outlines the policy of The AusIMM for submission of papers for publication. Further instruction is available direct from the Publishing Department:

Telephone: +61 3 9658 6150 | Email: [confvolume@ausimm.com.au](mailto:confvolume@ausimm.com.au)

## SUBMISSION OF PAPERS

The AusIMM prefers original submissions that have not been previously published. Where a paper has been previously published this must be declared at the time of abstract submission.

Authors are required to submit papers in electronic format (via the Speakers' Portal or email). As the papers are desktop published at The AusIMM using special software, it is not necessary for the paper to be print-ready upon submission. The AusIMM will lay out the paper and position the figures and tables as appropriate.

Where a paper template has been provided by AusIMM staff this must be used for the preparation of your paper. Your paper should otherwise be prepared using the instructions as given in this guide.

The paper should be prepared with the absolute minimum of formatting, ie please do not use tabs, fields, anchors, etc, and keep the number of extra returns between paragraphs to a minimum. Please refer to the sections on figures and tables for further details.

Text should be single spaced. A clear, reasonable sized typeface should be used (eg Arial, 10 pt). All pages should be numbered consecutively.

The full paper should be in the following sequence:

1. A face sheet with the name of the publication for which the paper is submitted, the paper number as provided to you by AusIMM staff, the title of the paper, the name(s) of the author(s) (initials and surnames only please), their affiliations (AusIMM member post-nominals, position titles and company name) and their postal and email addresses.
2. An abstract (approximately 300 words) **must** be included in all papers. Abstracts must not exceed 500 words.
3. The text of the paper (including associated headings and references).
4. A list of figure captions and a list of table captions.
5. Figures (separate, not incorporated into the text).
6. Tables (separate, not incorporated into the text).

## Electronic submission

The paper must be submitted electronically and will only be accepted in Microsoft Word format. It may be possible to accommodate other systems; however, The AusIMM Publishing Department must be contacted for confirmation.

### *Online submission (Speakers' Portal)*

The preferred method of paper submission is via the Speakers' Portal on the event website, please refer to the instructions provided therein.

### *Email submission*

Papers may be submitted via email to the address specified on the Author's page of the event website. If no email address has been provided please submit files to: [confvolume@ausimm.com.au](mailto:confvolume@ausimm.com.au)

Please check the size of the electronic files being sent; if they are large it is recommended that they be split into blocks of no more than 4000 KB (4 MB) per email. Submission via a file sharing website is acceptable. Notification and access details should be emailed to [confvolume@ausimm.com.au](mailto:confvolume@ausimm.com.au) (or to the Coordinator, Publishing specified).

### *CD-ROM/USB/file sharing submission*

If submission via the Speakers' Portal or email is not possible, please supply a copy of the paper on either CD-ROM, USB or via a file sharing website of your convenience. Please ensure that the CD-ROM/USB/file is clearly labelled with the following:

- name of the author
- abbreviated title of the paper
- paper number supplied to you
- the name of the conference for which it is submitted.

Please do not supply zip discs or any other kind of media.

## CONTENT

### Originality and length

Papers should be original contributions in fields of interest to AusIMM members as appropriate to the publication and should be written in a concise style. Unless otherwise advised, papers should be limited to **8000 words**.

A paper is normally composed of text (with associated headings and references), tables and figures as outlined in this guide. Attention should be given to achieving a balance between the amount of figures and tables included in the paper and the amount of text provided. We recommend no more than one table and one figure per 1000 words.

### Paper by or about a company or organisation

Papers that discuss the merits of a particular company, its equipment or process are acceptable provided they demonstrate adequate scientific or technical data to substantiate any claims. Papers published by The AusIMM are intended to provide technical knowledge and education to readers and are not to be used as a means for a company to market or promote their own interests.

Prior to submitting a paper that contains information which relates to, or reports on, a particular company or organisation and its activities please ensure that you have obtained the company's approval to do so.

Please take into account any time required to obtain company or client approval to ensure that your paper will be ready for submission by the advised deadline. Please be aware that this can sometimes be a lengthy process and it is your responsibility to allow adequate time for permission to be sought.

### AusIMM Codes and reporting

Papers published by The AusIMM are required to comply with the JORC Code, should they contain information which relates to it. The JORC Code is recognised by the Australian Securities Exchange (ASX) as the applicable standard for listed entities, with regard to reporting for Exploration Results, Mineral Resources and Ore Reserves. Please see the ASX website for further information: <http://www.asx.com.au/regulation/rules/asx-listing-rules.htm> (Appendix 5A). It is the responsibility of the author to ensure that compliance with this code has been achieved prior to submitting a paper.

The JORC Code, Australasian Code for Reporting of Exploration Results, Mineral Resources and Ore Reserves, was established as a joint initiative of The AusIMM, the Minerals Council of Australia and the Australian Institute of Geoscientists through the Joint Ore Reserves Committee. The JORC Code and information on its application is available via the JORC website: <http://www.jorc.org>.

### Text

The text should be written in clear concise English in the third person. Short sentences are preferable to long ones. Spelling should be that used in *The Australian Concise Oxford Dictionary*; Australian usage as opposed to American, eg organise not organize, etc. Examples of preferred spelling of technical terms can be found in Appendix 1.

Where possible, use the present tense; use of the past tense and past perfect ('have done') and past perfect continuous ('have been doing') should be kept to a minimum consistent with the context; for example, a paper that discusses the results of a case study or looks at the history of a work practice.

Sexist/discriminatory language should be avoided at all times. Sexist language is language that discriminates against men or women on the basis of their gender. Please refer to the *Australian Government Publishing Service Style Manual* for guidelines on what is considered to be sexist language and ways to avoid using it. To obtain more information on this publication please visit: <http://australia.gov.au/publications/style-manual>

Foreign words should include correct foreign characters, at least for European languages, eg French: Liège; German: Metallhütten and Spanish: Española.

## Headings

A space should be left around the headings. Three levels of headings can be used and these should be typed in descending order as shown below, note that the paper title is not considered as a heading level. Do not use any numbering in headings.

**BOLD, ALL CAPITALS, LEFT-ALIGNED (LEVEL 1)**

**Bold, sentence case, left-aligned (level 2)**

*Italic, sentence case, left-aligned (level 3)*

The AusIMM publishing staff will incorporate these levels into the appropriate publication style.

## Abbreviations

Abbreviations should conform to normal standards and should be spelled out in full the first time and the abbreviation given in parentheses. Colloquial shortenings often used verbally should be presented in full, eg concentrates, not 'cons'. Appendix 2 outlines examples of commonly used abbreviations.

All AusIMM publications follow modern convention by using minimal punctuation. This is particularly applicable to abbreviations and initials. Do not use full stops unless to indicate the end of a sentence.

## Measurements

All units of measurement should be in the metric form and should be abbreviated as specified in the International System of Units (SI: *Système International d'Unités*):  
<http://physics.nist.gov/Pubs/SP330/sp330.pdf>

Atomic and molecular weights should conform to those of IUPAC Commission on Atomic Weights and Isotopic Abundances, 'Atomic Weights of the Elements 2005':  
<http://old.iupac.org/publications/pac/2006/pdf/7811x2051.pdf>

Temperatures should conform to the International Temperature Scale of 1990 (ITS-90).

Thermodynamic data should conform to the Committee on Data for Science and Technology (CODATA) Key Values for Thermodynamics (1989) and derivations thereof:  
<http://www.codata.org/resources/databases/key1.html>.

## Numbers

Use numerals for all units of measurement and all which involve abbreviations, eg 4 km, 2 cm. Spell out numbers from one to ten when used without a unit. Use numerals for 11 and above. Do not use commas or spaces for figures between 1000 and 9999. Numbers above 10 000 have a non-breaking space between and not a comma.

All figures at the start of a sentence must be spelled out. Where possible express fractions as decimals, eg 2.5 or 3.75.

## Capitals

Initial capital letters should only be used for proper names, for headings as shown in this guide and as shown in Appendix 3 when listing references. Avoid excessive use of capital letters, eg 'in the 20th century...' (not 'in the 20th Century...'), 'in the blast furnace...' (not 'in the Blast Furnace...') unless the word is a proprietary or brand name, eg Imperial Smelting Process (ISP). Some abbreviations are commonly used as capitals, whilst in full they should remain all lower case, eg vertical retort (VR), hot acid leach (HAL).

## Formulae

Mathematical and chemical formulae should be carefully typed for clarity for subsequent formatting by The AusIMM Publishing staff using an equation-creating function within the desktop publishing software. Structural formulae need special care. The reaction sign should be shown in this form:  $\rightleftharpoons$  or  $\leftrightarrow$ .

## Use of trademarks, proprietary names and brand names

The AusIMM Publishing staff follow the guidelines set out in the *Style manual for authors, editors and printers* (6th ed).

*Current registered trademarks, proprietary names and brand names should be capitalised. The fact that many of these terms have become household words explains why people who are unaware of the term's origin often fail to use a capital letter. But to print a current trademark, proprietary name or brand name without a capital—and in some contexts (such as in many overseas markets) without the registration or trademark symbol—might be an infringement of its registered status and could lead to litigation.*

*IP Australia provides a list of registered trademarks on its website  
<<http://www.ipaustralia.gov.au>>*

As such, registration and trademark symbols will be used with every instance of a current trademark unless an author can show that these symbols are not required.

Source: *Style manual for authors, editors and printers* (6th ed). (2002). Pp 132–133 (John Wiley & Sons Australia, Ltd: Milton).

## References

The Harvard system is used for references. References are cited in the text by the author's name and year of publication of the document; eg 'as Moran (1980) showed . . .', or 'Various workers (Wilson, 1970; Smith, Adams and Jones, 1975; Brown and White, 1985) found that . . .' Note that all full stops are taken out of references and text unless at the end of a sentence.

When a paper by up to three authors is cited in the text, it is important that all three names and the year should be given. For four or more authors the name of the first author followed by 'et al' should be given in the text. However, in the list of references at the end of the paper the names of all the authors and their initials should be given.

A list of references, each of which **must** have been cited in the text, should be listed under the heading 'REFERENCES' at the end of the paper. This list must be arranged alphabetically by the surname of the first author followed as needed by the second author and so forth. Do not use numbers to identify references within the text. For each paper, the following convention and order is used:

- the names of all authors and their initials must be given (don't use full stops)

- the year of publication
- the title of the paper (using sentence case and no inverted commas)
- the correct name of the book or journal in which the paper appears (spelled in full) and made to appear in italics (using main words with initial capitals)
- the editor(s) of the book (if appropriate)
- the volume number(s) and page numbers
- the publisher and place of publication (if appropriate) made to appear in brackets.

eg: Govindan, K, Vorster, M, Martinez, J and Rakes, T, 1999. Improving mine management through data mining, in *Proceedings 28th International Symposium on Computer Applications in the Minerals Industries* (ed: K Dagdelen), pp 637-645 (The Society for Mining, Metallurgy, and Exploration Inc: Littleton).

Some examples of references typed in the desired format are given in Appendix 3. Generally italics are used for the name of the covers in which the referenced material resides.

For publications not covered by these instructions, please give full details and AusIMM Publishing staff will modify the information to conform to a standard style. Remember that it is better to give too much detail than not enough to identify and find the publication.

## Footnotes

Footnotes should be used only where they are absolutely essential. They should be noted in the text by an identifying symbol (eg asterisk) or number and then the information typed at the bottom of the page under a clearly defined ruled line.

References must not be shown as footnotes.

## Tables

Tables must be referred to in the text and must be numbered in Arabic numerals (1, 2, 3, . . .) in the order in which they are mentioned. Each table will be inserted and printed as near as possible to the first reference to it.

Tables will be recreated during desktop publishing and so must be provided in an editable format (rather than as a graphic), eg in Word or Excel. AusIMM Publishing staff must be able to access the data in each row and column of the table to copy it across to the desktop publishing program.

Each table must be provided with a brief caption at the top of the table. Capital letters should be restricted to the first letter of the title and of column headings (ie sentence case), and for the first letter of proper names. Explanatory notes can be added as footnotes to tables.

Units of measurement, properly abbreviated and bracketed, should be placed at the top of columns or in side headings rather than in the body of the table.

The number of tables should be balanced with the amount of text supplied. We recommend no more than one table per 800–1000 words; this creates a more even overall appearance and flow of text in the final published paper.



## FIGURES

Figures refer to all illustrations including line drawings, graphs and photographs; no distinction is made between these types of illustrations and all should be referred to as figures in the paper. Figures should only be included if they are essential to understanding the paper and show particular relevance to the subject matter. Only high-quality, sharp figures are acceptable.

The number of figures should be balanced with the amount of text supplied, we recommend no more than one figure per 800–1000 words; this creates a more even overall appearance and flow of text in the final published paper.

Most AusIMM publications are produced in both hard copy and on USB. Hard copy volumes are printed in **black and white only**. USB volumes are produced in **full colour**. Figures must therefore be distinguishable in **both** colour and black and white. Please take this into consideration when preparing figures. We suggest printing out the figures in black and white and inspecting them to ensure that all parts of the figures are clearly distinguishable (for example, Excel graphs with colour representation should be in shades that can be determined in black and white as well as colour and/or include a line marker pattern (eg --X-- or --+--)) as well as the colour). This will allow for optimum reproduction for both the hard copy and USB publication.

All figures must be referred to in the text by number using Arabic numerals (1, 2, 3, ...) and must be numbered sequentially in the order in which they are first mentioned. No distinction is made in numbering between line drawings and photographs. Each figure will be printed as near as possible to the first reference to it.

Figures should be provided separately from the text and each should be clearly numbered, the orientation shown (if not obvious) and accompanied with a suitable caption. Captions should be supplied on the same page as the figure, but should not be part of the illustration itself. (Captions will be set in a standard format under figures by Publishing staff.) The captions should include any necessary explanatory notes.

Most AusIMM technical publications are printed in a two-column format. Each column is approximately 8.5 cm wide. It is an AusIMM style convention that if any figures or photos are supplied with full-page landscape dimensions, they are reproduced in a portrait orientation so that the publication need not be turned for viewing. If large figures are provided in a landscape orientation, they will be reduced in size and will therefore lose definition.

Figures should ideally be provided at either 8.5 cm width (one column) or 17 cm width (two columns) to fit within the house style described above. If they are not, they will be reduced to fit and quality may suffer.

Authors are reminded to include scale bars, grid ticks and north points as appropriate on illustrations.

### Line diagrams

Drawings prepared with a computer-assisted graphics package are acceptable in the following formats: .doc/x (Word), .xls/x (Excel), .cdr (CorelDRAW), .wmf (Windows Metafile), .eps (Encapsulated PostScript), .psd (Adobe Photoshop) and .tif (Tagged Image File Format). Please supply files in the program in which they were created or imported into a Word file (separate from the text of the paper).

Line-art should be either 8.5 cm (one column) width or 17 cm (two columns) width in size. If larger, diagrams will be reduced to these sizes, so final quality will not be as high as the original. Any diagram may be reduced in size or cropped by the editors to suit a particular publication.

Drawings prepared with thin lines and small lettering and printed with lower quality printers or hand drawn are simply not of adequate quality for AusIMM publications. Suggested type size is 9 to 11 point using a standard font such as Arial, Calibri, Times New Roman, etc.

## Photographs

Photographs may be supplied where appropriate. The orientation of such photographs should be clearly shown, particularly where this is not obvious. Where necessary, the scale should be indicated graphically on the photograph.

Any photograph may be reduced in size or cropped by the editors to suit the particular publication.

Colour photographs should be at a minimum resolution of 300 dpi. Please note that colour photographs will be printed in black and white only in the hard copy publication and in colour in the USB publication and for publications that are made available online. Colour reproduction in AusIMM hard copy publications is undertaken only in special cases with the cost being borne by the author. Please contact the Publishing Department for further information.

## COPYRIGHT

In order for publication of a full paper to occur, authors are asked to sign a copyright form. This assures The AusIMM that nothing within the paper infringes on the copyright of a third party and also assigns copyright to The AusIMM to publish the submitted works in the nominated publication.

The purpose of copyright law is to ensure that material is not reproduced or copied without proper acknowledgement. By obtaining copyright from authors, The AusIMM can attempt to protect against infringement.

It is normal practice for a publisher of any kind, whether it be commercial or government, to obtain assignment of copyright from an author. The AusIMM is regularly contacted for permission to reproduce material from its publications and it is therefore in the interest of The AusIMM and its members that its publications are properly acknowledged. A copy of the standard copyright form is shown in Appendix 5. Copyright forms are made available to authors on the Speakers' Portal on the event website.

All published conference papers are made available for sale via The AusIMM online shop once the publication has been released. The AusIMM, as the publisher, reserves the exclusive website publication right of the final published version of papers The AusIMM publishes. By signing the copyright form you are agreeing to this.

Copyright queries should be made in writing to the Publishing Department.

## Permissions

It is the author's responsibility to obtain the appropriate permissions to publish the information, data, figures and tables presented in their paper. Where appropriate the author should acknowledge this permission and cite the source/s of data and/or figures.

Please allow appropriate time to gain company/management approval to publish prior to the first draft deadline.

## PAPER CHECKLIST

Papers should be original submissions (not previously published) and should be submitted electronically via the Speakers' Portal on the event website or by email. Note only Microsoft Word files are acceptable.

### ***The paper should include:***

- ✓ The name of the publication or conference for which the paper is submitted.
- ✓ The paper number supplied to you.
- ✓ The full title of the paper.
- ✓ The name(s) of author(s) and their affiliations and contact details (please include position title, company/organisation, address and email for each author).
- ✓ An abstract (approximately 300 words but no more than 500 words).
- ✓ A list of references prepared according to instructions as detailed in the references section in this guide.
- ✓ A list of figure and table captions.
- ✓ A copy of each figure (included at the end of the text, after the reference list or provided separately as original graphics files).
- ✓ A copy of all tables (included at the end of the document, after the reference list).

### ***Prior to submitting your paper please check that:***

- ✓ Australian spelling has been used (eg organise not organize).
- ✓ Acronyms are spelled out in full in the first instance, even common company/industry terms.
- ✓ Heading levels are clear, logical and formatted according to the instructions given in this guide.
- ✓ All tables and figures are referred to in the text.
- ✓ Tables are provided as editable data (not as graphics).
- ✓ Figures are clear and easy to read (we will ask you to replace fuzzy, low resolution figures).
- ✓ All references are referred to in the text using the surnames of the author/s (*et al* should only be used for four or more authors).
- ✓ References are in alphabetical order by author surname (and are not numbered).

### ***Don't forget to:***

- ✓ Sign and return the copyright form with your final draft (not required at first draft stage).
- ✓ Obtain company/management approval to submit and publish the paper (as appropriate).
- ✓ Register for the event and pay the registration fee (by the deadline given).

### ***Further information***

Information regarding paper preparation may be obtained from The AusIMM Publishing Department, email: [confvolume@ausimm.com.au](mailto:confvolume@ausimm.com.au)

## GUIDELINES FOR PRESENTATIONS

### Oral presentations

Oral presentations are difficult to undertake successfully and presenters are requested to prepare extremely thoroughly. Presenters are encouraged to highlight the main features of their paper for presentation and to resist the temptation to go into too much detail. It is not always possible to get all the material in the complete manuscript into an oral presentation.

#### *Preparation*

The purpose of an oral presentation is to inform the audience who may or may not be specialists on a particular topic. Use layman's language where possible and be informative in a practical sense.

Analytical and mathematical data are difficult to absorb when presented orally and often confuse the listener. Visual aids are a valuable tool to help keep the material sufficiently simple to be easily understood by the audience. It is usually better to convert tables to charts or graphs, showing trends rather than the detail. Each slide should attempt to convey only one idea, such as a trend, a relationship, a comparison, etc.

The best type of illustration should be selected for each purpose:

- line graphs to show trends and relationships
- bar graphs to compare magnitudes
- pie graphs to show distributions
- schematic diagrams to show circuits, flows and processes
- photographs to show detail not readily prepared in other ways (microstructures, special arrangements if important, etc)
- maps for geographical detail, location
- tables should be shown only as a last resort and then with a minimum number of items.

The following audio-visual equipment is usually available at AusIMM conferences:

- event laptop with PowerPoint data projection equipment
- laser pointer
- podium and lapel microphones
- an audio technical person will be available during the conference sessions.

#### *Presentation*

Presenters should prepare their presentation using Microsoft PowerPoint, save the presentation on either CD-ROM or USB stick and bring it with them to the event. All presenters will be asked to load their presentation on the event laptop during the break prior to their respective session.

The following guidelines should be adhered to when preparing a presentation.

- Images should be based on the use of light colours against a dark background. Try not to use too many colours at once. Bright red text on a yellow background for instance will prove too distracting to the audience. Creating a background in cool colours gives depth to slides. A few bright colours in the foreground will provide the necessary contrast. This makes it easier for the audience to concentrate on the message.
- Don't overuse capital letters to emphasise a point. This produces blocks of text, which are difficult to read. Don't use stacked type (where letters sit on top of each other instead of next to each other) to label column graphs. Set type in upper and lower case wherever possible.

- Using borders to emphasise individual elements can create confusion. Bordering the outside of slides serves no useful purpose and should be avoided.
- Beware of using too many different fonts. Use a maximum of two fonts per slide – one font for headings and one for text. Don't highlight individual words with a different font. Avoid the use of italics.

### *Oral presentation of the paper*

Authors/presenters should present their papers in a relaxed manner. Read over the paper several times beforehand and be familiar enough with it so that you can look up from time to time and keep in contact with the audience.

For optimal presentation, use a conversational style and a set of notes listing the important items. Using notes on small cards is a particularly good technique if you will be moving to and from the podium to refer to slides or illustrations.

During the discussion period, do not carry on a conversation with a member of the audience who is not holding a microphone. If you feel the audience did not hear the question, repeat it first, then answer it.

Remember that the average audience will not concentrate longer than about 20 minutes on any subject. Plan to end the presentation two to three minutes earlier than the allocated time and under no circumstances go beyond the time limited. A few well-expressed ideas will create the best impression. If every speaker follows these guidelines, the sessions will be more effective and each paper, including yours, will be better appreciated.

### *Poster presentations (where applicable)*

#### *Planning*

Before starting work on the poster, consider message, space, budget, format and deadlines. Prepare a schedule estimating the time required for preparing and producing the poster, particularly if using the services of outside agencies (eg photographic studios). Review your plans with colleagues or friends to identify any issues that may not have been considered prior to commencing construction of the poster.

#### *Content*

Plan the poster display considering the reader's viewpoint and consider the level of understanding the audience may have of the paper topic.

A poster display should convey a clear message supported by a compelling combination of images and short blocks of text. Have a clear concept of what the message to be conveyed is and focus on this message throughout the poster. Leave out any non-essential information and don't forget to check spelling and grammar. Listed are some suggestions on what to include:

- a title section including paper title
- all authors and their affiliation
- an overall summary of the project
- an introduction including aims and objectives
- theory or methodology
- results
- conclusion listing the main findings of the investigation
- further work with recommendations and thoughts about how the work could be progressed
- acknowledgements.

## Layout

Present information in a logical succession, using headings to orient readers and convey major points. Descriptive captions should be included for illustrative elements.

Make full use of the space provided – aim for the visual layout to be clear and readable. Consider the visibility of font size, typeface, colour and graphic elements from a distance of 1–2 metres from the display and plan the poster accordingly. Ensure that the style of headings, captions, text size, etc, is consistent throughout.

## Display

Poster boards are carpet covered. Please ensure you bring your own (ample) supply of stationery items to mount your poster as this is not provided. We recommend Velcro double sided tape (sticky on one side and hooked on the other). The AusIMM Events Department will advise authors of poster display board specifications via email prior to the event.

## Presenter registration

The AusIMM requires one presenter per paper to register for the event and pay the speaker registration fee prior to final programming (eight weeks prior to the start date of the event). Co-authors are entitled to register at the reduced speaker registration rate. Please note that papers without an author or presenter registered will be removed from the program and the proceedings volume.

## Chairperson's introduction of presenter

Presenters are required to provide a brief biography (100 words or less) to The AusIMM Events Department via email six weeks prior to the commencement of the conference. The supplied bio will be used by the session chairperson to introduce the presenter prior to their presentation.

## Presentations available via event website

The AusIMM would like to include all PowerPoint presentations on the official conference website after the event. All presentations will be saved via the event laptop by the audio technician and provided to The AusIMM at the completion of the event. This is not a mandatory requirement and if you do not wish to make your presentation available please notify the audio technician after your presentation or advise The AusIMM Events Department.

## PRESENTERS' CHECKLIST

1. Register the presenter (and pay the registration fee) by the given deadline.
2. Provide the presenter's biography to The AusIMM Events Department.
3. Prepare oral and/or PowerPoint presentation.
4. Practise narration and slide timing.
5. Confirm the date and time of your presentation via the final program supplied at the event.
6. Meet with your session chairperson.
7. Load your presentation onto the event laptop prior to your session.
8. Present the paper in the time allocated.
9. Upon completion of the presentation advise the audio technician if you do not wish to have the presentation loaded onto the event website.

### *Further information*

Information regarding oral presentation and audio visual aids may be obtained from The AusIMM Events Department, email: [events@ausimm.com.au](mailto:events@ausimm.com.au)



## APPENDIX 1

### Examples of spelling and hyphenation of technical terms

ball mill	long-term	reagent
blasthole	low-grade	recleaning
bypass	mine site	recognise
cost-effective	multilevel	regrind
cross-cut	non-metallic	rock-crushing plant
cross-section	off-line	screen sizing test
cut-off	offshore	self-actuated
drill core	off-site	short-term
drill hole	one-half	sink-float system
<i>et al</i>	one-twentieth	solid-liquid interface
flocculant	ongoing	start-up
fly-in, fly-out	on-site	sublevel
hanging wall	open cut	sulfide
headframe	ore dressing	sulfur (also related terms)
impeller	ore shoot	test work
<i>in situ</i>	orebody	time frame
in-depth	orepass	trialled
interlevel	outcrop	two-thirds
iron ore deposit	overall	world-class
jackhammer	overfloculated	worldwide
jaw crusher	per cent	
lead-zinc ore	pre-existing	
liquid-solid separation	program	

## APPENDIX 2

### List of abbreviations

Please note that punctuation is not used in abbreviations in AusIMM publications.

°	degree (angle)	cm/s	centimetre per second
°C	degree (Celsius)	cm <sup>2</sup>	square centimetre
A	ampere	cm <sup>3</sup>	cubic centimetre
A\$	Australian dollar	cm <sup>3</sup> /s	cubic centimetre per second
AC	alternating current	CMMI	Council of Mining and Metallurgical Institutions
ACF	Australian Conservation Foundation	coeff	coefficient
AGC	Australian Geoscience Council	const	constant
AGPS	Australian Government Publishing Service	cos	cosine
AGSO	Australian Government Survey Organisation (formerly BMR)	cot	cotangent
Ah	ampere hour	crit	critical
AIG	Australian Institute of Geoscientists	cryst	crystallised
AIME	American Institute of Mining, Metallurgical and Petroleum Engineers	CSIRO	Commonwealth Scientific and Industrial Research Organisation
alk	alkaline	CV	calorific value
am	antemeridian (before noon)	d	day
AMEC	Australian Mining Exploration Companies	db	decibel
AMF	Australian Mineral Foundation	ρ	density
AMIRA	Australian Mineral Industry Research Association International	DC	direct current
AMPLA	Australian Mining Petroleum Law Association	Dept	department
and	not abbreviated	dia	diameter
aq	aqueous	dil	dilute
AR	Analytical standard of purity	E	east
AS	Australian Standard (usually with number and date, eg AS373S-1990)	ed(s)	editor(s)
at	atomic	edn	edition
at wt	atomic weight	η	efficiency
atm	atmosphere/atmospheric	eg	for example
ATS	Australian Academy of Technological Sciences and Engineering	ENE	east-north-east
AUCTA	Australian Underground Construction and Tunnelling Association	EPA	Environment Protection Authority
av	average	eqn	equation
bbl	US petroleum barrel	equiv	equivalent
BHN	Brinell hardness number	equiv wt	equivalent weight
BS	British Standard	ESD	ecologically sustainable development
BSS	British Standard specification	etc	etcetera
cal	calorie	eV	electron volt
calc	calculated	€	Euro
cf	compare	expt	experiment(-al)
CIM	Canadian Institute of Mining, Metallurgy and Petroleum	ft	foot/feet
cm	centimetre	g	gram
		g mol	gram molecule
		G	Newtonian constant of gravitation
		g/L	grams per litre
		galv	galvanised
		GBP	British pound

GSA	Geological Society of Australia	mm <sup>2</sup>	square millimetre
h	hour	mm <sup>3</sup>	cubic millimetre
ha	hectare	MMIJ	The Mining and Material Processing Institute of Japan
horiz	horizontal	mol wt	molecular weight
ht	height	mol	mole (amount of substance)
Hz	Hertz = frequency	mol	molecule/molecular
ibid	in the same reference	mol/L	molecules per litre
ie	that is to say	µg	microgram
IMA	Indonesian Mining Association	µ	micron
IMMA	Institute of Metals and Materials Australia	µm	micrometre
in	inch(es)	M	million
IoM <sup>3</sup>	The Institution of Mining, Metallurgy and Materials	ms	millisecond
ISO	International Organization for Standardization	Mt/a	million tonnes per annum
J	joule	mV	millivolt
K	degree absolute (Kelvin)	MW	megawatt
kg	kilogram	N	Newton, north
kJ	kilojoule	nb	note well
km	kilometre(s)	Nm <sup>3</sup> /h	normal cubic metres per hour
km/h	kilometre per hour	NNW	north-north-west
km/s	kilometres per second	No(s)	number(s)
km <sup>2</sup>	square kilometre	NPV	net present value
kPa	kilopascal	Ω	Ohm
kV	kilovolt	op cit	in the same place previously cited
kVA	kilovolt ampere	p/pp	page/pages
kW	kilowatt	Pa	pascal
kWh	kilowatt hour	Pat	patent
L	litre	%	in tables
L/s	litre per second	per cent	in text - not abbreviated
lat	latitude	pers comm	personal communication
liq	liquid	PESA	Petroleum Exploration Society of Australia
long	longitude	pH	measure of acidity or alkalinity
m	metre	pm	postmeridian (after noon)
MΩ	megohm	ppb	parts per billion
m/s	metre per second	ppm	parts per million
m <sup>2</sup>	square metre	qual	qualitative
m <sup>3</sup>	cubic metre	quan	quantitative
m <sup>3</sup> /h	cubic metre per hour	rad	radian/radius
m <sup>3</sup> /min	cubic metre per minute	rev	revolution
max	maximum	rev/min	revolutions per minute
MCA	Minerals Council of Australia	s	second (time)
mg	milligram	S	south
MHz	megahertz	SAIMM	Southern African Institute of Mining and Metallurgy
MICA	Mineral Industry Consultants Association	SD	standard deviation
min	minimum, minute	SE	south-east
ml	millilitre	ser	series
mm	millimetre	SI	International System Units
		sic	incorrectly written in the original

sin	sine
SME	Society for Mining, Metallurgy and Exploration Inc
soln	solution
sq	square
SSW	south-south-west
t/a	tonne per annum
t/d	tonne per day
t/h	tonne per hour
t/m	tonne per month
tan	tangent
temp	temperature
TMS	The Minerals, Metals and Materials Society
tonne (or t)	sometimes abbreviated
US\$	US dollars
V	volt
var	variety
vel	velocity
$\eta$	viscosity
vol(s)	volume(s)
vs	versus
W	watt, west
w/v	weight for volume
w/w	weight for weight
Wh	watt hour
wk	week
WNW	west-north-west
wt per cent	weight per cent
wt	weight
yr	year
¥	yen

## Coal

CV	calorific value MJ/kg (state basis by subscript)
----	--

## Proximate analysis

ash	ash per cent
FC	fixed carbon per cent
TM	total moisture per cent
VM	volatile matter per cent

## Thermodynamics

a	activity
c	speed of light in a vacuum
Cp	molar heat capacity at constant pressure
F	Faraday constant
G	Gibbs free energy
H	enthalpy
L	latent heat of transformation or phase change
N	Avogadro's number, molar concentration
R	molar gas constant
S	entropy
T	absolute temperature

## Math symbols

$\Delta$	change in
$\int$	integral
$\Sigma$	sum of

## APPENDIX 3

### Examples of references

eg: [authors and initials] Govindan, K, Vorster, M, Martinez, J and Rakes, T, [year] 1999. [title] Improving mine management through data mining, in [book/journal of publication] *Proceedings 28th International Symposium on Computer Applications in the Minerals Industries* [editor/s] (ed: K Dagdelen), [edition, volume and page numbers] pp 637-645 [publisher] (The Society for Mining, Metallurgy, and Exploration Inc: Littleton).

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*Applied Earth Science (B)*

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### *Personal communication*

Personal communication should be an in-text citation only (include author, the year of contact and the words 'personal communication'. No need to include in reference list.

*In text citation:* Clark (January 2013, personal communication)

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### *Article or paper on a website*

**Format:** Author/editor surname, initial/s or organisation, year. Title [online]. Edition, Place of publication, Publisher. Available from: <URL> [Accessed: date].

**Note:** The date of publication is the date the pages were last updated.

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**Please note:** When referring to JORC material and JORC-compliance, authors need to be explicit as to which edition of the Code they are referring to. From 1 December 2013 the 2004 edition is redundant and only 2012 edition can be used.

VALMIN Committee, 2005. Code for the Technical Assessment and Valuation of Mineral and Petroleum Assets and Securities for Independent Expert Reports – The VALMIN Code, 2005 edition [online]. Available from: <[http://www.valmin.org/valmin\\_2005.pdf](http://www.valmin.org/valmin_2005.pdf)>.

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Department of Mines and Petroleum, 1994. *Mines Safety and Inspection Act 1994*, November 1994.

### *Software*

There is no need to provide a reference for software. Authors are to ensure that the following information is included in the in-text citation in the first instance:

Full program name, include any registered trademarks, the version number, the company/persons whom own the software package.

**NB:** registered trademark symbols must always be used with every instance of the registered product name.

**For example:** PCBC™, version 6.6 (by GEOVIA, Dassault Systems)

## Reports

Sanders, G J and Williamson, M M, 1996. Coal flotation technical review, ACARP report C4047.

**Please note:** between 1984 and 1990 *The AusIMM Bulletin* and *The AusIMM Proceedings* were published as one publication and it was abbreviated to *Bull Proc Australas Inst Min Metall*.

Pre-1984, the publications were called *The AusIMM Bulletin* and *Proceedings Australasian Institute of Mining and Metallurgy* (abbreviated to *Proc Australas Inst Min Metall*).

Between 1990 and 2001, both *The AusIMM Bulletin* and *The AusIMM Proceedings* were issued as separate publications.

Commencing in 2002, *The AusIMM Proceedings* was incorporated with *The IMM Transactions* and published as *Transactions of the Institutions of Mining and Metallurgy incorporating The AusIMM Proceedings* (abbreviated to *Trans Insts Min Metall incorp The AusIMM Proc*).



## APPENDIX 4

### Abbreviations of serial publications

The names of journals and other academic periodicals are often abbreviated in reference listings because full titles can take up too much space.

There are three main rules to follow when abbreviating titles:

1. use the accepted abbreviations for words of the title (see following list)
2. omit all short, unimportant words; eg of, in, the
3. do not abbreviate titles consisting of one word; eg Nature.

The following list shows acceptable abbreviations for the more common words used in journal titles.

Abstracts	Abstr	Government	Govt
Academy	Acad	Information	Inf
Advances	Adv	Institute, Institution	Inst
American	Am	International	Int
Anales	An	Japan, Japanese	Jpn
Analytical	Anal	Journal	J
Applied	Appl	Material	Mater
Association	Assoc	Mathematics	Math
Astronomy, etc	Astron	Metallurgy	Metall
Australasia/n	Australas	Mining	Min
Australian	Aust	North, Northern	N
Austria/n	Aus	Physical, Physics	Phys
Biology, Biological	Biol	Polymer, etc	Polym
Bulletin	Bull	Proceedings	Proc
Canadian	Can	Quarterly	Quart
Chemical, Chemistry	Chem	Report	Rep
Communications	Comm	Review	Rev
Department	Dept	Royal	Roy
East, Eastern	E	Science, etc	Sci
Ecological	Ecolog	Series	Ser
Ecology	Ecol	Society	Soc
Electrochemistry, etc	Electrochem	South, Southern	S
Electronics	Electron	Symposium	Symp
Engineering	Eng	Technical	Tech
Environment, etc	Envir	Technology	Technol
European	Eur	Transactions	Trans
Federal	Fed	West, Western	W
Geology, Geological	Geol		

APPENDIX 5

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