



GUIDE TO AUTHORS

January 2013

Published by
The Australasian Institute of Mining and Metallurgy
PO Box 660, Carlton South Vic 3053 Australia
Telephone: (03) 9658 6100; Facsimile: (03) 9662 3662

Email: confvolume@ausimm.com.au
Web: www.ausimm.com

TABLE OF CONTENTS

INTRODUCTION	3
SUBMISSION OF PAPERS	3
Electronic submission	3
CONTENT	4
Originality and length	4
Paper by or about a company or organisation	4
AusIMM Codes and reporting	5
Text	5
Headings	5
Abbreviations	5
Measurements	6
Numbers	6
Capitals	6
Formulae	6
References	6
Footnotes	7
Tables	7
FIGURES	7
Line diagrams	8
Photographs	9
COPYRIGHT	9
Permissions	9
PAPER CHECKLIST	10
GUIDELINES FOR PRESENTERS	11
PRESENTERS' CHECKLIST	13
APPENDIX 1 Examples of spelling and hyphenation of technical terms	14
APPENDIX 2 List of abbreviations	14
APPENDIX 3 Examples of references	16
APPENDIX 4 Abbreviations of serial publications	19
APPENDIX 5 Copyright form	21

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 CD ROM and USB and also online via The AusIMM web site. This brief guide outlines the policy of The AusIMM for submission of papers for publication. Further instruction is available direct from the Publications Department, (03) 9658 6150; Fax (03) 9662 3662; Email: confvolume@ausimm.com.au

SUBMISSION OF PAPERS

The AusIMM prefers original submissions (not 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, email or on CD ROM or USB). As the papers are desktop published at AusIMM Services using desktop publishing software, it is not necessary for the paper to be in camera-ready-art form. The AusIMM will lay out the paper and position the figures and tables.

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 Times New Roman 12 pt). All pages should be numbered consecutively.

The 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 all author(s) (initials and surnames only please), their affiliations (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 in an electronic format. Please note papers will only be accepted in Microsoft Word format. It may be possible to accommodate other systems; however, The AusIMM Publications Department must be contacted for confirmation.

Online Submission (Speakers' Portal)

The preferred method of paper submission is via the appropriate Speakers' Portal. Please refer to the instructions provided to you by The AusIMM Publications Department.

Email Submission

Papers may be submitted via email to the address specified. If no email address has been provided please submit files to: 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 an external ftp site is acceptable. Notification and access details should be emailed to confvolume@ausimm.com.au (or to the address otherwise specified).

CD-ROM/USB Submission

If submission via the online system or email is not possible, please supply a copy of the paper on CD-ROM or USB. Please ensure that the CD-ROM/USB is clearly labelled with the following:

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

Please do not supply zip discs.

CONTENT

Originality and length

Papers should be original contributions in fields of interest to AusIMM members and should be written in a concise style. Unless otherwise advised, papers should be limited to **8000 words (less a word equivalent for tables and figures)**.

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 which 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 their 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 Stock 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 web site for further information: <http://www.asxgroup.com.au/asx-listing-rules-guidance-notes-and-waivers.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 web site: <http://www.jorc.org>

Text

The text should be written in clear concise English in the third person. Short sentences are preferable to long. 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.

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.

FREE STANDING BOLD CAPITALS, left-aligned (level 1)

Free standing bold lower case, left-aligned (level 2)

Free standing lower case italics, left-aligned (level 3)

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

Abbreviations

Abbreviations should conform to normal standards. Non-standard abbreviations 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*).

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 Publications staff using an equation-creating function within the desktop publishing system. Structural formulae need special care. The reaction sign should be shown in this form: \rightleftharpoons or \leftrightarrow .

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 lower case letters 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; and
- 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 Publications 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, Excel. AusIMM Publications 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, 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 CD ROM. Hard copy volumes are printed in **black and white only**. CD ROM 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 CD ROM 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 separate 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 reset in a standard format under figures by publications 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 (Word), XLS (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 (1 column) width or 17 cm (2 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 - 11 point.

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 CD ROM publication and for publications which 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 Publications Department for further information.

COPYRIGHT

In order for publication of a paper to occur, authors are in most cases asked to sign a copyright form. This ensures to The AusIMM that nothing within the paper infringes on the copyright of any other third party and also assigns copyright to The AusIMM.

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 generally distributed to authors when a paper has been accepted for publication.

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 Institute publishes. By signing the copyright form you are agreeing to this.

Copyright queries should be made in writing to the Publications 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 appropriate Speakers' Portal, email or on CD-ROM/USB. Note only Microsoft Word files are acceptable.

The paper should include:

- ✓ 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).
- ✓ The name of the publication/conference for which the paper is submitted.
- ✓ The paper number supplied to you.
- ✓ 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 text 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.
- ✓ Heading levels are clear, logical and are formatted according to the instructions given in this guide.
- ✓ All tables and figures are referred to in the text.
- ✓ Tables are provided with editable data (not as graphics).
- ✓ Figures are sharp and easy to read (fuzzy, low resolution figures will not be accepted).
- ✓ 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 Publications Department, The AusIMM, PO Box 660, Carlton South Vic 3053. Telephone: (03) 9658 6150; Fax: (03) 9662 3662; Email: 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 impossible to get all of the material which will appear in the complete manuscript into an oral presentation.

Preparation

The purpose of the oral presentation is to inform the audience who may or may not be specialists on the 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 in helping 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, and
- 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:

- show laptop with PowerPoint data projection equipment,
- laser pointer
- podium and lapel microphones, and
- 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 memory stick and bring it with them to the event. All presenters will be asked to load their presentation on the show 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 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. Go 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 ideas well expressed 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

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 which may not have been considered prior to commencing construction of the poster.

Content

Plan the poster display considering the reader's viewpoint, 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. 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; and acknowledgements. Check spelling and grammar.

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.

Author/presenter registration

The AusIMM requires one author/presenter per paper to register for the event and pay the 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 author 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 author/presenter

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

Please forward the CV to The AusIMM Events Department, PO Box 660, Carlton South Vic 3053.
Telephone: (03) 9662 3166; Fax: (03) 9662 3662; Email: events@ausimm.com.au

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 show 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 deadline given.
2. Provide the presenter's curriculum vitae 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 show laptop prior to your session.
8. Present the paper in time allocated.
9. Upon completion of 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 Events Department, The AusIMM, PO Box 660, Carlton South Vic 3053. Telephone: (03) 9658 36100; Fax: (03) 9662 3662; Email: 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	overflocculated	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)	and	not abbreviated
°C	degree (Celsius)	aq	aqueous
A	ampere	AR	Analytical standard of purity
A\$	Australian dollar	AS	Australian Standard (usually with number and date, eg AS373S-1990)
AC	alternating current	at	atomic
ACF	Australian Conservation Foundation	at wt	atomic weight
AGC	Australian Geoscience Council	atm	atmosphere/atmospheric
AGPS	Australian Government Publishing Service	ATS	Australian Academy of Technological Sciences and Engineering
AGSO	Australian Government Survey Organisation (formerly BMR)	AUCTA	Australian Underground Construction and Tunnelling Association
Ah	ampere hour	av	average
AIG	Australian Institute of Geoscientists	bbl	US petroleum barrel
AIME	American Institute of Mining, Metallurgical and Petroleum Engineers	BHN	Brinell hardness number
alk	alkaline	BS	British Standard
am	antemeridian (before noon)	BSS	British Standard specification
AMEC	Australian Mining Exploration Companies	cal	calorie
AMF	Australian Mineral Foundation	calc	calculated
AMIRA	Australian Mineral Industry Research Association International	cf	compare
AMPLA	Australian Mining Petroleum Law Association	CIM	Canadian Institute of Mining, Metallurgy and Petroleum

cm	centimetre	K	degree absolute (Kelvin)
cm/s	centimetre per second	kg	kilogram
cm ²	square centimetre	kJ	kilojoule
cm ³	cubic centimetre	km	kilometre(s)
cm ³ /s	cubic centimetre per second	km/h	kilometre per hour
CMMI	Council of Mining and Metallurgical Institutions	km/s	kilometres per second
coeff	coefficient	km ²	square kilometre
const	constant	kPa	kilopascal
cos	cosine	kV	kilovolt
cot	cotangent	kVA	kilovolt ampere
crit	critical	kW	kilowatt
cryst	crystallised	kWh	kilowatt hour
CSIRO	Commonwealth Scientific and Industrial Research Organisation	L	litre
CV	calorific value	L/s	litre per second
d	day	lat	latitude
db	decibel	liq	liquid
ρ	density	long	longitude
DC	direct current	m	metre
Dept	department	M Ω	megohm
dia	diameter	m/s	metre per second
dil	dilute	m ²	square metre
E	east	m ³	cubic metre
ed(s)	editor(s)	m ³ /h	cubic metre per hour
edn	edition	m ³ /min	cubic metre per minute
η	efficiency	max	maximum
eg	for example	MCA	Minerals Council of Australia
EPA	Environment Protection Authority	mg	milligram
eqn	equation	MHz	megahertz
equiv	equivalent	MICA	Mineral Industry Consultants Association
equiv wt	equivalent weight	min	minimum, minute
ESD	ecologically sustainable development	ml	millilitre
etc	etcetera	mm	millimetre
eV	electron volt	mm ²	square millimetre
€	Euro	mm ³	cubic millimetre
expt	experiment(-al)	MMIJ	The Mining and Material Processing Institute of Japan
ft	foot/feet	mol wt	molecular weight
g	gram	mol	mole (amount of substance)
g mol	gram molecule	mol	molecule/molecular
G	Newtonian constant of gravitation	mol/L	molecules per litre
g/L	grams per litre	μ g	microgram
galv	galvanised	μ m	micron, micrometre
GBP	British pound	M	million
GSA	Geological Society of Australia	ms	millisecond
h	hour	Mt/a	million tonnes per annum
ha	hectare	mV	millivolt
horiz	horizontal	MW	megawatt
ht	height	N	Newton, north
Hz	Hertz = frequency	nb	note well
ibid	in the same reference	Nm ³ /h	normal cubic metres per hour
ie	that is to say	NNW	north north west
IMA	Indonesian Mining Association	No(s)	number(s)
IMMA	Institute of Metals and Materials Australia	NPV	net present value
in	inch(es)	Ω	Ohm
IoM ³	The Institution of Mining, Metallurgy and Materials	op cit	in the same place previously cited
ISO	International Organization for Standardisation	p/pp	page/pages
J	joule	Pa	pascal
		Pat	patent
		%	in tables

per cent	in text - not abbreviated	η	viscosity
pers comm	personal communication	vol(s)	volume(s)
PESA	Petroleum Exploration Society of Australia	vs	versus
pH	measure of acidity or alkalinity	W	watt
pm	postmeridian (after noon)	W	west
ppb	parts per billion	w/v	weight for volume
ppm	parts per million	w/w	weight for weight
qual	qualitative	Wh	watt hour
quan	quantitative	wk	week
rad	radian/radius	WNW	west north west
rev	revolution	wt per cent	weight per cent
rev/min	revolutions per minute	wt	weight
s	second (time)	yr	year
S	south	¥	yen
SAIMM	Southern African Institute of Mining and Metallurgy	Coal	
SD	standard deviation	CV	calorific value MJ/kg (state basis by subscript)
SE	south east	Proximate analysis	
ser	series	ash	ash per cent
SI	International System Units	FC	fixed carbon per cent
sic	incorrectly written in the original	TM	total moisture per cent
sin	sine	VM	volatile matter per cent
SME	Society of Mining, Metallurgy and Exploration Inc	Thermodynamics	
soln	solution	a	activity
sq	square	c	speed of light in a vacuum
SSW	south south west	Cp	molar heat capacity at constant pressure
t/a	tonne per annum	F	Faraday constant
t/d	tonne per day	G	Gibbs free energy
t/h	tonne per hour	H	enthalpy
t/m	tonne per month	L	latent heat of transformation or phase change
tan	tangent	N	Avogadro's number, molar concentration
temp	temperature	R	molar gas constant
TMS	The Minerals, Metals and Materials Society	S	entropy
tonne (or t)	sometimes abbreviated	T	absolute temperature
US\$	US dollars	Math symbols	
V	volt	Δ	change in
var	variety	\int	integral
vel	velocity	Σ	sum of

APPENDIX 3

Examples of references

Books

Boldt, J R, 1967. *The Winning of Nickel*, pp 27-32 (Van Nostrand: New York).

National Coal Board, 1975. *Subsidence Engineers Handbook*, 401 p (National Coal Board: London).

A chapter or paper by an author in a book edited or compiled by others

Anderson, L E, 1980. Copper ore concentration at Kanmantoo, SA, in *Mining and Metallurgical Practices in Australasia* (ed: J T Woodcock), pp 314-315 (The Australasian Institute of Mining and Metallurgy: Melbourne).

Paterson, M S, 1978. Experimental rock deformation, in *The Brittle Field, Minerals and Rocks 13*, pp 42-50 (Springer-Verlag: Berlin).

An author with two publications in the same year

Withnail, I W, 1976a. Summary of mineral exploration in the Georgetown area, *Qld Govt Min J*, 77:583-589.

Withnail, I W, 1976b. Mines and mineral deposits in the Forsayth 1:100 000 sheet area, Queensland, Geol Surv Qld Rpt 91.

Paper in a conference proceedings

Readett, D J, Quast, K B, Newell, R, Hill, S F and Ketteridge, I B, 1987. Modelling the leaching of NaCl from Bowmans lignite, in *Proceedings Research and Development in Extractive Metallurgy 1987*, pp 273-277 (The Australasian Institute of Mining and Metallurgy: Melbourne).

Steane, R A and Hinckfuss, D A, 1978. Selection and performance of large diameter ball mills at Bougainville Copper Ltd, Papua New Guinea, in *Proceedings Eleventh Commonwealth Mining and Metallurgical Congress* (ed: M J Jones) pp 577-584 (Institution of Mining and Metallurgy: London).

Article in a journal, magazine, newspaper or other periodical

Anon, 1959. Novel process tools win first job, *Chem Eng*, 66(14):84.

Carswell, J T and Schofield, N A, 1993. Estimation of high grade copper stope grades in QTS North, Cobar Mines, Cobar NSW, *The AusIMM Proceedings*, 298(2):19-32.

Edwards, A B, 1955. The composition of the Peko copper orebody, Tennant Creek, *Proc Australas Inst Min Metall*, 175:55-82.

George, P, 1954. The oxidation of ferrous perchlorate by molecular oxygen, *Journal of the Chemical Society*, 1954:4349-4359.

Henley, R W, Matthai, S K and Kavanagh, M E, 1994. Hypothermal vein mineralisation at the Cosmopolitan Howley Gold Deposit, Northern Territory, *The AusIMM Bulletin*, 5:65-69.

Leadbetter, C, 2002. Why globalisation is a good thing: analysis, *The Times*, 26 June, p 6.

Pozin, E Z, 1962. Fracture resistance of rocks during excavation, *Izd-vo Akad, Naukr SSR* (Moscow) 38:197-201 (in Russian).

Stopes, M C, 1919. On the four visible ingredients in banded bituminous coal: studies in the composition of coal, *Proc Roy Soc* (London) (B)90:470-487.

Verma, A K and Deb, D, 2007. Analysis of chock shield pressure using finite element method and face stability index, *Transactions of the Institutions of Mining and Metallurgy, Mining Technology*, 116(2):A67-A78.

Thesis

Lees, M J, 1973. Experimental and computer studies of a grinding circuit, PhD thesis (unpublished), University of Queensland, Brisbane.

Map

Pirajno, F and Occhipinti, S, 1996. *Bryah, WA – 1:250 000 geological series*, Western Australia Geological Survey.

Printed material with a restricted or intermittent circulation

Amos, B J and de Keyser, F, 1964. Mosman, Queensland – 1:250 000 geological series, Bureau of Mineral Resources Geology and Geophysics Explanatory Notes, SE55-1.

Carne, J E, 1911. The tin mining industry and the distribution of tin ores in New South Wales, NSW Department of Mines, Sydney, Mineral Resources Rpt No 14.

Personal communication

Clark, I, 2003. Personal communication, 10 November.

Work accepted for publication but not yet published

Warren, I H, in press. The generation of sulfuric acid from pyrite by pressure leaching, *Australian Journal of Science*.

Patents and patent applications

Canterford, J H, (M K Canterford), 2004. Recovery of nickel, *International Patent Application* 04/00123.

Marsden, J O and Brewer, R E (Phelps Dodge Corp), 2004a. Pressure leaching of copper concentrates, *US Patent* 6650341.

Marsden, J O and Brewer, R E (Phelps Dodge Corp), 2004b. Pressure leaching of copper concentrates, *Australian Patent Application* 02/12651.

Paper presented at a conference but not formally published

Suzuki, R, 1982. Workers' attitudes toward computer innovation and organization culture: The case in Japan, paper presented to 10th World Congress of Sociology, Mexico City, 16 - 21 August.

Manuscript in preparation

Niclaus, S (in prep). Applying chaos theory to long-distance delivery services. Delivery Research Station. North Pole.

Article or paper on a web site

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.

Feit, G N, Malinnikova, O N, Zykov, V S and Rudakov, V A, 2002. Prediction of rockburst and sudden outburst hazard on the basis of estimate of rock-mass energy [online], *Journal of Mining Science*, 38(1):61-63. Available from: <<http://www.kluweronline.com/issn/1062-7391/>> [Accessed: 27 October 2004].

United States Environmental Protection Agency, 2003. Applicability of the toxicity characteristic leaching procedure to mineral processing waste [online]. Available from: <<http://www.epa.gov/epaoswer/other/mining/minedock/tclp.htm>> [Accessed: 26 October 2004].

Article or paper on a CD ROM

Brathwaite, R L, and Faure, K, 2004. The Sams Creek peralkaline granite hosted gold deposit, Northwest Nelson, New Zealand – A new variant on alkaline intrusion-related gold deposits, in *Proceedings PACRIM 2004* [CD ROM], pp 127-133 (The Australasian Institute of Mining and Metallurgy: Melbourne).

Codes

JORC, 2004. Australasian Code for Reporting of Exploration Results, Mineral Resources and Ore Reserves (The JORC Code) [online]. Available from: <<http://www.jorc.org>> (The Joint Ore Reserves Committee of The Australasian Institute of Mining and Metallurgy, Australian Institute of Geoscientists and Minerals Council of Australia).

JORC, 2012. Australasian Code for Reporting of Exploration Results, Mineral Resources and Ore Reserves (The JORC Code) [online]. Available from: <<http://www.jorc.org>> (The Joint Ore Reserves Committee of The Australasian Institute of Mining and Metallurgy, Australian Institute of Geoscientists and Minerals Council of Australia).

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>.

Reports

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

Please note that 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, such as - of, in, the; and
3. do not abbreviate titles consisting of one word, such as Nature.

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

Abstracts	Abstr	Australasia/n	Australas
Academy	Acad	Australian	Aust
Advances	Adv	Austria/n	Aus
American	Am	Biology, Biological	Biol
Anales	An	Bulletin	Bull
Analytical	Anal	Canadian	Can
Applied	Appl	Chemical, Chemistry	Chem
Association	Assoc	Communications	Comm
Astronomy etc	Astron	Department	Dept

East, Eastern	E	Mining	Min
Ecological	Ecolog	North, Northern	N
Ecology	Ecol	Physical, Physics	Phys
Electrochemistry etc	Electrochem	Polymer etc	Polym
Electronics	Electron	Proceedings	Proc
Engineering	Eng	Quarterly	Quart
Environment etc	Envir	Report	Rep
European	Eur	Review	Rev
Federal	Fed	Royal	Roy
Geology, Geological	Geol	Science etc	Sci
Government	Govt	Series	Ser
Information	Inf	Society	Soc
Institute, Institution	Inst	South, Southern	S
International	Int	Symposium	Symp
Japan, Japanese	Jpn	Technical	Tech
Journal	J	Technology	Technol
Material	Mater	Transactions	Trans
Mathematics	Math	West, Western	W
Metallurgy	Metall		

APPENDIX 5

The Australasian Institute of Mining and Metallurgy
Ground Floor, 204 Lygon Street
Carlton Vic 3053
Australia
Postal Address: PO Box 660, Carlton South Vic 3053, Australia.
Telephone: (03) 9658 6100; Facsimile: (03) 9662 3662.

The Secretary

The Australasian Institute of Mining and Metallurgy
PO Box 660, Carlton South Vic 3053, Australia

COPYRIGHT

I warrant that I am the owner of all copyright in a paper entitled:

Supplied by me to The Australasian Institute of Mining and Metallurgy (The Institute) and that nothing therein infringes the copyright or any other right of any third party. Subject to The Institute publishing the said paper within two years from the date hereof in

(but acknowledging that The Institute is under no obligation to do so), I hereby grant and assign to The Institute all copyright in the said paper (throughout the world), including all rights of a like nature and all rights to secure copyright, for the full duration of such rights.

Dated _____ day of _____ 200 _____

Signed _____

Name _____

Address _____
