



GUIDE TO AUTHORS

Updated November 2017

Published by the AusIMM
PO Box 660, Carlton South Vic 3053 Australia
Telephone: +61 3 9658 6100; Facsimile: +61 3 9662 3662

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

CONTENTS

INTRODUCTION	3
PAPER LAYOUT	3
Word length.....	3
Paper sequence and template.....	3
Language dos and don'ts	3
Authors with English as a second language.....	4
SUBMISSION PROCESS	4
Abstract submission.....	4
First draft submission.....	5
Final draft submission.....	5
Extensions and late papers	5
TECHNICAL STYLE GUIDE AND CONTENT	5
Measurements (see appendix 2)	6
Numbers and units.....	6
Trademarks, proprietary names and brand names	6
References (see appendix 3 for examples).....	6
Figures and tables	7
Copyright and permissions (appendix 4).....	7
APPENDIX 1	8
Examples of spelling and hyphenation of technical terms.....	8
APPENDIX 2	9
List of abbreviations.....	9
APPENDIX 3	12
Examples of references	12
APPENDIX 4	16
Copyright form	16
APPENDIX 5	17
FINAL PAPER CHECKLIST	17

INTRODUCTION

The AusIMM publishes various volumes throughout the year, including *The AusIMM Bulletin*, conference proceedings, technical monographs and a range of Spectrum Series. We maintain a high standard and branding around our published papers and this reflects well on both our members and our authors. Papers should be original, technical contributions to the resources sector.

This guide outlines the formatting policy for conference proceedings papers.

Further instruction is available from the publishing department: Telephone: +61 3 9658 6150
Email: confvolume@ausimm.com.au

PAPER LAYOUT

All papers must be submitted as Microsoft Word documents. Depending on the conference, authors will be asked to submit a full paper, an extended abstract or an abstract only.

Word length

Abstract: 300–500

Extended abstract: 800–1000

Full paper: 1500–8000

Figure/tables: max two per 1000 words

Paper sequence and template

The **paper template** must be used and can be found on the conference website.

The sequence of a paper is always as follows:

1. a **title** (no more than 25 words); initial and surname of all authors (eg M S Smith¹, D A Warren²); all author affiliations, including:
 - AusIMM post-nominals
 - position
 - company name
 - city, state, postcode
 - email address
2. an **abstract** (300–500 words)
3. body **text** (including sub-headings and in-text citations for figures, tables and references)
4. any relevant **acknowledgements**
5. a **reference list**
6. a **collection of figures and tables**
7. a list of all figures / table **captions**.

Please don't use:

- × personalised language (eg, substitute 'I believe' for 'the author believes' / 'we would like to thank' for 'the authors would like to thank')
- × gendered/sexist terminology
- × extra returns between paragraphs / double spaces (even after full stops)
- × colloquial language
- × excessive exclamation marks
- × unreferenced quotes
- × unexplained abbreviations (always spell-out first usage)
- × lengthy paper titles and/or sub-titles (max 25 words)
- × excessive capitalisation (eg 'in the 20th century...' (not 'in the 20th Century...'), 'in the blast furnace...' (not 'in the Blast Furnace...')
- × lots of footnotes.

Please do use:

- ✓ present tense (exceptions would be case studies etc)
- ✓ Australian spelling (eg capitalise, not capitalize)
- ✓ page numbers
- ✓ a maximum of two figures/tables per 1000 words
- ✓ the template
- ✓ the paper sequence, as outlined above
- ✓ minimal punctuation (use 'eg' not e.g. / use single quote marks)
- ✓ minimal capitalisation (proper nouns only – if in doubt, don't use a capital).

Authors with English as a second language

- Due to time restrictions, the level of proofreading performed by the publishing team is limited, ie some general style corrections are made, along with formatting.
- We encourage international authors to make use of an English editor prior to submission or the paper may not be accepted.

SUBMISSION PROCESS

Abstract submission

- Abstract submission is via the event website.
- Abstract submissions cannot be processed without a nominated theme (see website for a list of themes).
- Abstract submissions cannot be processed without a title (max 25 words), list of authors and contact author details (job position, company, phone number, email, city, state and postcode).
- **All initial abstracts are published on the conference website for promotional purposes.**

The publishing team do not update initial abstracts online; these are intended to be initial abstracts only. *If the author doesn't want their initial abstract published on the website they should contact the publishing coordinator.*

First draft submission

- Authors are invited to write first drafts based on abstract acceptance.
- First draft submission is via the website.
- First drafts won't be accepted unless they are in the template.
- All first drafts are subject to peer review.

Final draft submission

- Authors are invited to write final drafts based on passing peer review.
- Final draft submission is via the website.
- Authors must address all feedback in their final drafts, or the committee retain the right to reject the paper.
- Final drafts must be in the template.
- All authors invited to write final drafts are expected to present at the conference.
- Authors not available to present will have their papers withdrawn.
- Copyright permission form must be submitted with the final draft.

Extensions and late papers

- Authors are allowed a maximum **two-week** extension **only** at each stage of submissions.
- Extensions should be sought well in advance.
- Three plus week extensions may become extended abstract / abstracts only with a maximum of two tables/figures.
- Late authors who don't make contact with the relevant publishing coordinator will be automatically withdrawn.

ORIGINALITY AND TECHNICAL STYLE GUIDE

- We only accept original submissions to conferences. Papers published elsewhere must be significantly changed/updated.
- Papers must have a strong technical and/or site-based component.
- We do not accept promotional papers of any kind.
- It is the author's responsibility to allow adequate time for permission to be sought internally, or from outside companies – extensions are limited.
- Papers are required to comply with the JORC Code, should they contain information which relates to it. This is the author's responsibility.

Measurements (see appendix 2)

- All units of measurement should be in metric form and should be abbreviated as follows: <<http://physics.nist.gov/Pubs/SP330/sp330.pdf>>.
- Atomic and molecular weights should conform to the IUPAC Commission on Atomic Weights and Isotopic Abundances: <<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 and units

- Use numerals for all units (place a space between all units and their measurements, eg 5 km).
- Use spaces (not commas) for numbers over 10 000 (eg 1000, but 10 000).
- All numbers at the start of a sentence must be spelled out.
- Where possible express fractions as decimals, eg 2.5 or 3.75.

Trademarks, proprietary names and brand names

- Current registered trademarks, proprietary names and brand names should be capitalised.
- Registration and trademark symbols should be used with every instance of a current trademark (unless the product is mentioned excessively).

References (see appendix 3 for examples)

- The Harvard system is used for references.
- All references must be cited in text or removed from the reference list.
- References are cited in the text by the author's surname and year of publication, eg:
 - 'Moran (1980) showed that. . .'
 - 'The workers (Wilson, 1970; Smith, Adams and Jones, 1975; Brown and White, 1985) found that ...'
 - Reference citations must not be shown as footnotes.
- **Only use *et al*** in citations when four or more authors are cited.
- We do not use *et al* in reference lists at all.
- Reference list should be in alphabetical order via surname, un-bulleted and un-numbered.
- Reference list should use minimal punctuation (see example below).

For each reference, the following basic convention is used:

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).

Figures and tables

- No more than two tables/figures per 1000 words should be used.
- Figures and tables should be high quality and only be included if they are essential to understanding the paper.
- All figure and tables must be cited in the text using arabic numerals in the following style: eg Figure 1, Figure 2, Figure 1a, Figure 1b etc.
- All figure and tables must be cited in the order in which they are mentioned.
- The publishing team will insert figures and tables as near as possible to their first mention during desktop publishing.
- Tables will be recreated during desktop publishing and so must be provided in an editable format (rather than as a graphic) in Word or Excel.
- Diagrams, graphs and legends must be legible in **both** colour and black and white.
- Figures should be provided as a numbered series at the end of the document.
- Captions for figures/tables should be provided as a separate list at the end of the document.

Copyright and permissions (appendix 4)

- The copyright form must be submitted with the final draft.
- Company/management approval must be gained before the final draft deadline (no extensions will be given).
- Our copyright form gives us ownership of the final desktop published version of the paper, not the IP within.
- Contact your publishing coordinator for detailed information on copyright and/or copyright variations.

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)	CIM	Canadian Institute of Mining, Metallurgy and Petroleum
°C	degree (Celsius)	cm	centimetre
A	ampere	cm/s	centimetre per second
A\$	Australian dollar	cm ²	square centimetre
AC	alternating current	cm ³	cubic centimetre
ACF	Australian Conservation Foundation	cm ³ /s	cubic centimetre per second
AGC	Australian Geoscience Council	CMMI	Council of Mining and Metallurgical Institutions
AGPS	Australian Government Publishing Service	coeff	coefficient
AGSO	Australian Government Survey Organisation (formerly BMR)	const	constant
Ah	ampere hour	cos	cosine
AIG	Australian Institute of Geoscientists	cot	cotangent
AIME	American Institute of Mining, Metallurgical and Petroleum Engineers	crit	critical
alk	alkaline	cryst	crystallised
am	antemeridian (before noon)	CSIRO	Commonwealth Scientific and Industrial Research Organisation
AMEC	Australian Mining Exploration Companies	CV	calorific value
AMF	Australian Mineral Foundation	d	day
AMIRA	Australian Mineral Industry Research Association International	db	decibel
AMPLA	Australian Mining Petroleum Law Association	ρ	density
and	not abbreviated	DC	direct current
aq	aqueous	Dept	department
AR	Analytical standard of purity	dia	diameter
AS	Australian Standard (usually with number and date, eg AS373S-I990)	dil	dilute
at	atomic	E	east
at wt	atomic weight	ed(s)	editor(s)
atm	atmosphere/atmospheric	edn	edition
ATS	Australian Academy of Technological Sciences and Engineering	η	efficiency
AUCTA	Australian Underground Construction and Tunnelling Association	eg	for example
av	average	ENE	east-north-east
bbl	US petroleum barrel	EPA	Environment Protection Authority
BHN	Brinell hardness number	eqn	equation
BS	British Standard	equiv	equivalent
BSS	British Standard specification	equiv wt	equivalent weight
cal	calorie	ESD	ecologically sustainable development
calc	calculated	etc	etcetera
cf	compare	eV	electron volt
		€	Euro
		expt	experiment(-al)
		ft	foot/feet
		g	gram

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

s	second (time)
S	south
SAIMM	Southern African Institute of Mining and Metallurgy
SD	standard deviation
SE	south-east
ser	series
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
η	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
C _p	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

Δ	change in
\int	integral
Σ	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).

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).

Clark, F, Carswell, J T, Schofield, N A and Erickson, M, in press. Estimation of underground resources at the Sunrise Dam Gold Mine: a case study in risk management, in *Mineral Resource and Ore Reserve Estimation*, second edition, chapter 12, pp 340–362 (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

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

Withnaill, 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.

Transactions:

Mining Technology (A)

Applied Earth Science (B)

Mineral Processing and Extractive Metallurgy (C)

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

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)

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 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.

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 (US EPA), 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].

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>.

Standards and Acts

Standards Australia, 2003. AS 2986.1-2003 – Workplace air quality – sampling and analysis of volatile organic compounds by solvent desorption/gas chromatography – pumped sampling method, December 2003.

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

COPYRIGHT FORM

Conference: _____

Section 1: Assignment of Copyright for Conference Proceedings

Paper number: _____

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

supplied by me to the Australasian Institute of Mining and Metallurgy (AusIMM) and that nothing therein infringes the copyright or any other right of any third party. Subject to the AusIMM publishing the said paper within two years from the date hereof in the above titled event proceedings (but acknowledging that the AusIMM is under no obligation to do so), I hereby grant and assign to the AusIMM 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. The AusIMM, as the publisher, reserves the exclusive website publication right of the final desktop published paper in this instance. I understand my paper may also be made available for sale via the AusIMM website.

I grant and assign all copyright in the said paper to the AusIMM and authorise the publication of my paper in the conference proceedings:

Yes

Section 2: PowerPoint Presentation Permission for Website Publication

I warrant that I am the owner of all copyright in the above-titled presentation supplied by me to the AusIMM and that nothing therein infringes the copyright or any other right of any third party. I understand that access to a PDF copy of the supplied presentation file will be password restricted and made available post-conference to delegates who attended the above named event.

I authorise the publication of my presentation on the Event website:

Yes

No

Section 3: Audio Recording and PowerPoint Presentation Permission for Sale

I understand the AusIMM will record audio of my presentation and may make this recording, along with the accompanying PowerPoint presentation, available for purchase via the AusIMM website.

I authorise the publication and sale of my audio recording and PowerPoint presentation via the AusIMM website:

Yes

No

Dated _____ 201_

Signed _____

Name _____

Address _____

APPENDIX 5

FINAL PAPER CHECKLIST

Papers should be original (not previously published) and submitted electronically via the event website. Note only Microsoft Word files are acceptable.

Please print, tick and hand in with your final submission:

- The paper is in the full paper template.
- The paper includes the assigned paper number.
- The full title is included and is less than 25 words.
- All authors' affiliations are included: position, company, city, state, postcode, email.
- An abstract is included (300-500 words).
- Australian spelling has been used (eg organise not organize).
- All acronyms are spelled out for first use, even common terms.
- All references in the list are cited in the paper.
- References cited in the paper use surnames and year of publication only, eg (Smith,1970).
- Reference citations only use *et al* where there are more than three authors.
- All figures and tables in paper are cited in numerical order (eg Figure 1).
- All figures, tables and captions have been placed at the end of the document.
- Figures are of suitable quality and tables are provided as editable text.
- Reference list is in alphabetical order by author surname (and is not numbered or bulleted).
- Reference list is formatted according to the Harvard system, following the examples shown in this guide.
- Copyright form has been sign and returned.
- Company/management approval (as appropriate) has been gained.
- At least one author has or will register for the event and pay the registration fee (by the given deadline).