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Joint Venture

Author's Guide to the Preparation and Structure of Manuscripts

To achieve a uniform style all papers are to be prepared according to the requirements given in this guide. Your paper should be limited to 14 A4 pages and should be print ready and delivered to the ACG by the manuscript deadline date.

Please note the proceedings will be B5 size and printed in black and white. However, each paper will be made available on the Internet so you may wish to submit a colour version of your final paper for this purpose.

Please follow the guide's specifications as closely as possible. Should you have any queries with regard to this Author's Guide, please contact the ACG.

NB: Only metric measurement is to be used. For conversion from imperial to metric units of length, 1 inch = 2.54 cm.

Formatting Style Guide

Document Setup

- A4 – please do *NOT* use US Letterhead.
- Margins: top/bottom: 2.5 cm; left/right: 2.0 cm.
- Single column layout.
- Authors to keep to even page totals to avoid blank pages in the book (where possible).

First Page (Title and Author Information)

Paper title

Template style: *Section*

Times New Roman Bold, 18 pt, left align.

Paragraph spacing: before 6 pt, after 24 pt, line spacing single, left align.

- Keep titles brief and descriptive and try to fit on one line, if possible.
- Avoid starting with articles or preposition, e.g., “*The study of...*” or “*On the...*”.
- Spell out acronyms, unless they are widely known.
- Sentence case

Authors

Template style: *Authors*

Name: Times New Roman Bold, 11 pt, left align.

Affiliation: Times New Roman Italic, 11 pt, left align.

Paragraph spacing: before 6 pt, after 6 pt, line spacing single, left align.

- The list of authors should immediately follow the paper title.
- Omit titles or degrees such as Dr., Prof., Ph.D., etc.
- Place each author affiliations in *italic* to the right of their name – two character spaces between author’s name and affiliation.
- Please include middle name initials where appropriate.
- Please include country of residence.

Paste fill and mine closure — effects upon the environment

A.F. Masterman *Perilya Mines NL, Broken Hill Mine, Australia*

D. Masterman *Golder Paste Technology Ltd, Canada*

J.S.R. Masterman *Gold Fields Australia Pty Ltd, Australia*

Abstract

Template style: *Heading 1, Normal Italics*

Formatted as Heading 1 and body text formatted as Normal Italics.

1 blank line between Authors and Abstract.

Paragraph spacing: before 12 pt, after 6 pt, line spacing single, 1.25 cm tab, left align.

Abstract

The largest waste stream from most underground stoping operations is mill tailings. Due to developments in mill processing, the past 100 years tailings have tended to become progressively...

Introduction

Template style: *Heading 1, Normal*

Formatted as Heading 1 and body text formatted as Normal.

Paragraph spacing: before 12 pt, after 6 pt, line spacing single, 1.25 cm tab, left align.

- The introduction should concisely summarise key findings of the paper.
- 300 word maximum.
- Informative rather than descriptive.

1 Introduction

The largest waste stream from most underground stoping operations is mill tailings. Due to developments in mill processing, over the past 100 years tailings have tended to become progressively finer to increase metallurgical recoveries and hence to allow processing of previously uneconomic...

Heading Hierarchy

The following heading formats are defined in the electronic template provided.

	Style	Font & Spacing	Case	Sample
1 st Level	<i>Heading 1</i>	Times New Roman Bold, 14 pt <i>Paragraph spacing:</i> before 12 pt, after 6 pt, single line spacing 1.25 cm hanging indent, left aligned	Sentence case	1 Paste and thickened tailings
2 nd Level	<i>Heading 2</i>	Times New Roman Bold, 12 pt <i>Paragraph spacing:</i> before 12 pt, after 6 pt, single line spacing 1.25 cm hanging indent	Sentence case	1.2 Paste and thickened tailings
3 rd Level	<i>Heading 3</i>	Times New Roman Bold Italic, 11 pt <i>Paragraph spacing:</i> before 12 pt, after 6 pt, single line spacing 1.25 cm hanging indent	Sentence case	<i>1.2.1 Paste and thickened tailings</i>
4 th Level	<i>Heading 4</i>	Times New Roman Italic, 11 pt <i>Paragraph spacing:</i> before 12 pt, after 6 pt, single line spacing 1.25 cm hanging indent	Sentence case	<i>1.2.4.3 Paste and thickened tailings</i>

A typical paper structure would be as follows (*Abstract, Acknowledgements and References* should not be numbered):

Abstract

- 1 Introduction**
- 2 Methodology**
- 3 Data**
- 4 Results**
- 5 Conclusions**

Acknowledgements

References

Body Text

Template style: *Normal*

Times New Roman, 11 pt.

Paragraph: line spacing single, 6 pt space before and after, justified.

The largest waste stream from most underground stoping operations is mill tailings. Due to developments in mill processing, over the past 100 years tailings have tended to become progressively finer to increase metallurgical recoveries and hence to allow processing of previously uneconomic...

Bulleted Text

Template style: *Bullet_Heading, Bulleted Text_1, Bulleted Text_2*

Times New Roman, 11 pt.

Bullet: full circle (level 1), empty circle (level 2).

Paragraph: 1 line spacing, 6 pt space before and 3 pt after, left aligned.

Indentation: First bullet: indentation 0.63 cm, hanging indent 0.63 cm, tab at 1.27 cm

Second bullet: indentation 1.27 cm, hanging indent 0.63 cm, tab at 1.9 cm

- In text, please insert a full colon indicating the start of the bullet list.
- The bullet list should be correctly punctuated, and end with a full stop.
- Bullet lists must always begin with a capital letter.

An example of *Bullet_Heading* and *Bulleted Text_1*:

- *Paste and thickened tailings management*: commonly observed is paste and thickened tailings.
- *Dry tailings disposal*: commonly observed in paste and thickened tailings plants.

An example of *Bulleted Text_1* and *Bulleted Text_2*:

- Paste and thickened tailings management.
 - Best practice.
 - Historical techniques.
- Paste and thickened tailings transportation.
- Paste and thickened disposal.

Tables

Template style: *Table Captions, TableText*

- Please position tables as close to the text reference as possible.
- Use table text style for table content.

Table Captions

Times New Roman Bold, 11 pt

Paragraph: 12 pt space before and 6 pt after, single line spacing, 1.9 cm hanging indent.

- Table caption to appear above the table.
- Use sentence case in table body (first letter upper case, all other letters lower case) and title case in table headings (first letters of every word upper case)
- No full stop at the end of the caption.

Table 1 Paste fill comparative yield stress

Material	Yield Stress (Pa)
Cream	45
Yoghurt	80
Toothpaste	110
Paste backfill	200–70,000
Peanut butter	2,000

Equations

Template style: *Equations*

Using Microsoft Equation or similar:

- Centre aligned tab (↵) at 8.5 cm, right aligned tab (↵) at 17 cm.
- Number equations inside parentheses () aligned to the right of the equation (close to page border).
- Do not use full stops '.', asterisks '*', or the 'x' character to indicate multiplication. If required please use the correct multiplication symbol '×' or the middle dot '·'.
- $UCS = 2U_{max}W_{max}$ ✓
- $UCS = 2 \times U_{max} \times W_{max}$ ✓
- $UCS = 2*U_{max}*W_{max}$ ✗
- Be consistent with the use of italics for variable names. If a variable is expressed in italics within the equation, please make any references to that variable within body text italic also.

The relationship between the present cement content as a function of the required strength (*UCS*) is given by Equation (1).

$$Cement\ content = \frac{UCS(kPa) + 216.55}{139.82} \quad (1)$$

Figures, Diagrams and Photographs

Figures, tables and diagrams should be clear and legible but sized to make economical use of space, and must fit entirely within the page width.

- Number figures, diagrams and photos in the order of text reference.
- Figures should be placed within the text as close as possible to text reference, rather than at the end of the paper.
- Do not make your figures or figure labels too small as figures may be reduced to 60% of their original size (or smaller) during typesetting.
- All axis labels, text and figure scales on diagrams must be large enough to be legible in the printed paper.
- Please use static images, such as jpg files, so that if they need to be resized they do not need to be recreated.

Figure Captions

Template style: *Figure Caption*

Times New Roman Bold, 11 pt

Paragraph: 8 pt space before and 18 pt space after. Single line spacing. 1.9 cm hanging indent.

Place figure caption underneath the figure.

- Each caption should start with a figure number, formatted as per the example below.
- Keep figure captions short.
- Do not use a full stop or colon behind the figure number.
- Do not use a full stop at the end of the caption.
- Please use sentence case (first letter capital, all others lower).

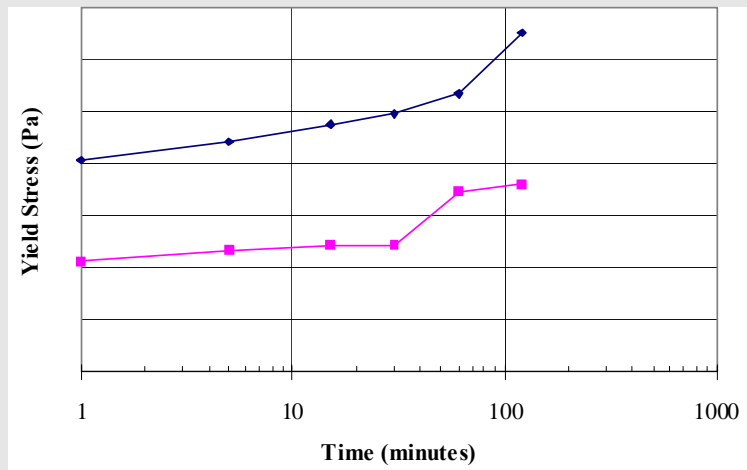


Figure 1 Variation of MDI concentration with distance from spray site

Acceptable Image File Formats

For vector illustrations, diagrams and charts:

- Microsoft XLS.
- Microsoft Word (DOC).
- PDF (Adobe Acrobat).
- EPS (Encapsulated Postscript).
- TIFF.
- JPEG.

Please provide any uncommon fonts used separately.

Citing Authors

Within body text, figure and table captions:

Authors last name and the year of publication, comma separated, in brackets.

- Single author: (Potvin, 2003).
- Two authors: (Hudyma and Potvin, 2001).
- Three or more authors: (Owen et al., 2002; Owen and Thomson, 2002)
- Personal communication: (Potvin, pers. comm., 2006)

Reference List

Template style: *References*

Times New Roman 10 pt, single spacing. 1 cm hanging indent.

All lower case other than individual names and books/titles/journals.

At the end of the chapter, please compile a list of all references in **alphabetical order**.

Each reference is an individual paragraph.

- All references must be cited in the text.
- Place any references to years in brackets (2002).
- Do not place full stop behind year brackets.
- Place a comma after book/paper title.
- Place a full stop at end of reference entry.
- Place en rule (Ctrl+- on number keyboard) between page number spreads (e.g. pp. 57–60)

Listing Authors in the Reference List:

- Single author: Potvin, Y. (2003)
- Two authors: Fourie, A.B. and Hudyma, M.R. (1975)
- Three or more authors: Fourie, A.B., Hudyma, M.R. and Potvin, Y. (1971)
- **Note: *et al.* is not permitted in the reference list, all authors must be listed in full:**
- NO full stop or comma after year bracket.
- Do NOT cite personal communications in the reference list – only within body text.

Page Number formats in Reference List

- pp. 101–103 (...can be found on pages 101 to 103)
- p. 7 (...can be found on page 7)
- 15 p. (...the book has 15 pages)

Reference Lists

- **Book:** Author(s) (YEAR) Book title, publisher, page or chapter numbers.

Zey, W. (1999) High density solids pumps, design and application, IP 29 GB, Putzmeister AG publication, 24 p.

- **Journal paper:** Author(s) (YEAR) Paper Title, Journal Name, volume number, publisher, page numbers (inclusive).

Revell, M. and Bloss, M. (2002) Underground Mining at Aurion Gold Kanowna Belle, AusIMM Bulletin, Vol. XYZ, May/June 2002, p. 37.

- **Proceedings paper/chapter in edited book:** Author(s) (YEAR) Paper or chapter title, Volume Title, editor(s), volume number (if applicable), publisher, city, page numbers (inclusive).

Aref, K., Hassani, F.P. and Churcher, D. (1989) A study on liquefaction potential of paste backfill, Innovations in Mining Backfill Technology, L.G. Master, F.G. Masterman (eds), Balkema, Rotterdam, pp. 405–414.

Writing Style Guide

Please use English (Australia) not English (US)

Number/Units Formatting

- **All measurements should be in METRIC units**
- Comma to group thousands
e.g. 12,000 mm ✓ 1,480 mm ✓ 12000 mm ✗ 1480 mm ✗ 12 000 mm ✗
- Use a non-breaking space (Shift+Ctrl+Space) between the number and its unit of measurement (except for % and ° where there is no space between number and symbol)
e.g. 70,000 kg ✓ 50 MPa ✓ 25% ✓ 105°C ✓ 70,000kg ✗ 2mm ✗ 50MPa ✗
- Time should be written as such
e.g. 1300 hrs ✓ 13 00 hrs ✗ 1300hrs ✗ 13:00 hrs ✗ 13.00 hrs ✗ 1 pm ✗
- Currency should be written as such
e.g. US\$ 100, A\$ 100, C\$ 100 ✓ US\$100 ✗ AUD 100 ✗ CAN100 ✗

Other Rules:

- **Degrees:** Upper case the type of degree studied
- **Job Description:** Lower case the job description (e.g. mine manager)
- Please try to avoid American spelling:
 - ✓ mechanise / mechanize ✗
 - ✓ analyse / analyze ✗
- ™ is used in the first instance only.
- When using acronyms, please use the expanded version in the first instance followed by the acronym in brackets, and then abbreviate for all subsequent uses, e.g.
“...the Australian Centre for Geomechanics (ACG) ...”
“The ACG has provided ...”