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Joint Venture

## Author's Guidelines 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. Please submit your paper with black and white/greyscale images and ensure there are no references to colour within captions or body text.

*Please follow the guideline specifications as closely as possible. Should you have any queries with regard to this Author's Guidelines, 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’s affiliation in *italics* to the right of their name – two character spaces between author’s name and affiliation. Please do not include job titles.
- 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 <sup>st</sup> Level	<b><i>Heading 1</i></b>	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	<b>1 Paste and thickened tailings</b>
2 <sup>nd</sup> Level	<b><i>Heading 2</i></b>	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	<b>1.2 Paste and thickened tailings</b>
3 <sup>rd</sup> Level	<b><i>Heading 3</i></b>	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	<b><i>1.2.1 Paste and thickened tailings</i></b>
4 <sup>th</sup> Level	<b><i>Heading 4</i></b>	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	<b><i>1.2.4.3 Paste and thickened tailings</i></b>

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 the final bullet to end with a full stop.

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 insert tables as close to the intext reference as possible.
- Use 'TableText' 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 letter 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 17cm tab stop.
- Do not use full stops '.', asterisks '\*', or the 'x' character to indicate multiplication. If required please use to 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 black and white/greyscale, 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 inserted within the text as close as possible to the intext 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

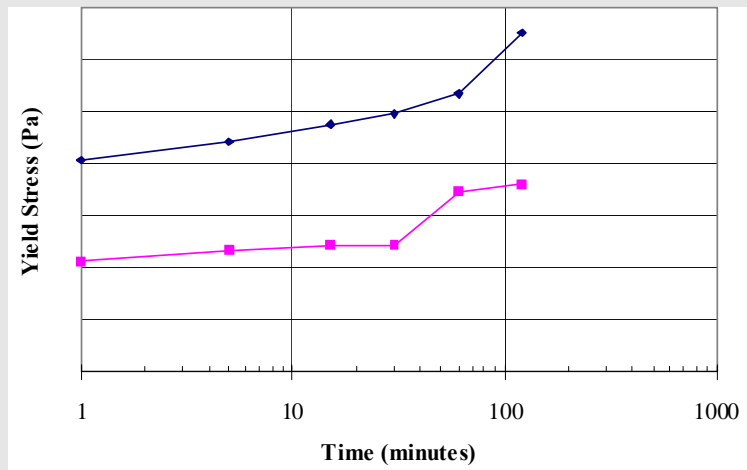
### Template style: *Figure Caption*

*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 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, separated by a comma, in brackets.

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

## 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 paper, please compile a list of all references in **alphabetical order**.

Each reference is an individual paragraph.

- Remember the ABC of referencing — Alphabetically Beats Chronologically, with most recent listed first.
- All references must be cited within the text.
- Type years in brackets (2002).
- Do not place a full stop or comma 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:**
- Do not cite personal communications in the reference list – only within body text.
- List all publication details within your references.

### 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. 37–45.

- **General reference:** 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.

- **Proceedings paper/chapter in edited book:** Author(s) (YEAR) Paper or chapter title, in Proceedings (proceedings title), editor(s) (eds), Volume or Part [if applicable], Event Date, Event City, Event Country, Publishing Organisation, City, Volume or Serial Number, page numbers (inclusive)/CD-rom only.

Aref, K., Hassani, F.P. and Churcher, D. (1989) A study on liquefaction potential of paste backfill, in Proceedings MassMin 2004, A. Karzulovic and M. Alvaro (eds), 22–25 August, Santiago, Chile, Instituto de Ingenieros de Chile, Santiago, 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:

- **Qualifications:** Upper case the type of qualification 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 ...”