GUIDE TO AUTHORS

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INTRODUCTION

The AusIMM produces publications such as *The AusIMM Bulletin*, various conference proceedings, technical monographs and the Spectrum Series. We maintain a high standard and branding around our published content, and this reflects well on both our members and our authors.

This guide outlines the formatting policy for **conference proceeding submissions**. Submissions are to be original technical contributions to the resources sector. The paper length will depend on the conference requirements, but it could be an abstract, an extended abstract, a full paper or a poster presentation – see the *Call for abstracts* page for the relevant event. For further instructions please contact conference@ausimm.com.

Submission format

- All submissions must be uploaded as Microsoft Word documents (using the submission template).
- Final poster presentations must be submitted as completed PDFs, a template will be provided by the conferences team.

Word length

Abstract	300–500 words	1 page maximum
Extended abstract	800–2000 words	4 page detailed summary, maximum
Full paper	2500–8000 words	8–14 pages (suggested length)

Figures and Tables - maximum two figures and two tables per 1000 words.

Ownership

Since 2023 ownership of the materials provided by author/s remains the property of the author/s. AusIMM does not own the copyright on any Speaker Materials.

The Author/s grant to AusIMM a non-exclusive, royalty free, perpetual licence (with a right to sub-licence) to use, reproduce, modify and/or adapt (without substantial material impact to the content), publish (including online) and otherwise utilise the Speaker Materials for the purpose of creating conference content relating to the Event, including publication on the AusIMM website, in the digital library and on OneMine.

Any recordings from the conference/event are owned by AusIMM.

SUBMISSION PROCESS

Abstract submission

- Abstracts should be submitted via the Submission Portal on the event website using the conference document templates provided.
- Abstract submissions cannot be processed without a title (max 25 words), selected theme (if applicable), list of authors and main author/s contact details (job position, company, city, state and postcode, phone number and email); author/s affiliations.
- Authors must agree to the Terms and Conditions on the event website.
- Presenting authors will be asked to provide a photo and short bio with their abstract submission. The photo is not compulsory at the time of submitting an abstract but will be required if the submission is presented at the conference.
- The Advisory Committee may, if necessary, limit the number of presentations per author or organisation.
- Once the abstract submission deadline has passed, the Advisory Committee will review all abstracts. The selection criteria includes: relevance to the conference theme/s, accuracy and originality of ideas, significance of the contribution to the sector and potential quality of presentation.
- Authors will then be notified in writing if the abstract has been accepted or rejected. Instructions will be provided for the next stage of submission, including whether a revised abstract, extended abstract or full paper is required.

Draft submission

- Once an abstract has been accepted, authors are invited to write a revised abstract, extended abstract or draft paper using the provided conference template.
- Revised abstracts, extended abstracts or draft papers are then submitted via the Submission Portal on the event website by the *draft submission deadline*. If the conference template is not used, the author will be sent a request to resubmit, or the submission rejected.
- All drafts are then subjected to a peer review.

Finalised submission

- Following review and feedback, authors may then be invited to provide a finalised submission, via the Submission Portal on the event website, by the *final submission deadline*.
- The finalised version must address all feedback from the peer review. The author can provide further clarification for the reviewers during this process.
- Finalised submissions **must use** the conference document template as provided.

The review committee retains the right to reject any submission at any stage of the submission process.

Extensions and late submissions

- Extensions may be granted on a case-by-case basis. Extensions should be sought well in advance and should not be assumed. Please contact conference@ausimm.com for enquiries and to request an extension.
- AusIMM event management will make every effort to contact authors who have not submitted in a timely manner. However, if authors do not respond or get in touch with event management, their paper will be withdrawn from the conference.

TEMPLATES

Extended abstract

The extended abstract template can be downloaded from the conference website and must be used for submission. The details required for an extended abstract are:

1. Title in sentence case (no more than 25 words).
2. Author/s initial/s and surname (eg F S Smith[1] and J Biggs[2])
3. Author details, including for each author:
   a. Author affiliation
   b. AusIMM post-nominals
   c. Position title
   d. Company name
   e. City, state, postcode, country (if outside Australia)
   f. Email address
4. Keywords (limit of 5 keywords)

Example:

Title of presentation – to be spoken at conference

F S Smith[1] and J Biggs[2]

1. Postdoctoral Fellow, Department of Materials Physics, The Australian National University, Canberra ACT 2601. Email: fsmith@anu.edu.au
2. AAusIMM, Engineer Officer, Department of Materials Physics, The Australian National University, Canberra ACT 2601. Email: jbiggs@anu.edu.au

Keywords: keyword one, keyword two ... five

5. An introduction (note that a separate abstract is not necessary).
6. Body of submission (four page detailed summary, maximum 2000 words, including subheadings and in-text citations for figures, tables and references).
7. Figures and tables (maximum of two figures and two tables per 1000 words) included throughout text with suitable captions.
8. Any relevant acknowledgements, including AI declarations.
9. A reference list (this is not mandatory for extended abstracts but should be included if referencing materials from other authors; see Appendix 3 for referencing rules (bibliography lists will not be accepted)).

Full paper

The paper template can be downloaded from the conference website and must be used for submission. The details required for a paper submission are the same as for an extended abstract (above), with the following exceptions:

1. Abstract (300–500 words).
2. Body of submission (8–14 page suggested length, and up to 8000 words, (including subheadings and in-text citations for figures, tables and references).

All other submission requirements are the same.

Please DO NOT use:

- × personalised language (eg substitute 'I believe…' to 'the author believes'; 'we would…' to 'the author/s would…')
- × 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 subtitles (max 25 words)
- × excessive capitalisation (eg 'in the 20th century…' not 'in the 20th Century…'; 'in the blast furnace…' not 'in the Blast Furnace…')
- × numbered headings
- × numbered references
- × footnotes.

Please DO use:

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

USE OF AI AND OTHER TOOLS

AusIMM recognises that generative artificial intelligence (AI) tools are becoming common use when preparing documentation. AusIMM permits the responsible use of AI and other digital tools to assist authors with drafting, editing, language refinement, summarising, formatting or similar support tasks.

AI must support, not replace, the author's expertise, judgement, technical analysis or accountability. The core ideas, data analysis, interpretation, conclusions and intellectual contribution must remain human-generated and controlled by the author/s.

Authors must comply with the below guidelines on the use and disclosure of content generated or materially assisted by artificial intelligence (AI) or online platforms. AI-assisted outputs must be reviewed before submission for accuracy, relevance, tone, bias, appropriateness, source integrity and technical correctness.

Authorship

- AI cannot be an author or co-author: AI lacks the legal capacity to sign copyright agreements or take accountability for research integrity.
- Human-driven content: The core ideas, data analysis and intellectual contributions must be generated by the author/s, not AI.

Independent verification: Authors must independently verify factual claims, references, calculations, data interpretation, technical statements and conclusions where AI has assisted with the work.

Mandatory disclosure

- Declare the use of AI: You must state exactly which tools (eg ChatGPT, Claude, etc) were used, the version number, and the specific tasks they performed.
- Where to disclose: Disclosure should be listed in the **Acknowledgements** section placed immediately before the References.

Data privacy and security

- Do not breach confidentiality: Uploading unpublished manuscripts or sensitive, proprietary data to public AI tools is considered a breach of publication ethics and a confidentiality violation.
- Check the tool's license: Ensure the AI service you use does not claim ownership over your generated inputs or outputs, which could restrict your ability to publish your work.

Images, figures and code

- Originality rules: Generative AI tools **cannot** be used to create or alter images, figures or coding (eg graphs, artwork, or imagery) in submitted manuscripts unless specifically permitted by the original owner/developer.

Note: Standard spell-checkers and grammar-correction software do not require disclosure unless they substantially rewrite, generate or transform the content. Disclosed AI use should not automatically prevent consideration of a submission, but it should be considered when assessing originality, technical soundness, accuracy, integrity and suitability for publication.

ORIGINALITY AND TECHNICAL STYLE GUIDE

- Submissions can only be published by AusIMM if they are original content and not previously published; or if the submission is unique enough from the original publication whilst acknowledging that it is based on another work.
- If you wish to submit a non-original, or your own pre-published updated submission, you must notify AusIMM in writing prior to, or at the time of, submission.
- If we are not able to publish the non-original paper, you may still be asked to give a presentation at the event.
- Submissions must have a strong technical and/or site-based component.
- We do not accept promotional or advertorial submissions for publication.
- If required, it is the author's responsibility to allow adequate time for permissions to be sought either internally, or from external organisations/individuals.
- Submissions 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 for examples)

- All units of measurement should be in metric form and should be abbreviated as per the International System of Units (SI units) <https://physics.nist.gov/cuu/Units/units.html>
- Atomic and molecular weights should conform to the IUPAC Commission on Isotopic Abundances and Atomic Weights <https://iupac.qmul.ac.uk/AtWt/>
- Temperatures should conform to the International Temperature Scale of 1990 (ITS-90) <https://its-90.com/resources/>
- Thermodynamic data should conform to the Committee on Data for Science and Technology (CODATA) Key Values for Thermodynamics (1989) and derivations thereof <https://www.codata.info/resources/databases/key1.html>

Numbers and units

- Use numerals for all units (use a space between all units and their measurements, eg 5 km).
- Use spaces (not commas) for numbers over 10 000 (eg 10,000 becomes 10 000).
- All numbers at the start of a sentence must be spelled out (eg 2 becomes Two).
- 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).

Referencing (see Appendix 3 for examples)

- The AusIMM referencing style is *based on* the Harvard system for references.
- All references included in a submission must be cited within the text, or they will be removed from the reference list.
- Sources with multiple authors:
  - When you cite a source with up to three authors, cite all authors' surnames in-text. For four or more authors, list only the first surname, followed by *'et al'*, and then the year.
- Sources with multiple submissions in a year:
  - If the cited surnames are the same in both sources, then a letter is added to the year, ie 2007a, 2007b (see table for example; follow the citation rules as it applies to your references).
  - If there are four or more authors, it doesn't matter if the names are different, follow the citation rules and add a letter to the year.

# of authors	In-text citation example
1 author	(Davis, 2019)
2 authors	(Davis and Barrett, 2019)
3 authors	(Davis, Barrett and McLachlan, 2019) (Chester, Jones and Smith, 2007a, 2007b)
4+ authors	(Davis *et al*, 2019) (Chester *et al*, 2022a, 2022b)

- Reference citations must be in-text, not in footnotes.
- Do not use *et al* in reference lists, list all author names.
- Reference lists should be in alphabetical order via surname of first author, un-bulleted and un-numbered.
- Reference lists should use minimal punctuation, 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 of the 28th International Symposium on Computer Applications in the Minerals Industries, APCOM 99* (ed: K Dagdelen), pp 637–645 (The Society for Mining, Metallurgy, and Exploration Inc: Littleton).

Figures and tables

- No more than two figures and two tables per 1000 words should be used.
- Figures and tables should be of high quality and only be included if they are essential to the paper.
- All figures and tables must be cited in-text using Arabic numerals in the following style: Figure 1, Figure 2, Figure 3a, Figure 3b, etc.
- All figures and tables must be cited in chronological order.
- Figures and tables must have an appropriate caption.
- Diagrams, graphs, and legends must be legible in both colour and black and white when a hard copy version of the proceedings will be produced (if unsure check with the event program manager).

REGISTRATION REQUIREMENTS

- All presenting authors are required to register and pay to attend the conference at either the Member Author or Non-member Author rate.
- All travel, accommodation, and expenses to attend the conference are at the author's expense. The conference will not reimburse the author for any claims made to present.
- Authors who are not able to attend the conference can nominate a co-author to present on their behalf. If the author or the nomination cannot present, the paper will be withdrawn from the conference.

APPENDIX 1

Examples of spelling and hyphenation of technical terms

NB: this is not an exhaustive list of all applicable spellings and hyphenations, just an extract.

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

APPENDIX 2

List of abbreviations

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

°	degree (angle)
°C	degree (Celsius)
A	ampere
A$	Australian dollar
AC	alternating current
Ah	ampere hour
alk	alkaline
am	antemeridian (before noon)
and	not abbreviated
aq	aqueous
AR	analytical standard of purity
AS	Australian Standard (usually with number and date, eg AS373S-1990)
at	atomic
at wt	atomic weight
atm	atmosphere/atmospheric
av	average
bbl	US petroleum barrel
BHN	Brinell hardness number
BS	British Standard
BSS	British Standard specification
cal	calorie
calc	calculated
cf	compare
cm	centimetre
cm/s	centimetre per second
cm^2	square centimetre
cm^3	cubic centimetre
cm^3/s	cubic centimetre per second
coeff	coefficient
const	constant
cos	cosine
cot	cotangent
crit	critical
cryst	crystallised
CV	calorific value
d	day
db	decibel
ρ	density
DC	direct current
Dept	department
dia	diameter
dil	dilute
E	east
ed(s)	editor (s)
edn	edition
η	efficiency
eg	for example
ENE	east-north-east
eqn	equation
equiv	equivalent
equiv wt	equivalent weight
ESD	ecologically sustainable development
etc	etcetera
eV	electron volt
€	Euro
expt	experiment(-al)
ft	foot/feet
g	gram
g mol	gram molecule
G	Newtonian constant of gravitation
g/L	grams per litre
galv	galvanised
GBP	British pound
h	hour
ha	hectare
horiz	horizontal
ht	height
Hz	Hertz = frequency

ibid	in the same reference
ie	that is to say
in	inch(es)
J	joule
K	degree absolute (Kelvin)
kg	kilogram
kJ	kilojoule
km	kilometre(s)
km/h	kilometre per hour
km/s	kilometres per second
km^2	square kilometre
kPa	kilopascal
kV	kilovolt
kVA	kilovolt ampere
kW	kilowatt
kWh	kilowatt hour
L	litre
L/s	litre per second
lat	latitude
liq	liquid
long	longitude
m	metre
MΩ	megohm
m/s	metre per second
m^2	square metre cubic
m^3	metre cubic
m^3/h	metre per hour
m^3/min	cubic metre per minute
max	maximum
mg	milligram
MHz	megahertz
min	minimum, minute
ml	millilitre
mm	millimetre
mm^2	square millimetre
mm^3	cubic millimetre
mol wt	molecular weight
mol	mole (amount of substance)
mol	molecule/molecular
mol/L	molecules per litre
µg	microgram
µ	micron
µm	micrometre
M	million
ms	millisecond
Mt/a	million tonnes per annum
mV	millivolt
MW	megawatt
N	Newton, north
nb	note well
Nm^3/h	normal cubic metres per hour
NNW	north-north-west
No(s)	number(s)
NPV	net present value
Ω	Ohm
op cit	in the same place previously cited
p/pp	page/pages
Pa	pascal
Pat	patent
%	symbol used in tables only
per cent	written in full in body of text
pers comm	personal communication
pH	measure of acidity or alkalinity
pm	postmeridian (after noon)
ppb	parts per billion
ppm	parts per million
qual	qualitative
quan	quantitative
rad	radian/radius
rev	revolution
rev/min	revolutions per minute
s	second (time)
S	south
SD	standard deviation
SE	south-east
ser	series
SI	International System Units
sic	incorrectly written in the original
sin	sine

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
tonne (or t)	sometimes abbreviated
US$	US dollars
V	volt
var	variety
vel	velocity
η	viscosity
vol(s)	volume(s)
vs	versus, written in full
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 – 'annum' is preferred
¥	Yen

Organisations

ACF	Australian Conservation Foundation
AGC	Australian Geoscience Council
AGPS	Australian Government Publishing Service
AGSO	Australian Government Survey Organisation (formerly BMR)
AIG	Australian Institute of Geoscientists
AIME	American Institute of Mining, Metallurgical and Petroleum Engineers
AMEC	Australian Mining Exploration Companies
AMF	Australian Mineral Foundation
AMIRA	Australian Mineral Industry Research Association International
AMPLA	Australian Mining Petroleum Law Association
ATS	Australian Academy of Technological Sciences and Engineering
AUCTA	Australian Underground Construction and Tunnelling Association
CIM	Canadian Institute of Mining, Metallurgy and Petroleum
CMMI	Council of Mining and Metallurgical Institutions
CSIRO	Commonwealth Scientific and Industrial Research Organisation
EPA	Environment Protection Authority
GDMB	Society of Metallurgist and Miners (Germany)
GSA	Geological Society of Australia
IMA	Indonesian Mining Association
IMMA	Institute of Metals and Materials Australia
IoM^3	The Institution of Mining, Metallurgy and Materials (UK)
ISO	International Organization for Standardization
MCA	Minerals Council of Australia
MICA	Mineral Industry Consultants Association
MMIJ	The Mining and Material Processing Institute of Japan
PESA	Petroleum Exploration Society of Australia
SAIMM	Southern African Institute of Mining and Metallurgy
SME	Society for Mining, Metallurgy and Exploration Inc (US)
TMS	The Minerals, Metals and Materials Society (US)

Coal

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

Proximate analysis

ash	ash
FC	fixed carbon
TM	total moisture
VM	volatile matter

Thermodynamics

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

Math symbols

Δ	change in
∫	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, **[book/journal/publication]** in *Proceedings of the 28th International Symposium on Computer Applications in the Minerals Industries, APCOM 99* **[editor/s]** (ed: K Dagdelen), **[edition, volume and page numbers]** pp 637–645 **[Publisher]** (The Society for Mining, Metallurgy, and Exploration Inc: Littleton).

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, in *Proc Austral 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, Naulr 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.

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].

Zhang, L, Chen, P, Xu, Y, Hu, X and Wang, Y, 2022. Upcycling waste flavedo into a bio-admixture of set retarder and compressive strength enhancer for cement-based materials, *Journal of Cleaner Production*, 332:130060. https://doi.org/10.1016/j.jclepro.2021.130060

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, 13 p.

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).

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*, pp 42–50 (Springer-Verlag: Berlin).

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).

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>.

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.

In preparation – work being written/reviewed for publication but not yet published

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

In press – 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*.

Map

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

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 of the Research and Development in Extractive Metallurgy 1987*, pp 273–277 (The Australasian Institute of Mining and Metallurgy: Melbourne).

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Personal communication

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

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

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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.

Printed material with a restricted or intermittent circulation

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

Important: If applicable, include "(internal report)"; or a website address to access the material.

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)

Thesis

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

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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

Final submission checklist

Submissions should be original (not previously published) and submitted electronically via the event website.

Please ensure the following:

- ✓ The submission is in the full document template and formatting styles have been applied.
- ✓ The submission has been submitted using Microsoft Word.
- ✓ The full title is included and is less than 25 words.
- ✓ All authors' details are included: position, company, city, state, postcode, country, email.
- ✓ AusIMM post-noms have been included for all authors (where relevant).
- ✓ An abstract is included (300-500 words).
- ✓ Australian spelling has been used (eg organ**is**e not organ**iz**e).
- ✓ All acronyms are spelled out for first use, even common terms.
- ✓ All references used are listed and cited in the body of the text.
- ✓ Reference citations use surnames and year of publication only, eg Smith (1970), and proper use of '*et al*'.
- ✓ The References list is formatted according to the AusIMM referencing style, following the examples shown in this guide.
- ✓ If using AI or a tool to enhance the document, this has been declared in the Acknowledgements section.
- ✓ All figures and tables in the submission are cited in numerical order.
- ✓ Figures are of suitable quality and tables are clear and logical.
- ✓ Organisation/individual approval (as appropriate) has been gained prior to submission.
- ✓ At least one author has or will register for the event and pay the registration fee (by the given deadline).