

GUIDE TO AUTHORS

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INTRODUCTION

The AusIMM publishes various volumes throughout the year, including *The AusIMM Bulletin*, conference proceedings, technical monographs and a range called 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. Submissions should be original, technical contributions to the resources sector. This guide outlines the formatting policy for [conference proceeding submissions](#). For further instructions please contact conference@ausimm.com. Depending on the conference, authors will be asked to submit either a full paper, an extended abstract, a poster presentation or an abstract only.

Submission Format

- [Papers, abstracts](#) and [extended abstracts](#) must be submitted as Microsoft Word documents.
- Final [Poster](#) presentations must be submitted as completed PDFs, a template will be provided by the conferences team.

Word Length

Abstracts	300-500 words	1 page max
Extended abstract	800-1,000 words	2 page detailed summary
Full paper	1500-8000 words	8-14 pages (suggested minimum)

Figures & Tables - max two figures and tables per 1000 words

Ownership

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

The Speaker grants 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 template 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, phone number, email, city, state, and postcode); 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 time of submitting an abstract but will be required if the abstract 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 submitted abstracts. The selection criteria include relevance to the conference theme/s, accuracy and originality of ideas, significance of the contribution to the sector and 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 paper or extended abstract submission

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

Finalised paper or extended abstract submission

- Following review and feedback, authors may then be invited to provide a finalised paper or extended abstract.
- Finalised submissions are via the Submission Portal on the event website.
- The finalised version must address all feedback from the initial 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 papers

- 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 automatically 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 details, including for each author:
 - a. Initial and surname (eg. F S Smith¹, J Biggs² AAusIMM)
 - b. Author affiliation
 - c. AusIMM post-nominals
 - d. Position title
 - e. Company name
 - f. City, state, postcode, country
 - g. Email address
 - h. Keywords (limit of 6 keywords)

Example:

Title of presentation: To be spoken at conference

F S Smith¹, J Biggs² AAusIMM

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

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

Keywords: keyword one, keyword two

3. An introduction (note that a separate abstract is not necessary).
4. Body text (2 page detailed summary, including subheadings and in-text citations for figures, tables and references).
5. Figures and tables (maximum of 2 figures and 2 tables, embedded throughout text with suitable captions).
6. Any relevant acknowledgements.
7. A reference list (this is not mandatory for extended abstracts but should be included if referencing materials from other authors; see Appendix 3 for formatting rules (bibliography lists will not be accepted)).

Full Papers

The paper template can be downloaded from the conference website and must be used for submissions. The details required for a paper are:

1. Title in sentence case (no more than 25 words).
2. Author details, including for each author:
 - a. Initial and surname (as per above)
 - b. Author affiliation
 - c. AusIMM post-nominals
 - d. Position title
 - e. Company name
 - f. City, state, postcode, country
 - g. Email address
 - h. Keywords (limit of 6)
3. Abstract (300-500 words).
4. Body text (including subheadings and in-text citations for figures, tables and references).
5. Figures and tables (maximum of 2 figures and 2 tables per 1000 words, embedded throughout text with suitable captions).
6. Any relevant acknowledgements.
7. Reference list (see Appendix 3 for formatting rules; bibliography lists will not be accepted).

Please DO NOT use:

- ✗ personalised language (eg substitute 'I believe' to 'the author believes' / 'we would like to thank' to '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 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...')
- ✗ 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 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 accepts the use of these emerging technologies in a responsible manner. AI tools and online platforms can be used to *mostly promote researchers' own capacity not as a substitute for critical thinking, expertise and evaluation*. For instance, AI tools can help researchers to improve self-written texts, especially for non-native speakers of English.

Authors must comply with the below guidelines on the use and disclosure of content generated by artificial intelligence (AI) or online platforms.

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.

Mandatory Disclosure

- **Declare the use of AI:** You must state exactly which tools (e.g., ChatGPT, Claude) were used, the version number, and the specific tasks they performed.
- **Where to disclose:** Disclosure should be listed in an **Acknowledgments** 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 generally **cannot** be used to create or alter images (e.g., 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, but extensive rewriting or text generation does.

ORIGINALITY AND TECHNICAL STYLE GUIDE

- Only original publications can be submitted for conference proceedings.
- Any submission provided to AusIMM must be of original quality. If you wish to submit a non-original or pre-published submission you must notify AusIMM in writing prior to, or at the time of, submission.
- Submissions can only be published by AusIMM if not previously published or are unique to the original publication. Whilst we may not be able to publish your 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 outside 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 <<https://physics.nist.gov/cuu/Units/units.html>>
- 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.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 to 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 must be cited in 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' names. For four or more authors, list only the first name, followed by 'et al', and then 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)
4+ authors	(Davis et al, 2019)

- Reference citations must not be shown as 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 (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 of the 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 and figures 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 1a, Figure 1b, etc.
- All figures and tables must be cited in chronological order.
- Figures should be placed in the text with 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 (in 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

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

APPENDIX 2

List of abbreviations

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

°	degree (angle)	AS	Australian Standard (usually with number and date, eg AS373S-1990)
°C	degree (Celsius)	at	atomic
A	ampere	at wt	atomic weight
A\$	Australian dollar	atm	atmosphere/atmospheric
AC	alternating current	ATS	Australian Academy of Technological Sciences and Engineering
ACF	Australian Conservation Foundation	AUCTA	Australian Underground Construction and Tunnelling Association
AGC	Australian Geoscience Council	av	average
AGPS	Australian Government Publishing Service	bbl	US petroleum barrel
AGSO	Australian Government Survey Organisation (formerly BMR)	BHN	Brinell hardness number
Ah	ampere hour	BS	British Standard
AIG	Australian Institute of Geoscientists	BSS	British Standard specification
AIME	American Institute of Mining, Metallurgical and Petroleum Engineers	cal	calorie
alk	alkaline	calc	calculated
am	antemeridian (before noon)	cf	compare
AMEC	Australian Mining Exploration Companies	CIM	Canadian Institute of Mining, Metallurgy and Petroleum
AMF	Australian Mineral Foundation	cm	centimetre
AMIRA	Australian Mineral Industry Research Association International	cm/s	centimetre per second
AMPLA	Australian Mining Petroleum Law Association	cm ²	square centimetre
and	not abbreviated	cm ³	cubic centimetre
aq	aqueous	cm ³ /s	cubic centimetre per second
AR	Analytical standard of purity	CMMI	Council of Mining and Metallurgical Institutions

coeff	coefficient	GBP	British pound
const	constant	GDMB	Society of Metallurgist and Miners (Germany)
cos	cosine	GSA	Geological Society of Australia
cot	cotangent	h	hour
crit	critical	ha	hectare
cryst	crystallised	horiz	horizontal
CSIRO	Commonwealth Scientific and Industrial Research Organisation	ht	height
CV	calorific value	Hz	Hertz = frequency
d	day	ibid	in the same reference
db	decibel	ie	that is to say
ρ	density	IMA	Indonesian Mining Association
DC	direct current	IMMA	Institute of Metals and Materials Australia
Dept	department	in	inch(es)
dia	diameter	IoM ³	The Institution of Mining, Metallurgy and Materials (UK)
dil	dilute	ISO	International Organization for Standardization
E	east	J	joule
ed(s)	editor (s)	K	degree absolute (Kelvin)
edn	edition	kg	kilogram
η	efficiency	kJ	kilojoule
eg	for example	km	kilometre(s)
ENE	east-north-east	km/h	kilometre per hour
EPA	Environment Protection Authority	km/s	kilometres per second
eqn	equation	km ²	square kilometre
equiv	equivalent	kPa	kilopascal
equiv wt	equivalent weight	kV	kilovolt
ESD	ecologically sustainable development	kVA	kilovolt ampere
etc	etcetera	kW	kilowatt
eV	electron volt	kWh	kilowatt hour
€	Euro	L	litre
expt	experiment(-al)	L/s	litre per second
ft	foot/feet	lat	latitude
g	gram	liq	liquid
g mol	gram molecule	long	longitude
G	Newtonian constant of gravitation	m	metre
g/L	grams per litre	MΩ	megohm
galv	galvanised	m/s	metre per second

m ²	square metre cubic	Ω	Ohm
m ³	metre cubic	op cit	in the same place previously cited
m ³ /h	metre per hour	p/pp	page/pages
m ³ /min	cubic metre per minute	Pa	pascal
max	maximum	Pat	patent
MCA	Minerals Council of Australia	%	per cent in tables
mg	Milligram	per cent	in text - not abbreviated
MHz	megahertz	pers comm	personal communication
MICA	Mineral Industry Consultants Association	PESA	Petroleum Exploration Society of Australia
min	minimum, minute	pH	measure of acidity or alkalinity
ml	millilitre	pm	postmeridian (after noon)
mm	millimetre	ppb	parts per billion
mm ²	square millimetre	ppm	parts per million
mm ³	cubic millimetre	qual	qualitative
MMIJ	The Mining and Material Processing Institute of Japan	quan	quantitative
mol wt	molecular weight	rad	radian/radius
mol	mole (amount of substance)	rev	revolution
mol	molecule/molecular	rev/min	revolutions per minute
mol/L	molecules per litre	s	second (time)
μg	microgram	S	south
μ	micron	SAIMM	Southern African Institute of Mining and Metallurgy
μm	micrometre	SD	standard deviation
M	million	SE	south-east
ms	millisecond	ser	series
Mt/a	million tonnes per annum	SI	International System Units
mV	millivolt	sic	incorrectly written in the original
MW	megawatt	sin	sine
N	Newton, north	SME	Society for Mining, Metallurgy and Exploration Inc (US)
nb	note well	soln	solution
Nm ³ /h	normal cubic metres per hour	sq	square
NNW	north-north-west	SSW	south-south-west
No(s)	number(s)	t/a	tonne per annum
NPV	net present value	t/d	tonne per day

t/h	tonne per hour	vs	versus
t/m	tonne per month	W	watt, west
tan	tangent	w/v	weight for volume
temp	temperature	w/w	weight for weight
TMS	The Minerals, Metals and Materials Society (US)	Wh	watt hour
tonne (or t)	sometimes abbreviated	wk	week
US\$	US dollars	WNW	west-north-west
V	volt	wt per cent	weight per cent
var	variety	wt	weight
vel	velocity	yr	year
η	viscosity	¥	yen
vol(s)	volume(s)		

Coal

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

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/publication] *Proceedings of the 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).

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, Nauk 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].

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 Forsyth 1:100 000 sheet area, Queensland, Geol Surv Qld Rpt 91. 13

Books

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

National Coal Board, 1975. *Subsidence Engineers Handbook*, pp 401 (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* 13, 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 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).

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.

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)

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.

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.

Reports

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 15 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.

Transactions

Mining Technology (A)

Applied Earth Science (B)

Mineral Processing and Extractive Metallurgy (C)

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.

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 (except final posters, PDF)
- ✓ The full title is included and is less than 25 words.
- ✓ All authors' affiliations are included: position, company, city, state, postcode, country, 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.
- ✓ For full papers - all references included are cited in the body of the text.
- ✓ References cited in the paper use surnames and year of publication only, eg Smith (1970).
- ✓ If using AI or a tool to enhance the document, this has been listed in a separate section before the References and titled Acknowledgements.
- ✓ In text reference citations only use et al where there are four or more authors.
- ✓ All figures and tables in submission are cited in numerical order (eg Figure 1).
- ✓ Figures are of suitable quality and tables are clear and logical.
- ✓ Reference list is in alphabetical order by author surname (and is **not** numbered or bulleted).
- ✓ Reference list is formatted according to the AusIMM referencing style (based on the Harvard system), following the examples shown in this guide.
- ✓ Organisation/individual 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).