

GUIDE TO AUTHORS

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Note: This guide is only applicable to authors submitting papers or abstracts for AusIMM conferences. If you are preparing a paper or chapter for another publication (eg a Monograph or Spectrum volume) please contact the publishing manager to request the appropriate version of this guide.

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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 papers and this reflects well on both our members and our authors. Papers should be original, technical contributions to the resources sector.

This guide outlines the formatting policy for conference proceedings papers.

Further instruction is available via conference@ausimm.com

SUBMISSION PROCESS

Abstract submission

- Abstract should be submitted via the Abstract Submission Portal on the event website using the template provided.
- Abstract submissions cannot be processed without a title (max 25 words), list of authors and contact author details (job position, company, phone number, email, city, state and postcode).
- Authors must agree to the Terms and Conditions on the event website.
- **All initial abstracts are published on the conference website for promotional purposes.** The publishing team do not update initial abstracts online; these are intended to be initial abstracts only. *If the author does not want their initial abstract published on the website they should contact event management.*
- Authors will also be asked to provide a photo of the presenting author and a short bio with their abstract submission. Further instructions are provided on the submission website.
- The organising committee may, if necessary, limit the number of presentations per author.
- Presenters of accepted abstracts are required to register and pay to attend the conference as a delegate.

- Authors must arrange and pay their own accommodation, travel and expenses to attend the conference.
- Once the abstract submission deadline has passed, the organising committee will review all submitted abstracts. The selection criteria include: relevance to the conference theme, accuracy and originality of ideas, significance of the contribution and quality of presentation.
- Authors will then be notified whether or not the abstract has been accepted for the program and whether an extended abstract or full paper is required.

Draft paper submission

- Authors are invited to write draft papers based on abstract acceptance.
- Draft paper submission is via the Paper Submission Portal on the event website.
- Draft papers will not be accepted unless they are formatted in the correct template.
- All draft papers are subject to peer review.

Final paper submission

- Authors are invited to write final papers if their paper is deemed suitable following a peer review.
- Final paper submission is via the Paper Submission Portal on the event website.
- Authors must address all feedback in their final papers, or the committee retain the right to refuse the paper.
- Final papers must be in the template provided.
- All authors invited to prepare final papers are expected to present at the conference.
- Authors not able to attend the conference to present will have their papers withdrawn unless a co-author or alternative representative can be found to present on their behalf.

Extensions and late papers

- Extensions may be available and are granted on a case-by-case basis. Extensions should be sought well in advance and should not be assumed. Please contact conference@ausimm.com to discuss.

- Authors who do not submit their papers on time and who have not made contact with event management will be automatically withdrawn.

PAPER LAYOUT

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

Word length

Abstract: 300–500

Extended abstract: 800–1000

Full paper: 1500–8000

Figure/tables: max two per 1000 words

Full paper sequence and template

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

The sequence of a paper is always as follows:

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

Extended abstract sequence and template

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

The sequence of an extended abstract is always as follows:

1. a **title** (no more than 25 words); initial and surname of all authors (eg M S Smith¹, D A Warren²); all author affiliations, including:
 - AusIMM post-nominals
 - position
 - company name
 - city, state, postcode
 - email address
 - keywords
2. an **introduction** (note that a separate abstract is not necessary)
3. body **text** (including sub-headings and in-text citations for figures, tables and references)
4. figures and tables (embedded throughout text with suitable captions)
5. any relevant **acknowledgements**
6. a **reference list** (this is not mandatory and should be included only if necessary)

Please **DO NOT** use:

- × personalised language (eg substitute 'I believe' for 'the author believes' / 'we would like to thank' for 'the authors would like to thank')
- × gendered/sexist terminology
- × extra returns between paragraphs / double spaces (even after full stops)
- × colloquial language
- × excessive exclamation marks
- × unreferenced quotes
- × unexplained abbreviations (always spell out first usage)
- × lengthy paper titles and/or 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 unless absolutely necessary.

Please DO use:

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

Authors with English as a second language

- We encourage international authors to make use of an English editor prior to submission or the paper may not be accepted.

ORIGINALITY AND TECHNICAL STYLE GUIDE

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

Measurements (see appendix 2)

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

Trademarks, proprietary names and brand names

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

References (see appendix 3 for examples)

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

- Reference list should be in alphabetical order via surname, un-bulleted and un-numbered.
- Reference list should use minimal punctuation (see example below).

For each reference, the following basic convention is used:

eg: Govindan, K, Vorster, M, Martinez, J and Rakes, T, 1999. Improving mine management through data mining, in *Proceedings 28th International Symposium on Computer Applications in the Minerals Industries* (ed: K Dagdelen), pp 637-645 (The Society for Mining, Metallurgy, and Exploration Inc: Littleton).

Figures and tables

- No more than two tables/figures per 1000 words should be used.
- Figures and tables should be high quality and only be included if they are essential to the paper.
- All figure and tables must be cited in the text using arabic numerals in the following style:
eg Figure 1, Figure 2, Figure 1a, Figure 1b, etc.
- All figures and tables must be cited in chronological order.
- 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 (check with the publishing coordinator).
- Figures should be placed in the text with an appropriate caption.

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>	overfloculated
flocculant	per cent
fly-in, fly-out	pre-existing
hanging wall	program
headframe	reagent
impeller	recleaning
<i>in situ</i>	recognise
in-depth	regrind
interlevel	rock-crushing plant
iron ore deposit	screen sizing test
jackhammer	self-actuated
jaw crusher	short-term
lead-zinc ore	sink-float system
liquid-solid separation	solid-liquid interface
long-term	start-up
low-grade	sublevel
mine site	sulfide
multilevel	sulfur (also related terms)
non-metallic	test work
off-line	time frame
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)	cal	calorie
°C	degree (Celsius)	calc	calculated
A	ampere	cf	compare
A\$	Australian dollar	CIM	Canadian Institute of Mining, Metallurgy and Petroleum
AC	alternating current	cm	centimetre
ACF	Australian Conservation Foundation	cm/s	centimetre per second
AGC	Australian Geoscience Council	cm ²	square centimetre
AGPS	Australian Government Publishing Service	cm ³	cubic centimetre
AGSO	Australian Government Survey Organisation (formerly BMR)	cm ³ /s	cubic centimetre per second
Ah	ampere hour	CMMI	Council of Mining and Metallurgical Institutions
AIG	Australian Institute of Geoscientists	coeff	coefficient
AIME	American Institute of Mining, Metallurgical and Petroleum Engineers	const	constant
alk	alkaline	cos	cosine
am	antemeridian (before noon)	cot	cotangent
AMEC	Australian Mining Exploration Companies	crit	critical
AMF	Australian Mineral Foundation	cryst	crystallised
AMIRA	Australian Mineral Industry Research Association International	CSIRO	Commonwealth Scientific and Industrial Research Organisation
AMPLA	Australian Mining Petroleum Law Association	CV	calorific value
and	not abbreviated	d	day
aq	aqueous	db	decibel
AR	Analytical standard of purity	ρ	density
AS	Australian Standard (usually with number and date, eg AS3735-1990)	DC	direct current
at	atomic	Dept	department
at wt	atomic weight	dia	diameter
atm	atmosphere/atmospheric	dil	dilute
ATS	Australian Academy of Technological Sciences and Engineering	E	east
AUCTA	Australian Underground Construction and Tunnelling Association	ed(s)	editor(s)
av	average	edn	edition
bbl	US petroleum barrel	η	efficiency
BHN	Brinell hardness number	eg	for example
BS	British Standard	ENE	east-north-east
BSS	British Standard specification	EPA	Environment Protection Authority
		eqn	equation
		equiv	equivalent
		equiv wt	equivalent weight
		ESD	ecologically sustainable development
		etc	etcetera

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

PESA	Petroleum Exploration Society of Australia
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
SAIMM	Southern African Institute of Mining and Metallurgy
SD	standard deviation
SE	south-east
ser	series
SI	International System Units
sic	incorrectly written in the original
sin	sine
SME	Society for Mining, Metallurgy and Exploration Inc
soln	solution
sq	square
SSW	south-south-west
t/a	tonne per annum
t/d	tonne per day
t/h	tonne per hour
t/m	tonne per month
tan	tangent
temp	temperature
TMS	The Minerals, Metals and Materials Society
tonne (or t)	sometimes abbreviated
US\$	US dollars
V	volt
var	variety
vel	velocity
η	viscosity
vol(s)	volume(s)
vs	versus
W	watt, west
w/v	weight for volume
w/w	weight for weight

Wh	watt hour
wk	week
WNW	west-north-west
wt per cent	weight per cent
wt	weight
yr	year
¥	yen

Coal

CV	calorific value MJ/kg (state basis by subscript)
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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
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
\int	integral
Σ	sum of

APPENDIX 3

Examples of references

eg: [authors and initials] Govindan, K, Vorster, M, Martinez, J and Rakes, T, [year] 1999. [title] Improving mine management through data mining, in [book/journal of publication] *Proceedings 28th International Symposium on Computer Applications in the Minerals Industries* [editor/s] (ed: K Dagdelen), [edition, volume and page numbers] pp 637-645 [publisher] (The Society for Mining, Metallurgy, and Exploration Inc: Littleton).

Books

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

National Coal Board, 1975. *Subsidence Engineers Handbook*, 401 p (National Coal Board: London).

A chapter or paper by an author in a book edited or compiled by others

Anderson, L E, 1980. Copper ore concentration at Kanmantoo, SA, in *Mining and Metallurgical Practices in Australasia* (ed: J T Woodcock), pp 314–315 (The Australasian Institute of Mining and Metallurgy: Melbourne).

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

Paterson, M S, 1978. Experimental rock deformation, in *The Brittle Field, Minerals and Rocks 13*, pp 42–50 (Springer-Verlag: Berlin).

An author with two publications in the same year

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 Forsayth 1:100 000 sheet area, Queensland, *Geol Surv Qld Rpt 91*.

Paper in a conference proceedings

Readett, D J, Quast, K B, Newell, R, Hill, S F and Ketteridge, I B, 1987. Modelling the leaching of NaCl from Bowmans lignite, in *Proceedings Research and Development in Extractive Metallurgy 1987*, pp 273–277 (The Australasian Institute of Mining and Metallurgy: Melbourne).

Steane, R A and Hinckfuss, D A, 1978. Selection and performance of large diameter ball mills at Bougainville Copper Ltd, Papua New Guinea, in *Proceedings Eleventh Commonwealth Mining and Metallurgical Congress* (ed: M J Jones), pp 577–584 (Institution of Mining and Metallurgy: London).

Article in a journal, magazine, newspaper or other periodical

- Anon, 1959. Novel process tools win first job, *Chem Eng*, 66(14):84.
- Carswell, J T and Schofield, N A, 1993. Estimation of high grade copper stope grades in QTS North, Cobar Mines, Cobar NSW, *The AusIMM Proceedings*, 298(2):19–32.
- Edwards, A B, 1955. The composition of the Peko copper orebody, Tennant Creek, *Proc Australas Inst Min Metall*, 175:55–82.
- George, P, 1954. The oxidation of ferrous perchlorate by molecular oxygen, *Journal of the Chemical Society*, 1954:4349–4359.
- Henley, R W, Matthai, S K and Kavanagh, M E, 1994. Hypothermal vein mineralisation at the Cosmopolitan Howley Gold Deposit, Northern Territory, *The AusIMM Bulletin*, 5:65–69.
- Leadbetter, C, 2002. Why globalisation is a good thing: analysis, *The Times*, 26 June, p 6.
- Pozin, E Z, 1962. Fracture resistance of rocks during excavation, *Izd-vo Akad, 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.
- Verma, A K and Deb, D, 2007. Analysis of chock shield pressure using finite element method and face stability index, *Transactions of the Institutions of Mining and Metallurgy, Mining Technology*, 116(2):A67–A78.

Transactions:

- Mining Technology (A)*
Applied Earth Science (B)
Mineral Processing and Extractive Metallurgy (C)

Thesis

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

Map

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

Printed material with a restricted or intermittent circulation

- Amos, B J and de Keyser, F, 1964. Mosman, Queensland – 1:250 000 geological series, Bureau of Mineral Resources Geology and Geophysics Explanatory Notes, SE55-1.
- Carne, J E, 1911. The tin mining industry and the distribution of tin ores in New South Wales, NSW Department of Mines, Sydney, Mineral Resources Rpt No 14.

Personal communication

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

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

Work accepted for publication but not yet published

Warren, I H, in press. The generation of sulfuric acid from pyrite by pressure leaching, *Australian Journal of Science*.

Patents and patent applications

Canterford, J H, (M K Canterford), 2004. Recovery of nickel, *International Patent Application* 04/00123.

Marsden, J O and Brewer, R E (Phelps Dodge Corp), 2004a. Pressure leaching of copper concentrates, *US Patent* 6650341.

Marsden, J O and Brewer, R E (Phelps Dodge Corp), 2004b. Pressure leaching of copper concentrates, *Australian Patent Application* 02/12651.

Paper presented at a conference but not formally published

Suzuki, R, 1982. Workers' attitudes toward computer innovation and organization culture: the case in Japan, paper presented to 10th World Congress of Sociology, Mexico City, 16–21 August.

Manuscript in preparation

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

Article or paper on a website

Format: Author/editor surname, initial/s or organisation, year. Title [online]. Edition, Place of publication, Publisher. Available from: <URL> [Accessed: date].

Note: The date of publication is the date the pages were last updated.

Feit, G N, Malinnikova, O N, Zykov, V S and Rudakov, V A, 2002. Prediction of rockburst and sudden outburst hazard on the basis of estimate of rock-mass energy [online], *Journal of Mining Science*, 38(1):61–63. Available from: <<http://www.kluweronline.com/issn/1062-7391/>> [Accessed: 27 October 2004].

United States Environmental Protection Agency (US EPA), 2003. Applicability of the toxicity characteristic leaching procedure to mineral processing waste [online]. Available from: <<http://www.epa.gov/epaoswer/other/mining/minedock/tclp.htm>> [Accessed: 26 October 2004].

Codes

JORC, 2004. Australasian Code for Reporting of Exploration Results, Mineral Resources and Ore Reserves (The JORC Code) [online]. Available from: <<http://www.jorc.org>> (The Joint Ore Reserves Committee of The Australasian Institute of Mining and Metallurgy, Australian Institute of Geoscientists and Minerals Council of Australia).

JORC, 2012. Australasian Code for Reporting of Exploration Results, Mineral Resources and Ore Reserves (The JORC Code) [online]. Available from: <<http://www.jorc.org>> (The Joint Ore Reserves Committee of The Australasian Institute of Mining and Metallurgy, Australian Institute of Geoscientists and Minerals Council of Australia).

Please note: When referring to JORC material and JORC-compliance, authors need to be explicit as to which edition of the Code they are referring to. From 1 December 2013 the 2004 edition is redundant and only 2012 edition can be used.

VALMIN Committee, 2005. Code for the Technical Assessment and Valuation of Mineral and Petroleum Assets and Securities for Independent Expert Reports – The VALMIN Code, 2005 edition [online]. Available from: <http://www.valmin.org/valmin_2005.pdf>.

Standards and Acts

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

Department of Mines and Petroleum, 1994. *Mines Safety and Inspection Act 1994*, November 1994.

Software

There is no need to provide a reference for software. Authors are to ensure that the following information is included in the in-text citation in the first instance:

Full program name, include any registered trademarks, the version number, the company/persons whom own the software package.

NB: registered trademark symbols must always be used with every instance of the registered product name.

For example: PCBC™, version 6.6 (by GEOVIA, Dassault Systems)

Reports

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

Please note: between 1984 and 1990 *The AusIMM Bulletin* and *The AusIMM Proceedings* were published as one publication and it was abbreviated to *Bull Proc Australas Inst Min Metall*.

Pre-1984, the publications were called *The AusIMM Bulletin* and *Proceedings Australasian Institute of Mining and Metallurgy* (abbreviated to *Proc Australas Inst Min Metall*).

Between 1990 and 2001, both *The AusIMM Bulletin* and *The AusIMM Proceedings* were issued as separate publications.

Commencing in 2002, *The AusIMM Proceedings* was incorporated with *The IMM Transactions* and published as *Transactions of the Institutions of Mining and Metallurgy incorporating The AusIMM Proceedings* (abbreviated to *Trans Insts Min Metall incorp The AusIMM Proc*).

APPENDIX 4

FINAL PAPER CHECKLIST

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

Please ensure the following:

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