

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 proceedings submissions*. Further instruction is available via conference@ausimm.com

Depending on the conference, authors will be asked to submit a full paper, an extended abstract, a poster presentation or an abstract only.

- Abstracts and poster presentations must be submitted as PDFs.
- Extended abstracts or papers must be submitted as Microsoft Word documents.

Word length (may vary with each conference)

Abstract: up to 300

Extended abstract: 800–1,000

Full paper: 1,500–8,000

Figure/tables: max two per 1,000 words

SUBMISSION PROCESS

Abstract submission

- Abstracts should be submitted via the Submission Portal on the event website using the template provided.
- Abstract submissions cannot be processed without a title (max 25 words), selected theme, list of authors and main author/s contact details (job position, company, phone number, email, city, state, and postcode).
- Authors must agree to the Terms and Conditions on the event website.
- Authors will be asked to provide a photo of the presenting author and a 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 organising committee may, if necessary, limit the number of presentations per author.
- 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 in writing if the abstract has been accepted or rejected. Instructions will then be provided for the next stage of submission, including whether an 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 draft paper or extended abstract.
- 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 are then 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. The review committee retains the right to reject any submission.
- Finalised submissions must use the conference template as provided.
- 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.

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.
- Authors who do not submit in a timely manner and/or who have not contacted event management will be automatically withdrawn.

EXTENDED ABSTRACT LAYOUT

Extended abstract sequence and template

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. A **Title in sentence case** (no more than 25 words)
2. Author details, including for each author:
 - Initial and surname (eg M S Smith¹, D A Warren²)
 - Author affiliation
 - AusIMM post-nominals
 - Position
 - Company name
 - City, state, postcode
 - Email address
 - Keywords
3. An **introduction** (note that a separate abstract is not necessary)
4. Body **text** (including sub-headings and in-text citations for figures, tables, and references)
5. Figures and 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 necessary)

PAPER LAYOUT

Full paper sequence and template

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

1. A **Title in sentence case** (no more than 25 words)
2. Author details, including for each author:
 - Initial and surname (eg M S Smith¹, D A Warren²)
 - Author affiliation
 - AusIMM post-nominals
 - Position
 - Company name
 - City, state, postcode
 - Email address
 - Keywords
3. An **abstract** (300 words)
4. Body **text** (including subheadings and in-text citations for figures, tables and references)
5. Figures and tables (embedded throughout text with suitable captions)
6. Any relevant **acknowledgements**
7. A **reference list** (Harvard style)

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 1,000 words is recommended
- ✓ the 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)

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 (eg. Grammarly). If the author is using an AI tool (such as ChatGPT), the information within the paper must still be original work and must mention using such systems within the referencing.

ORIGINALITY AND TECHNICAL STYLE GUIDE

- We only accept original submissions to conferences. Submissions published elsewhere must be significantly changed or updated.
 - 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 of any kind.
- 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 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. 10,000 to 10 000).
- All numbers at the start of a sentence must be spelled out (eg. 2 to 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).

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 in text citations where four or more authors are cited.
- Do not use *et al* in reference lists.
- Reference lists should be in alphabetical order via surname, 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 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 1 000 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: 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	Wh	watt hour
pH	measure of acidity or alkalinity	wk	week
pm	postmeridian (after noon)	WNW	west-north-west
ppb	parts per billion	wt per cent	weight per cent
ppm	parts per million	wt	weight
qual	qualitative	yr	year
quan	quantitative	¥	yen
rad	radian/radius	Coal	
rev	revolution	CV	calorific value MJ/kg (state basis by subscript)
rev/min	revolutions per minute		
s	second (time)	Proximate analysis	
S	south	ash	ash per cent
SAIMM	Southern African Institute of Mining and Metallurgy	FC	fixed carbon per cent
SD	standard deviation	TM	total moisture per cent
SE	south-east	VM	volatile matter per cent
ser	series		
SI	International System Units	Thermodynamics	
sic	incorrectly written in the original	a	activity
sin	sine	c	speed of light in a vacuum
SME	Society for Mining, Metallurgy and Exploration Inc	Cp	molar heat capacity at constant pressure
soln	solution	F	Faraday constant
sq	square	G	Gibbs free energy
SSW	south-south-west	H	enthalpy
t/a	tonne per annum	L	latent heat of transformation or phase change
t/d	tonne per day	N	Avogadro's number, molar concentration
t/h	tonne per hour	R	molar gas constant
t/m	tonne per month	S	entropy
tan	tangent	T	absolute temperature
temp	temperature		
TMS	The Minerals, Metals and Materials Society	Math symbols	
tonne (or t)	sometimes abbreviated	Δ	change in
US\$	US dollars	\int	integral
V	volt	Σ	sum of
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		

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*, pp 401 (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, 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.
- 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, Zikov, 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 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 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 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 submission.
- References cited in the paper use surnames and year of publication only, eg. (Smith,1970).
- In text reference citations only use *et al* where there are more than three 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 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).