MetPlant 2019 -Guide to Authors

The papers for this conference will be published on USB.

Hard copy **abstracts only** will be distributed to delegates at the conference.

Papers must be submitted in electronic format, in Microsoft Word®. If help is required in converting from other formats, refer to the Further Information contacts.

The paper number assigned via the abstract submission portal is used in the acceptance letter, the Copyright form and for other administrative purposes only. Please do not use this number on any draft or final copy of your paper or in other correspondence.

GUIDELINES FOR PREPARING PAPERS

Authors are required to follow the formatting guidelines below. The paper should not exceed 8000 words. The paper and the conference will be presented in English.

The paper should be written in clear, concise English, in the **third** person.

Figures, photographs and tables should be incorporated into the body of the paper in the appropriate places.

This *Guide to Authors* is formatted to demonstrate the template for the paper which is provided in Appendix 1.

Save the template with a new name and type your paper into it. Ensure that you delete the instructions in red (e.g. Text here) as you type your text.

Also ensure that you remove all traces of Track Changes before you submit your paper.

Responsibilities of authors

It is the responsibility of the author(s) to ensure the correctness of the technical content of their paper, including presentation of facts, dates, claims made, etc. and that they have followed the instructions and the layout required by this *Guide to Authors*.

Refereeing of papers

Papers will be refereed by the convenors and returned to the nominated author with comments including action required.

Abbreviations

Abbreviations should conform to normal standards. Non-standard abbreviations should be spelled in full the first time and the abbreviation given in parentheses. Acronyms should be defined the first time they are used, as they are not necessarily understood by everyone.

Punctuation

Follow modern convention by using minimal punctuation. This particularly applies to abbreviations and initials. Bear in mind that the forward slash ('/') is used only to mean a choice between two words (e.g. 'and/or') and does not imply a connection between them.

Apostrophes are used for possessive nouns or contractions; they are not to be used in plurals or dates (i.e. do not write *1990's* or *KPI's*).

Listing points in the text

Items of importance should be presented using bullet points with the formatting used in the next paragraph, **not** as continuous text separated by commas or semicolons.

In a bulleted list:
- each item should begin with a lower case letter
- items should not be terminated with a semicolon or comma
- 'and' should not be used after the penultimate item
- a full stop should be used only after the last item.

Measurements

All units of measurement must be in metric units and should be abbreviated as specified in the International System of Units. This includes leaving a non- breaking space (*Shift+Ctrl+Spacebar*) between the number and the unit (e.g. 5 kg/m^3) so that the unit does not separate from the number at the end of a line. When hidden characters are revealed, the non- breaking space appears as a ° symbol.

Write *t/y* for tonnes per year, not *tpy* or *tpa*.

Do not leave a space when using symbols such as $ or %, with the exception of the degrees symbol when writing temperatures (e.g. 1200 °C).

Numbers

Use numerals for all quantities with units. For integers without units, write words for those from one to ten and numerals for 11 and above. Do not use commas or spaces for figures between 1000 and 9999. Numbers above 10 000 have a non-breaking space and not a comma or full stop (to limit confusion arising from the alternative uses of commas and full stops to indicate a decimal point).

Avoid starting a sentence with a numeral. Express fractions as decimals, e.g. 2.5 or 3.75.

Capitals

Initial capital letters should be used only for proper names, headings, references to tables or figures and when listing references as shown in this guide.

Formulae

Mathematical and chemical formulae should be carefully typed, using an equation editor in Microsoft Word. The author is responsible for ensuring that all symbols, equations, etc. are correctly reproduced in the final electronic version submitted for publication in the USB.

Some notes on spelling and grammar

Note that the spelling *sulfur* is to be used rather than the obsolescent *sulphur*, and similarly for its derivatives (*sulfuric*, *sulfide*, etc.).

Flow sheet, *flow chart* and *test work* should be written as separate words rather than single ones.

Note that *criteria, data*, and *media* are the plurals of *criterion, datum* and *medium*. They should be treated as such. Examples of correct and incorrect grammar are given in Table 1.

Table 1 Examples of correct and incorrect grammar

Correct	Incorrect
The design **criteria are** listed in Table 3.	The design **criteria is** listed in Table 3.
Several different grinding **media were** tested.	The grinding **media** is charged into the ball mill along with the feed.
The grinding **medium is** discharged from the ball mill along with the feed.	Several different grinding **medias** were tested

REFERENCES

General requirements

For references the Harvard system **must** be used. **Do not** show references as footnotes.

List references in alphabetical order by **first** author's **surname**. **Do not** number the list of references.

In the text when directing the reader to a reference, the Author(s) and year are to be embedded into the text (in brackets) in the appropriate place. **Do not use** initials or titles (e.g. Dr., Professor etc.). For one author use (Author, 1996), two authors (Author 1 and Author 2, 1996) and for three or more (Author 1 *et al*, 1996).

When the reference is used to make a statement in the text remove the brackets and use this format - Smith and Jones, (1996) said that --------.

For references in the text and reference list by the same author(s) in the same year, use (First Author, 1996a), (First Author, 1996b), etc.

The initial and final page numbers of a reference are separated using an en dash ('–').

Specific requirements

Books

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

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 (Australasian Institute of Mining and Metallurgy: Melbourne).

An author with multiple publications in the same year

Withnall, I W, 1976a. Summary of mineral exploration in the Georgetown area, *Qld Govt Min J*, 77:583–589.

Withnall, 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 (Australasian Institute Of Mining and Metallurgy: Melbourne).

Article in a journal, magazine or other periodical

Carswell, J T and Schofield, N A, 1993. Estimation of high grade copper stope grades in QTS North, Cobar Mines, Cobar NSW, *AusIMM Proceedings*, 298(2):19–32.

Thesis

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

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.

Personal communication

Clark, I, 1993. Personal communication. November.

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*.

Patent

Kunda, W, 1971. Production of sulfur from iron sulfide and sulfur dioxide, Australian Pat 457– 976.

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.

Website

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

United States Environmental Protection Agency, 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 2013].

FOOTNOTES

Footnotes are to be avoided unless absolutely essential and, if used, they should be noted in the text by an identifying superscript number (in brackets) and then the information typed in 10 pt font at the bottom of the page in which they occur under a clearly defined ruled line.

References **must not** be shown as footnotes.

TABLES

Tables must be referred to in the text and must be numbered in Arabic numerals (Table 1, Table 2, Table 3 ...) in the order in which they are mentioned. Each table shall be embedded in the text as near as possible to the first reference to it. **Use of the Caption capability allows the cross-referencing option to be used in the text and ensures that table numbers are updated automatically as the paper is revised.**

To insert a caption:
- select the table
- position the cursor above the table
- on the **References** tab, in the **Captions** group, click **Insert Caption**
- in the **Label** list click **Table**
- use default Numbering 1,2,3 etc.
- click **OK**.

The caption for each table must:
- be placed above the table
- include the table number and a brief explanatory label
- use the font settings used in normal style i.e. black font, 11 point, Times New Roman and single line spacing
- use upper case only for the initial letter of the caption and for proper names.

In the table:
- units of measurement, properly abbreviated and bracketed, should be placed at the top of columns or inside headings
- upper case should be restricted to the first letter of the column headings and the first letter of proper names.

Short explanatory notes (preferably one line) can be appended to tables, appearing immediately below the table **and not** at the bottom of the page

FIGURES

All figures must be referred to in the text by a figure number using Arabic numerals (Figure l, Figure 2, Figure 3 …) and must be numbered sequentially in the order in which they are first mentioned. No distinction is made in numbering between line drawings and photographs. Each illustration shall be printed as near as possible to the first reference to it and in the order given in the text. The figure number and a brief title must be shown below each figure, using the same caption style as with the table captions.

The procedure for generating figure captions is the same as that for table captions with Figure replacing Table in the Label list, but the caption is placed below the figure.

Short explanatory notes (preferably one line) can be appended to illustrations, appearing immediately below the illustration **and not** at the bottom of the page.

Photographs

Appropriate photographs may be included, scanned at adequate resolution to enable enlargement if printed. Where relevant the source of the photograph must be acknowledged, and copyright clearance obtained.

PAGE NUMBERING

All pages must be numbered consecutively, numbers to be in a Header, top centre of page.

SUBMISSION OF ABSTRACT/PAPER

Submission addresses

Online submission for abstracts and first drafts of papers is required through the MetPlant 2019 Conference Speakers' Portal: *http://www.metplant.ausimm.com.au/abstracts*.

Final papers are to be uploaded to the Speakers' Portal.

Copyright

For publication of a paper to occur, authors are in most cases asked to sign a copyright form. This ensures to the AusIMM that nothing within the paper infringes on the copyright of any other third party and also assigns copyright to the AusIMM.

The purpose of copyright law is to ensure that material is not reproduced or copied without proper acknowledgement. By obtaining copyright from authors, the AusIMM can attempt to protect against infringement.

It is normal practice for a publisher of any kind, whether it be commercial or government, to obtain assignment of copyright from an author. The AusIMM is regularly contacted for permission to reproduce material from its publications and it is therefore in the interest of the AusIMM and its members that its publications are properly acknowledged. A copy of the standard copyright form is shown in Appendix 2. Copyright forms are distributed to authors when a paper has been accepted for publication.

Submission requirements

1.   A COVERING LETTER with the title of the paper, the name(s) of author(s), the publication for which the paper is submitted, and the name of a contact person with full postal address and telephone/fax/e-mail numbers. The COVERING LETTER shall also contain confirmation that the publication has been approved by all relevant companies where technical content or discussion refers to specific operations or physical or intellectual properties of those companies.

2.   The COPYRIGHT ASSIGNMENT on the form provided.

3.   The PAPER FOR THE USB, beginning with the title of the paper, the name(s) of the author(s), their affiliations and all company and contact details, the Abstract, and continuing straight into the Introduction and the body of the paper, with no hard page break.

Paper checklist

Ensure that company and/or management approval (as appropriate) has been obtained to submit and publish the paper.

Submit by email:
- covering letter (see above)
- copyright assignment form
- the paper.

GUIDELINES FOR PRESENTING PAPERS

Present only the highlights of your paper. Do not attempt to present all of the detail in the paper. Your presentation should be interesting enough to make people want to read the paper for the full details. It is useful to tell the audience the significance of the work at the beginning of the presentation as this will help retain attention.

Use layman's language where possible and be informative in a practical sense.

Visual aids are a valuable tool in helping keep the material sufficiently simple to be easily understood by the audience. It is usually better to **convert tables to charts or graphs**, showing trends rather than the detail. Each slide should attempt to convey only one idea, such as a trend, a relationship, a comparison, e.g.:

- line graphs to show trends and relationships
- bar graphs to compare magnitudes
- pie graphs to show distributions
- schematic diagrams to show circuits, flows and processes
- photographs to show detail not readily prepared in other ways (microstructures, etc.)
- tables ⏹ use only as a last resort and then with a minimum number of items. In such cases use a font size which when projected onto the screen, can be read from the back of the conference room.

The following audio-visual support will be available:

- PowerPoint data projection
- podium and lapel microphones
- audio-visual technician.

Do not read out numbers and other data from tables. Tell the story they represent.

Content (presentations by or about a company or organisation)

Papers which are mainly discussing the merits of a particular company, its equipment or process(es) are **not** acceptable. Papers presented must demonstrate adequate scientific and technical data (or case studies in pilot plant or plant operations) of equipment use and/or processes developed and if in so doing they mention a particular company, its equipment and/or processes, this must be an adjunct and not the main theme of the paper.

Presentation of a paper is not to be used as an occasion for marketing or promoting specific company interests.

PowerPoint presentation

Limit each slide to one main idea or objective. Limit each slide to a maximum of 10 words.

Images should be based on the use of contrasting colours. Try not to use too many colours at once. Some colour combinations do not provide enough contrast for the audience to read, e.g. red text on a green or yellow background.

Do not use borders to emphasise individual elements as this creates confusion.

Beware of using too many fonts. Use a maximum of two fonts per slide – one font for headings and one for text. Don't highlight individual words with a different font.

<u>Bring your presentation on a memory stick or CD. Personal computers will not be connected to the AV system.</u>

Please have a back-up copy of your presentation on another CD or memory stick.

There will be set times in advance of each session made available to each presenter to test the equipment. These times will be conveyed to the presenter at registration.

Presenting the paper

Speakers should present their papers in a relaxed manner. Go over your paper several times beforehand and be familiar enough with it to look up from time to time and keep in contact with your audience.

During the discussion period, if you feel the audience did not hear the question, repeat it first, and then answer it.

Timing of presentations will vary according to the abstracts received and final program planning. Authors/presenters will be informed well ahead of time of their time allocation and should plan to end the presentation two to three minutes earlier than the allocated time to allow for questions and audience interaction. Allocated timings will be strictly enforced to ensure the timing of all speakers is respected.

If every speaker follows these guidelines, the sessions will be very effective and each paper, including yours, will be better appreciated.

PRESENTERS' CHECKLIST

Prepare and practice oral presentation and presentation material and check timing.

Provide your presentation on a memory stick (or CD) to the AV technician for loading at the briefing or at the beginning of the break before your session.

Present your paper in the time allocated, leaving several minutes for discussion/question