2006 International Seminar on Mine Closure
Proceedings Guidelines

Preparation of Manuscripts – Author’s Guide

To achieve a uniform style throughout the 2006 International Seminar on Mine Closure Proceedings, all papers are to be prepared according to the requirements given below. Your paper should be print ready and delivered to the Australian Centre for Geomechanics by the manuscript deadline date: 17 July 2006. The proceedings will be of A4 size and printed in black and white. The text is to be provided in a single column.

Please find following the required sizes of margins, columns and fonts. A paper template is available from the ACG in an electronic format. It will be emailed to you in a Word format. This template will assist you to prepare your manuscript.

The papers are to be submitted in hard copy as well as electronic format, both as Word and PDF files, either by email, CD Rom or via an FTP site. Graphics need to be inserted in the text, and are also to be provided as individual files in preferably a TIFF format, for use by the graphic designer.

NB: Only metric measurement is to be used. For conversion from imperial to metric units of length, 1 inch = 2.54 cm.
Formatting Style Guide

Document Setup

- Margins: top / bottom: 2.5 cm; left / right: 2.0 cm.
- Single column layout.

First Page (Title and Author Information)

Paper Title
Arial Bold, 20 point, left align.
Paragraph spacing: before 6pt, after 24pt, line spacing single, left align.

- **Template document style:** Section Title.
- Sentence case (only the first word, noun, and acronyms are capitalised).
- Keep titles brief and descriptive.
- Avoid starting with articles or preposition, e.g., “The study of...” or “On the...”.
- Spell out acronyms, unless they are widely known.

Authors
Name: Times New Roman Bold, 11 point, left align.
Affiliation: Times New Roman Italic, 11 point, left align.
Paragraph spacing: before 6pt, after 6pt, line spacing single, left align.

- **Template Document Style:** Authors
- The list of authors should immediately follow the paper title.
- Omit titles or degrees such as Dr., Prof., Ph.D., etc.
- Place each author affiliations in italic to the right of their name.
- Please include middle name initials where appropriate.
- Please include country of residence.

Paste Fill

A. Henderson  Perilya Mines NL, Broken Hill Mine, Australia
D. Landriault  Golder Paste Technology Ltd, Canada
J. Coxon  Gold Fields Australia Pty Ltd, Australia

Introduction
Formatted as Heading 1 and Normal body text. 1 blank line between authors and introduction.
Paragraph spacing: before 12pt, after 6pt, line spacing single, 1.5 cm tab, left align.

- The preamble should concisely summarise key findings of the paper.
- Single paragraph of no more than 180 words.
- Informative rather than descriptive.
1 INTRODUCTION

The largest waste stream from most underground stoping operations is mill tailings. Due to developments in mill processing, over the past 100 years tailings have tended to become progressively finer to increase metallurgical recoveries and hence to allow processing of previously uneconomic...

Heading Formats

These heading formats are defined in the provided template document.

<table>
<thead>
<tr>
<th>Style</th>
<th>Font &amp; Spacing</th>
<th>Case</th>
<th>Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Level</td>
<td><strong>Heading 1</strong></td>
<td>Arial Bold, 14 pt&lt;br&gt;Paragraph spacing: before 12pt, after 6pt, single line spacing 1.5 cm tab, left aligned&lt;br&gt;1.5 cm indent</td>
<td>UPPER CASE 1.5 cm indent</td>
</tr>
<tr>
<td>2nd Level</td>
<td><strong>Heading 2</strong></td>
<td>Arial Bold, 13 pt&lt;br&gt;Paragraph spacing: before 12pt, after 6pt, single line spacing 1.5 cm handing indent&lt;br&gt;First letter of major words upper case</td>
<td></td>
</tr>
<tr>
<td>3rd Level</td>
<td><strong>Heading 3</strong></td>
<td>Arial Bold Italic, 11 pt&lt;br&gt;Paragraph spacing: before 12pt, after 6pt, single line spacing 1.5 cm handing indent&lt;br&gt;Sentence case</td>
<td></td>
</tr>
<tr>
<td>4th Level</td>
<td><strong>Heading 4</strong></td>
<td>Arial Italic, 11 pt&lt;br&gt;Paragraph spacing: before 12pt, after 6pt, single line spacing 1.5 cm handing indent&lt;br&gt;Sentence case</td>
<td></td>
</tr>
</tbody>
</table>

A typical paper structure would be:

1 INTRODUCTION
2 METHODOLOGY
3 DATA
4 RESULTS
5 CONCLUSIONS
ACKNOWLEDGEMENTS
REFERENCES

Acknowledgements and References should not be numbered.
The largest waste stream from most underground stoping operations is mill tailings. Due to developments in mill processing, over the past 100 years tailings have tended to become progressively finer to increase metallurgical recoveries and hence to allow processing of previously uneconomic...

The Paste Guide content includes:
- Paste and thickened tailings management,
  - best practice
  - historical techniques
- Paste and thickened tailings transportation, and
- Paste and thickened disposal.

Another example:
- Paste and thickened tailings management: commonly observed is paste and thickened tailings.
- Dry tailings disposal: commonly observed in paste and thickened tailings plants.

Tables
- Please position tables as close to the text reference as possible.
- Use body text styles for table content.

Table Captions
Arial Bold, 11 point.
Paragraph: 12 pt space before and 6 pt after, single line spacing, 2.5 cm hanging indent.
- Template Document Style: Table Captions.
- Table caption to appear above the table.
- Use sentence case (first letter upper case, all other letters lower case).
- No full stop at the end of the caption.
### Table 1  
**Paste fill comparative yield stress**

<table>
<thead>
<tr>
<th>Material</th>
<th>Yield Stress (Pa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cream</td>
<td>45</td>
</tr>
<tr>
<td>Yoghurt</td>
<td>80</td>
</tr>
<tr>
<td>Toothpaste</td>
<td>110</td>
</tr>
<tr>
<td>Paste backfill</td>
<td>200 – 700</td>
</tr>
<tr>
<td>Peanut butter</td>
<td>2000</td>
</tr>
</tbody>
</table>

### Equations

Using Microsoft Equation or similar:
- **Template Document Style: Equations.**
- Align centre.
- Number equations inside parentheses () aligned to the right of the equation.
- Do not use full stops '.', asterisks '*', or the x character ‘x’ to indicate multiplication. If required please use to the correct multiplication symbol ‘×’ or the middle dot ‘·’.

\[
UCS = 2 U_{max} W_{max} \checkmark \\
UCS = 2 \times U_{max} \times W_{max} \checkmark \\
UCS = 2* U_{max}* W_{max} \times
\]

- Be consistent with the use of italics for variable names. If a variable is expressed in italics within the equation, please make any references to that variable within body text italic also.

The relationship between the present cement content as a function of the required strength \((UCS)\) is given by Equation 1.

\[
\rightarrow \quad \text{Cement Content} = \frac{UCS(kPa) + 216.55}{139.82} \rightarrow (1)
\]

### Figures, Diagrams and Photographs

Figures, tables and diagrams should be clear and legible but sized to make economical use of space, and must fit entirely within the page width.
- Number figures, diagrams and photos in the order of text reference.
- Figures should be placed within the text rather than at end of the paper.
- Do not make your figures or figure labels too small as figures may be reduced to 60% of their original size (or smaller) during typesetting.
- All axis labels, text and figure scales on diagrams must be large enough to be legible in the printed paper.
- All graphics are to be supplied in black and white with high contrast.

Insert images in the Word document and provide a separate copy of the original images in high resolution electronic files along with your submission.
**Figure/ Graph – lines**

- **Figures (size of lines)**: 1 point for key lines (such as an outline) and 0.5 point for details.
- **Graphs (size of lines)**: 1.5 point for plotted values, 0.3 point for background grid, 1 point for border.
- **Figures and graphs (line style)**: Solid and dashed lines.

**Figure Captions**

*Arial Bold, 11 point.*

*Paragraph: 8pt space before and 18pt space after. Single line spacing. 2.5 cm hanging indent.*

Place figure caption underneath the figure.

- **Template document style:** *Figure Caption.*
- Each caption should start with a figure number, formatted as per the example overleaf.
- Keep figure captions short to avoid overcrowding.
- Do not use a full stop or colon behind the figure number.
- Do not use a full stop at the end of the caption.
- Please use sentence case (first letter capital, all others lower).

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![Graph](image.png)

**Figure 1**  
Variation of MDI concentration with distance from spray site

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**Acceptable Image File Formats**

For vector illustrations, diagrams and charts:

- Microsoft XLS.
- Microsoft Word (DOC).
- PDF  (Adobe Acrobat).
- EPS  (Encapsulated Postscript).
- PS   (Postscript).
- TIFF.

Please provide any uncommon fonts used separately.
For graphs, preferably supply in both XLS and embedded in DOC files. For figures, preferably supply in ESP/TIFF and embedded in DOC files. Photographs, illustrations
- TIFF (Tagged Image File Format) 300dpi at print size or larger.

Please provide line drawings (such as charts) in a vector format instead (see above).

Citing Authors

Within body text, figure and table captions:
Authors last name and the year of publication, comma separated, in brackets.
- Single author: (Potvin, 2003).
- Two authors: (Hudyma and Potvin, 2001).
- Three or more authors: (Owen et al., 2002).

Reference List

Times New Roman 10 point, single spacing. 1 cm hanging indent.
Paragraph: 6pt before and after.
All lower case other than individual names.

At the end of the chapter, please compile a list of all references in alphabetical order. Each reference is an individual paragraph.
- Template document style: References.
- All references must be cited in the chapter text.
- Place any references to years in brackets (2002).
- Do not place full stop behind year brackets.
- Place a full stop after title paper.
- Place a full stop at end of reference entry.

Listing Authors in the Reference List:
- Two authors: Fourie, A.B. and Hudyma, M.R. (1975)
- Three or more authors: Fourie, A.B., Hudyma, M.R. and Potvin, Y. (1971)

Note: et al. is not permitted in the reference list, all authors must be listed in full:
- NO full stop after year bracket.

Reference Lists
- Book: Author(s) (YEAR) Book Title, publisher, page or chapter numbers.


- Proceedings paper / chapter in edited book: Author(s) (YEAR) ‘Paper or chapter title’, Volume Title, editor(s), volume number (if applicable), publisher, city, page numbers (inclusive).
Writing Style Guide

Please use English (no American spelling)

Number / Units Formatting

- All measurements should be in METRIC units
- NO space or comma to group thousands
  eg. 1200 mm ✓ 1,200 mm × 1 200 mm ×
- ONE space between the number and its unit of measurement (except for % and °)
  eg. 700000 kg ✓ 25% ✓ 105°C ✓ 700000kg × 2mm ×

Preferred Spellings of some commonly used terms

Job titles such as: mine manager, director – first letter lower case
acknowledgement
e.g.
et al.
hangingwall
i.e.
in situ
mine-wide
non-linear
non-interlocking
tailings
rockmass
world-wide

Other Notes

Author Contact Details
Please provide your full contact details, including title.