

AusIMM New Zealand Branch 2010 Conference Paper Guidelines

Timetable

31 May 2010	Deadline for submission of abstract
25 June 2010	Notification of acceptance of abstract
24 September 2010	Deadline for submission of full paper (see paper guidelines)

Conference publications

The New Zealand Branch publishes a proceedings volume for its annual conference both in hard copy and CD-ROM versions. The hard copy volume is distributed to delegates at the conference. The CD-ROM version is prepared and distributed after the conference and in addition to PDFs of the papers, it also includes PDFs of the PowerPoint presentations. Authors with sensitive material will need to advise the organising committee if they don't want their PowerPoint to be reproduced.

Deadline

To allow the organising committee time to produce printed and digital copies of the conference papers it is essential that all papers must be **RECEIVED IN THE REQUIRED FORMAT BY THE STATED DEADLINE**. Failure to meet this deadline may result in the paper being deleted from the conference.

For the 2010 conference, the deadline is **24 September 2010**. We welcome earlier submission of papers to assist pre-conference publication.

Reviews – author's responsibility

The Conference organisers will not be undertaking a technical review of the material. Please ensure all technical reviews are completed before you send us your paper.

Paper length

As a general guide, papers should be less than 10 published pages. This is about 3000 words plus figures.

Paper layout

All papers submitted will include the following:

- Paper title at top of first page.
- Author(s) name(s) immediately below the title. Use initials only for given name(s).

- Author(s) position, and organisation details (including e-mail address if available) immediately below the list of authors.
- Abstract of maximum length 300 words, which summarises the key points made in the paper (and does not simply describe the contents).
- A keywords section after the abstract with a list of up to ten keywords.
- Paper body in single column text, with major headings and subheadings as appropriate, with embedded figures and tables (which should appear in the text as soon as possible after the first reference). It should start with an introduction section and finish with a conclusions or summary section.
- References cited in the text arranged alphabetically at the end of the paper, and referenced in the text by author(s) name(s) and publication date (**not** by italicised numbers).
- Papers should be less than 10 pages in length including tables, figures and references.

Format details

Each paper is to be formatted in the following manner:

- A4 page size, single column format.
- Top margin 25mm, bottom margin 25mm.
- Left margin 25mm, right margin 25mm; fully justified left and right.
- Single line spacing, with an extra line between paragraphs and headings.
- Paragraphs not to be indented.
- Font style and sizes:
 - Title – Arial, 18 point, lower case, bold, centred,
 - Authors – Times New Roman, 12 point lower case; bold, centred
 - Author’s affiliations, postal and email addresses – Times New Roman, 12 point lower case, plain; new line for each author; keyed to authors by superscript numbers
 - Abstract – Times New Roman, 10 point, plain
 - Keywords – Times New Roman, 10 point lower case; keywords separated by commas. Keywords title in 11 point Arial font, lower case, bold, italicised, and followed by a colon.
 - Text – Times New Roman, 12 point, plain
 - Headings: Up to three levels of headings can be used, formatted as follows.

First order heading (Arial, 14 point, lower case, bold, centred)

Second order heading (Arial 12 point, lower case, bold, left justified)

Third order heading (Arial, 11 point, lower case, italic, bold, left justified)

Acknowledgements – Times New Roman, 10 point, plain

References – Times New Roman, 10 point, plain; hanging indent on each reference. No line space between references.

References

References cited in the text should be by author(s) name(s) and publication date (**not** by italicised numbers), e.g. Brown (1990), Brown and Smith (2000) and Smith et al. (2001). Within brackets, references should be listed in chronological order, e.g. (Brown, 1990; Brown and Smith, 2000; Smith et al., 2001). For more than two authors use et al. in the text, e.g. Brown, Smith and Wallace should be cited in the text as Brown et al., but all authors should be listed in the list of references.

The list of references should appear at the end of the paper in alphabetical order in the following format.

- Author, A.B. and Author, C.D. 1997. This is an example of a reference in a journal. *Alchemists Journal* 19: 100-103.
- Author, A.B., Author, C.D. and Author, E.F. 1995. Another type of reference in a journal. *Journal of the Society of Alchemists* 75: 500-520.
- Author, D.E. 1995. An example of an unpublished thesis. Unpublished Ph.D. thesis, The University of Marlborough.
- Author, F.G., Author, T.S. and Author, J.K. 1995. This is an example of an unpublished mining company report, Mining company name. Ministry of Economic Development, Wellington, unpublished open-file mineral report MR000.
- Author, B.X. 2000. *This is an example of a book*. Publisher, Location. 980 p.
- Author, G.H. 1996. An example of a reference in a book. In: *Book Title in Italics*, Author A.B. and Author C.D., eds, pp. 100-120, Publisher, Location.
- Author, I.J. and Author, K.L. 2006. This is an example of a paper from an AusIMM New Zealand Branch Conference. Proceedings of the 38th annual conference, New Zealand Branch of the Australasian Institute of Mining and Metallurgy. Pp. 3-12.
- Author, J.I., Author, Z.U., Author, F.T. and Author, K.L. 2006. This is an example of a paper from a non AusIMM conference proceedings volume with editors. In: Editor, B.B. and Editor, A.A., eds. Proceedings of the Named conference, Location, date. Publisher/Conference Institution Name. Pp. 300-320.
- Author, M.N. 1996. An example of a reference in a monograph or book in a series. In: *Book Title in Italics*, Editor E.F. and Editor G.H., eds. Publication Series Name 20: 100-120.
- Author, O.P. and Author, Q.R. 2006. This is an example of a paper from AusIMM monograph 25. In: *Geology and exploration of New Zealand mineral deposits*, Christie, A.B. and Brathwaite, R.L. eds. Australasian Institute of Mining and Metallurgy Monograph 25: 22-24.
- Author, S.T. and Author, U.V. 2007: This is an example of a published report. Institute of Alchemy Report 2007/6. 34 p.

Figures and tables

- Figures should be cited in the text as Fig. 1, Figs 1 and 2, and Figs 1-3 (for referencing Figs 1, 2 and 3).
- Figures and tables should be prepared to fit within set margins.
- All text is to be printed in black & white and, therefore if using colour on figures please ensure that they reproduce as different shades of grey in a black & white version.
- Use Arial 10 point for all captions. Place captions below figures and above tables. Figure and table captions should follow the format:

Figure 1. Location map.

Table 1. List of analyses.

Student award

Please note that there is a Student Award of \$1,000 cash for the best student paper presented at the Conference. Any student who enters but does not win is entitled to a grant of up to \$200 for travel expenses.

If you are interested, it is important that you meet the qualifying requirements and that you and your lecture/supervisor are familiar with the Rules. These can be downloaded from the Conferences section of the AusIMM New Zealand Branch website (www.ausimm.co.nz/conferences.html).

Please indicate that you wish to be considered for the Student Award when you send your paper in as noted below.

Submission of papers

- Submit both paper and digital versions of the formatted paper (with figures and tables embedded)
- Additionally, please also supply your figures as separate digital files in **both**:
 - The format of the original drawing software in which it was created; and
 - Saved as either a tiff or eps file. If supplying eps files please ensure you select the preview option when saving the eps file.
- Please submit your digital files on a CD-ROM
- All graphics are to be included within the paper. We do not want paper copies that will then require scanning and insertion into the paper
- Any figures or tables should be of high quality.
- Number pages in soft pencil on the reverse side of the hard copy pages supplied.
- Do **not** number pages in the digital version of the paper.
- If you are a student and wish your paper to be considered for the student prize, please advise the papers sub-committee of this when the paper is submitted.
- Submit your papers to:

Helen Cocker
School of Environment (Geology)
The University of Auckland
Private Bag 92019
Auckland 1142
New Zealand

Email: h.cocker@auckland.ac.nz
Phone: 09 373-7599 ext 84621
Mobile: 021 258-7969

- Queries about your paper, and its presentation and publication should be made to:

Helen Cocker

Or:

Tony Christie
Phone: 04 570-4682
Email: t.christie@gns.cri.nz

Biographical notes

Along with the submission of your paper, please supply biographical notes for all of the authors. These will be read by the chairperson of your session when he or she introduces your paper.

Use the full first name and surname for all authors and indicate which is the presenter. Include a couple of brief sentences describing current position, previous work experience and educational qualifications. Keep it brief, because the chairperson will be using up your speaking time reading out your notes!

Registration

Please note that all authors wishing to present their papers are expected to register for the Conference and make their own arrangements to attend.

Example

AusIMM New Zealand Branch conference paper

X.B. Smith¹, U.V. Williams² and Y.A. Brown³

¹ First author's affiliation, postal address and email address

² Second author's affiliation, postal address and email address

³ Third author's affiliation, postal address and email address

Abstract

Abstract text in 10 point Times New Roman, maximum 300 words

Keywords: one, two, three, four, five. [Keywords title in 11 point Arial, italics and bold, followed by a colon. Keywords text in 10 point, plain, Times New Roman. Commas between keywords, stop at end]

Introduction

Paper length up to a maximum of 10 published pages including tables, figures and references.

General Instructions

Type area

Papers are to be formatted to an A4 page size. Use the File -> Page Setup menu to set the page margins to: Top Margin: 25 mm; Bottom Margin: 25 mm; Left Margin: 25 mm and Right Margin: 25 mm. The text and figures should fit exactly into the type area.

Typeface

The body of the text uses Times New Roman font, whereas title and headings are Arial font.

Layout of text

Title of paper, authors and affiliations

Type the title of the paper using single-spaced, centred, 18 point size, bold, Arial font. The title is to be no longer than 70 characters. A single blank line space separates the title from the name or names of the author(s). Type the name(s) of the author(s) using centred, 12 point size, bold, Times New Roman font. Initials with stops should precede the surname. For papers with more than one author, separate the authors' names with commas, except for the names of the last two authors, which should be separated by the word 'and'. If the authors come from more than one institution, a superscript number should be inserted following the name of each author, and used to indicate his or her affiliation. A blank single line space should separate the names of the authors from their affiliations. For the authors' affiliations, use 12 point size, plain Times New Roman font. Where authors come from more than one institution, the name and address of each institution should be placed on a separate line, preceded by a superscript

number to relate each author to his or her institution. Two line spacing lines should separate the authors' affiliations and the abstract title.

Main body of paper

The main body of the paper is in single column format, with 12 point size, plain, Times New Roman font. Each paragraph is separated by a line space. Do not use bold within the text and do not underline.

Headings

Type first order headings with 14 point size, bold Arial font, in lower case. First order headings are centred, and have a line spacing before and after them. Second order headings should use 12 point size, bold Arial font, lower case. They are left justified, and have a line spacing before and after them. Third order headings should use 11 point size, bold Arial font, lower case and italicised. They are left justified, and have a line spacing before and after them. If a heading falls at the bottom of a page, transfer it to the top of the next page and leave open space at the bottom.

Figures

Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographic images. Several diagrams and/or photographic images may be combined into one figure in order to make best use of the column width. The proceedings volume will be printed in black-and-white, so coloured diagrams or images should not be used. Line drawings should be in black. The minimum lettering size should be 2 mm and lines should be at least 0.2 mm thick. Keep figures as simple as possible and avoid excessive notes and designations.

Figures are centred. Figure captions are centred and are typed below the figure (Fig. 1).



Figure 1. Waves crashing on rocks.

Tables

Number tables consecutively and locate them close to the first reference to them in the text. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading where appropriate. Explanations should be given at the foot of the table, not within

the table itself. Table captions precede the table and are centred (Table 1).

Table 1. An example of a table.

Column 1	Column 2	Column 3	Column 4
Data 1	Data 22	Data 32	Data 42
Data 2	Data 23	Data 33	Data 43
Data 3	Data 24	Data 34	Data 44
Data 4	Data 25	Data 35	Data 45
Data 5	Data 25	Data 35	Data 45

Leave one line spacing between normal text and subsequent figures or tables. Do not set any text next to a figure or table (i.e. do not create columns). Ideally, do not place figures or tables sideways on a page. However, if this cannot be avoided, no other text (other than the caption) should appear on the page. Ensure that the figure or table fits within the designated type area of the page.

Bullets and numbering in text

Paper text

- bullet list text
- bullet list text

Paper text

- (a) alphabetical list
- (b) alphabetical list

Paper text

- (1) numbered list
- (2) numbered list

Preferences, symbols and units

Consistency of style is very important. Note the spacing, punctuation and capitals in all the examples below.

References in the text: Fig. 1, Figs 2-4, 6, 8a, b

References between parentheses: (Fig. 1), (Figs 2-4, 6, 8a, b)

Use NZ / USA / UK *instead of* N.Z. / U.S.A. / U.K.

Use Author and Author (1989) *instead of* Author & Author (1989)

Use (Author, 1989a, b; Author and Author, 1987)

Use (Author et al., 1989) *instead of* (Author, Author & Author 1989)

Use (Author, in press); (Author, unpubl.); (Author, pers. comm.).

Always use official SI notations and units. Use:

⁴⁰Ar *instead of* Ar⁴⁰ or Ar-40

30°16'32"SW *instead of* 30° 16' 32" SW

x 10 *instead of* x10 / X10 ; but -4 / +4 *instead of* - 4 / + 4

0.60 *instead of* 0,60 (used in French text); 8000 *instead of* 8,000 but if more than 10,000:

10,000 *instead of* 10000 or 10 000

e.g. / i.e. *instead of* e.g., / i.e.,

Acknowledgements

Acknowledgements should be kept short and use single-spaced, 10 point size, Times New Roman font. These guidelines draw from previous AusIMM conference guidelines and the instructions to authors for the SEG 2004 conference, Perth, Western Australia.

References

Note: References use single-spaced, justified, 10 point size, Times New Roman font with a hanging indent. Do not abbreviate references.

- Author, A.B. and Author, C.D. 1997. This is an example of a reference in a journal. *Alchemists Journal* 19: 100-103.
- Author, A.B., Author, C.D. and Author, E.F. 1995. Another type of reference in a journal. *Journal of the Society of Alchemists* 75: 500-520.
- Author, D.E. 1995. An example of an unpublished thesis. Unpublished Ph.D. thesis, The University of Marlborough.
- Author, F.G., Author, T.S. and Author, J.K. 1995. This is an example of an unpublished mining company report, Mining company name. Ministry of Economic Development, Wellington, unpublished open-file mineral report MR000.
- Author, B.X. 2000. *This is an example of a book*. Publisher, Location. 980 p.
- Author, G.H. 1996. An example of a reference in a book. In: *Book Title in Italics*, Author A.B. and Author C.D., eds, pp. 100-120, Publisher, Location.
- Author, I.J. and Author, K.L. 2006. This is an example of a paper from an AusIMM New Zealand Branch Conference. Proceedings of the 38th annual conference, New Zealand Branch of the Australasian Institute of Mining and Metallurgy. Pp. 3-12.
- Author, J.I., Author, Z.U., Author, F.T. and Author, K.L. 2006. This is an example of a paper from a non AusIMM conference proceedings volume with editors. In: Editor, B.B. and Editor, A.A., eds. Proceedings of the Named conference, Location, date. Publisher/Conference Institution Name. Pp. 300-320.
- Author, M.N. 1996. An example of a reference in a monograph or book in a series. In: *Book Title in Italics*, Editor E.F. and Editor G.H., eds. Publication Series Name 20: 100-120.
- Author, O.P. and Author, Q.R. 2006. This is an example of a paper from AusIMM monograph 25. In: *Geology and exploration of New Zealand mineral deposits*, Christie, A.B. and Brathwaite, R.L. eds. Australasian Institute of Mining and Metallurgy Monograph 25: 22-24.
- Author, S.T. and Author, U.V. 2007: This is an example of a published report. Institute of Alchemy Report 2007/6. 34 p.