

Guidelines for Preparing Technical Papers

The MAPLA 2010 proceedings will contain full-length, final articles approved for publication. In order for a paper to be approved, it must be submitted before the established deadline and must comply with the norms and procedures outlined in the present guide. Articles submitted after the deadline as well as those that do not follow the specified standards may not be considered for review and returned to authors.

ARTICLE SUBMISSION INSTRUCTIONS

Manuscripts must be submitted as MS Word files only. PDF or any other file formats will not be accepted.

Deadline for final paper submission is 29 June 2010.

Please submit files to Mallory Dutton at mapla@mapla.cl.

1. ARTICLE FORMAT

1.1 General writing instructions

- File format: Microsoft Word (file extension .doc), pdf or other formats will not be accepted
- Extension: 10 pages maximum, including figures, tables, references and appendices
- Language: English. Please avoid using American spelling, use **British English** spell check. E.g.: analyse instead of analyze, organisation instead of organization, colour instead of color
- All information in tables, graphs and pictures must be translated into English
- Page layout: Letter
- Text margins: 3 cms margin in every direction (top, bottom, right and left)
- Text font: Times New Roman size 11
- Space between lines: single
- No indentation, one space after full stops, do not use double spacing
- Single column layout. This applies to both text and figures. Documents written in double columns will not be considered.
- Measurements: metric measurement units must be used (kg instead of lb, cms instead of inches, kms instead of miles, etc.). All imperial measures must be properly converted.
- Keep to even total number of pages to avoid blank pages in the book.
- Large tables must fit to one page with the appropriate caption placed above them.
- Large figures must fit to one page with the appropriate caption placed beneath them.

1.2 Headings Hierarchy and Article Structure

Article would normally contain the following sections. Numbers, letters or bullets **MUST NOT** be used with any of these main headings. Maximum extension for any heading is 100 characters including spaces.

ABSTRACT (paper summary)

INTRODUCTION (background information and objectives)

METHODOLOGY (procedures/techniques used to approach the topic must be mentioned)

RESULTS AND DISCUSSION (practical results, case studies)

CONCLUSIONS (conclusions drawn from the results and their implications)

ACKNOWLEDGEMENTS (optional, collaborating authors may be mentioned)

NOMENCLATURE (optional, if uncommon nomenclature has been used, its meaning should be explained)

REFERENCES (list of all used sources, print or electronic)

APPENDIX (any supplementary information)

- **Main Headings:** in capitals, font size 11, bold, left aligned. NO NUMBERS, LETTERS OR BULLETS. **Maximum extension – 100 characters including spaces.**

E.g.: **METHODOLOGY**

- **Level 2 headings** (Subheadings of main headings): Only the **first** letter of the **first** word should be capitalised, font size 11, bold, left aligned. Do not use numbers, letters or bullets.

E.g.: **International seminar on environmental issues in the mining industry**

- **Level 3 headings** (Subheadings of subheadings of main headings): Only the **first** letter of the **first** word should be capitalised, all other words must be written in lower case, size 11, bold, *italics*, left aligned. Do not use numbers, letters or bullets. Maximum extension – 100 characters including spaces.

E.g.: *International seminar on environmental issues in the mining industry*

- **Level 4 headings** (Subheadings of Subheadings of Subheadings of Main Headings): Only the **first** letter of each word should be capitalised, size 11, *italics*, left aligned. Do not use numbers, letters or bullets. Maximum extension – 100 characters including spaces.

E.g.: *International seminar on environmental issues in the mining industry*

- Use italics (not bold) to highlight concepts, phrases and any foreign terms. E.g.: *dem, ibidem, ut supra, op. Cit., et al., in situ.*
- **Bulleted text.** Use standard bullets • (level 1) and ▬ (level 2). Do not use any other decorative elements. Do not use semi-colon after each entry, use full stop after final entry. First letter of the first word must be written in capitals, all others in lower case. Please avoid using bullet points whenever possible, use paragraphs instead.

Example of level 1 bullets:

The topics included:

- Operational costs
- Environmental impacts
- Mine waste
- Acid water treatment.

Example of level 1 and 2 bullets:

Topics included:

- Acid water treatment.
- Mine waste.
 - Hazardous waste.
- Operational costs.

2. ARTICLE CONTENT

2.1 First page

- **Article title:** in capitals, font size **14 pts**, **maximum extension 100 characters** (including spaces), left aligned, two spaces after title. Try to fit the article title in one line, if possible. Avoid beginning the title with the prepositions.

Example:

FORMATION OF THE UNSTABLE EMULSIONS IN THE PROCESS OF LIQUID EXTRACTION

- **Author details:** Names: 11 pts bold, do not capitalise. Affiliation: 11 pts., left aligned, 6 pts space between author's name and affiliation. Every author should be identified by his/her first and last name, company and country. Authors must list one first name and one last name only, middle name initials are accepted. Example: John M. Smith or John Smith.
- **Abstract:** 11 pts, single spacing, *italics*, three spaces after last sentence. **Maximum extension 300 words**. Abstract must fit to one page. Abstract must not contain any subheadings, graphs, figures or tables.
- **General body text:** font size 11 Times New Roman, single spacing.

Example: (Article title, author details and abstract)

TRANSFORMATION OF RESIDUALS TO AVOID ARTIFACTS IN GEOSTATISTICAL MODELLING WITH A TREND

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ABSTRACT

Trend modelling is an important part of natural resource characterization. A common approach to account for a variable with a trend is to decompose it into a relatively smoothly varying trend and a more variable residual component. Then, the residuals are stochastically modelled independent of the trend. This decomposition can result in values outside the plausible range of variability, such as grades below zero or ratios that exceed 1.0.

2.2 All other pages

- Follow the correct format for 2, 3 and 4 level headings
- Avoid starting headings with the articles or prepositions. E.g.: About the XYZ Experiment....
- Do not use page numbers.
- Do not use headnotes, letterheads, company logos, etc. Footnotes are accepted.

2.3 References

All references must be properly cited in the article and written in full in the reference section.

- **Citations in the body of the article**

Provide the corresponding reference number in **square** parenthesis, full entry must be provided in the reference section.

E.g.: This decomposition can result in values outside the plausible range of variability, such as grades below zero or ratios that exceed 1.0. [1].

In case two or more sources were used, please list them as follows:

E.g.: This decomposition can result in values outside the plausible range of variability, such as grades below zero or ratios that exceed 1.0. [1, 2].

- **Citing authors in the REFERENCE section**

List all authors including author's surname and initials, followed by the publication year in parenthesis, 10 pts font, French indentation, 6 pts space between references. Author's details in bold. A number in square parenthesis must be provided as per citation in the text. Every reference must be cited in the text with the appropriate number and written in full in the reference section. Order references by number as per order of appearance in the article.

- A **journal reference** should comprise name(s), initial(s), year of publication, full paper title, name of journal, volume number and first and last pages. Article title in italics, first letters capitalised.
- A **book reference** should comprise name(s), initial(s), year of publication, full title and publisher. Article title in italics, first letters capitalised.
- If the reference to be cited is an article from an **edited volume** then the name of the author, the article title, editors and inclusive pages should be mentioned.
- Reference to **unpublished papers** should consist of: author's name, initials, year (or: in press), paper title, report, thesis, and any other relevant details.
- Retrieval date must be provided for each online reference.
- **Et al. IS NOT** allowed in the reference section, complete list of authors must be cited.
- Place short dash between page numbers, end reference with a full stop. Page formats: pp. 5-7 (information available on pages 5 through 7); p. 7 (information is available on page 7); 87p. (the book has 87 pages).

Example of a reference section.

REFERENCES

- Dixon, S.** (2004) *Definition of Economic Optimum for the Leaching of High Acid Consuming Copper Ores*. Minerals and Metallurgical Processing 21(4), pp. 198-201. [1]
- Greenpeace n.d.**, *The future is GE Free*, retrieved 28 September 2005 from <http://www.greenpeace.org.au/ge/farming/canola.html> [2]
- Gupta, C. K. & Mukherjee, T. K.** (1990) *Hydrometallurgy in Extraction Processes*, CRC Press, Boca Raton, Florida, U.S.A., pp. 33-35. [3]
- Karamanev, D. G., Nikolov, L. N. & Mamatarkova, V.** (2002) *Rapid Simultaneous Quantitative Determination of Ferric and Ferrous Ions in Drainage Waters and Similar Solutions*. Minerals Engineering, vol. 15(5), pp. 341-346. [4]
- Vietti, A. L. & Coghil, M.** (2006) *Slurry Chemistry. Paste and Thickened Tailings – A Guide*. R.J. Jewell and A.B. Fourie (eds), Australian Centre for Geomechanics, 189p. [5]

3. GUIDELINES FOR IMAGES, TABLES AND EQUATIONS

All images (excluding photographs) must be editable. Copy and paste diagrams and tables in their original format from the programme in which they were created.

3.1 Submitting Images and Tables

- Images should be embedded in the article (Word document) and **also sent separately** in the following formats: **JPG, TIFF (preferable), EPS** (encapsulated postscript) or **GIFF**.
- Images must have a resolution of at least 300dpi at its proper size.
- Files must weigh at least 500k.
- All information inside the images and graphs as well as captions must be translated into English.
- While embedding images and graphs in the article please be consistent with bordering: either all images must have borders or none, no double borders must be used.
- Do not use coloured backgrounds in graphs and tables.
- Every figure, graph or chart must be a single whole image, not the collection of separate images and independent text.
- Tables must be embedded in the article and also **sent separately** as **original .xls** files and not as scanned images.
- All embedded images and tables must be **centered** with appropriate caption below (images) or above (tables). Captions: font 9 pts., no full stops, only first letter capitalised.
Example: Figure 1: Tests at Chuquiacamata mine
- All graphs, charts and photos must be labelled as Figure 1, not as Graph 1 or Photo 1.
- Table and figure captions must not exceed 100 characters, including spaces.
- Caution when using full colours; the proceedings will be published in black and white and colour distinction may be lost.

For printing purposes images are divided into three categories.

3.2 Medium Images – Simple graphs

The images can be up to 10 cm (wide) x 6 cm (tall). The size of the following items should be in proportion with the rest of the image:

- Text inside the graph (letter size).
- Line thickness.
- Dots.
- Shading lines.

Example:

About the image:
 Format: tif, jpg;
 Size: 6 x 9 cm;
 Resolution: 300 dpi;
 File size: 776 kb;
 Caption: 9 pts font, below the image
 (one space), centered.

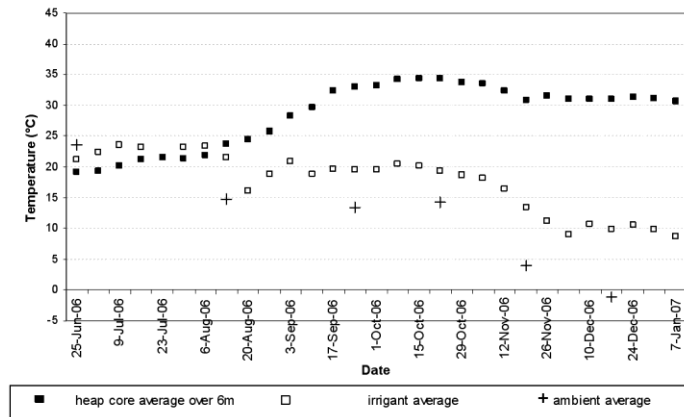


Figure 1: Example of image 1

3.3 Large Images - Complex graphics

All complex graphs and charts must constitute ONE WHOLE image and not the collection of separate images and independent text. Images cannot not be larger than 12 x 9 cm. (portrait or landscape)
 The size of the following items should be in proportion with the rest of the image:

- Text inside the graph (letter size)
- Line thickness
- Dots
- Shading lines.

Example:

About the image:
 Format: tif, jpg;
 Size: 9 x 11.5 cm;
 Resolution: 300 dpi;
 File size: 829 kb;
 Caption: 9 pts font,
 below the image (one
 space), centered.

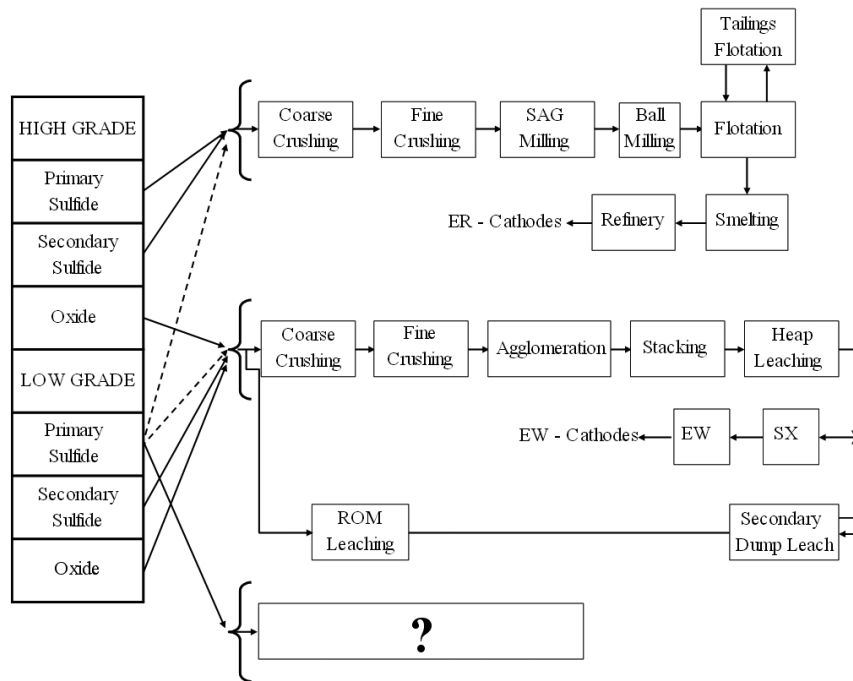


Figure 2: Example of image 2

3.4 Photographic Images

The images can be up to 8.5 x 6.5 cm (portrait or landscape).

Characteristics:

- Colour - black and white (preferred) or colour. However, avoid using full colours, as proceedings will be published in black and white and colour distinction may be lost
- Ensure that the image contrast allows the photo to be clearly seen
- Image must have high resolution – no less than 300 dpi and a file size of more than 500k.

Examples:

About the image:

Format: tif, jpg

Size: 5 x 6.5 cm

Resolution: 300 dpi

File size: 452 kb

Caption: 9 pts font, below the image (one space), centered.



Figure 3: Example of image 3

About the image:

Format: tif, jpg

Size: 6 x 8 cm

Resolution: 300 dpi

File size: 573 kb

Caption: 9 pts font, below the image (one space), centered.



Figure 4: Example of image 4

3.5 TABLES

Tables must be formatted with internal borders with caption ABOVE the table. Caption must be written in font size 9 pts, centered.

Text inside tables: font size 9 pts, Times New Roman, title in bold.

* Table note: Times New Roman Normal, 8 pt, 6 pt space before and 12 pt after, single spacing, underneath the table.

- Table caption should be placed above the table, 20 words maximum.

- Do not use a full stop at the end of the column title or table caption.
- Use colon after the table number.
- The reference to a specific table (number) within the text should be typed "Table x" (title case).
- Use table text style for table content.
- Use sentence case in table body (first letter in upper case, all other letters lower case) and title case in column title (first letters of every word in upper case).
- Small tables: (2 or 3 columns): reference and table must be centred.
- Large tables: reference and table must be left aligned.

Example:

Table 1: Bisbee PLS composition (typical)

Copper	340 mg/L
Total iron	1,800 – 2,500 mg/L
Ferric iron	700 mg/L
Zinc	930 mg/L
Manganese	1,620 mg/L
Aluminum	3,950 mg/L
Magnesium	2,890 mg/L
Calcium*	500 mg/L

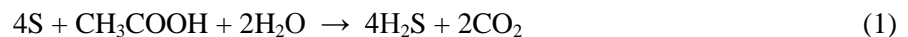
*Note: This is the note to the table

PLEASE MAKE SURE THE INFORMATION INSIDE THE IMAGES, GRAPHS AND TABLES IS PROPERLY TRANSLATED INTO ENGLISH. ALL MEASUREMENT UNITS MUST BE METRIC.

3.6 Equations

- Use Microsoft Equation or similar
- Each equation must be numbered and centered. For complex equations (that cover the whole page) the number should be placed below, right aligned, 11 pts font. For simple equations the number should be placed on the same line, right aligned, 11 pts font.

Example:



- Be consistent with the use of italics for variables. If a variable is expressed in italics in the equation, it must be cited in italics in the body of the article.
- Formulas in equations and in the articles must be written as CO₂ and not CO2.

4. MEASUREMENTS

Only metric measurements must be used. Common measurement units must be written as per examples.

- Use comma to group thousands

E.g.: 1,200 mm ✓ 1200 mm ✗ 1 200 mm ✗

- Use a non-breaking space (Shift+Ctrl+Space) between the number and its unit of measurement (except for % and ° where there is no space between number and symbol)

E.g.: 70,000 kg ✓ 50 MPa ✓ 25% ✓ 105°C ✓ 70,000kg ✗ 2mm ✗ 50MPa ✗

- Currency should be written as such

E.g.: US\$ 100 , A\$ 100, C\$ 100 ✓ US\$100 ✗ AUD 100 ✗ CAN100 ✗

5. Preferred Spellings of commonly used terms

Job titles such as: mine manager, director – first letter lower case

Degree titles as: BSc in Mining Engineering – first letter of degree upper case

acknowledgement	non-linear
back-analysis	non-interlocking
cable bolt	orebody
conebolt	oredrive
crosscut	programme
destress	tailings
e.g.	rock mass
et al.	rockdump
focused	rockburst
hangingwall	scoop tram
i.e.	strain burst
in situ	state-of-the-art
metre	sublevel
mine-wide	world-wide