

GUIDELINES FOR PREPARATION OF ABSTRACTS/PAPERS

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GENERAL INFORMATION

To facilitate early publication of the Proceedings, the manuscript should be prepared in accordance with the instructions listed below.

It would be appreciated if manuscripts were prepared in Microsoft Word. Please indicate clearly if another software package has been used to produce the document.

SUBMISSION OF MANUSCRIPTS

Submission of manuscripts as an email attachment is the preferred method. Where this is not possible, or where graphics files are not Word compatible, papers should be forwarded on a CD or USB, with two (2) hardcopy (laser printed) outputs of the manuscript to the Sustainable Minerals Institute. The CD copy should include all text, tables, and legends for figures. Please do not include the graphics for any figures in the text file. All graphics images for figures should be included on the disk separately.

If forwarding a disk, please label your disk with the name of the text file, and the name of any graphic files that contain figures. Please specify the word processing software and graphics software used to create the files. Please label your disk with your own name.

The pages of the hardcopy should be numbered in pencil on the rear of each page. Please do not insert numbers on the front of the page; turn the page numbering facility off in the word processing software.

MANUSCRIPT

The following guidelines for number of pages should be used in producing your document:

Manuscripts	:	Suggested maximum 10 pages
Poster papers	:	Suggested maximum 4 pages

Each paper should be presented concisely and clearly in English. The following format should be followed in preparing the manuscript:

1. **Paper size and margins:** Use A4 size paper with the following margins: **left, 2.5cm; right, 2.5 cm; top, 3 cm; and bottom, 3 cm.**
2. **Line spacing:** Use **single line spacing throughout** for all text and tables.
3. **Paragraphs, etc:** Put two (2) hard returns (i.e. leave one blank line) between: (a) paragraphs, (b) headings and the first line of text, (c) headings and sub-headings, (d) text at the end of a paragraph and the next heading, (e) the caption of a table or figure legend and the data in the table or figure. Put three (3) hard returns (i.e. leave two blank lines) between: (a) text at the end of a paragraph and the legend of a table or graphics for a figure, and (b) the end of a table or figure and the beginning of the text of the next paragraph or the next heading.
4. **Justification and indenting text:** All text should be **fully justified, left and right.**

All **headings** and **text** in paragraphs should begin **flush with the left hand margin.**

For **indenting** blocks of text, set a **first tab at 1.5cm**, and use subsequent settings of **1cm or multiples of 1cm**.

5. **Headings:** Four (4) levels of headings may be used, and should conform to the following format (please note the lack of full stops (periods) at the end of the heading, and when to use uppercase letters, and bold typeface):

1.0 HEALTH AND SAFETY RESEARCH

1.1 Respiratory Hazards

1.1.1 Respirable Dust

1.1.1.1 Respirable Coal Mine Dust

1.1.1.2 Respirable Crystalline Silica

6. **Titles** are to be **centred**, typed in **Arial 14 point, bold typeface**, of **3 lines or less** (-100 characters), and all letters in **uppercase**. Do **not** place a full stop at the end of the title. A **blank 14 point line** should be inserted between the title and the author list (see attached example).

Each manuscript will be edited to add headers (for listing the citation of the paper on the first page, and a short title for the paper on every page) and footers (for a listing of the author(s) and page number on every page). Please **include a short running title to be included in the headers**.

7. **Author list:** The names of the author(s) should be in **Arial 12 point, bold typeface**. The **Author's initials** should precede the surname, with a **full stop after each initial and no blank letterspace between the initials**. A blank letterspace should be inserted between the last full stop of the initials and the first letter of the surname. The initials and first letter of the surname should be in uppercase, with all other letters of the surname in lowercase. **In multi-authored papers** where the authors belong to different organisations or have different postal addresses, an **Arial 12 point superscript capital letter should follow each surname** to indicate the current organisation and postal address of each author. If there are two (2) authors, do **not** place a comma after the surname of the first author. If there are three (3) or more authors, do place a comma after the surname of all except the last author (i.e. a comma precedes the 'and' between the last two authors). Do **not** place a full stop after the author list. A **single hard return** should end the author list; **no** blank line should separate the author list from the address list (see attached example).
8. **Address list:** The organisation and postal address of each author should be **centered in Arial 11 point, normal typeface**, and on a **single** line if possible. In multi-authored papers, each different organisation or address should commence on a **new line**, and be preceded by an **Arial 11 point superscript capital letter** complementary to that in the author list (see attached example). Three (3) hard returns should end the address list; two (2) blank 11 point lines should separate the address list from the heading ABSTRACT.
9. **Main text:** All subsequent text should be in **Arial 11 point**. The data within the tables may be in lower point size, but should still be legible.
10. **Abstract:** The heading **ABSTRACT** should be in **bold typeface**, in **uppercase** and **centred**. Two (2) hard returns should follow the heading: one (1) blank line should appear between the heading and the following text. The text of the abstract should be approximately 200 words, and should be typed in **Arial 11 point, italic typeface**. Paragraphs may be used in the abstract to aid readability and understanding. Three (3) hard returns should end the abstract; two (2) blank lines should appear between the text of the abstract and all following text of the manuscript (see attached example).

11. **Tables** should be inserted in the typed text. Within the text, tables should be numbered sequentially using arabic numerals, and referred to as Table 1. etc. The **legend for the table** should be in **Arial 11 point, and bold typeface**, and placed above the table. A full stop should be placed after the number of the table; the text of the legend should follow and be indented. Uppercase letters should be used only for the first letter of the legend, and for the first letter of all formal names within the legend; the remainder of the text should be in lowercase. End the legend with **no full stop and two (2) hard returns**; e.g. one (1) blank line should appear between the legend and the text of the table.

Within the table, the heading of the first column, and all text of the first column, should be left justified. If the data within the table is only text, the headings and text of all other columns may be left justified. If the text of the other columns is mainly or only numerals, the headings of all other columns should be centred over the column, and the numerals aligned by decimal alignment in about the centre of the column.

Vertical lines should be avoided within tables. Horizontal lines should be kept to the minimum required for clarity and readability; **a single horizontal line (size: 1½ pt) should be placed above the first line of column headings, above the first line of data, and below the last line of data** (see attached examples).

12. **Figures** are referred to in the text by the word **Figure**. Each figure is to be sequentially numbered in arabic numerals. The **legend of a figure** should appear below the figure, in **Arial 11 point, and bold typeface**. The legend will commence with the word **Fig.** placed flush left with the left margin of the figure, followed by the arabic numeral, then a full stop, with the text of the legend being indented after the full stop. The width of the legend should be the same width as the figure. End the legend with **no period and two (2) hard returns**, e.g. one (1) blank line should appear between the legend and the figure.

All figures should be embedded into the word document in their specific place within your paper. If this is not possible, all figures must be saved as a separate graphic in either a .JPEG or .GIF format. Positions must be clearly marked within the document for insertion. Any scanned figures or images must be done so at a resolution of 300dpi for clarity; if this is not possible, please forward the original image.

Text and numerals within figures should be **Arial 11 point, and normal typeface** but, if reduced, should be clear and legible.

Copyright: If a figure has been published previously, the author will need to obtain written approval from the original publisher for the figure to be reprinted in these proceedings.

13. **References** of one (1) or two (2) authors within the text should be cited by author(s) and year, but where there are three (3) or more authors, only the first author plus et al. should be given. For example: 1 or 2 authors as Bell (1993a, 1993b, 1994) and Smith and Jones (1990), or (Bell 1993a, 1993b, 1994; Smith and Jones 1990); and 3 or more authors as Brown et al. (1995) or (Brown et al. 1995).

All references in the text should be listed in the section REFERENCES, using the following format with the titles of journals **written in full**:

Journal article

Beminger FX, Hari PCP and Smith JJ Jr (1998) Optimal regulation of gas exchange: evidence from field data. *Annals of Botany* **71**, 135-140.

(Please note that **both volume and page numbers** should be cited)

Book chapter

Cowan IR (1986) Economics of carbon fixation in higher plants. In 'On the Economy of Plant Form and Function'. (Ed TJ Givnish) pp. 133-170. (Cambridge University Press: Cambridge, MA).

Book

Givnish TJ (1986) (Ed) 'On the Economy of Plant Form and Function'. (Ed TJ Givnish) (Cambridge University Press: Cambridge, MA).

Published Proceedings

Asher CJ and Bell LC (Eds) (1998) Proceedings of Workshop on Environmental Issues in Decommissioning of Mine Sites. Brisbane, Queensland. 9-10 March 1998. (Australian Centre for Mining Environmental Research: Brisbane).

Paper in a Published Proceedings

Author(s) Name(s) (1998) Title of paper. In 'Proceedings of Workshop on Environmental Issues in Decommissioning of Mine Sites'. Brisbane, Queensland. 9-10 March 1998. (Eds CJ Asher and LC Bell) pp. 00-000. (Australian Centre for Mining Environmental Research: Brisbane).

Report/Bulletin

Jododex Australia Pty Limited (1976) Woodlawn Project: Addendum to Environmental Impact Statement. December 1976.

14. **Units and abbreviations:** Authors are requested to use, wherever possible, the International System of Units.

The preferred abbreviations are:

<u>Unit</u>	<u>Abbreviation</u>	<u>Unit</u>	<u>Abbreviation</u>
litre	L	Ca ⁺⁺	Ca ²⁺
millilitre	mL	kilometre	km
megalitre	ML	metre	m
second	s	centimetre	cm
minute	min	millimetre	mm
hour	h	hectare	ha
day	d	tonne	t
week	w	kilogram	kg
month	month	gram	g
year	y or year	milligram	mg
square metre	m ²	microgram	µg
cubic metre	m ³	micro	µ
Molar	M	mega or million	M
degrees Celsius	°C	percentage	%

15. **Equations and mathematical formulae** should be prepared, wherever possible, with the equation facility present in many word processors, allowing adequate spacing between symbols to ensure clarity and understanding of the expression. Each equation or formula should be displayed on a separate line with the caption as an arabic number in square brackets (e.g. [1]) positioned flush right on the same line as the expression. Reference to the expression in the text should be as Eqn. [1], except when it occurs at the beginning of the sentence where Equation [1] will be used.

Example of correct text format:

DEFINING THE AMD PROBLEM I. A CORPORATE PERSPECTIVE

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ABSTRACT

Placer Dome Incorporated (PDI), a precious and base metal mining company, recognises acid drainage (AMD or ARD) as one of the most significant environmental issues facing its activities around the world. While the major variables involved in acid generation are known, they still cannot be fully quantified, and many of these variables remain the focus of various international research. In response to the significance of this issue to the corporation, PDI has initiated an aggressive program to assess the ARD potential of all of its operations and activities worldwide. The rationale and mechanics of the PDI assessment program are outlined with the objective being the application of predictive information to prevention and/or control strategies on a site-specific basis.

1.0 INTRODUCTION

One of the most significant environmental issues facing the mining industry is acid drainage (AMD or ARD), as used in this paper) which affects all sectors of the industry including coal, precious metals, base metals, and uranium. Although this issue is not new and has an extensive history spanning decades and even centuries in Europe, it is still not fully understood. Many of the major variables are poorly understood, and are still the subject of research by various task forces and international research groups.

This paper provides an overview of the rationale and the mechanics of the PDI ARD assessment program which was developed to establish a sound and standard corporate approach.

2.0 ASSESSMENT AND MANAGEMENT STRATEGY

2.1 North America

Acid rock drainage (ARD) is the term used in North America to refer to problems associated with ARD.

Example of table and figure:

Table 1. Range of weather conditions and fire and fuel characteristics during the 1994 prescribed burns in two eucalypt forests of south-east Queensland

Parameter	Dry sclerophyll site	Wet sclerophyll site
	<i>Weather conditions</i>	
Air temperature (°C)	19-30	15-19
Relative humidity (%)	47-82	29-53
Wind speed (m/s)	1.8-3.5	0.8-1.8
	<i>Fire characteristics</i>	
Mean flame height (m)	0.1	0.05
Rate of spread (m/min)	0.1-1.5	0.1-1.6
Intensity (kW/m)	16-239	32-550
	<i>Fuel</i>	
Pre-burn fine fuel ^A (t/ha)	5.1-14.1	10.7-17.4
Post-burn fine fuel ^A (t/ha)	2.4-3.5	0.1-11.4
Fine fuel reduction (%)	37-79	34-99

^A Fine fuel refers to the total collection of all combustible materials (litter, grasses, shrubs) up to 1 cm maximum diameter, to a height of 2 m above ground.

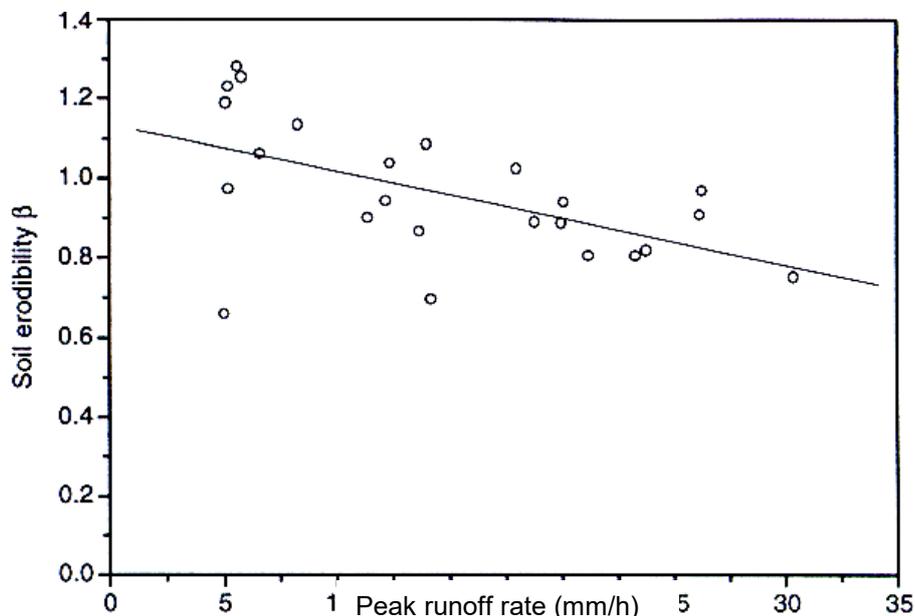


Fig. 1. Relationship between the soil erodibility β and peak runoff rate for the Chiang Rai site