

Author's guidelines for the preparation and structure of ACG manuscripts

To achieve a uniform style all papers are to be prepared according to the requirements given in this guide. Your paper **must not exceed 10 A4 pages** (please note: if your paper exceeds 10 pages it will not go to review and will not be accepted) in length and finalised and received by the ACG by the deadline provided.

The paper you submit for inclusion in an ACG publication must be original and novel, as well as technically based (not self-promotion), and must not be previously published — by either the ACG or any other publication — or being considered elsewhere for publication. The ACG reserves the right to reject submissions based on this information.

A typical paper structure would be as follows:

Abstract

- 1 Introduction
- 2 Methodology
- 3 Data
- 4 Results
- 5 Conclusions

Acknowledgements

References

(Abstract, Acknowledgements and References should not be numbered)

Please note the size of the proceedings will be B5 and will be published in black and white with greyscale images — therefore colour will be removed from all final submitted figures. Please keep this in mind when submitting your paper and avoid referring to colour within the text.

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

Please follow the guideline specifications as closely as possible. Should you have any queries please contact the ACG.

Formatting Style Guide – Quick Reference Table

Document Setup

~ A4 – please do *NOT* use US Letterhead. ~ Margins: top/bottom: 2.5 cm; left/right: 2.0 cm. ~ Single column layout. ~ Font used is Times New Roman for all styles listed.

Save yourself some time and effort... download our styles template document which already has the below styles set up.

Within paper	Style name	font size	Bold / italic	align text	spacing: pt before	spacing: pt after	Left indent	Hanging indent	Tab	Comments
Paper title	Section	18 pt	Bold	Left	6 pt	24 pt	-	-	-	Sentence case
Authors	Author	11 pt	Bold	Left	6 pt	6 pt	-	-	-	Initials, surname, (department,) company, country
Abstract heading	Heading 1	14 pt	Bold	Left	12 pt	6 pt	-	1.5 cm	1.5 cm	
Abstract text	Normal_italic	11 pt	<i>italic</i>	Justified	6 pt	6 pt	-	-	-	
Body text	Normal	11 pt	-	Justified	6 pt	6 pt	-	-	-	Single space after full stop
Headings – level 1	Heading 1	14 pt	Bold	Left	12 pt	6 pt	-	1.5 cm	1.5 cm	Sentence case, numbered headings
Headings – level 2	Heading 2	12 pt	Bold	Left	12 pt	6 pt	-	1.5 cm	1.5 cm	Sentence case, numbered headings
Headings – level 3	Heading 3	11 pt	<i>B, ital</i>	Left	12 pt	6 pt	-	1.5 cm	1.5 cm	Sentence case, numbered headings
Headings – level 4	Heading 4	11 pt	<i>ital</i>	Left	12 pt	6 pt	-	1.5 cm	1.5 cm	Sentence case, numbered headings
Bullets	Bulleted Text ●	11 pt	-	Left	6 pt	3 pt	0.63 cm	0.63 cm	1.27 cm	
Bullets – level 2	Bulleted Text 2 ○	11 pt	-	Left	6 pt	3 pt	1.27 cm	0.63 cm	1.9 cm	
Numbered bullets	Bulleted Numbers 1.	11 pt	-	Left	6 pt	3 pt	0.63 cm	0.63 cm	1.27 cm	
Numbered – level 2	Bulleted Numbers 2 a.	11 pt	-	Left	6 pt	3 pt	1.27 cm	0.63 cm	1.9 cm	
Equations	Equation	11 pt	-	Justified	6 pt	6 pt	-	-	Set x2	Equation: (centred tab) 8.5 cm; Equation number right tab aligned @17 cm
Figures and images	Images	11 pt	-	Centered	6 pt	6 pt	-	-	-	
Figure captions	Figure Caption	11 pt	Bold	Left	6 pt	12 pt	-	1.9 cm	1.9 cm	Sentence case, place below figures
Quoted paragraphs	Quote	11 pt	<i>italic</i>	Left	6 pt	6 pt	1.5 cm	-	-	
Quoted text	Normal_italic words only	11 pt	<i>italic</i>	Justified	6 pt	6 pt	-	-	-	
Table captions	Table Caption	11 pt	Bold	Left	12 pt	6 pt	-	1.9 cm	1.9 cm	Sentence case, place above tables
Column headings	TableText_Bold	11 pt	Bold	Left	3 pt	3 pt	-	-	-	Capitalise each word
Table text	TableText	11 pt	-	Left	3 pt	3 pt	-	-	-	Sentence case, table centered, no set width, row height min, not breaking across pages
Reference list	References	10 pt	-	Justified	-	-	-	1 cm	-	Alphabetical order, recent publications listed first when multiples for authors

Formatting Style Guide

Paper title (*Template style: Section*)

- Keep titles brief and descriptive and try to fit on one line if possible.
- Avoid starting with articles or preposition, e.g., “*The study of...*” or “*On the...*”.
- Spell out acronyms, unless they are widely known within industry.

Authors (*Template style: Authors*)

- Do not include professional titles or degrees such as Dr., Prof., Ph.D., etc.
- Please do not include job titles, mine sites or cities – list department, company and country only.
- Please do not end each affiliation with a full stop.
- Please include middle name initials where appropriate, and no spaces between initials.

Paste fill and mine closure — effects upon the environment

A.F. Masterman Company, Country

D. Masterman Company, Country; and Department, University, Country

J.S.R. Masterman Department, Company, Country

Abstract

Heading (*Template style: Heading 1*)

Text (*Template style: Normal_Italic*)

Abstract

Rud magnit num incil elenit, ver ad ea commy nisi bla feuguer sed tatue con exerci bla adigna facil dolor sumsan velenisl dolore te auguercidui er acinibh ero etuer iure tat vullametue feu faccumstan eum vel ipis duissed te do ea feuguer irit vulla at...

Headings and body text

Headings (*Template style: Heading 1, Heading 2, Heading 3, Heading 4*)

Body text (*Template style: Normal*)

- The introduction should concisely summarise key findings of the paper and be informative rather than descriptive.
- All headings and subheadings should be numbered in order, the *Introduction* is the first numbered heading.

2 Heading

Rud ero etuer iure tat vullametue feu faccumstan eum vel ipis duissed te do ea feuguer irit vulla at...

2.1 Sub heading

Rud ero etuer iure tat vullametue feu faccumstan eum vel ipis duissed te do ea feuguer irit vulla at...

2.1.1 Sub heading

Rud ero etuer iure tat vullametue feu faccumstan eum vel ipis duissed te do ea feuguer irit vulla at...

2.1.1.1 Sub heading

Rud ero etuer iure tat vullametue feu faccumstan eum vel ipis duissed te do ea feuguer irit vulla at...

Formatting Style Guide

Bulleted Text (*Template style: Bulleted Text, Bulleted Text 2*)

- In the paragraph before starting a bullet list, please insert a full colon at the end.
- The bullet list should be correctly punctuated, left aligned and the final bullet ends with a full stop.

Bulleted Text and Bulleted Text 2:

- rud ero etuer iure tat vullametue feu:
 - vel ipis duissed te do ea
 - vel ipis duissed te do ea.
- rud ero etuer iure tat vullametue feu
- rud ero etuer iure tat vullametue feu.

Numbered Text (*Template style: Bulleted Numbers, Bulleted Numbers 2*)

- In the paragraph before starting a bullet list, please insert a full colon at the end.
- Numbered bullet lists are always in sentence case and left aligned.

Bulleted Numbers and Bulleted Numbers 2:

1. Rud ero etuer iure tat vullametue feu:
 - a. Vel ipis duissed te do ea.
 - b. Vel ipis duissed te do ea.
2. Rud ero etuer iure tat vullametue feu.

Equations (*Template style: Equations*)

- Centre aligned tab (\perp) at 8.5 cm, right aligned tab (\lrcorner) at 17 cm.
- Number equations inside brackets () aligned to the 17 cm tab stop. E.g. (1)
- Do not use full stops '.', asterisks '*', or the 'x' character to indicate multiplication. If required please use the correct multiplication symbol '×' (Alt + 0215) or the middle dot '·' (2219, Alt + x).
- $UCS = 2U_{max}W_{max}$ ✓ $UCS = 2 \times U_{max} \times W_{max}$ ✓ $UCS = 2 * U_{max} * W_{max}$ ✗
- 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.
- Below each equation, explain each (new) variable.

Velenisl dolore te auguercidui tat vullametue feu faccumstan eum strength (*UCS*) is given by Equation (1):

$$Cement\ content = \frac{UCS(kPa) + 216.55}{139.82} \quad (1)$$

where:

UCS = Unconfined compressive strength

Formatting Style Guide

Figures (including images, diagrams and photographs)

Figures, tables and diagrams can be submitted in colour, but will have the colour removed before the proceedings are printed in black and white/greyscale. Please ensure all figures, tables and diagrams are clear and legible but sized to make economical use of space, and must fit entirely within the page width.

- Number all figures, diagrams, photos, etc. consecutively in the order of use. Figures should be inserted within the text as close as possible to the in text reference, rather than at the 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 – text size minimum 10 pt.
- Please use static images, such as jpg files, so that if they need to be resized they do not need to be recreated.

Acceptable image file formats

For illustrations, diagrams and charts:

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

Please provide any uncommon file formats used separately.

Figures (*Template style: Images*)

Captions (*Template style: Figure Caption*)

Place figure caption underneath the figure.

- Please insert figures as close to the intext reference as possible.
- Each caption should start with a figure number, formatted as per the example below.
- Do not use a full stop or colon behind the figure number; or at the end of the caption.
- Please use sentence case (first letter capital, all others lower).

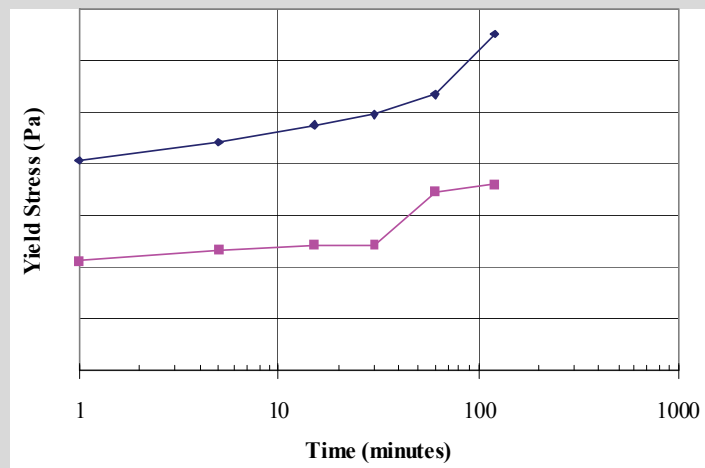


Figure 12 Onullum dolortie molenim illuptat adions dolum iure molessi

Quoted paragraphs (*Template style: Quote*)

- For large quotes set the text apart from the normal body of text. End the quote with the reference details.

Quoted text (*Template style: Normal_Italic words only*)

- For smaller quotes that remain within the normal body of text. Include the reference details.

Formatting Style Guide

Tables

Captions (*Template style: Table Captions*)

Column headings (*Template style: TableText_Bold*)

Text (*Template style: TableText*)

- Please insert tables as close to the intext reference as possible, tables are centred on the page, no set width, minimum row height, and do not break tables across pages.
- Table caption to appear above the table, sentence case, no full stop at the end.
- Use sentence case in table body (first letter upper case, all other letters lower case) and title case in table headings (first letter of every word upper case), no full stops in the table.

Table 12 Onullum dolortie molenim illuptat adions dolum iure molessi

Material	Yield Stress (Pa)
Cream	45
Paste backfill	200–70,000
Peanut butter	2,000

References

Citing authors (*Within your paper*)

In brackets – authors last name and the year of publication, separated by a comma.

- Single author: (Potvin, 2003)
- Two authors: (Hudyma and Potvin, 2001)
- Three or more authors: (Owen et al., 2002)
- Citation within citation: (Ballenden, 1933, in Dauskardt, 1991) (*list only the first reference info*)
- List of multiple references: (Potvin, 2003; Owen et al., 2002, 2005; Jones and Thomson, 1998)
- Written communication: (Potvin, 2006, written comm.) (*not listed in references*)

Reference list (*Template style: References*)

At the end of the paper, please compile a list of all references (not a bibliography) in **alphabetical order** and then **chronologically**, with the most recent listed first. Each reference is an individual paragraph.

- All references listed must be cited within the text, and all references cited within the text must be listed.
- Type years in brackets (2002) with no full stop or comma behind the brackets.
- Use punctuation as shown in the examples following.
- Use an *en rule* (Ctrl + - on number keyboard) between page number spreads (e.g. pp. 57–60).
- Provide all information in the references list, do not include abbreviations.

Listing authors in the Reference list:

- Single author: Potvin, Y. (2003)
- Two authors: Fourie, A.B. and Hudyma, M.R. (1975)
- Three or more authors: Fourie, A.B., Hudyma, M.R. and Potvin, Y. (1971)
- **“et al.” is not permitted in the reference list, all authors and editors must be listed in full.**
- Surnames are listed first, followed by initials, for each author.
- Do not cite personal/written communications in the reference list – only within body text. Include day, month, year as part of the reference.
- List all publication details within your references.

Formatting Style Guide

Page number formats in the Reference list

- pp. 101–103 (...can be found on pages 101 to 103)
- p. 7 (...can be found on page 7)
- 15 p. (...the book has 15 pages)

Reference list examples

References follow a consistent order, remembering that not all the elements shown here occur in all references and not all references necessarily conform exactly. Use the *General reference* format when in doubt:

- **General reference:** Author/s (YEAR) Paper or chapter title, volume title, editor/s (eds), publisher, city, volume number (if applicable), page numbers (inclusive).

Aref, K., Hassani, F.P. and Churcher, D. (1989) A study on liquefaction potential of paste backfill, *Innovations in Mining Backfill Technology*, L.G. Master, F.G. Masterman (eds), Balkema, Rotterdam, pp. 405–414.

- **Book:** Author/s (YEAR) Book title, publisher, number of pages or chapter numbers.

Zey, W. (1999) *High density solids pumps, design and application*, IP 29 GB, Putzmeister AG publication, 24 p.

- **Journal paper:** Author/s (YEAR) Paper title, journal name, publisher, volume number, page numbers (inclusive).

Revell, M. and Bloss, M. (2002) Underground Mining at Aurion Gold Kanowna Belle, *AusIMM Bulletin*, AusIMM, Vol. XYZ May/June 2002, pp. 37–45.

- **Proceedings paper/chapter in edited book:** Author/s (YEAR) Paper or chapter title, in Proceedings (full proceedings title), A.N. Editor, B.N. Editor (eds), event title, event date, event city, event country, publishing organisation, city, volume or serial number, page numbers (inclusive)/CD-rom only.

Aref, K., Hassani, F.P. and Churcher, D. (1989) A study on liquefaction potential of paste backfill, in *Proceedings MassMin 2004*, A. Karzulovic and M. Alvaro (eds), 22–25 August, Santiago, Chile, Instituto de Ingenieros de Chile, Santiago, CD-Rom only.

- **Unpublished reports:** Author/s [or Company Name] (YEAR) Subject/Title of report, created for recipient company, by company name (who created the report), city, report number (if applicable) (unpublished)/(confidential, cited with permission), page numbers (inclusive).

Wesseloo, J. (2010) *Seismicity and bursting at Beaconsfield Mine*, Tasmania, created for BCD Resources NL, by Australian Centre for Geomechanics (UWA), Perth (confidential, cited with permission), 58 p.

- **Website referencing:** Author/Organisation responsible for site (date site created/last revised) name and place of sponsor of source, viewed date month year, <http://www.sitename.com>.

Australian Centre for Geomechanics (UWA) (25/10/2010) Australian Centre for Geomechanics (UWA), Perth, viewed 27 October 2010, <http://www.paste2011.com>.

- **Referencing a document in a website:** Author/Editor/Compiler (date created/last revised) title of document, version [if applicable], name of sponsor of source, page numbers (if known/applicable), viewed date month year, <http://www.sitename.com.au/deep/link/to/file>.

Hitchings, R. (16/08/2010) Permission to film, Australian Centre for Geomechanics (UWA), viewed 27 October 2010, http://www.acg.uwa.edu.au/__data/page/2141/Filming_permission.pdf.

Writing Style Guide

Please use English (Australia or British) not English (US)

Number/Units Formatting

- **All measurements should be in METRIC units, not imperial**
- Use a comma to group thousands in numbers
e.g. 12,000 mm ✓ 1,480 m ✓ 12000 mm ✗ 1480 mm ✗ 12 000 mm ✗
- Use a non-breaking space (Shift+Ctrl+Space) between the number and its unit of measurement (except for % and ° (degree = Ctrl+Shift+@, Space) where there is no space between number and symbol)
e.g. 70,000 kg ✓ 50 MPa ✓ 25% ✓ 105°C ✓ 70,000kg ✗ 2mm ✗ 50MPa ✗
- Time should be written as 24 hour clock only
e.g. 1300 hrs ✓ 13 00 hrs ✗ 1300hrs ✗ 13:00 hrs ✗ 13.00 hrs ✗ 1 pm ✗
- Currency should be written as such indicating relevant currency
e.g. US\$ 100, A\$ 100, C\$ 100 ✓ US\$100 ✗ AUD 100 ✗ CAN100 ✗

Other Rules:

- **Qualifications:** Upper case the type of qualification studied
- **Job description:** Lower case the job description (e.g. mine manager)
- Please try to avoid American spelling:
 - ✓ mechanise / mechanize ✗
 - ✓ analyse / analyze ✗
- ™ is used in the first instance only.
- When using acronyms, please use the expanded version in the first instance followed by the acronym in brackets, and then abbreviate for all subsequent uses, e.g.
“...the Australian Centre for Geomechanics (ACG) ...”
“The ACG has provided ...”