



17th NORTH AMERICAN MINE VENTILATION SYMPOSIUM

AUTHOR GUIDELINES

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IMPORTANT INFORMATION

- Completed paper submission deadline: **December 15th, 2018**
- Submit papers online in Word (.doc or .docx) and read and accept the Copyright form or email/fax to CIM by **December 15th, 2018**
- Presenters must register and pay the presenter registration fee before **February 28th, 2019**.
- Paper/Poster presentations will only be published if the author has registered (Presenter fee) and paid for the conference by this deadline!
- An LCD projector and a computer will be available in each meeting room. Please contact Chantal Murphy at cmurphy@cim.org before **March 1st, 2019**, if special audio-visual equipment is required.
- Presenters are requested to show up in the session room where they are scheduled to present 15 minutes before the session starts in order to upload their presentation in the computer.

IMPORTANT DEADLINES:

Full paper submission deadline:	December 15 th , 2018
Review deadline:	January 31 st , 2019
Final revised paper submission deadline:	February 15 th , 2019
Presenters' registration deadline:	February 28 th , 2019

INSTRUCTIONS FOR AUTHORS

Please closely adhere to these guidelines when preparing your paper for submission. Authors are responsible for ensuring the accuracy of all information contained in their papers.

General

1. Use clear and concise writing, and standard English
2. Avoid one-sentence paragraphs and paragraphs containing more than one main idea.
3. Prepare your manuscript using Microsoft (MS) Word for Windows
4. Maximum file size 3 MB

Layout (see template on p. 9)

1. Letter or A4 paper with margins as in Table 1
2. Insert page numbers as footers
3. Do not use footnotes
4. Font Times New Roman 10, black
5. Two spaces between sentences
6. Colons: no space before, one space after
7. Semi-colons. No space before, one space after
8. Hyphens in words (e.g., meta-analysis), en dashes to indicate ranges (e.g., 10–20 mg/L)
9. Line spacing single (6 lines/inch), no spaces before or after
10. Fully justify paragraphs, including abstract; indent first line 1.27 cm (0.5 inches)
11. Separate paragraphs with one blank line
12. Maximum 10 pages including text, figures, tables, and references

Table 1. Manuscript margins

Margin	Letter (8.5 × 11 inches)	A4 (210 × 297 mm)
Top	2.90 cm (1.14 inches)	2.90 cm (1.14 inches)
Bottom	2.80 cm (1.10 inches)	4.60 cm (1.81 inches)
Left	3.20 cm (1.26 inches)	2.90 cm (1.14 inches)
Right	3.20 cm (1.26 inches)	2.90 cm (1.14 inches)

Title page

1. Title, centred, **ALL CAPS, BOLD**
2. One blank line
3. Authors and affiliations centered, first letter of last name capitalized, spaces after periods in initials
4. Email address of corresponding author
5. Page break

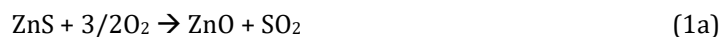
Body of paper

1. Title, centred, **ALL CAPS, BOLD**, maximum 110 characters, including spaces
2. One blank line
3. Heading **ABSTRACT**, centered **ALL CAPS, BOLD**
4. One blank line
5. Abstract text, not to exceed 100 words, one paragraph that summarizes paper content succinctly
6. Four blank lines
7. Heading **KEYWORDS**, centered **ALL CAPS, BOLD**
8. Up to 10 keywords (or terms), left justify, capitalize first letter of each term, separate by commas. Please add those keywords that you would use if you were searching for your paper.
9. One blank line
10. Heading **INTRODUCTION**, centered **ALL CAPS, BOLD**
11. Introduction text

12. One blank line
13. Other major headings (e.g., **METHODS, RESULTS, DISCUSSION, CONCLUSIONS, REFERENCES**) are separated from text above and below by one blank line; they do not begin a new page unless it is strictly required.
14. Second-level (bold) and third-level (not bold) headings have the first letter of the first word capitalized, are positioned at the left margin, and are separated from text above and below by one blank line.

Equations, symbols and units (see Equations 1 to 2)

1. Use text for simple mathematical expressions and sub- and superscripted characters (e.g., SO₄²⁻).
2. Do not embed equations as an image.
3. Place equations on separate lines, centre, and number consecutively in parentheses at right margin.
4. One blank line above and below each equation.
5. For reactions, use the Times New Roman arrow (Equation 1a), or an equal sign (Equation 1b).
6. Use an en dash not a hyphen for the minus sign.
7. Define the nomenclature and units for symbols in the text
8. Use SI units or acceptable metric equivalents
9. One space before and after units (e.g., 25 km); no space before % or °C
10. Use commas for numbers of four or more digits (e.g., 4,500; 100,000).
11. Use format mg/L, not ppm or mg L⁻¹



$$E = 1.23 - 0.06 \text{ pH} \quad (2)$$

Figures (see Figures 1 to 3)

1. If you are reprinting a figure from a previous publication, you must obtain copyright permission from the publisher. Provide us with the letter/email granting that permission.
2. Photographs that contain the face of a person require permission from that person to publish.
3. Use colour for line drawings (e.g., Figure 1 below), photographs (e.g., Figure 2), graphs (e.g., Figure 3), and other illustrations. Greyscale figures require sharp contrast.
4. Lines minimum 0.5 point thickness.
5. Lettering large enough to be legible when viewed at 100%.
6. Place a scale marker on maps, microstructures, and similar figures.
7. Do not use frames around figures.
8. Do not use shaded backgrounds.
9. Reduce the size of the electronic files of your graphics. For example, add photographs using the "Insert Picture" function. For Excel charts, use the "Copy-Paste Special-Picture" sequence.
10. Group objects within figures (e.g., added arrows, circles) to ensure they are in the correct position.
11. Consecutively number figures with Arabic numerals (1, 2, 3, etc.).
12. In the text, refer to the figure by its number, not its relative position.
13. Place figure immediately after the paragraph where it is first cited
14. Place a wide figure in landscape orientation (sideways format) on a page by itself, with the bottom of the figure to the right of the page.
15. Centre the caption in the text **below** each figure: the word "Figure", the figure number, a period, one space, and the caption. Do not use a period at the end of the caption unless it is a complete sentence. One blank line is used to separate a figure from its caption.
16. Separate each figure and caption from the adjacent text with one (1) blank line.

Checklist to ensure figures comply with NAMVS 2019 guidelines.

- centre on the page (i.e., make sure you are not indenting!)
- format "in line with text" (in 'format picture' menu of MS Word)
- a), b) etc. in top left corner of multiple panels
- sentence case for all text (capitalize first letter of first word as you would in a sentence)
- units in axis labels in brackets
- use \times to indicate multiplication, not x or $*$
- SI units
- commas in numbers $\geq 1,000$
- space on each side of $=$, $<$, $>$, space between a value and a unit

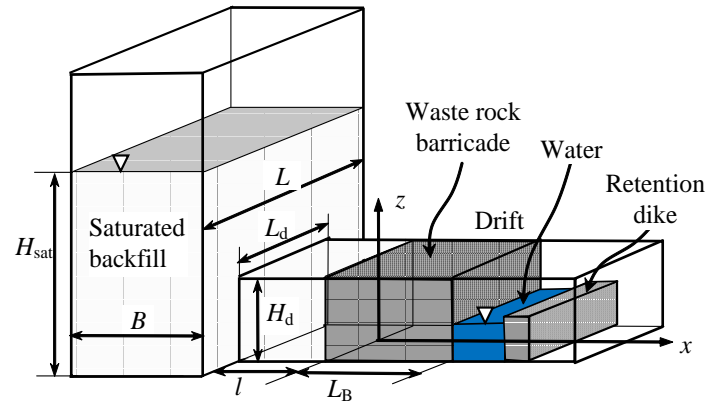


Figure 1. Schematic of a backfilled stope with an access drift, a waste rock barricade, and a small dike

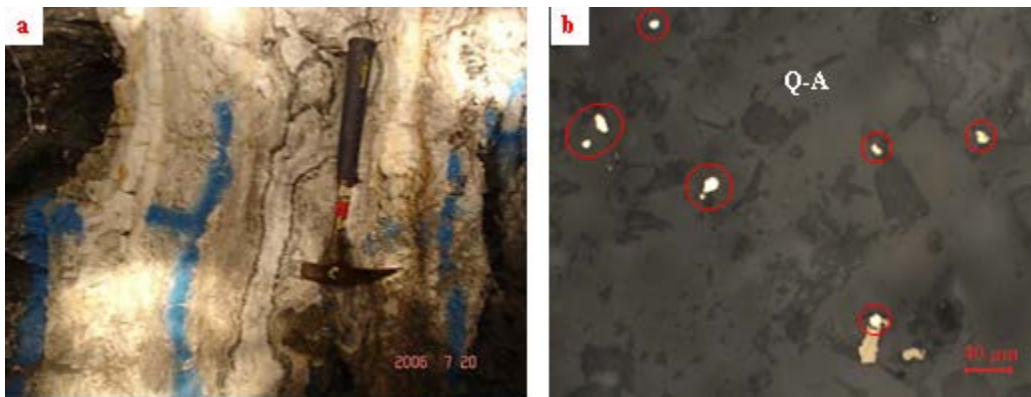


Figure 2. Hishikari high-grade, low-sulphidation gold ore: a) gold-bearing quartz-adularia vein; b) fine-grained electrum (inside red circles) occurs in quartz-adularia vein (Q-A)

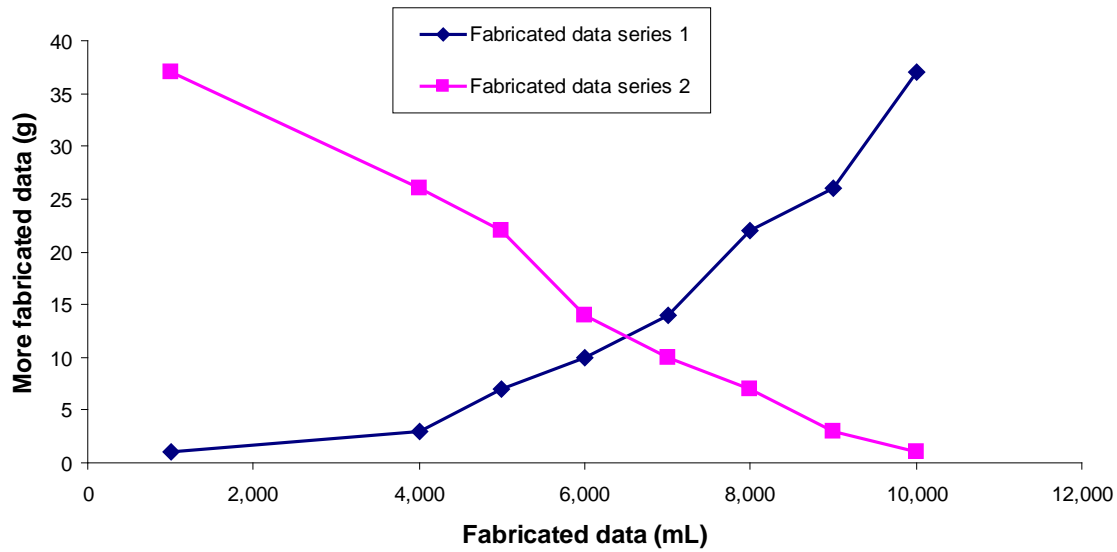


Figure 3. This is a completely made-up figure showing that you can use colour, that numbers should have commas if ≥ 1,000, that all text should be in sentence case, and that units on axes need to be in brackets. Also, since I wrote this caption as a sentence, it has a period; otherwise, figure captions don't have periods.

Tables (see Table 2)

1. Consecutively number with Arabic numerals (1, 2, 3, etc.).
2. In the text, refer to the table by its number, not its relative position.
3. Place table immediately after the paragraph where it is first cited
4. Place a wide table in landscape orientation on a separate page, with the table bottom to the right.
5. Centre the title in the text **above** the table: the word "Table", the table number, a period, one space, the title. Do not use a period at the end of the title. No blank line separates a table from its title.
6. Table-wide lines (0.5 point thickness) separate the title from the column headings, the column headings from the body of the table, and the table from the following text. Do not use vertical lines; avoid horizontal lines between rows of data.
7. Separate each table and title from the adjacent text with one blank line.

Table 2. Properties of 58 mm steel wire rope and high performance aramid rope

Property	Steel wire rope	High performance aramid rope, optimized for:		
		High stiffness	High strength	Bending life
Linear mass (kg/m)	14.2	2.53	2.53	2.53
Minimum breaking load (kN)	2,620	2,583	2,806	2,360
Modulus of elasticity (MN)	156	134	111	89
Bending life	180,000	150,000	500,000	3,000,000

Abbreviations

1. When the abbreviation is introduced in the text, write out the full term, followed by the abbreviation in parentheses. Consistently use the abbreviated form thereafter.
2. Do not abbreviate terms that appear fewer than three times in the text, tables, or figures.
3. Add a lowercase "s" to the end of an abbreviation to form its plural (e.g., DOIs).
4. Use a comma after Latin abbreviations that appear in parentheses (e.g., i.e.), except for cf.

Citing references in the text

1. Ensure all references cited in the text, figures and tables are in the reference list and vice versa.
2. Cite patents by the patent number and issue date.
3. Cite all authors the first time a work is cited (unless 6 or more authors), and use "et al.," thereafter.
4. Cite multiple works in chronological order by authors' names, separated by semi-colons.
The theory has been critiqued extensively (Litman, 2007; Rother, Burns, Caplan, & Jude, 2009; Greene & Farley, 2010).
5. When two or more works are written by the same author, only give the author's surname once, followed by the years of publication in chronological order.
(United Nations, 2002a, 2002b, 2004, 2006; Smith, 2007)
6. Examples of text citation formats (**bold** is to emphasize formatting styles only).
The seminal work of White, Jones, **and** Smith (2007) explored...and thereafter
The seminal work of White et al. (2007) explored
In 2007, White, Jones, **and** Smith argued that...
This technique produced favourable results in a prior study (White, Jones, **&** Smith, 2007).

The reference list

1. Flush left the first line of each reference; indent subsequent lines of the reference by 1.27 cm (0.5 inches). This is termed a "hanging indent".
2. Order references alphabetically by the surname of the first author, by the initial(s) of the first author's given name, and then by the surnames of subsequent authors.
3. For multiple works by the same author, arrange the works chronologically by year of publication, from earliest to most recent.
4. If multiple works were published by the same author in the same year, order the references alphabetically by title.
5. Add Digital Object Identifiers (DOIs) to the end of each reference if they exist: doi:xxxxxx
7. Employ American Psychological Association (APA) referencing style for both citations in the text and the reference list.
8. Examples of reference list formats are below.

Battle, T. E. (2003). Stock forecasting: Planning for uncertainty (Doctoral dissertation). Retrieved from International Dissertations Warehouse. (Order No. 236-43-236)

Bloomfield, R. (2010, March). *Striving for success*. Presented at the Fourth International Conference on Management Accountability, Paris, France.

Côté, C. (2003). A practical guide to policy implementation. In K. A. Purdy, & B. Stein (Eds.), *Ninth International Conference on Occupational Diversity* (pp. 432–445). Portland, OR: Linkset Press.

Department of Media Affairs (2004). Survey of federal programs (Tech. Rep. No. 231-234-96). Ottawa, ON: Author.

Garibaldi, S., & Whitehead, S. W. (2008). *Optimizing production: New solutions to old problems* (3rd ed., Vol. 1). New York, NY: Active Publisher.

Hardy, N. (2007). *U.S. Patent No. 302,598*. Washington, DC: U.S. Patent and Trademark Office.

Johnson, L., & Harrington, S. A. (2007). *Safety tips* (2nd ed.). Retrieved from <http://www.bladeebla.com>

Polansky, K., Fairman, P. S., & Singh, B. (2010). Estimating oil reserves: An exploration of new approaches. *Journal of Metallurgy*, 32(4), 144–156. doi:10.3423/726578923456

Tilman, C. (2010). Methodological concerns. In N. Thernhold, L. Ludwig, & B. B. Trolanski (Eds.), *Jumpstarting the future* (2nd ed., pp. 134–152). Melbourne, Australia: Feigned Publishing.

TEMPLATE FOR AUTHORS: PREPARATION OF PAPER FOR NAMVS 2019

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TEMPLATE FOR AUTHORS: PREPARATION OF PAPERS FOR NAMVS 2019

ABSTRACT

This document sets out the requirements for preparing and submitting papers for NAMVS 2019. To obtain a proceedings with a consistent and professional appearance, it is essential that all manuscripts conform to these instructions.

KEYWORDS

Instructions, Authors, Preparation guide, Template

INTRODUCTION

Papers should not exceed approximately 10 pages in length, including text, figures, tables, and references. Electronic file should not exceed 3 megabytes. Authors are responsible for ensuring the accuracy of all information contained in their manuscripts (e.g., proper names of organizations, data and findings, references, etc.). Papers must be prepared in proper English. SI units or acceptable metric equivalents must be used throughout.

These instructions will enable you to prepare your manuscript in an electronic format, ready for submission and peer review. It is therefore essential that these instructions be carefully followed.

METHODS

Prepare your manuscript using Microsoft (MS) Word for Windows as your word processing software. To ensure that your manuscript has an identical appearance when viewed on almost any computer, avoid the use of a two-byte code for Chinese characters, etc.

Page size and layout

Your manuscript must be prepared for either North American letter (8.5 × 11 inches) or European A4 (210 × 297 mm) paper. Use the margins specified in Table 1. Insert page numbers as footers.

Table 1. Manuscript margins

Margin	Letter (8.5 × 11 inches)	A4 (210 × 297 mm)
Top	2.90 cm (1.14 inches)	2.90 cm (1.14 inches)
Bottom	2.80 cm (1.10 inches)	4.60 cm (1.81 inches)
Left	3.20 cm (1.26 inches)	2.90 cm (1.14 inches)
Right	3.20 cm (1.26 inches)	2.90 cm (1.14 inches)

Type style and spacing

All headings and text must be typed in Times New Roman font in black. Use 10 point font throughout the manuscript, including the title. Ensure line spacing is single, 0 extra lines above or below.

Title page

The format of the title page of your manuscript is illustrated by the first page of these instructions. The title page must not exceed one page in length. It contains the title of the paper in bold 10 point Times New Roman, centred with all letters in capitals. The title begins on the fifth line from the top margin. Please limit the title to no more than 110 characters in length, including spaces.

Body of paper

The body of the paper begins at the top of the second page of the manuscript. Any space remaining on the first page (i.e., the title page) is left blank. The body of the paper begins with the title of the paper (maximum 110 characters, including spaces) in bold 10 point Times New Roman, centred with all letters in capitals. The title begins on the fifth line from the top margin.

Headings

All headings are in 10 point Times New Roman type. The manuscript will typically have three levels of headings: major, second-level, and third-level. Major headings, such as abstract, introduction, methods, engineering design, operating results, cost analysis, safety, discussion, conclusions, acknowledgments, references, are centred and bold, not underlined, and are entirely in capital letters. The main text of the paper begins with a major heading (for example, introduction). Major headings are separated from the text above and below them by one blank line; they do not begin a new page unless it is strictly required. Second-level and third-level headings have the initial letter of the first word capitalized and are positioned at the left margin. Second-level headings are bold. Third-level headings are underlined and not bold. Both are separated from the text above and below by one blank line.

Equations and symbols

Simple mathematical expressions and sub- and superscripted characters, such as SO_4^{2-} , are inserted in the text. Do not embed equations as an image. Equations are placed on separate lines, centred and numbered consecutively in parentheses at the right-hand margin. A blank line precedes and follows each equation. For reactions, preferably use the Times New Roman arrow (Equation 1a), but an equals sign may be substituted (Equation 1b, 2). Use an en dash rather than a hyphen for the minus sign.



$$E = 1.23 - 0.06 \text{ pH} \quad (2)$$

The nomenclature and units for symbols must be defined in the text.

RESULTS

If you are reprinting a figure from a previous publication, you must obtain copyright permission from the publisher and supply us with the letter/email granting that permission. Line drawings (Figure 1), and graphs (Figure 2), and other illustrations are preferred in colour. Greyscale figures require sharp contrast. For all figures, lines, and lettering must be large enough to remain clearly legible when printed at 100%. Be sure to place a scale marker on maps, microstructures, and similar figures. Do not use frames around figures. Do not use shaded backgrounds because they do not reproduce well.

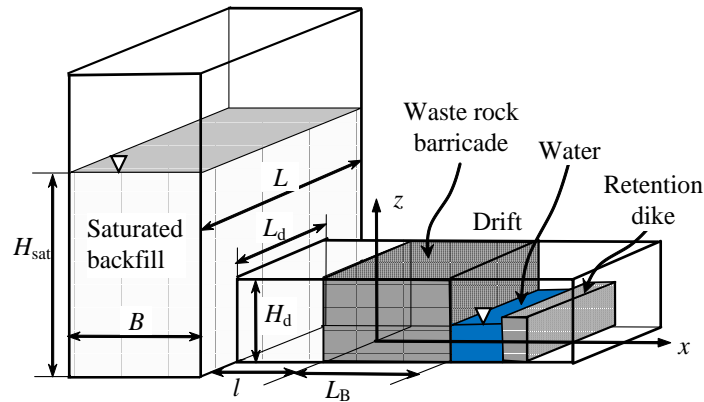


Figure 1. Schematic of a backfilled stope with an access drift, a waste rock barricade, and a small dike

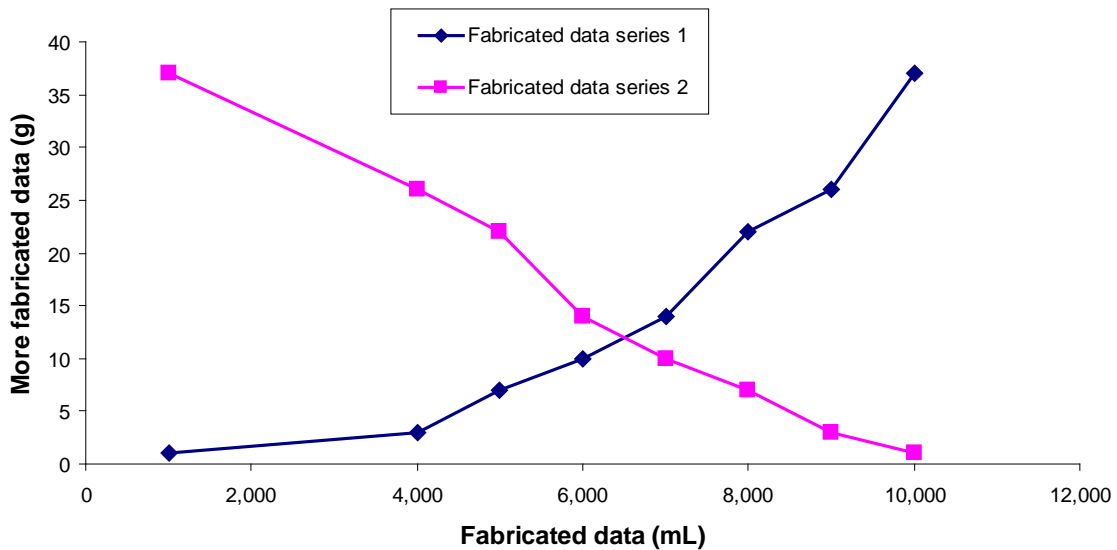


Figure 2. Completely made-up figure showing that you can use colour, that numbers should have commas if $\geq 1,000$, that all text should be in sentence case, and that units on axes need to be in brackets. Also, since I wrote this sentence, the first sentence has a period; otherwise, figure captions don't have periods.

DISCUSSION

All tables must be consecutively numbered with Arabic numerals (1, 2, 3, etc.) and inserted as close as possible to the corresponding text. In the text, refer to a table by its number, not its relative position. A large table may be placed in landscape orientation (sideways format) on a page by itself. A title consisting of the word "Table", the table number, a period, one space and the table title, in 10 point Times New Roman, must appear centred **above** each table. There is no line space between the title and the table itself. Do not use a period at the end of the table title.

CONCLUSIONS

Table-wide lines (horizontal 0.5 point thickness) separate the title from the column headings, the column headings from the body of the table, and the table from the following text. Do not use vertical lines and avoid the use of horizontal lines between rows of data. Separate each table from the adjacent text with one blank line.

REFERENCES

- Battle, T. E. (2003). *Stock forecasting: Planning for uncertainty* (Doctoral dissertation). Retrieved from International Dissertations Warehouse. (Order No. 236-43-236)
- Bloomfield, R. (2010, March). *Striving for success*. Presented at the Fourth International Conference on Management Accountability, Paris, France.
- Côté, C. (2003). A practical guide to policy implementation. In K. A. Purdy, & B. Stein (Eds.), *Ninth International Conference on Occupational Diversity* (pp. 432–445). Portland, OR: Linkset Press.
- Department of Media Affairs (2004). *Survey of federal programs* (Tech. Rep. No. 231-234-96). Ottawa, ON: Author.
- Garibaldi, S., & Whitehead, S. W. (2008). *Optimizing production: New solutions to old problems* (3rd ed., Vol. 1). New York, NY: Active Publisher.
- Hardy, N. (2007). *U.S. Patent No. 302,598*. Washington, DC: U.S. Patent and Trademark Office.
- Johnson, L., & Harrington, S. A. (2007). *Safety tips* (2nd ed.). Retrieved from <http://www.bladeebla.com>
- Polansky, K., Fairman, P. S., & Singh, B. (2010). Estimating oil reserves: An exploration of new approaches. *Journal of Metallurgy*, 32(4), 144–156. doi:10.3423/726578923456
- Tilman, C. (2010). Methodological concerns. In N. Thernhold, L. Ludwig, & B. B. Trolanski (Eds.), *Jumpstarting the future* (2nd ed., pp. 134–152). Melbourne, Australia: Feigned Publishing.



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17th North American Mine Ventilation Symposium (NAMVS)

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Author(s): _____

Email: _____

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I/We hereby agree to transfer the copyright of my/our paper to the Canadian Institute of Mining, Metallurgy and Petroleum (CIM) and NAMVS, when the paper is accepted for presentation and publication in the 17th North American Mine Ventilation Symposium and, subsequently *CIM Journal*. The contents of this paper have not been copyrighted, published, or submitted for publication elsewhere.

Author(s)'s Signature _____

Date _____

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Authorizing signature: _____

IF YOU SUBSEQUENTLY SUBMIT YOUR PAPER TO ANOTHER PUBLICATION, PLEASE BE SURE TO INDICATE THAT THE PAPER WAS FIRST PUBLISHED IN THE 17TH NORTH AMERICAN MINE VENTILATION SYMPOSIUM 2019 PROCEEDINGS.

FAX OR EMAIL THIS FORM BEFORE DECEMBER 15TH, 2019 TO CMURPHY@CIM.ORG OR (514) 939-2714.

HOW TO PREPARE YOUR POWERPOINT PRESENTATION

The format of the conference allows for **25 minutes** for the presentation including a question and answer period.

Presenters are requested to show up in the session room where they are scheduled to present at least 15 minutes before the session starts to upload their presentation on the computer.

The following guidelines are designed to help presenters with their preparation. These guidelines apply to slides projected directly from PowerPoint or other software.

- Slide layout: standard 16:9 aspect ratio
- Slides should clarify and complement what is spoken: avoid putting spoken words on slides.
- Many simple slides are better than one complex slide (limit to 7 lines or 20 words per slide).
- Allow one slide per minute.
- Use contrasting colors. A dark background with light text is visually appealing.
- Avoid red or dark blue text: it does not project well.
- Double-spaced text is more legible.
- Sans serif font (e.g., Calibri, Arial) is more legible than a serif font (e.g., Times New Roman).
- Minimum font size 18 pt; headings should be at least 24 pt.
- Do not use ALL CAPITAL LETTERS.
- Ensure the line thickness is sufficient before transferring an image from a graphics package.
- Title slide should contain title, authors' names, date, and location of the presentation.
- Include a "Contents" or "Agenda" slide that identifies headings for discussion.
- Use a separate slide for the heading to be discussed and provide more information if required.
- Apply the same slide color scheme used on the main title to the contents slides (for continuity).
- The final slide may display the company logo, to be left on the screen during the question period.