

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

Caving 2018 Conference Proceedings

Please read this document in its entirety. It contains information which will assist in the preparation of your paper.

To achieve a uniform style all papers are to be prepared according to the requirements given in this guide. Please also refer to the style template. Your paper must be no more than 14 A4 pages 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 Conclusion**

Acknowledgement

References

(Abstract, Acknowledgement and References should not be numbered)

Please note: *the size of the proceedings will be B5 and printed in colour.
the margins will be Top/Bottom: 2.5 cm and Left/Right: 2 cm (this can be updated under the Microsoft Word Page Layout tab)*

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

Please do not use autonumbering as this can create problems when we are formatting your paper.

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

The ACG uses Office 2007 and 2010 programmes, if you have trouble opening .docx files there are compatibility packs available to download from Microsoft – please follow their instructions.

Caving 2018 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.

~ Fonts used: Calibri; Segoe UI Semibold

Save yourself some time and effort... download our style template 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	Paper Title	18 pt	Bold	Left	0 pt	24 pt	-	-	-	Segoe UI Semibold , Sentence case
Authors	Authors	11 pt	Bold	Left	6 pt	6 pt	-	-	-	Calibri: Initials Surname Company/University, Country
Abstract heading	Heading 1	14 pt	Bold	Left	12 pt	6 pt	-	1.5 cm	1.5 cm	Segoe UI Semibold
Abstract text	Abstract text	11 pt	<i>italic</i>	Justified	6 pt	6 pt	-	-	-	Calibri, Single space after full stop
Body text	Normal	11 pt	-	Justified	6 pt	6 pt	-	-	-	Calibri, Single space after full stop
Headings – level 1	Heading 1	14 pt	Bold	Left	12 pt	6 pt	-	1.5 cm	1.5 cm	Segoe UI Semibold , Sentence case, typed numbers
Headings – level 2	Heading 2	12 pt	-	Left	12 pt	6 pt	-	1.5 cm	1.5 cm	Segoe UI Semibold , Sentence case, typed numbers
Headings – level 3	Heading 3	11 pt	<i>italic</i>	Left	12 pt	6 pt	-	1.5 cm	1.5 cm	Segoe UI Semibold , Sentence case, typed numbers
Headings – level 4	Heading 4	11 pt	<i>ital</i>	Left	12 pt	6 pt	-	1.5 cm	1.5 cm	Segoe UI Semibold , Sentence case, typed numbers
Bullets	Bulleted Text ●	11 pt	-	Left	6 pt	3 pt	1 cm	0.5 cm	1.5 cm	Calibri
Bullets – level 2	Bulleted Text 2 ○	11 pt	-	Left	6 pt	3 pt	1.7 cm	0.5 cm	2.2 cm	Calibri
Numbered bullets	Bulleted Numbers 1.	11 pt	-	Left	6 pt	3 pt	1 cm	0.5 cm	1.5 cm	Calibri
Numbered – level 2	Bulleted Numbers 2 a.	11 pt	-	Left	6 pt	3 pt	1.7 cm	0.5 cm	2.2 cm	Calibri
Equations	Equation	11 pt	-	Justified	6 pt	6 pt	-	-	Set ×2	Calibri, Equation: (centred tab) @ 8.5 cm; Equation number right tab aligned @17 cm
Figures and images	Images	11 pt	-	Centered	6 pt	6 pt	-	-	-	Calibri
Figure captions	Figure Caption	10 pt	Bold	Left	6 pt	12 pt	-	2 cm	2 cm	Segoe UI Semibold , Sent. case, place below figures
Quoted paragraphs	Quote	11 pt	<i>italic</i>	Left	6 pt	6 pt	1.5 cm	-	-	Calibri
Table captions	Table Caption	10 pt	Bold	Left	12 pt	6 pt	-	2 cm	2 cm	Segoe UI Semibold , Sent. case, place above tables
Column headings	TableText_Bold	11 pt	Bold	Left	3 pt	3 pt	-	-	-	Calibri, Sentence case, cell colour 253, 216, 185
Table text	TableText	11 pt	-	Left	3 pt	3 pt	-	-	-	Calibri, Sent. case, table left align, no set width, not breaking across pages, cell colour 253, 216, 185
Reference list	References	9 pt	-	Left	-	-	-	1 cm	-	Calibri, Alphabetical order, recent publications listed first when multiples for authors

Special notes:

- Please do not use footnotes – they will be removed from your paper.
- Please try to avoid citing unpublished references – as readers are not able to source them.

Paper title *(Template style: Paper Title)*

- Keep titles brief and descriptive and try to fit on one line if possible. The ACG may request that titles exceeding two lines be shortened.
- 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, PhD, etc.
- Please do not include job titles, departments, mine sites or cities – list company/university and country only after your surname.
- Please write full company affiliation, e.g. *MMC-Gamuda KVMRT (T) Sdn Bhd*
- Please include middle name initials where appropriate, and no spaces or full stops between initials.

Abstract

Heading *(Template style: Heading 1)*

Text *(Template style: Abstract text)*

Headings and body text

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

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.
- Please do not include references in any headings

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 and left aligned.

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

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

Equations *(Template style: Equations)*

- Centre aligned tab (\perp) at 8.5 cm, right aligned tab (\lrcorner) at 17 cm. (This will be automatically set up when the *Equations* style has been applied)
- 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 ‘ \times ’ (Alt + 0215) or the middle dot ‘ \cdot ’ (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 the text italic also.
- Below each equation, explain each (new) variable.

Figures (including images, diagrams and photographs)

All figures should be submitted in colour.

Please ensure all figures, graphs and diagrams are of reasonable image quality, clear and legible.

- Number all figures 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 are reduced to 86% 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 11 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 in text reference as possible.
- Each caption should start with a figure number, formatted as per the style template example.
- 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).

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.

Tables

Please submit all tables in an editable Microsoft Word format, as shown in the example below.

Table 1 Example

Heading 1	Heading 2	Heading 3	Heading 4
Point 1	Point 2	Point 3	Point 4
Point 5	Point 6	Point 7	Point 8

Captions (*Template style: Table Captions*)

Column headings (*Template style: TableText_Bold*) cell colour shade: see Quick Reference Table (pg 2)

Text (*Template style: TableText*) cell colour shade: see Quick Reference Table (pg 2)

- Please insert tables as close to the in text reference as possible. Tables are centred on the page, no set width, but 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 headings and body (first letter upper case, all other letters lower case).
- Text can be left aligned, centred or right aligned as required for the content.
- Please cite every table within the text prior to the table.

Writing Style Guide

Please use English (Australia or UK), 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. 1.00 pm ✓ 13 00 hrs ✗ 1300hrs ✗ 13:00 hrs ✗ 1300 hrs ✗ 1 pm ✗
- Currency should be written as such indicating relevant currency
e.g. USD 100, AUD 100 ✓ US \$100 ✗ AU \$100 ✗

Commonly used units

degrees (°) – if referring to temperature, please specify, e.g. 10°C/50°F

hour(s) (hr(s))

minutes (min)

metres (m), millimetres (mm) etc

metres per second (m/s)

million (M)

seconds (sec)

tonne/ton (t)

tonnes per annum (tpa) / tonnes per month (tpm) etc

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 ✗
 - ✓ metre / meter ✗
- ™ is used in the first instance only.
- Please do not use footnotes – they will be removed from your paper. Instead, please insert this information in brackets within the text.
- 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 ...”

References

Citing authors (*Within your paper*)

In brackets – author’s last name and the year of publication.

- Single author: (Potvin 2003)
- Two authors: (Hudyma & Potvin 2001) or Hudyma and Potvin (2001)
- Three or more authors: (Owen et al. 2002) (*no italics for “et al.”*)
- Citation within citation: (Ballenden 1933, in Dauskardt 1991) (*list only the first reference details*)
- Several references, different authors, different years: (Jones & Thomson 1998; Owen et al. 2002, 2005; Potvin 2003;) List alphabetically by author family name.
- Written communication: (Potvin, pers. comm., 12 April 2006) (*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). 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 a comma behind years.
- Use punctuation as shown in the Reference Guide found at the end of this document.
- Provide all information in the references list. Do not include abbreviations or “et al.”. Missing information will be requested.

Listing authors in the Reference list:

- Single author: Potvin, Y 2003
- Two authors: Fourie, AB & Hudyma, MR 1975
- Three or more authors: Fourie, AB, Hudyma, MR, Potvin, Y & Wesseloo, J 2005
- **“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.
- Please try to avoid citing unpublished references – readers are not able to source them.
- List all publication details within your references. See Reference Guide within this document for examples.

Reference list order

References should be in alphabetical order of author surname.

- If there is more than one entry by the same author, put them in date order of publication.
- If an author wrote more than one of your references in a single year, then use 2000a, 2000b etc.

References by more than one author always follow single author references.

- Three authors follows two, four authors follows three and so on.
- Sort alphabetically using lead author's surname first, then second author, then third author etc.
- Sorting by names in this way is more important than sorting by date.

Example list:

Potvin, Y 2000...

Potvin, Y 2003a...

Potvin, Y 2003b...

Potvin, Y & Hudyma, MR 2014...

Potvin, Y & Wesseloo, J 2010...

Potvin, Y, Hudyma, MR, Potvin, Y & Wesseloo, J 2005...

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).

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IN-TEXT REFERENCE		REFERENCE LIST
BOOKS AND EBOOKS		
One to two authors.	Recent research (Oldham 2014) found that... or Oldham (2014) found that...	Oldham, CE 2014, <i>Environmental Sampling and Modelling for the Prediction of Long-term Water Quality of Mine Pit Lakes</i> , UWA Publishing, Perth, Western Australia.
One to two authors. Direct quote.	It is understood that “appropriate numerical models of lake processes allow us to test our understanding of what drives the overall water quality in pit lakes” (Oldham 2005, p. 53). or Oldham (2014, p. 53) discusses that “appropriate numerical models of lake processes allow us to test our understanding of what drives the overall water quality in pit lakes”.	Oldham, CE 2014, <i>Environmental Sampling and Modelling for the Prediction of Long-term Water Quality of Mine Pit Lakes</i> , UWA Publishing, Perth, Western Australia.
Chapter or section in an edited book.	Equations presented by Kuganathan (2005)...	Kuganathan, K 2005, ‘Geomechanics of Mine Fill’, in Y Potvin, E Thomas & A Fourie (eds), <i>Handbook on Mine Fill</i> , Australian Centre for Geomechanics, Perth, Western Australia.
Online book or e-book.	A discussion on rock behaviour (de la Vergne 2003)...	de la Vergne, J 2003, <i>Hard Rock Miner’s Handbook</i> , McIntosh Engineering, North Bay, Ontario, viewed 3 March 2014, http://www.altomines.com/pdfs/HardRockMinersHandbook.pdf .
Editor. For one editor use the abbreviation (ed.); for more than one editor, use (eds).	<i>Mine Pit Lakes: Closure and Management</i> , edited by McCullough (2011) begins with mining.... or Recent studies on mine pit lakes (ed. McCullough 2011)...	McCullough, C (ed.) 2011, <i>Mine Pit Lakes: Closure and Management</i> , Australian Centre for Geomechanics, Perth, Western Australia.
No author or editor. Use title in place of author. Subtitle may be omitted.	Recent studies regarding the relationship between environmental quality and human health (<i>SEGH 2010 International Conference and Workshops 2010</i>)...	<i>SEGH 2010 International Conference and Workshops 2010</i> , National University of Ireland Galway, Galway, Conacht.

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IN-TEXT REFERENCE		REFERENCE LIST
Approximate publication date. Put 'c.' in front of approximate year.	Recent studies on mine pit lakes (Kuganathan c. 2005)...	Kuganathan, K c. 2005, 'Geomechanics of Mine Fill', in Y Potvin, E Thomas & A Fourie (eds), <i>Handbook on Mine Fill</i> , Australian Centre for Geomechanics, Perth, Western Australia.
No publication date. Use 'n.d.' in place of year.	Recent studies on mine pit lakes (Kuganathan n.d.)...	Kuganathan, K n.d., 'Geomechanics of Mine Fill', in Y Potvin, E Thomas & A Fourie (eds), <i>Handbook on Mine Fill</i> , Australian Centre for Geomechanics, Perth, Western Australia.
Corporate author In the first instance, spell out name of corporation and include an abbreviation. Use the abbreviation in subsequent citations.	A recent report (Dundee Precious Minerals Chelopech [DPM Chelopech] 2007a)...	Dundee Precious Minerals Chelopech 2007, <i>Summary of Backfilling Open Stope 1A</i> , DPM Chelopech, Chelopech.
2nd or later edition.	Jewell and Fourie (2006, p. 19) found...	Jewell, RJ & Fourie, AB 2006, <i>Paste and Thickened Tailings – A Guide</i> , 2nd edn, Australian Centre for Geomechanics, Perth, Western Australia.
JOURNAL, NEWSPAPER AND NEWSLETTER ARTICLES		
Journal article, one to two authors.	Li (2010) states... or An earlier article (Li 1993)...	Li, CC 2010, 'A new energy-absorbing bolt for rock support in high stress rock masses', <i>International Journal of Rock Mechanics and Mining Sciences</i> , vol. 47, pp. 396-404.
Journal article, more than two authors.	In an article by Tosney et al. (2004)...	Tosney, JR, Milne, D, Chance, AV & Amon, F 2004, 'Verification of a Large Scale Slope Instability Mechanism at Highland Valley Copper', <i>International Journal of Surface Mining, Reclamation and Environment</i> , vol. 18, no. 4, pp. 273-288.

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IN-TEXT REFERENCE		REFERENCE LIST
Article in an online journal or magazine.	Robinson (2014) found...	Robinson, D 2014 'Prospecting Hard Rock', <i>Prospecting and Mining Journal</i> , vol. 83, no. 7, viewed 3 March 2014, http://www.icmj.com/toc.php?id=186&keywords=March_2014_(Vol._83,_No._7) .
Journal article from a database.	Sainoki and Mitri (2014) discuss...	Sainoki, A & Mitri, HS 2014, 'Dynamic behaviour of mining-induced fault slip', <i>International Journal of Rock Mechanics and Mining Sciences</i> , vol. 66, pp. 19-29, viewed 3 March 2014, ScienceDirect database.
Online newspaper or newsletter article.	Silcoff et al. (2013) refer to the decline...	Silcoff, S, Mcnish, J & Ladurantaye, S 2013, 'Inside the fall of BlackBerry: How the smartphone inventor failed to adapt', <i>The Globe and Mail</i> , viewed 29 September 2013, http://www.theglobeandmail.com/report-on-business/the-inside-story-of-why-blackberry-is-failing/article14563602/ .
GOVERNMENT PUBLICATIONS		
Government department as author.	The findings support views expressed by The Canadian Chamber of Commerce (2013)...	The Canadian Chamber of Commerce 2013, <i>Mining Capital: How Canada has Transformed its Resource Endowment into a Global Competitive Advantage</i> , The Canadian Chamber of Commerce, Ottawa.
CONFERENCE/SEMINAR PROCEEDINGS		
Paper in a published conference or seminar proceedings, print.	"There is a great deal of uncertainty and variability associated with the spatial and temporal occurrence of seismicity" (Potvin & Wesseloo, 2013, p. 287).	Potvin, Y & Wesseloo, J 2013, 'Towards an understanding of dynamic demand on ground support', in Y Potvin & B Brady (eds), <i>Proceedings of the Seventh International Symposium on Ground Support in Mining and Underground Construction</i> , Australian Centre for Geomechanics, Perth, pp. 287-304.