

Caving 2018 Proceedings

Author's Paper Formatting Checklist

By using the Style Template provided on the Caving 2018 Authors Portal, your paper will be much quicker and easier to produce. The Author's Guidelines are also provided to assist you – please refer to these during your paper preparation.

- [] **Page setup** – Paper size: A4; Margins: T/B: 2.5 cm, L/R: 2 cm; Header/Footer: 1.25 cm.
- [] **Language** – English (Australia).
- [] **Spelling** – use the spell checker.
- [] **Images and Figures** – submit in colour where possible. Print and check all are clear and legible.
- [] **References** – check formatting and check for missing details (refer to Author's Guidelines).
- [] **Reference citing** – ensure all your references are listed in text and vice versa.
- [] **Spacing** – refer to Style Template.
 - author's affiliations: *no job titles, no departments, no mine sites, no cities* – company name and country only.
- [] **Headings** – do **NOT** use autonumbering. Check your headings are numbered and formatted correctly (refer to Author's Guidelines)
 - formatting: all sentence case, left aligned.
- [] **Abbreviations** – spell out in full at first instance of use within body of paper (and if used in the Abstract).
- [] **Equations** – do **NOT** use autonumbering. Numbered and aligned correctly (refer to Author's Guidelines).
- [] **Figure and Table captions** – do **NOT** use autonumbering. Numbered and formatted correctly (refer to Author's Guidelines).
- [] **Tables** – centred on page; not split across pages (refer to Author's Guidelines).
- [] **Word check** – et al. (not: *et al*); in situ (not: in-situ, insitu); replace most “iz” with “is” (not: size, etc.)
 - correct upper and lower case use of terms and product/place names – be consistent.
- [] **Reformatted font styles** – check your symbols after formatting – particularly ^{superscript} and _{subscript} and roman or math symbols.
- [] **Full stops** – check for missing full stops at the end of paragraphs and references.
- [] **Page numbers** – please keep your paper to 14 pages.

Should you have any queries, please contact the ACG.