

**INSTRUCTIONS TO AUTHORS FOR THE PREPARATION
OF MANUSCRIPTS FOR THE
49th CONFERENCE OF METALLURGISTS, COM 2010, HELD IN CONJUNCTION WITH
LEAD-ZINC 2010**

10 Font size **BOLD**

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ABSTRACT

BOLD

This document sets out the requirements for preparing and submitting manuscripts for publication in the Proceedings of the COM 2010, 49th Conference of Metallurgists, held in conjunction with Lead-Zinc 2010. In order to obtain a proceedings volume with a consistent and professional appearance, it is essential that all manuscripts conform to these instructions. This “author friendly” document itself serves as an example of a correctly prepared manuscript, and provides you with a sense of how your paper will appear in the finished volume.

INTRODUCTION

First line
indentation
of
1.27 cm
(0.5 inches)

Your manuscript must be submitted by **March 31st, 2010** to our online abstract management system exclusively: <http://www.metsoc.org/com2010/index.asp>

Your draft manuscript will be subjected to peer review. The final acceptance of your paper is conditional upon approval of the Editorial Board. Refer to the “SUBMISSION OF MANUSCRIPTS” section of this document for full details on how to correctly submit your paper.

For a paper to be included in the symposium proceedings, one of the authors must register for the conference, return the attached Copyright Form, and present the paper.

The manuscript should not exceed 12 pages in length, including text, figures, tables and references, and must be prepared in proper English. SI units or acceptable metric equivalents should be used throughout. Your electronic file should not exceed 3 megabytes.

These instructions will enable you to prepare your manuscript in an electronic form, ready for reproduction. It is therefore essential that these instructions be carefully followed.

PREPARATION OF THE MANUSCRIPT

EXAMPLE OF A
MAJOR HEADING

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, you should avoid the use of a two-byte code for Chinese characters, etc.

Page Size and Layout

Example of a Second-Level Heading

Your manuscript should be prepared for either North American letter-size (8.5 x 11 inches) paper or European A4-size (210 x 297 mm) paper. Use the margin settings specified in Table 1, and do not number the pages of the paper.

Table 1 – Manuscript margins

Margin	Letter (8.5 x 11 inches)	A4 (210 x 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 should be typed in a Times New Roman font in black. Use 10 point type size throughout your manuscript, including the title.

Title Page

Example of a Third-Level Heading

The title page of your manuscript is illustrated by the first page of these instructions. The title page must not exceed one (1) page in length. It contains:

- The title of the paper in **bold** 10 point Times New Roman, centered with all letters in capitals; the title should begin on the 5th line from the top margin;
- The author's name, separated from the title by a single blank line (10 points), centered, in regular Times New Roman, with the first letter of each part of the name capitalized;
- If applicable, the name(s) of co-author(s) having the same organizational affiliation are placed on the same line and in the same format as the first author's name, with the names separated by "and", or commas plus "and";
- The author's affiliation and address, immediately below the name, centered and single-spaced, in *italic Times New Roman*;
- If applicable, the names of other authors, having different affiliations and addresses, in the same format used for the first author, with each author entry separated by a blank line (10 points);
- The major heading **ABSTRACT**, centred, with all letters capitalized, in bold Times New Roman, separated from the last author entry by 2 blank lines;
- The body of the abstract should not exceed 100 words in length, in regular Times New Roman, fully justified, separated from the heading **ABSTRACT** by one (1) blank line and indented. The abstract should be a single paragraph.

The body of the paper begins at the top of the second page of the manuscript. Any space remaining on the first page, after the abstract, is left blank.

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, EXPERIMENTAL, DISCUSSION, CONCLUSIONS, ACKNOWLEDGEMENTS, REFERENCES**, are centred and bold-faced, but not underlined, and are entirely in capital letters. The body of the paper begins with a major heading (for example, **INTRODUCTION**) which is placed at the top of the second page of the manuscript. Subsequent major headings are separated from the text above and below them by one (1) 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 each major word capitalized and are positioned at the left margin. Second-level headings are bold-faced. Third-level headings are underlined. Both are separated from the text above and below by one (1) blank line.

Text

Text paragraphs should be single-spaced (line height of 6 lines per inch) and fully justified, with the first line indented 1.27 cm (0.5 inch). Paragraphs are separated with a blank line.

Footnotes

The use of footnotes is strongly discouraged. All information should be incorporated into the body of the paper.

Equations and Symbols

Simple mathematical expressions and sub- and super-scripted characters, such as SO_4^{2-} , should be inserted in the text. Equations should not be embedded as an image.

Equations should be 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, use the Times

New Roman (normal text) arrow (Equation 1a), but an equal sign may be substituted (Equation 1b). Use a dash rather than a hyphen for the minus sign.



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

The nomenclature and units for symbols should be defined in the text or, where the number of symbols is large, in a special section, **NOMENCLATURE**, at the end of the paper.

Figures

Figures including graphs, such as Figure 1, line drawings, photographs and other illustrations should be in black and white only with sharp contrast, with all lines and lettering large enough to remain legible after 20% reduction. For microstructures and similar figures, be sure to place a scale marker on the photograph. Avoid the use of frames around the figures, as well as the use of shaded backgrounds which do not reproduce well. Excel charts should have black and white symbols and lines only.

Figures, especially photographs and SEM micrographs, can significantly increase the size of the electronic file. Excessively large files tend to complicate and slow down the editing process. Therefore, you should make every effort to reduce the size of the electronic files of your photomicrographs and other graphics. To minimize your file size, add the figures (photos, photomicrographs) using the "Insert-Picture" function. For Excel charts, use the "Copy-Paste Special-Picture" sequence.

All figures should be consecutively numbered with Arabic numerals and inserted as close as possible to the corresponding text. A figure too wide to fit between the margins may be placed in landscape orientation (sideways format), on a page by itself, with the bottom of the figure to the right of the page. A caption consisting of the word "Figure," the figure number, a dash and the figure title, in 10 point Times New Roman, should appear centred below each figure. A single blank line is used to separate a figure from its caption. Separate each figure and caption from the adjacent text with one (1) blank line. Do not use a period at the end of the figure caption.

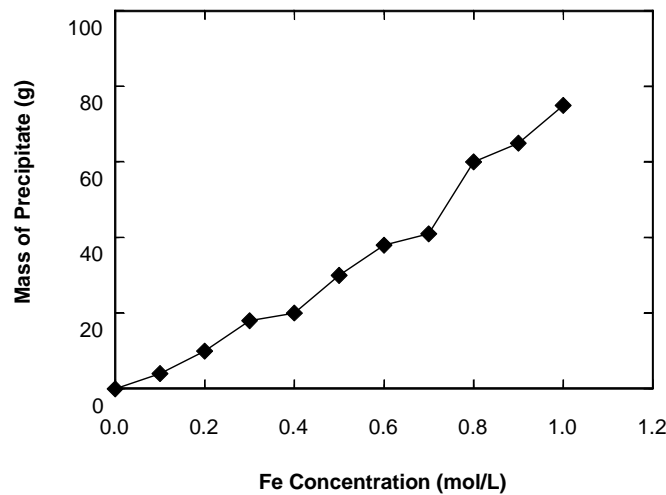


Figure 1 – Effect of iron concentration on the amount of precipitate formed during hydrolytic precipitation from waste processing solutions

Tables

Tables should be inserted as close as possible to their first citation. A large table, like a large figure, may be placed in landscape orientation (sideways format) on a page by itself. Number tables consecutively using Arabic numerals, and centre the title above the table. The word “Table” is followed by the table number, a dash, and the rest of the title. There is no line space between the title and the table itself.

Table-wide lines (horizontal ½ point thickness) should 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 the various rows of data. Footnotes belonging to the table should appear immediately below the table-width line at the bottom of the table. Separate each table from the adjacent text with one (1) blank line.

Table 2 – Electron microprobe analyses of sphalerite grains in the Kidd Creek “C” concentrate *

Element	Average Content (wt %)	Range (wt%)
Zn	60.8	59.6 – 63.3
Fe	5.82	3.54 – 6.95
Cd	0.30	0.12 – 0.42
S	3.31	33.6 – 33.5

* Footnote belonging to Table 2

REFERENCES

All cited references should be consecutively numbered in square brackets; e.g., “as shown by Riveros [6]”. Consecutive references can be hyphenated, e.g., “as shown by several researchers [1-5]”. These numbers must not be super-scripted. The complete citation must be given in the numbered list in the **REFERENCES** section, using a single-spaced format with a blank line between the individual references. This list is numbered in the order of citation in the text. References must provide readers with enough information to find the cited material.

In general, references should contain the initials (with no space between the initials) and names of all the authors, the title of the paper in quotation marks and with the first letter of all major words capitalized, the name of the journal, the volume number, the year, and the first and last page numbers. Reference to books should include the author, title, publisher’s name and location, year, and start and ending pages of the specific citation. References to edited books, conference proceedings, patents, unpublished papers and other items should follow the examples provided below. Note that each reference is formatted as a single-spaced, fully-justified paragraph with a hanging indent of 1.27 cm (0.5 inch). References are separated from each other by a single blank line. A period ends each reference. References to internet sites are discouraged, as these tend to change frequently.

Because unpublished sources are often difficult to obtain, reference to them is not encouraged. Authors should strive to reference published material only.

Example of the Format for Book References

1. U. Reymbold, K. Armbruster and W. Ulzmann, *Interface Technology for Computer-Controlled Manufacturing Processes*, Marcell Dekker Inc., New York, NY, USA, 1985.

Example of the Format for Edited Conference Proceedings

2. A. Onozaki, K. Sato and S. Kuramochi, "Effect of Some Impurities on Iron Precipitation at the Iijima Zinc Refinery", Iron Control in Hydrometallurgy, J.E. Dutrizac and A.J. Monhemius, Eds., Ellis Horwood, Chichester, England, 1986, 742-752.

Example of the Format for Journal References

3. R. Debekaussen, D. Droppert and G.P. Demopoulos, "Ambient Pressure Hydrometallurgical Conversion of Arsenic Trioxide to Crystalline Scorodite", CIM Bulletin, Vol. 94, No. 1051, 2001, 116-122.

Example of the Format for Patent References

4. N.J. Themelis and P. Spira, "Process and Apparatus for the Continuous Smelting and Converting of Copper Concentrates to Metallic Copper", Canadian Patent, No. 758,020, 2 May 1967.

Examples of the Format for Other References

5. T.T. Chen and J.E. Dutrizac, "Mineralogical Characterization of Manganese Oxide Deposits", Division Report MMSL 2002-004(TR), CANMET, Natural Resources Canada, Ottawa, Canada, 2002.
6. P.A. Riveros, "Application of Ion Exchange Resins to the Extraction of Silver and Gold from Cyanide Solutions", Ph.D. Thesis, Queen's University, Kingston, Ontario, Canada, 1985, 35-40.

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SUBMISSION OF MANUSCRIPTS

Your completed manuscript should be saved in MS Word. In the event that format/font changes occur during the electronic transmission of the paper; a PDF file of the paper is also requested. Please submit **ONE zip file** (containing **BOTH** your **DOC** and **PDF**) online at: <http://www.metsoc.org/com2010/index.asp>.

The completed **Copyrights Form** should be emailed, faxed or sent via postal mail to:

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All submissions must be received by **no later than March 31st, 2010**. All requests related to submissions must be directed to Ms. Ronona Saunders.

Should you publish your paper in a publication not owned by CIM, please be sure to cite that the paper was first published by CIM citing the proceedings title, date, ISBN and the page numbers.

INSTRUCTIONS SUMMARY

Word processing Software:	Microsoft (MS) Word DOC file
Page Setup (Paper/Margins):	See Table 1, Section Page Size and Layout
Font:	Colour black, Times New Roman 10 pt. This applies to complete manuscript and all headings
First page (MANUSCRIPT TITLE):	Start on the 5 th line from top margin at 4.4 cm (1.7"). BOLD/FULL CAPS/CENTERED between page margins. Leave (1) blank line after Manuscript Title
Author name(s):	Center between page margins, leave (1) blank line between authors and (2) blank lines before ABSTRACT Heading

MANUSCRIPT HEADINGS

MAJOR HEADING:	BOLD/FULL CAPS/CENTERED between page margins. Leave (1) blank line above/below MAJOR HEADING
Second Level Heading:	BOLD/Major Words Capitalized/Justified Left Margin. Leave (1) blank line above/below Second Level Heading
<u>Third Level Heading:</u>	<u>Major Words Capitalized/Justified Left Margin.</u> Leave (1) blank line above/below <u>Third Level Heading</u>
Figure headings/captions:	Figure 1 - Centered below figure. First major word is capitalized. There is (1) blank line between figure caption and figure. There is (1) blank line above/below figure. No punctuation after figure caption
Table headings:	Table 1 - Centered above table. First major word capitalized. There is no line spacing after table heading. There is (1) blank line above/below table. No punctuation after table heading
Equations:	Centered, one (1) blank line above/below equation

DO'S FOR WORDPROCESSING

Punctuation (Sentences):	Be consistent throughout manuscript. Standard spaces (2) between sentences. (1) space will be accepted. DO USE one or the other, not both.
Colon (:):	No space before (2) spaces after
Semi colon (;):	No space before (1) space after
Dashes (-) (–):	Be consistent throughout manuscript
SI units:	(1) space before and after (25 km)
Indenting paragraphs:	Do turn off indenting for Major Headings. Make sure the Major Headings are centered between left and right margins
Initials:	(0) spacing between initials; e.g., P.A. Riveros

DO'S FOR ELECTRONIC FILES

Try to reduce the size of the manuscript electronically. Clean and concise files; remove all unnecessary codes. **Name** your electronic files by **the Paper Number** and **the First Author's Surname** for example naming your Word file (0001-Dutrizac.doc); use the exact name for the PDF (0001-Dutrizac.PDF) and the ZIP file (0001-Dutrizac.zip). Hard cover proceedings will be printed in black and white only; Proceedings in electronic format can accommodate color images and graphs.

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