GECAMIN

Editorial Guidelines for the Preparation and Structure of Articles

English Version

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GUIDELINES

Article preparation guidelines are to be read and followed by all authors who wish to present an article in a Gecamin conference. In order to be accepted for review, the articles must be prepared in strict accordance with the format and style guidelines established in the present document. All submitted documents must be well structured and use language appropriate for an international publication.

Submission of an article constitutes a commitment to attend the conference. **At least one author per article will be required to register and pay author fee before final article approval**.

Registration of authors is a strict requirement for abstracts to be included in the proceedings and in the technical program of the event

- Due to technical program restrictions, each author may present a maximum of two works in oral format (additional works may be presented as posters), and each company may present a maximum of two oral presentations (additional poster presentations are also allowed).
- Due to technical program restrictions, each company (excluding mining companies) may present a maximum of two oral presentations (additional poster presentations are also allowed).

REVIEW PROCESS

All submissions received must undergo all stages of the review process in order to be approved for publication in the proceedings and included in the technical program.

Stage 1: Article Selection

Articles must be written in accordance with the Editorial Guidelines. Articles which fully comply with the requirements will be reviewed by the Editorial Committee. Approval of an article at this stage does not automatically guarantee that the paper will be accepted and included in the program

Once articles are reviewed, comments will be sent to authors, and a final version of the work will be requested. The final article should consider and include the comments and suggestions made by the Committee.

Stage 2: Final Article Approval

Final article submissions will be reviewed to ensure that the comments have been incorporated. At this stage, articles will be confirmed for oral or poster presentation. Authors for approved papers will be included in the Technical Program of presentations, once they register for the conference.

Authors of approved final papers must sign the Publication Copyright Agreement Form giving Gecamin right to publish the work in the event proceedings.

LANGUAGE

American English is the official language for all documents submitted for peer review and publication. Articles must be written in English, including all figures, tables and graphs. American English spelling is mandatory—please set your spell checker to American English. Please see the Appendix at the end of this document for the Common Writing Mistakes between American and British English.

Translation and Edition

If English is not the native language of the author(s), the text should be translated or edited by a professional translator prior to submission. Authors are fully responsible for hiring and paying for these services. Gecamin does not offer this service to authors.

FORMAT AND STRUCTURE

- Letter size Microsoft Word file (.doc or .docx).
- Written in English.
- Title and list of authors. Indicate affiliation (only one), position, email, telephone and country.
- Paragraphs must be single-spaced using Palatino Linotype font and justified.
- The *maximum* length for the article text is 6 pages. This includes all figures, tables and appendices.
- The *minimum* length for the article text is 3 pages. This includes all figures, tables and appendices.
- Structure (abstract, introduction, methodology, results, conclusions and references).
- Tables, graphs and images must fit in less than one page including captions, properly translated, numbered, named and inserted in corresponding places.
- Only single column layout will be accepted.
- Please see specifications for headings, bullets and captions in the sections below.
- Margins must be 3 cm at the top, left and right, and 2.5 cm at the bottom.
- Papers must not contain any side commentaries, footnotes, endnotes or track changes.
- Do not specify Keywords.
- Technical, not commercial, focus.

Title, Abstract and Authors

The first page of the article should contain a title, the names of the authors and their affiliations, and an abstract. Please refer to the article template for further details.

Introduction, Methodology, Results and Discussion

The following pages referred to the introduction, methodology, results and discussion, figures, graphs, images, and references. Here the main focus of the work is explained and developed in a concise and clear

manner. It is of utmost importance to follow the established format to not surpass the total pages allowed. Please see each point below for structure and style specifications. Please note that documents which do not follow these specifications will not be accepted for review and will be returned to the authors for further editing and formatting.

Headings

Headings are the titles of each section. They explain the section and guide the reader through the article. Headings must contain maximum 100 characters each (including spaces). Headings must not be numbered and must follow the correct level structure.

- **Heading 1 (Level 1)**: Palatino Linotype, 11 pt, bold, before 24 pt., after 6 pt., left aligned, all capital letters
- **Heading 2 (Level 2)**: Palatino Linotype, 11 pt, bold, before 14 pt., after 6 pt., left aligned
- **Heading 3 (Level 3)**: Palatino Linotype, 11 pt, bold, italic, before 14 pt., after 6 pt., left aligned
- **Heading 4 (Level 4)**: Palatino Linotype, 11 pt, italic, before 14 pt., after 6 pt., left aligned

Please see the article template for examples and specific use of headings.

Body Text

The body text must be written using *American English* spelling in a style using direct and concise language, appropriate for an international publication. The first time acronyms or nomenclature is used in the text, they must be explained; following uses do not need explanations. The only words to capitalize are the first word of each sentence and proper nouns, all others must not be capitalized. Specifics:

- Palatino Linotype, 10 pt. Paragraph spacing: before 4 pt., after 3 pt. Single spaced, justified
- No indentation, only one space after full stop
- Please only use italics for *bacterium* or other scientific Latin names. Do not use italics for commonly used Latin words, such as: i.e., e.g., in situ, ex situ, et al., etc., among others.

Bullets

Standard bullets must be used sparingly to list ideas and information. In the text, please insert a full colon indicating the start of a bullet list. Specifics:

- Palatino Linotype 10 pt. Paragraph spacing: before 4 pt., after 3 pt. Left aligned
- Use level 1 (full circle) and level 2 (dash) only. Do not use any other decorative bullet marks or levels for bullet lists.
- Indentation:
  - Level 1: 0.3 cm, hanging indent 0.3 cm

  - Level 2: 1 cm, hanging indent 0.4 cm
- Full stops should only be used when bullets convey an idea in a complete sentence. Should bullets be only a few words (such as a list of things), they should not use full stop.

Example of normal bullets

- Paste and thickened tailings management
  - Historical techniques
- Paste and thickened tailings transportation

Example of bullets with headings

- *Paste and thickened tailings management*: commonly observed is paste and thickened tailings.

If an article presents an excessive use of bullets, it will be returned to the authors for further editing and authors will be asked to restructured bullets into paragraphs.

Equations

When inserting equations please use Microsoft Equation, a feature found in MS Word designed for this specific purpose. Please number all equations with parenthesis (#), aligned to the right of the equation (close to page border).

Do not use full stops, asterisks, or "x" to indicate multiplication. If required, please use the correct multiplication symbol "×" or the middle dot "·". In MS Word use >Insert >Symbol.

Please be consistent with the use of italics for variable names. If a variable is expressed in italics within the equation, place any references to that variable within the body text in italics also. Example:

$$\ln\left(1-\frac{[\mathrm{Mo(VI)}]_{(o)}}{[\mathrm{Mo(VI)}]^{e}_{(o)}}\right)=-\frac{Q}{V}(1+\frac{1}{K_d})k_{ao}t \qquad (1)$$

Currency
All currency should be abbreviated according to the following list.

Currency abbreviations	
Australian dollars	A$
Brazilian real (pl. reais)	R
Canadian dollars	C$
Peruvian nuevo sol	Ns
Peso *(see note below)*	Ps
United Kingdom pound	£
US dollar	US$
South African rand	R

For pesos, Ps, please specify which country it belongs to the first time it is used in the text (Argentinean Ps, Chilean Ps, Colombian Ps, and Mexican Ps). The subsequent uses do not need specification and can be referred to as Ps. If the currency is not listed here, please contact the event coordinator for more information.

Numbers in the Text

Unless numbers refer to units of measurement, they should be written in letters. Please note this only applies to numbers between one and ten. Example:

- "Nearly two billion tons of ore..." (YES)
- "Nearly 2 billion tons of ore..." (NO)

Figures

Figures can be used to illustrate the content of the text. Images must be in high quality. All information inside the images must be properly translated into English. No borders should be added to the images.

Figure Captions

Every figure must have a caption placed below the image. This caption must say Figure and the corresponding correlative number. Do not use a full stop at the end of the caption. Specifications:

- Palatino Linotype, 9 pt. Paragraph spacing, before 16 pt., after 20 pt. Center aligned
- Caption must fit into two lines maximum
- Leave two spaces between “Figure #” and title text
- Do not use full stops
- Do not link captions to the body text

Tables

Tables must be centered and must only show lines at the top and bottom edges of the top and bottom rows, as well as below the title line. No other rows or columns must show lines. Specifics:

- Sentence case must be used
- Palatino Linotype, 9 pt., left aligned. No paragraph spacing
- Do not use colors in the table
- Include one empty line after the table, before the next section/text

Table Captions

All tables must have a caption placed above the table. This caption must say Table and the corresponding correlative number. Two spaces will separate this from the title of the table. Do not place a full stop at the end of the caption. Specifications:

- Format as normal body text
- Table title must be bold, 10 pt. Paragraph spacing before 16 pt., after 12 pt. Left aligned
- Leave two spaces between "Table #" and title text
- When naming a Table in the body text, capitalize it and include the number
- Do not link captions to the body text

References

All documents submitted for peer-review and publication must contain a list of references. Every reference should be cited in-text and listed in full in the Reference section. References and citations must contain publicly available information only that any interested reader can access freely. Do not include internal company reports, guides or manuscripts. See the list of reference types to correctly format all references. Specifics:

- Palatino Linotype, 9 pt., single spaced
- Justified, hanging indent 1.25 cm
- Paragraph spacing, before 0 pt., after 6 pt.

In-text Citation

Within the text, all external references must be inserted as specified below:

- *Single author*: (Berkman, 1994)
- *Two authors*: (Cengel & Boles, 1994)
- *Three authors*: (Reid, Parsons & Green, 1989)
- *Four or more authors*: (Jull et al., 2008)
- *Personal communications*: (P. Jones, 1995, pers. comm., 15 June)

Please note that every in-text citation must be accounted for in the list of References and vice versa. Personal communications are only cited in text and should not be included in the reference section.

List of References

The last section of the article is for References, where all citations used throughout the text are listed with complete editorial information. This list should be assorted alphabetically (by the first author's last name) and must meet the following requirements:

- All references listed in this section must be cited in the text
- Each reference must be in an individual line
- Place years in parenthesis, e.g. (2002)
- Do not place full stop after year parenthesis
- Place a comma after book/article title
- Place a full stop at end of reference entry
- Place *en rule* (use Ctrl and "-" key on number keyboard) between page number spreads, e.g., pp. 57–60.
- Do not use "et al." in the reference list; all authors must be listed in full
- Do not include personal communications in the reference list, only within body text
- References must be included in their original language of publication. Please do not include unofficial translations of titles
- Do not include internal company reports, guides or manuscripts. If included, they will be deleted from the text.

For further information about references, please request the Reference Guidelines through the conference email.

Units of Measurement

All documents submitted for publication must use the international system of units (SI units). For more information on SI units, we recommend visiting http://www.bipm.org/en/measurement-units/.

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SI UNITS – INTERNATIONAL SYSTEM OF UNITS

(1) Only SI units and those units recognized for use with the SI are used to express the values of quantities. Equivalent values in other units are given in parentheses following values in acceptable units *only* when deemed necessary for the intended audience.

(2) Abbreviations such as sec (for either s or second), cc (for either cm^3 or cubic centimeter), or mps (for either m/s or meter per second), are avoided and only standard unit symbols, SI prefix symbols, unit names, and SI prefix names are used.

(3) The combinations of letters "ppm," "ppb," and "ppt," and the terms part per million, part per billion, and part per trillion, and the like, are not used to express the values of quantities. The following forms, for example, are used instead: 2.0 μL/L or 2.0×10^{-6} V, 4.3 nm/m or 4.3×10^{-9} l, 7 ps/s or 7×10^{-12} t, where V, l, and t are, respectively, the quantity symbols for volume, length, and time.

(4) Unit symbols (or names) are not modified by the addition of subscripts or other information. The following forms, for example, are used instead.

V_{max} = 1000 V	*but not*: V = 1000
V_{max} a mass fraction of 10 %	*but not*: 10 % (m/m) or 10 % (by weight)

(5) Statements such as "the length l_1 exceeds the length l_2 by 0.2 %" are avoided because it is recognized that the symbol % represents simply the number 0.01. Instead, forms such as "$l_1 = l_2$ (1 + 0.2 %)" or "Δ = 0.2 %" are used, where Δ is defined by the relation $\Delta = (l_1 - l_2)/l_2$.

(6) Information is not mixed with unit symbols (or names). For example, the form "the water content is 20 mL/kg" is used and not "20 mL H_2O/kg" or "20 mL of water/kg."

(7) It is clear to which unit symbol a numerical value belongs and which mathematical operation applies to the value of a quantity because forms such as the following are used.

35 cm × 48 cm	*but not*: 35 × 48 cm
1MHz to 10 MHz or (1 to 10) MHz	*but not:* 1 MHz – 10 MHz or 1 to 10 MHz
20 °C to 30 °C or (20 to 30) °C	*but not*: 20 °C – 30 °C or 20 to 30 °C
123 g ± 2 g or (123 ± 2) g	*but not:* 123 ± 2 g
70 % ± 5 % or (70 ± 5) %	*but not*: 70 ± 5 %
240 × (1 ± 10 %) V	*but not*: 240 V ± 10 % (one cannot add 240 V and 10 %)

(9) Values of quantities are expressed in acceptable units using Arabic numerals and the symbols for the units.

m = 5 kg	*but not*: m = five kilograms or m = five kg
the current was 15 A	*but not*: the current was 15 amperes.

(10) There is a space between the numerical value and unit symbol, even when the value is used as an adjective, except in the case of superscript units for plane angle.

a 25 kg sphere — *but not*: a 25-kg sphere
an angle of 2º3'4" — *but not:* an angle of 2 º3 '4 "
If the spelled-out name of a unit is used, the normal rules of English are applied: "a roll of 35-millimeter film."

(11) The digits of numerical values having more than four digits on either side of the decimal marker are separated into groups of three using a thin, fixed space counting from both the left and right of the decimal marker. For example, 15 739.012 53 is highly preferred to 15739.01253. Commas are not used to separate digits into groups of three.

(12) Equations between quantities are used in preference to equations between numerical values, and symbols representing numerical values are different from symbols representing the corresponding quantities. When a numerical-value equation is used, it is properly written and the corresponding quantity equation is given where possible.

(13) Standardized quantity symbols such as those given in Refs. [4] and [5] are used, for example, R for resistance and A_r for relative atomic mass, and not words, acronyms, or ad hoc groups of letters. Similarly, standardized mathematical signs and symbols such as are given in Ref. [4: ISO 31-11] are used, for example, "tan x" and not "tg x." More specifically, the base of "log" in equations is specified when required by writing $\log_a x$ (meaning log to the base a of x), lb x (meaning $\log_2 x$), ln x (meaning $\log_e x$), or lg x (meaning $\log_{10} x$).

(14) Unit symbols are in roman type, and quantity symbols are in italic type with superscripts and subscripts in roman or italic type as appropriate.

(15) When the word "weight" is used, the intended meaning is clear. (In science and technology, weight is a force, for which the SI unit is the newton; in commerce and everyday use, weight is usually a synonym for mass, for which the SI unit is the kilogram.)

(16) A quotient quantity, for example, mass density, is written "mass divided by volume" rather than "mass per unit volume."

(17) An object and any quantity describing the object are distinguished. (Note the difference between "surface" and "area," "body" and "mass," "resistor" and "resistance," "coil" and "inductance.")

(18) The obsolete term normality and the symbol N, and the obsolete term molarity and the symbol M, are not used, but the quantity amount-of-substance concentration of B (more commonly called concentration of B), and its symbol c_B and SI unit mol/m^3 (or a related acceptable unit), are used instead. Similarly, the obsolete term molal and the symbol m are not used, but the quantity molality of solute B, and its symbol b_B or m_B and SI unit mol/kg (or a related SI unit), are used instead.

APPENDIX

COMMON WRITING MISTAKES BETWEEN AMERICAN AND BRITISH ENGLISH

American	British
Aluminium	Aluminium
Apothegm	Apophthegm
Checkered (pattern)	Chequered
Draft	Draught
Dike	Dye
Aerie	Eyrie
Furor	Furore
Gray	Grey
Curb/curbside	Kerb/kerbside
Maneuver/maneuverable	Manoeuvre/manoeuvrable
Mold/molder/molt	Mould/moulder/moult
Mustache	Moustache
Plow	Plough
Pudgy	Podgy
Polyethylene	Polythene
Rambunctious	Rumbustious
Specialty shop	Specialist shop
Specialty	Speciality (but specialty for medicine, steel and chemicals)
Sulfur(our)	Sulphur(ous)
Tidbit	Titbit
Toward	Towards
Tire	Tyre