



MEMO 2010
October 24 to 27, 2010
Sudbury, ON, Canada

Guidelines for Authors/ Presenters

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For any other information, presenters may contact either their session chairperson or one of the contact persons below.

Samantha Espley, Technical Program Co-Chair at Samantha.Espley@valeinco.com

Marcel Djivre, Technical Program Co-Chair at marcel.djivre@wardrop.com

Or

For general information, contact Chantal Murphy at cmurphy@cim.org

1. Important Information

- Please fill out the *Acknowledgment of Responsibilities* form found at the end of this document and email or fax to CIM upon the receipt of the acceptance of your paper abstract.
- Complete paper manuscripts, where applicable, are due by **August 20, 2010**
- Papers must be submitted online at www.cim.org/MEMO2010
- Please complete *Copyright* form and email or fax to CIM at the time of paper submission.
- A short biography of the presenter is required and should be submitted online at the time of paper submission.
- Presenters must register on or before **August 20, 2010**. Registration may be done online at <http://www.cim.org/memo2010/registration/RegHome.cfm>.
- Payment of registration fees is required by **August 20, 2010** in order to guarantee the presenter's place in the program schedule.
- An LCD projector and a computer will be available in each meeting room. Please contact Chantal Murphy at cmurphy@cim.org before **September 2, 2010**, 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 to upload their presentation in the computer.
- Breakfast meetings for presenters, session chairs and technical program chairman will be held each morning. Presenters are invited to attend on the day of their presentation.

2. Authors' Instructions for preparing manuscripts

All manuscripts and PowerPoint presentations submitted by the authors will be published on the website. Therefore, all authors should carefully follow the instructions given below and read all pages in order to ensure high quality and uniformity in the publication.

Complete manuscripts must be submitted online by **August 20, 2010**.

Language

The papers may be written either in English or in French; abstracts may be written either in English or in French and must appear on the first page of the manuscript.

Number of Pages

The length of the manuscript including all text, tables, figures, illustrations, references, etc., must not exceed 8 pages (excluding abstract and biography).

Style

Left, right, top, and bottom margins should be 2.5 cm (one inch). For uniformity, single spaced, justified text is required. Use double space between paragraphs.

Type Specifications

The font face should be Times Roman, Times New Roman, or CG Times, and the font size should be 11 points. Avoid using all uppercase and italics for the main body of the text.

Text Layout

The title of the paper should be centre. Use upper and lower case letters in bold type and font size 12. Two blank lines should be left between the title and author(s) name(s). Spell out each author's first name and provide a middle initial. Type the author's affiliation, in italics, immediately under each author's name. Enter three blank lines after the last author's affiliation. Begin the abstract and the biography with the words "Abstract" and "Biography" in bold and centre.

Equations and Formulae

These should be typed centred and numbered consecutively with Arabic numerals in the order of their appearance in the text. Leave two (2) spaces between the equation and the text, and between equations.

Units and symbols

The International System of Units (SI) should be used, and symbols clearly defined in the text.

Figures / Diagrams / Photographs

This category includes both drawn diagrams and photographs. They should be numbered consecutively with Arabic numerals in the order in which reference is made to them in the text without making any distinction between diagrams and photographs. The author should insert all figures as close as possible to the first reference made to them in the text, and captions should be typed in **bold**. Remember that each figure must have a caption.

Tables

Tables must be placed directly on the page and should be carefully planned and neatly typed with the captions above the tables. The first word of the caption and any proper noun should begin with uppercase letters; all other words should begin with lowercase letters. The caption should be left justified. The tables should be numbered consecutively in Arabic, not Roman numerals (e.g. Table 2, **not** Table II).

References

Each reference must be cited in the text by author(s) surname(s) and year of publication.

Examples:

(Peck et al., 1974)

(Graterol and Naldrett, 1971)

Treagus, 1973)

References should be listed in alphabetical order at the end of the text in the style shown by the examples below. **Do not** abbreviate the title of the journal.

Examples:

PECK, R.B., HANSON, W.E., and THORNBURN, T.H., 1974. Foundation Engineering, 2nd Edition, Wiley, New York, 514 p.

GRATEROL, M. and NALDRETT, A.J., 1971. Mineralogy of the Marbridge No. 3 and No. 4 nickel iron sulphide deposits. Economic Geology, 66, p. 886-900.

TREAGUS, S.H., 1973. Buckling stability of a viscous single-layer system, oblique to the principal compression. Tectonophysics, 19 p. 271-289.

Copyright

Copyright and first publication rights are strictly reserved by the Canadian Institute of Mining, Metallurgy and Petroleum.

If the paper contains any matter from another source, it is the responsibility of the author(s) to obtain any necessary permission for the reproduction of this matter from the holder of the copyright. Acknowledgment must be given in the text or figure caption and the full reference supplied.

3. Guidelines for preparing your presentation

The format of the conference allows **20 minutes** for the presentation and 5 minutes questions and answers.

Preparing your slides

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

- Slides should clarify and complement what is presented; avoid putting spoken words on the slides.
- Several simple slides are better than one complicated one
- For both single and dual projection, use duplicates if referring to the same slide more than once. Blank blackout slides are more useful in dual projection to allow both projectors to be operated together.
- A dark background with light text is more restful for the viewer than the reverse. Avoid red or dark blue text as it does not project well.
- Double-spaced text is more legible.
- Uppercase letters are more difficult to read quickly and should be used sparingly.
- When preparing slides using a computer package such as PowerPoint, the default font size in the standard slide layout is usually a sensible one, chosen so that it will be legible when projected. In any case, use nothing smaller than 20 points, and keep titles larger than 36 points.
- If transferring a graph or plot from a graphics package, increase the line thickness first as the default line thickness is often invisible on projection.
- If slides are photographed from A4 sheets, the same sizes apply; no text less than 20 points (7 mm) or less than 36 points (13 mm) for titles.
- Spot all slides in the lower left-hand corner as seen when the slide is correctly oriented for viewing by hand. This will help you and the projectionist correctly load your slides.

General rules for legibility

- Keep it short, simple, and use one idea per slide.
- Use contrasting colours.
- Avoid vertical slides.
- Allow one slide per minute.
- Use no more than five words in a title and eight words in a line; also, no more than seven lines and 20 words in a slide.
- Do not use all capital letters.
- Simplify tables: three columns and eight rows, or five columns and five rows are enough.
- If you can read your 35 mm slide from a distance of 30 cm, it should be fine, however, it would be preferable if it is legible at 40 cm.
- Text laid out on a landscape format A4 sheet should be legible at 1.8 metres.

Power Point Presentations:

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

- The title, presenter and authors' names, date, and location of the presentation should appear on the main title presentation slide.
- There should be a "Contents" or "Agenda" slide that identifies headings for discussion.
- Use a separate slide for the heading to be discussed and give additional information, if required.
- Split-page section heading slides — place the imagery on the left-hand side and the section heading to support a specific theme on the right. Text is centred above the organization's logo.
- Half-page image on text slides — the imagery is featured on the left and accompanying text on the right. Imagery should directly relate to the accompanying text. Follow the section colour scheme or select an appropriate slide colour scheme to compliment the image.
- One-column text slides — the subheading is in 20 point Arial bold. The heading text is in 38 point Times Roman with 0.92 line spacing. Body text is 20 point Arial with 1.09 line spacing.
- Two-column text slides — the subheading is 16 point Arial bold. The heading is 38 point Times Roman with 0.92 line spacing. Body text is 16 point Arial with 1.09 line spacing and 0.55 paragraph spacing.
- Chart and diagram slides — the subheading is 16 point Arial bold. In a two-column layout, charts and diagrams are featured on the left and accompanying text is on the right. A light wheat background may be used to highlight charts.
- Add quotations on separate slides as an effective means to create visual impact and add pace. Text specifications are 26 point or 32 point Times Roman italic with 1.09 line spacing and 0.55 paragraph spacing. Centre the text box vertically ensuring that plenty of space is left above the footer text. The quotation attribution, where necessary, is 20 point Times Roman centred.
- Concluding remarks may be in the form of a quote. To provide visual continuity, apply the same slide colour scheme used on the main title and contents slides. The final slide may display the company logo, which is left on during the question and answer period.

4. Submission Instructions

All files must be scanned for viruses before being sent. If, upon receipt, a virus is detected, the file will not be opened. It will be immediately destroyed and a request made to resubmit a new “clean” file. Papers may be submitted by one of three methods shown below:

Submission/Uploading Online – for *August 20, 2010*

Go to

http://www.cim.org/memo2010/conference/admin/login_abstract.cfm?Abstract=1

- Log in using your e-mail and password
- This page you are at now shows your approved papers and status
- Click on “Upload Paper”
- If your file is in PC format, click on PC User, and then follow the onscreen instructions
- If your file is in Macintosh format, click on Mac User, and follow the onscreen instructions
- Fax your completed Publication Rights form to Chantal Murphy at (514) 939-2714.



COPYRIGHT FORM
for the CIM MEMO 2010
October 2010, Sudbury, ON, Canada

Title of Paper: _____

Author(s) / Presenter(s): _____

Copyright Transfer

I/We hereby agree to transfer the copyright of my/our Technical Paper and corresponding presentation material to the Canadian Institute of Mining, Metallurgy and Petroleum (CIM) upon its acceptance for presentation in the proceedings of the CIM MEMO Conference, taking place in Sudbury, in October 2010.

The contents of this paper have not been copyrighted, published, or submitted for publication elsewhere. By agreeing to give this presentation, I am granting a perpetual license to the CIM to reproduce and/or publish all materials associated with my presentation.

Please note that ALL presentations will be accepted in PowerPoint.

Author's Signature _____

Date _____

Name (please print) _____

If this paper represents work made for hire:

Name and title of the person for whom work was done (please print) _____

Authorizing signature: _____

IF YOU SUBSEQUENTLY SUBMIT YOUR PAPER FOR PUBLICATION BY A SOURCE OTHER THAN THE CANADIAN INSTITUTE OF MINING, METALLURGY AND PETROLEUM (CIM), PLEASE BE SURE TO CITE THAT THE PAPER WAS FIRST PUBLISHED BY CIM TOWARDS THE 2010 CONFERENCE, CITING PLACE AND DATE.

FAX BACK TO CIM AT (514) 939-2714 OR BY EMAIL TO CMURPHY@CIM.ORG BEFORE AUGUST 20, 2010

6. Acknowledgment of Responsibilities

Please submit this form by fax to Chantal Murphy at (514) 939-2714 upon the receipt of the acceptance of your paper abstract. If you have questions, please contact Chantal Murphy at (514) 939-2710, ext. 1309 or cmurphy@cim.org.

Corresponding Author's name: _____

Paper Title: _____

Corresponding Author's email address: _____

Please check ALL:

- I have received the acceptance for presentation notice and instructions for the preparation of my paper.
- I understand that I have to register and pay before **August 20, 2010**, the presenters' registration fee for the conference to guarantee the paper in the technical program.
- I will fill out and send the **Copyright** form at the time of submitting the paper manuscript.
- I Hereby understand that my presentation maybe selected for webcasting and that I grant CIM permission to broadcast my presentation live, to record the presentation for subsequent web diffusion, and that I will complete the appropriate documentation prior to the event.