

INSTRUCTIONS FOR AUTHORS: CIM JOURNAL

Please closely adhere to these guidelines when preparing your manuscript for submission. Authors are responsible for ensuring the accuracy of all information contained in their manuscripts.

Scope

CIM Journal welcomes original papers in English or French related to all sectors of the mining, minerals, and materials industry. Topics covered in *CIM Journal* include geology, mining, processing, maintenance, environmental protection and reclamation, mineral economics, project management, health and safety, risk management, research and development, operations, and regulatory practices and issues. We also publish periodic special-themed issues. Papers are assigned to a CIM Technical Society for peer review: our authors and audience are international in scope.

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General

1. Use clear and concise writing, and standard Canadian English or French
2. Avoid one-sentence paragraphs and paragraphs containing more than one main idea.
3. Prepare your manuscript using Microsoft (MS) Word for Windows
4. Maximum file size 3 MB

Layout

1. Letter or A4 paper with margins as in Table 1
2. Insert page numbers as footers
3. Do not use footnotes
4. Font Times New Roman 10, black
5. Two spaces between sentences
6. Colons. In English, no space before, one space after. In French, one space before,; one space after
7. Semi-colons. No space before, one space after
8. Hyphens in words (e.g., meta-analysis), en dashes to indicate ranges (e.g., 10–20 mg/L). Be consistent throughout manuscript.
9. Line spacing single (6 lines/inch), no spaces before or after
10. Fully justify paragraphs, including abstract; indent first line 1.27 cm (0.5 inches)
11. Separate paragraphs with one blank line
12. Maximum 30 pages including text, figures, tables, and references

Table 1. Manuscript margins

Margin	Letter (8.5 × 11 inches)	A4 (210 × 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)

Title page

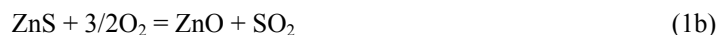
1. Title, centred, **ALL CAPS, BOLD**
2. One blank line
3. Authors and affiliations centred, first letter of last name capitalized, spaces after periods in initials
4. Email address of corresponding author
5. Page break

Body of paper

1. Title, centred, **ALL CAPS, BOLD**, maximum 110 characters, including spaces
2. One blank line
3. Heading **ABSTRACT**, centred **ALL CAPS, BOLD**
4. One blank line
5. Abstract text, not to exceed 100 words, one paragraph that summarizes paper content succinctly
6. Four blank lines
7. Heading **KEYWORDS**, centred **ALL CAPS, BOLD**
8. Up to 10 keywords (or terms), left justify, capitalize first letter of each term, separate by commas. Please add those keywords that you would use if you were searching for your paper.
9. One blank line
10. Heading **INTRODUCTION**, centred **ALL CAPS, BOLD**
11. Introduction text
12. One blank line
13. Other major headings (e.g., **METHODS, RESULTS, DISCUSSION, CONCLUSIONS, ACKNOWLEDGMENTS, REFERENCES**) are separated from text above and below by one blank line; they do not begin a new page unless it is strictly required.
14. Second-level (bold) and third-level (not bold) headings have the first letter of the first word capitalized, are positioned at the left margin, and are separated from text above and below by one blank line.

Equations, symbols and units (see Equations 1 to 2)

1. Use text for simple mathematical expressions and sub- and superscripted characters (e.g., SO_4^{2-}).
2. Do not embed equations as an image.
3. Place equations on separate lines, centre, and number consecutively in parentheses at right margin.
4. One blank line above and below each equation.
5. For reactions, use the Times New Roman arrow (Equation 1a), or an equal sign (Equation 1b).
6. Use an en dash not a hyphen for the minus sign.
7. Define the nomenclature and units for symbols in the text
8. Use SI units or acceptable metric equivalents
9. One space before and after units (e.g., 25 km); no space before % or °C
10. Use commas for numbers of four or more digits (e.g., 4,500; 100,000).
11. Use format mg/L, not ppm or mg L^{-1}



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

Figures (see Figures 1 to 3)

1. If you are reprinting a figure from a previous publication, you must obtain copyright permission from the publisher. Provide us with the letter/email granting that permission.
2. Photographs that contain the face of a person require permission from that person to publish.
3. Use colour for line drawings (e.g., Figure 1 below), photographs (e.g., Figure 2), graphs (e.g., Figure 3), and other illustrations. Greyscale figures require sharp contrast.
4. Lines minimum 0.5 point thickness.
5. Lettering large enough to be legible when printed at 100%.
6. Place a scale marker on maps, microstructures, and similar figures.
7. Do not use frames around figures.
8. Do not use shaded backgrounds.
9. Reduce the size of the electronic files of your graphics. For example, add photographs using the "Insert Picture" function. For Excel charts, use the "Copy-Paste Special-Picture" sequence.
10. Group objects within figures (e.g., added arrows, circles) to ensure they are in the correct position.
11. Consecutively number figures with Arabic numerals (1, 2, 3, etc.).

12. In the text, refer to the figure by its number, not its relative position.
13. Place figure immediately after the paragraph where it is first cited
14. Place a wide figure in landscape orientation (sideways format) on a page by itself, with the bottom of the figure to the right of the page.
15. Centre the caption in the text **below** each figure: the word "Figure", the figure number, a period, one space, and the caption. Do not use a period at the end of the caption unless it is a complete sentence. One blank line is used to separate a figure from its caption.
16. Separate each figure and caption from the adjacent text with one (1) blank line.

Checklist to ensure figures comply with CIM Journal guidelines.

- centre on the page (i.e., make sure you are not indenting!)
- format "in line with text" (in 'format picture' menu of MS Word)
- a), b) etc. in top left corner of multiple panels
- sentence case for all text (capitalize first letter of first word as you would in a sentence)
- units in axis labels in brackets
- use \times to indicate multiplication, not x or *
- SI units
- commas in numbers $\geq 1,000$
- space on each side of =, <, >, space between a value and a unit

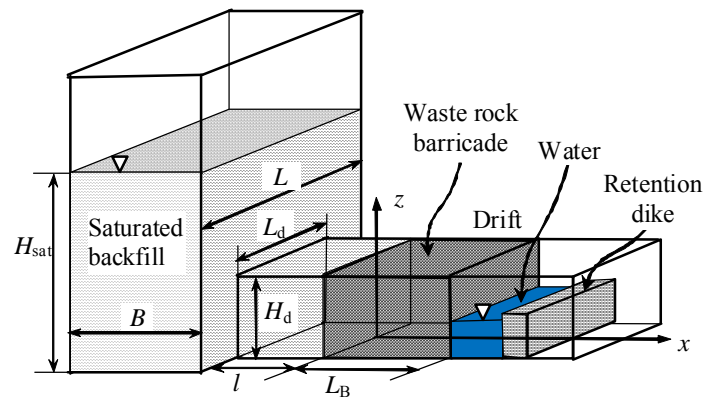


Figure 1. Schematic of a backfilled stope with an access drift, a waste rock barricade, and a small dike

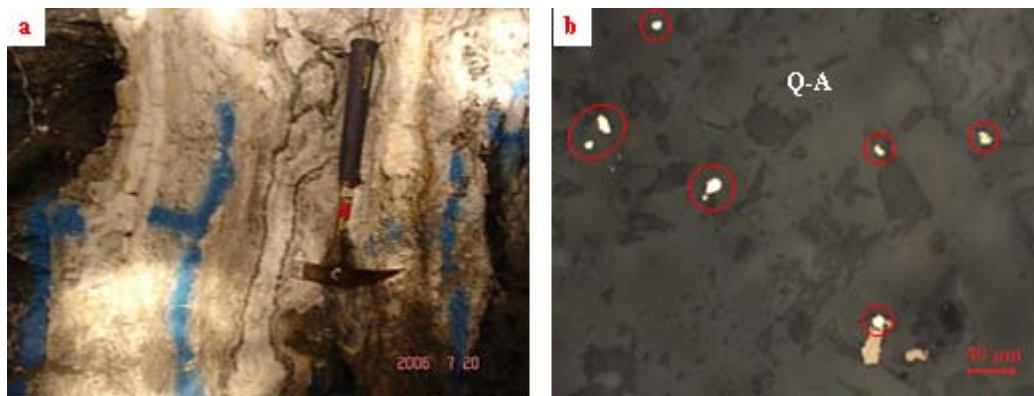


Figure 2. Hishikari high-grade, low-sulphidation gold ore: a) gold-bearing quartz-adularia vein; b) fine-grained electrum (inside red circles) occurs in quartz-adularia vein (Q-A)

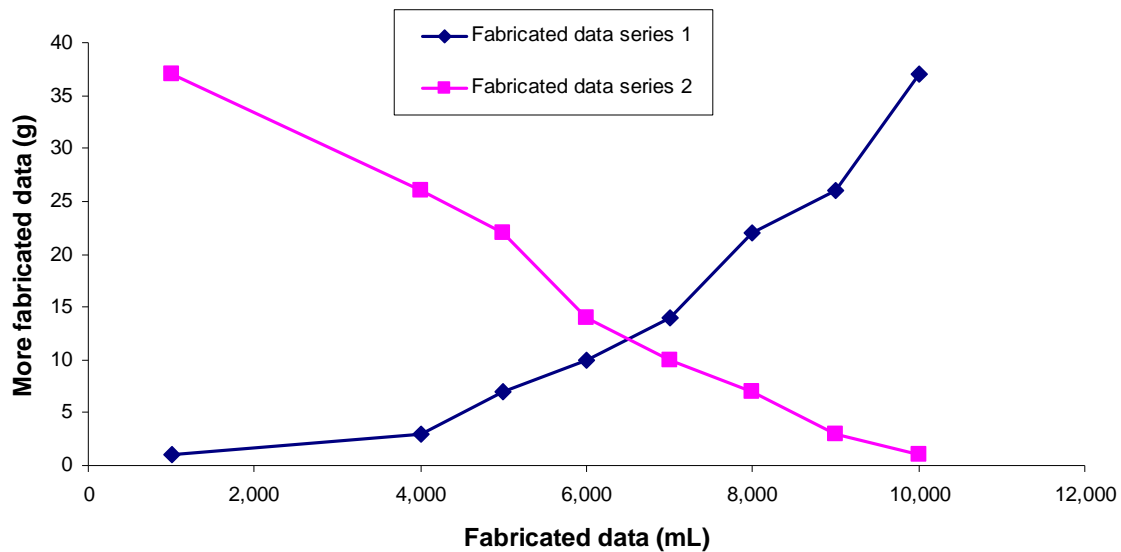


Figure 3. This is a completely made-up figure showing that you can use colour, that numbers should have commas if $\geq 1,000$, that all text should be in sentence case, and that units on axes need to be in brackets. Also, since I wrote this caption as a sentence, it has a period; otherwise, figure captions don't have periods.

Tables (see Table 2)

1. Consecutively number with Arabic numerals (1, 2, 3, etc.).
2. In the text, refer to the table by its number, not its relative position.
3. Place table immediately after the paragraph where it is first cited
4. Place a wide table in landscape orientation on a separate page, with the table bottom to the right.
5. Centre the title in the text **above** the table: the word "Table", the table number, a period, one space, the title. Do not use a period at the end of the title. No blank line separates a table from its title.
6. Table-wide lines (0.5 point thickness) 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; avoid horizontal lines between rows of data.
7. Separate each table and title from the adjacent text with one blank line.

Table 2. Properties of 58 mm steel wire rope and high performance aramid rope

Property	Steel wire rope	High performance aramid rope, optimized for:		
		High stiffness	High strength	Bending life
Linear mass (kg/m)	14.2	2.53	2.53	2.53
Modulus of elasticity (MN)	156	134	111	89
Bending life	180,000	150,000	500,000	3,000,000

Acronyms and abbreviations

1. When the abbreviation is introduced in the text, write out the full term, followed by the abbreviation in parentheses. Consistently use the abbreviated form thereafter.
2. Do not abbreviate terms that appear fewer than three times in the text, tables, or figures.
3. Add a lowercase "s" to the end of an abbreviation to form its plural (e.g., DOIs).
4. Use a comma after Latin abbreviations that appear in parentheses (e.g., i.e.), except for cf.

Citing references in the text

1. Ensure all references cited in the text, figures and tables are in the reference list and vice versa.
2. Cite patents by the patent number and issue date.
3. Cite all authors the first time a work is cited (unless 6 or more authors), and use "et al.," thereafter.

4. Cite multiple works in chronological order by authors' names, separated by semi-colons.
The theory has been critiqued extensively (Litman, 2007; Rother, Burns, Caplan, & Jude, 2009; Greene & Farley, 2010).
5. When two or more works are written by the same author, only give the author's surname once, followed by the years of publication in chronological order.
(United Nations, 2002a, 2002b, 2004, 2006; Smith, 2007)
6. Examples of text citation formats (**bold** is to emphasize formatting styles only).
The seminal work of White, Jones, **and** Smith (2007) explored...and thereafter
The seminal work of White et al. (2007) explored
In 2007, White, Jones, **and** Smith argued that...
This technique produced favourable results in a prior study (White, Jones, **&** Smith, 2007).

The reference list

1. Flush left the first line of each reference; indent subsequent lines of the reference by 1.27 cm (0.5 inches). This is termed a "hanging indent".
2. Order references alphabetically by the surname of the first author, by the initial(s) of the first author's given name, and then by the surnames of subsequent authors.
3. For multiple works by the same author, arrange the works chronologically by year of publication, from earliest to most recent.
4. If multiple works were published by the same author in the same year, order the references alphabetically by title.
5. Add Digital Object Identifiers (DOIs) to the end of each reference if they exist, preceded by <http://dx.doi.org/xxxxxx>. For example <http://dx.doi.org/10.3423/726578923456>
6. Employ American Psychological Association (APA) referencing style for both citations in the text and the reference list.
7. Examples of reference list formats

Battle, T. E. (2003). *Stock forecasting: Planning for uncertainty* (Doctoral dissertation). Retrieved from International Dissertations Warehouse. (Order No. 236-43-236)

Bloomfield, R. (2010, March). *Striving for success*. Presented at the Fourth International Conference on Management Accountability, Paris, France.

Côté, C. (2003). A practical guide to policy implementation. In K. A. Purdy, & B. Stein (Eds.), *Ninth International Conference on Occupational Diversity* (pp. 432–445). Portland, OR: Linkset Press.

Department of Media Affairs (2004). *Survey of federal programs* (Tech. Rep. No. 231-234-96). Ottawa, ON: Author.

Garibaldi, S., & Whitehead, S. W. (2008). *Optimizing production: New solutions to old problems* (3rd ed., Vol. 1). New York, NY: Active Publisher.

Hardy, N. (2007). *U.S. Patent No. 302,598*. Washington, DC: U.S. Patent and Trademark Office.

Johnson, L., & Harrington, S. A. (2007). *Safety tips* (2nd ed.). Retrieved from <http://www.bladeebla.com>

Polansky, K., Fairman, P. S., & Singh, B. (2010). Estimating oil reserves: An exploration of new approaches. *Journal of Metallurgy*, 32(4), 144–156. <http://dx.doi.org/10.3423/726578923456>

Tilmann, C. (2010). Methodological concerns. In N. Thernhold, L. Ludwig, & B. B. Trolanski (Eds.), *Jumpstarting the future* (2nd ed., pp. 134–152). Melbourne, Australia: Feigned Publishing.

For further information, refer to the following:

American Psychological Association (2009). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: AAA Publishing Co.

Barber, K. (Ed.). (2004). *The Canadian Oxford English dictionary* (2nd ed.). Don Mills, ON: Oxford University Press.

Larousse (2010). *Le petit Larousse illustré*. Paris, France: BBB Publishing Co.