

TEMPLATE FOR AUTHORS: PREPARATION OF MANUSCRIPTS FOR CIM JOURNAL

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ABSTRACT

This document sets out the requirements for preparing and submitting manuscripts for publication in *CIM Journal*. To obtain a technical publication with a consistent and professional appearance, it is essential that all manuscripts conform to these instructions. This “author friendly” document serves as an example of a correctly prepared manuscript.

KEYWORDS

Instructions, Authors, Preparation guide, Template

INTRODUCTION

Manuscripts should not exceed approximately 30 pages in length, including text, figures, tables, and references. Electronic file should not exceed 3 megabytes. Authors are responsible for ensuring the accuracy of all information contained in their manuscripts (e.g., proper names of organizations, data and findings, references, etc.). Manuscripts must be prepared in proper French or English. SI units or acceptable metric equivalents must be used throughout.

These instructions will enable you to prepare your manuscript in an electronic format, ready for submission and peer review. It is therefore essential that these instructions be carefully followed.

METHODS

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

Page size and layout

Your manuscript must be prepared for either North American letter (8.5 × 11 inches) or European A4 (210 × 297 mm) paper. Use the margins specified in Table 1. Insert page numbers as footers.

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)

Type style and spacing

All headings and text must be typed in Times New Roman font in black. Use 10 point font throughout the manuscript, including the title. Ensure line spacing is single, 0 extra lines above or below.

Title page

The format of the title page of your manuscript is illustrated by the first page of these instructions. The title page must not exceed one page in length. It contains the title of the paper in bold 10 point Times New Roman, centred with all letters in capitals. The title begins on the fifth line from the top margin. Please limit the title to no more than 110 characters in length, including spaces.

Body of paper

The body of the paper begins at the top of the second page of the manuscript. Any space remaining on the first page (i.e., the title page) is left blank. The body of the paper begins with the title of the paper (maximum 110 characters, including spaces) in bold 10 point Times New Roman, centred with all letters in capitals. The title begins on the fifth line from the top margin.

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, methods, engineering design, operating results, cost analysis, safety, discussion, conclusions, acknowledgments, references, are centred and bold, not underlined, and are entirely in capital letters. The main text of the paper begins with a major heading (for example, introduction). Major headings are separated from the text above and below them by one 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 the first word capitalized and are positioned at the left margin. Second-level headings are bold. Third-level headings are underlined and not bold. Both are separated from the text above and below by one blank line.

Equations and symbols

Simple mathematical expressions and sub- and superscripted characters, such as SO_4^{2-} , are inserted in the text. Do not embed equations as an image. Equations are 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, preferably use the Times New Roman arrow (Equation 1a), but an equals sign may be substituted (Equation 1b, 2). Use an en dash rather than a hyphen for the minus sign.



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

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

RESULTS

If you are reprinting a figure from a previous publication, you must obtain copyright permission from the publisher and supply us with the letter/email granting that permission. Line drawings (Figure 1), and graphs (Figure 2), and other illustrations are preferred in colour. Greyscale figures require sharp contrast. For all figures, lines, and lettering must be large enough to remain clearly legible when printed at 100%. Be sure to place a scale marker on maps, microstructures, and similar figures. Do not use frames around figures. Do not use shaded backgrounds because they do not reproduce well.

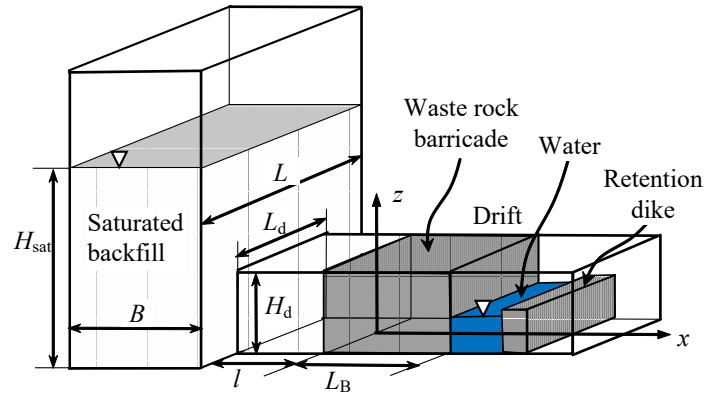


Figure 1. Schematic of a backfilled stope with an access drift, a waste rock barricade, and a small dike

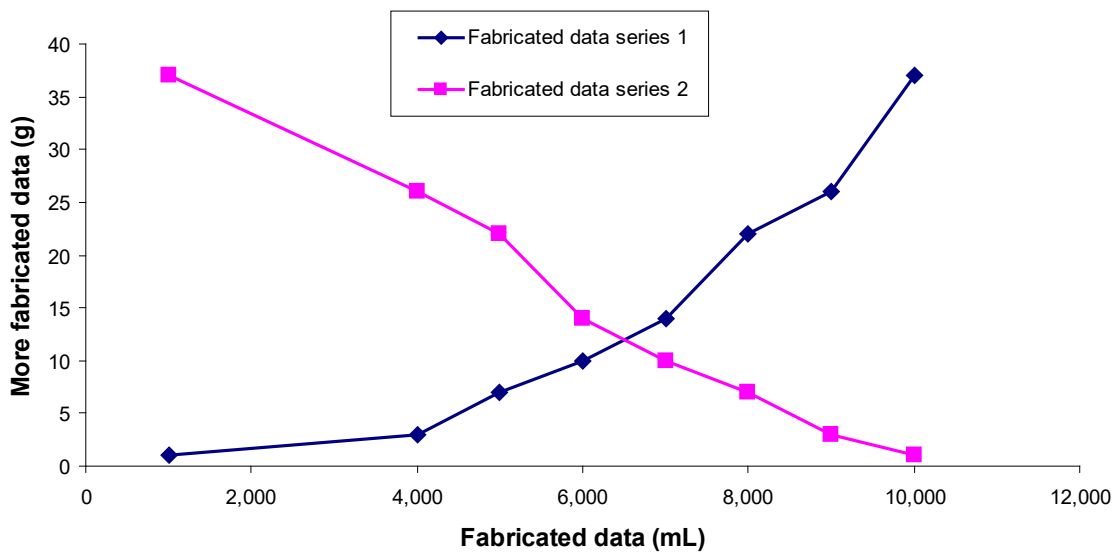


Figure 2. Completely made-up figure showing that you can use colour, that numbers should have commas if $\geq 1,000$, that all text should be in sentence case, and that units on axes need to be in brackets. Also, since I wrote this sentence, the first sentence has a period; otherwise, figure captions don't have periods.

DISCUSSION

All tables must be consecutively numbered with Arabic numerals (1, 2, 3, etc.) and inserted as close as possible to the corresponding text. In the text, refer to a table by its number, not its relative position. A large table may be placed in landscape orientation (sideways format) on a page by itself. A title consisting of the word "Table", the table number, a period, one space and the table title, in 10 point Times New Roman, must appear centred **above** each table. There is no line space between the title and the table itself. Do not use a period at the end of the table title.

CONCLUSIONS

Table-wide lines (horizontal 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 and avoid the use of horizontal lines between rows of data. Separate each table from the adjacent text with one blank line.

ACKNOWLEDGMENTS

In addition to acknowledging individuals and organizations, consider acknowledging our volunteer peer reviewers in your final (if accepted after peer review) paper.

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<http://dx.doi.org/10.3423/726578923456>.

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