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 GUIDE TO THE PREPARATION OF PAPERS FOR PUBLICATION IN THE JOURNAL
 

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The following notes have been compiled to assist authors in the preparation of papers for presentation to the *Institute* and for publication in the *Journal*.

## STANDARDS FOR ACCEPTANCE

To merit consideration papers should be of sufficient high standard and contain matter that is new, interpretations that are novel or of new significance and conclusions that cast a fresh light on old ideas. Their publication should be of real interest to technical men and of benefit to mining and industry. Authors must realize that because a mine shaft is new or the mine itself is newly established, this in itself does not justify a paper unless significantly new techniques or processes were involved in the opening-up procedure. A few well selected diagrams and illustrations are often more pertinent than an amorphous mass of less well chosen material. Over-statement and dogmatism are jarring and have no place in technical writing.

The amount of textbook material included in a contribution should be the minimum essential to the argument. The length of a paper is not the criterion of its worth and it should be as brief and concise as possible, consistent with the lucid presentation of the subject. Avoid the use of the first person, be objective and do not include irrelevant or extraneous matter.

Papers should be submitted at least three months prior to the intended date of presentation. The text should be typewritten, double-spaced, on one side only of foolscap paper, leaving a left-hand margin of 1½ inches, and should be submitted in duplicate to facilitate the work of the referees and editors. Galley proofs are sent to the authors for the correction of printers' errors and not for the purpose of making alterations and additions which may be expensive. Should an author make alterations which are considered excessive, he may be required to pay for them.

## ORTHODOX SEQUENCE

Title and author's name together with author's degrees, titles and position  
 Summary, abstract or synopsis  
 Introduction  
 Development of the main substance  
 Conclusions  
 References.

*Title:* This should be as brief as possible, yet give a good idea of the subject and character of the paper.

*Style:* Writing should conform to certain prescribed standards. The *Institute* is guided in its requirements by:

Collins, F. H. *Authors' & Printers' Dictionary*—Oxford University Press.

Hart, H. *Rules for Compositors and Readers*. Humphrey Milford (familiarily known as the *Oxford Rules*).

Fowler, H. W. & F. G. *The King's English*—Oxford University Press.

*Generally:* Avoid unnecessary use of capitals and hyphens, while punctuation should be used sparingly

and be governed by the needs of sense and diction. Sentences should be short, uninvolved and unamiguous. Paragraphs should also be short and serve to separate basic ideas into compact groups. Quotation marks should be of the 'single' type for quotations and "double" for quoted matter within quotations.

Interpretations in the text should be marked off by parenthesis ( ), whereas brackets [ ] are employed to enclose explanatory matter in the text.

Words to be printed in italics should be underlined *singly*. For small capitals they are to be underlined **DOUBLY** and for large capitals **TREBLY**.

Abbreviations and symbols are laid down in British Standard 1991 and proof correction symbols in British Standard 1219C.

Abbreviations are the same for the singular and plural, e.g. ft for foot and feet, lb for pound and pounds. Percentages are written in the text as per cent; the symbol % is restricted to tables. Likewise ft and in. should be used, x' y" only being permissible in diagrams and plans.

Drawings and diagrams are to be in black India ink and should be about 6 in. wide.

Numbering of tables should be in Roman numerals: I, II, etc. and figures in Arabic numerals: Fig. 1, Fig. 2, etc.

Photographs should be black and white glossy prints.

As a guide to the printer the author should indicate by means of notes in the margin of the typescript where drawings and diagrams, etc. are to appear in the text.

When submitting graphical representations avoid a fine grid if possible. Curves should be in heavy line to stand out. Lettering too should be bold as a reduction in size is often involved in the printing process.

## SUMMARY ABSTRACT OR SYNOPSIS

It is most important that the summary should provide a clear outline of the contents of the paper, the results obtained and the author's conclusions. It should be written concisely and in normal rather than abbreviated English and should not exceed 250 words. While the emphasis is on brevity this should not be laboured to the extent of leaving out important matter or impairing intelligibility. Summaries simplify the task of abstractors and therefore should present a balanced and complete picture. It is preferable to use standard rather than proprietary terms.

## FOOTNOTES AND REFERENCES

Footnotes should be resorted to only when they are indispensable. In the typescript they should appear immediately below the line to which they refer and not at the foot of the page.

References should be indicated by super-script, thus . . . <sup>1</sup> . . . <sup>2</sup>. Do not use the word Bibliography. When authors cite publications of other societies or technical and trade journals, titles should be abbreviated in accordance with the standards adopted by this *Journal*.