

Guidelines for Authors of Technical Publications

INTRODUCTION

The SAIMM publishes technical information on various aspects of the minerals industry through several different media.

(a) Monograph Series

Books in the Monograph Series are high quality, detailed discussions on specialised topics.

(b) Symposium Series

This series consists of the proceedings of international conferences which are held in South Africa.

(c) Special Publications Series

This series covers titles which do not form part of the Monograph and Symposium Series.

(d) The SAIMM Journal

Papers published in the Journal cover all relevant areas of technical interest by striving for a balanced content and maintaining a consistently high technical standard.

(e) School and Colloquia Notes

The papers from all local schools and colloquia are published and handed out at registration. Should authors wish to have their papers considered for publication in the Journal, they should adhere to the guidelines outlined below.

GENERAL STANDARDS

To merit consideration, papers should conform to the high standards that have been established over many years. Papers on research should contain matter that is new, interpretations that are novel or of new significance, and conclusions that cast a fresh light on old ideas. Descriptive papers should not be a repetition of well-known practices or ideas, but should incorporate developments that would be of real interest to technical people and of benefit to the minerals industry.

In some cases, a well-prepared review paper can be of value and will be considered for publication. All papers, particularly research papers, no matter how technical the subject, should be written with the average reader in mind, to ensure wide interest.

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.

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PROCESSING OF PAPERS

Authors should submit three copies of the completed manuscript to The SAIMM, P.O. Box 61127, Marshalltown 2107, South Africa.

Initial Manuscript

The initial manuscript will be used for refereeing and

original artwork need not be included with the initial submission.

Review Procedure

The manuscript will be read by a minimum of two referees who will recommend rejection, acceptance or provisional acceptance with revision. After revision, papers will be re-submitted to referees.

Final Manuscript

The final manuscript, copyright forms and original artwork should be submitted together with a computer diskette. Do not fold or crease any illustrations and do not pin or staple together. Care should be taken in packaging the paper and disk. If possible use a cardboard pack to protect the disk.

Correction of Proofs

Papers will be returned to authors in proof form for checking. Authors are urged to read their proofs with great care to make sure that any changes to the text that might have been made by editors conform with their intentions. It should be emphasised that proofs are supplied in order to correct errors of fact made by the typesetter or editor, and not in order for the author to rewrite or update his material.

PREPARATION OF PAPERS

Use of Word Processors

All authors should submit their papers in both printed and electronic form. Use must be made of IBM PC or PC-compatible disks (either 5.25" or 3.5" high or double density). If this is not possible then a less preferred alternative is an ASCII text file.

The details of the word processing package or other programs used to prepare the paper should be given.

PREPARATION OF CONTENTS

Title Page

The first page of the manuscript should contain only the title, authors' names, designations, company affiliations and date of writing or presentation.

The complete address, telephone and fax numbers of the senior author should be included.

Synopsis

The manuscript should be accompanied by a synopsis presenting a concise summary of the main text of the paper as well as its purpose and main conclusions. The synopsis should not exceed 250 words. The synopsis should be complete in itself, i.e. the reader should not have to read the paper to understand the points made in the synopsis nor should the synopsis contain any references.

If the paper is to be published in the Journal, an Afrikaans translation of the synopsis should be included with the manuscript.

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Layout and Style

The manuscript should be typed double-spaced, on one side only on white bond A4 (295 x 210 mm) size paper leaving a margin of 30 mm. Pages should be numbered.

Be objective, and do not include irrelevant or extraneous matter. Avoid unnecessary use of capitals and hyphens; punctuation should be used sparingly and be governed by the needs of sense and diction. Sentences should be short, uninvolved, and unambiguous. Paragraphs should 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.

Headings should be kept to a maximum of three levels:

First level: Type in uppercase: HEADING NUMBER 1

Second level: Type in upper and lower case: Heading Number 2

Third level: Type in upper and lower case with minimum capitals, and underline (or use italic: Heading number 3 or *Heading number 3*)

If an *Italic* typeface is not available, words to be printed in *Italics* should be underlined singly.

All illustrations and tables should appear on separate sheets at the end of the text. However, as a guide to the printer, authors should indicate by means of notes in the typescript where tables and illustrations, etc. are to appear in the text. Illustrations in the text should be referred to as Figure 1 and not Fig. 1. A few well-selected illustrations are often more pertinent than an amorphous mass of text.

Interpretations in the text should be marked off by parentheses ().

If there is any problem in producing formulae accurately by word processor, they should be handwritten in ink. Equation numbers should be placed in square brackets on the right-hand side of the page, thus [1].

Abbreviations and symbols are laid down in *British Standard* 1991. Abbreviations are the same for the singular and plural, e.g. cm for centimetre and centimetres, kg for kilogram and kilograms. Percentages are written in the text as 'per cent'; the symbol % is restricted to tables. A full stop after an abbreviation is only used if there is likely to be confusion of meaning.

Units should be in metric terms and should conform with SI conventions.

Authors are urged to have a colleague check their paper for clarity of presentation and typographical errors.

References

References follow the *British Standard* BS 4148. Number your references in the text in order of appearance with superscripts (without brackets) e.g.¹ ...². References should be listed in numerical order at the end of the text.

References to articles in Journals should be given as follows:

Krige, D.G. (1976). Some basic considerations in the application of geostatistics to the valuation of ore in

South African gold mines. *J.S. Afr. Inst. Min. Metall.*, 76. pp. 383-391.

References to articles in books should be given as follows:

Daum, U. and den Otter, J.L. (1971). Chapt. 6. In *Elasticity, Plasticity and Structure of Matter*, 3rd edn, eds. R. Houwink and H.K. de Decker, chap. 16, pp. 412-437. Cambridge University Press, London.

Patents should be listed as follows:

Ingram, Sir Herbert. Improvements in or relating to electrical condensers. Brit pat 552,707: Appl. 18 July 1941: Acc. 18 November 1943.

ILLUSTRATIONS, TABLES AND PHOTOGRAPHS

All illustrations, (this includes line diagrams, maps, charts and graphs) should be of good quality in black and white. All the lettering and lines should be of consistent density.

All illustrations, tables and photographs should appear on separate pages.

Authors are advised to consult a draughtsman on the quality required, and, if possible, to use such help when preparing the illustrations.

Computer printouts, especially in dot matrix lettering, do not reproduce well, and should therefore be avoided. Where printouts are essential, the material should be black and equally dense, and the paper should be white (not with coloured bands). Preferably a laser printer should be used. As a last resort a 24-pin dot matrix printer might be acceptable but a 9-pin one is always unacceptable.

Illustrations

Numbering of figures should be in Arabic numerals, e.g. Fig. 1, Fig. 2 etc.

Line illustrations should be drawn in black ink on white drawing paper or on good quality tracing film. Blue tracing cloth is not satisfactory, but 'clear-base' (i.e. transparent draughting material) gives good reproduction.

Illustrations should be clearly identified in the text and should be clearly marked with the surname of the senior author and the number of the figure thus: Smith Fig. 1, Smith Fig. 2 etc.

The style of all illustrations for a particular paper should be uniform. The illustrations should be as simple as possible, and should contain only essential wording.

Tables

Numbering of tables should be in Roman numerals, e.g. Table I, Table II, etc. Titles should be set out clearly, with TABLE 1 (capitals), followed by a point, then table title in upper and lower case (minimum style capitals).

Photographs

Wherever possible the use of photographs should be avoided. However, if they are essential and cannot be replaced with line diagrams, they should be in black and white and printed on glossy paper. The contrast between dark and light zones should be sharp for good reproduction. Photographs should be unmounted.