



Québec City, Canada

**IMPC 2016**

**XXVIII International Mineral Processing Congress**  
September 11–15, Québec City Convention Center

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# Guidelines to Authors for Manuscript Preparation

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**XXVIII International Mineral Processing Congress**

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**September 11-15, Québec City Convention Centre**

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**IMPORTANT INFORMATION**

- Completed papers are due by **January 1, 2016**.
- Papers must be submitted online at <http://www.impc2016.org> and must be in MS Word (.doc).
- Please read and accept the *Publication Right* Terms at the time of paper submission. Alternatively, forms can be email to [rsaunders@cim.org](mailto:rsaunders@cim.org).
- Presenters must register and pay the registration fee no later than **May 1, 2016**. Registration may be done online at <http://www.impc2016.org/en/IMPC/2016/Register.aspx>
- Papers will only be published if the author has registered and paid for the conference.

Table 1 – Important deadlines

|                                 | Dates                      |
|---------------------------------|----------------------------|
| Full paper submission deadline: | January 1, 2016            |
| Review process                  | January 1 – March 15, 2016 |
| Final paper submission deadline | March 15, 2016             |
| Author registration deadline    | May 1, 2016                |

**GUIDELINES TO AUTHORS FOR FORMATTING AND  
PREPARATION OF MANUSCRIPTS**10 Font size **BOLD**Title begins on 5<sup>th</sup> line  
from the top margin\*J.E. Dutrizac<sup>1</sup> and P.A. Riveros<sup>1</sup>, V.G. Papangelakis<sup>2</sup><sup>1</sup>*CANMET-MMSL**555 Booth Street**Ottawa, Canada K1A 0G1*(\*Corresponding author: [jdutriza@nrcan.gc.ca](mailto:jdutriza@nrcan.gc.ca))Email of corresponding  
author<sup>2</sup>*University of Toronto**200 College Street**Toronto, Canada M5S 1A4***ABSTRACT**10 Font size **BOLD**

This document sets out the requirements for preparing and submitting manuscripts for the XXVIII International Mineral Processing Congress. It is essential that all manuscripts conform to these instructions. This “author friendly” document itself serves as an example of a correctly prepared manuscript. IMPC 2016 technical papers are to be in proper English. Please keep in mind that abstracts within manuscripts **should not exceed 300 words**. The abstract is a single paragraph. See instructions on pages 5 for the preparation of the Title Page.

**KEYWORDS**

Instructions, authors, XXVIII International Mineral Processing Congress

## INTRODUCTION

First line  
indentation  
of  
1.27 cm  
(0.5 inches)

Your manuscript must be submitted to our online peer-review management system.

Manuscript should not exceed approximately **10 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 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.

## FORMATTING AND PREPARATION OF THE MANUSCRIPT

**EXAMPLE OF A  
MAJOR HEADING**

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

**Example of a Second-Level Heading**

Your manuscript must be prepared for either North American letter-size (8.5 x 11 inches) paper or European A4-size (210 x 297 mm) paper. Use the margin settings specified in Table 2 and do not number the pages of the paper.

Table 2 – Manuscript margins

| Margin | Letter (8.5 x 11 inches) | A4 (210 x 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 type size throughout your manuscript, including the title.

### Title Page (Abstract Page)

**Example of a Third-Level Heading**

The title page of your manuscript is illustrated by the first page of these instructions. The title page must not exceed one (1) page in length. It contains:

- The title of the paper in **bold** 10 point Times New Roman, centered with all letters in capitals; the title begins on the 5th line from the top margin.
- The author's name, separated from the title by a single blank line (10 points), centered, in regular Times New Roman, with the first letter of each part of the name capitalized.
- If applicable, the name(s) of co-author(s) having the same organizational affiliation are placed on the same line and in the same format as the first author's name, with the names separated by "and," or commas plus "and."

- The author's affiliation and address, immediately below the name, centered and single-spaced, in *italic Times New Roman*.
- If applicable, the names of other authors, having different affiliations and addresses, in the same format used for the first author, with each author entry separated by a blank line (10 points).
- The major heading **ABSTRACT**, centered, with all letters capitalized, in bold Times New Roman.
- The body of the abstract, not to exceed 300 words in length, in regular Times New Roman, fully justified, separated from the heading **ABSTRACT** by one (1) blank line and indented.
- The abstract is a single paragraph.
- The major heading **KEYWORDS**, centered, with all letters capitalized, in bold Times New Roman, separated from the last line of the abstract by four (4) blank lines.
- The list of keywords, not to exceed ten (10) words, in regular Times New Roman, left justified, not indented, separated by commas, and separated from the heading **KEYWORDS** by one (1) blank line.
- Please add those keywords that you would use if you were searching for your paper.

Text begins at the top of each page  
(with the exception of the Title Page which being on the 5<sup>th</sup> line)

### 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 major heading **INTRODUCTION**, centered, with all letters capitalized, in **bold** Times New Roman.

The main text of the paper begins after the title page (abstract page). Separate sections of the main text in accordance with the Headings guidelines below.

### 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, EXPERIMENTAL, ENGINEERING DESIGN, OPERATING RESULTS, COST ANALYSIS, SAFETY, DISCUSSION, CONCLUSIONS, ACKNOWLEDGEMENTS, REFERENCES**, are centered and bold-faced, but not underlined, and are entirely in capital letters. The main text of the paper begins with a major heading (for example, **INTRODUCTION**). Subsequent major headings are separated from the text above and below them by one (1) 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 each major word capitalized and are positioned at the left margin. Second-level headings are bold-faced. Third-level headings are underlined. Both are separated from the text above and below by one (1) blank line.

### Text

Text paragraphs are single-spaced (line height of 6 lines per inch) and fully justified, with the first line indented 1.27 cm (0.5 inch). Paragraphs are separated with a blank line.

### Page Numbers

**Do not add page numbers** to the document. Page numbers will be inserted during the production of the proceedings.

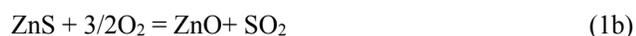
### Footnotes

**Do not use footnotes.** Incorporate all required information in the body of the paper.

### Equations and Symbols

Simple mathematical expressions and sub- and super-scripted characters, such as  $\text{SO}_4^{2-}$ , are inserted in the text. **Do not embed equations as an image.** Embedding equations renders the equations unreadable.

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 (normal text) arrow (Equation 1a), but an equal sign may be substituted (Equation 1b). Use a 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.

### **Figures**

All figures should be high resolution (300 dpi) when published at 100% (e.g., images at 72 dpi are, in actuality, 25% of the required resolution) Figures including graphs, such as Figure 1, line drawings, photographs and other illustrations are preferably in colour. Any greyscale figures require sharp contrast. For all figures, lines and lettering must be large enough (minimum 0.35 point thickness) to remain clearly legible when printed at 100%. For maps, microstructures and similar figures, be sure to place a scale marker on the picture or photograph. Do not use frames around figures. Do not use shaded backgrounds as they do not reproduce well.

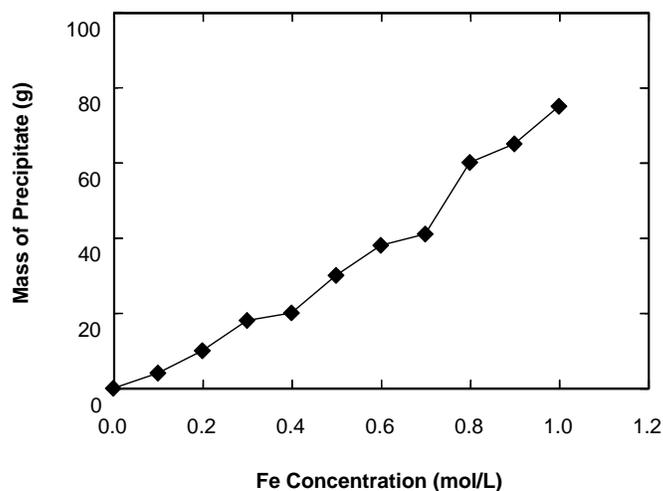


Figure 1 – Effect of iron concentration on the amount of precipitate formed during hydrolytic precipitation from waste processing solutions

Figures, especially photographs and SEM micrographs, can significantly increase the size of the electronic file. Excessively large files tend to complicate and slow down the editing process. Therefore, you must make every effort to reduce the size of the electronic files of your photomicrographs and other graphics. To minimize your file size, add the figures (photos, photomicrographs) using the "Insert-Picture" function. For Excel charts, use the "Copy-Paste Special-Picture" sequence.

All figures must be consecutively numbered with Arabic numerals and inserted as close as possible to the corresponding text. In the text, refer to the figure by its number, not its relative position. A figure too wide to fit between the margins may be placed in landscape orientation (sideways format), on a page by itself, with the bottom of the figure to the right of the page. A caption consisting of the word “Figure,” the figure number, a dash and the figure title, in 10 point Times New Roman, must appear centred **below** each figure. A single blank line is used to separate a figure from its caption.

Separate each figure and caption from the adjacent text with one (1) blank line. Do not use a period at the end of the figure caption.

## Tables

Insert tables as close as possible to their first citation. In the text, refer to a table by its number, not its relative position. A large table, like a large figure, may be placed in landscape orientation (sideways format) on a page by itself. *Where possible, avoid splitting a table onto two pages.* Number tables consecutively using Arabic numerals and centre the title above the table. The word “Table” is followed by the table number, a dash, and the rest of the title. There is no line space between the title and the table itself.

Table-wide lines (horizontal ½ 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. Steer clear of using vertical lines and avoid the use of horizontal lines between the various rows of data. Table row spacing is at the discretion of the author(s). Separate each table from the adjacent text with one (1) blank line.

Table 3 – Electron microprobe analyses of sphalerite grains in the Kidd Creek “C” concentrate

| Element | Average Content<br>(wt %) | Range<br>(wt%) |
|---------|---------------------------|----------------|
| Zn      | 60.8                      | 59.6 – 63.3    |
| Fe      | 5.82                      | 3.54 – 6.95    |
| Cd      | 0.30                      | 0.12 – 0.42    |
| S       | 3.31                      | 33.6 – 33.5    |

## References

APA referencing style (American Psychological Association, 2009) must be employed for all references, including both parenthetical references in the text and the reference list at the end of the paper. In the reference list, only those publications that have actually been cited in the text, figures, and tables should be included. A summary of APA referencing style is provided in the Referencing Guide (on page 15 within this document).

## Writing Style and Spelling

Use clear and concise writing throughout the paper, as well as proper Canadian English spelling. A summary of key writing elements is provided in the Elements of Writing Guide (on page 10 within this document).

## PUBLICATION RIGHTS

The Canadian Institute of Mining, Metallurgy and Petroleum (CIM) and the International Mineral Processing Council reserve first publication rights, and the Publications Rights Form included in this document below must be completed and submitted along with your manuscript. If your paper contains any matter from another source, it is the responsibility of the author(s) to obtain the necessary permission for the

reproduction of this matter in the paper from the holder of the copyright. Acknowledgment must be given and a full reference supplied. Copyright of Congress papers will be held by the author and not the organizing society/body and hence authors will be free to submit their work after the Congress to a publication of their choice. If authors resubmit their paper to another publication, they must indicate that the paper was first published in the proceedings of the XXVIII International Mineral Processing Congress: ISBN: 978-1-926872-29-2.

## FORMATTING AND PAPER PREPARATION SUMMARY

A summary of the guidelines, including sample copy of styles is detailed in below.

### Software and Document Properties

- Word Processing Software: Microsoft (MS) Word DOC file
- Page Setup (Paper/Margins): See Table 2, Section Page Size and Layout
- Font: Colour black, Times New Roman 10 pt. This applies to complete manuscript and all headings
- First page (MANUSCRIPT TITLE): Start on the 5th line from top margin at 4.4 cm (1.7"). BOLD/FULL CAPS/CENTRED between page margins. Leave (1) blank line after Manuscript Title
- Author name(s): Centre between page margins, leave (1) blank line between authors
- Keep within the 10 page count
- Avoid embedding equations
- Electronic file should not exceed 3 megabytes.
- Omit number pages

### Manuscript Headings

- **MAJOR HEADING:** BOLD/FULL CAPS/CENTRED between page margins. Leave (1) blank line above/below MAJOR HEADING
- **Second Level Heading:** BOLD/Major Words Capitalized/Justified Left Margin. Leave (1) blank line above/below Second Level Heading
- Third Level Heading: Underline/Major Words Capitalized/Justified Left Margin. Leave (1) blank line above/below Third Level Heading
- Figure headings/captions: Figure 1 - Centred below figure. First major word is capitalized. There is (1) blank line between figure caption and figure. There is (1) blank line above/below figure. No punctuation after figure caption
- Table headings: Table 1 - Centred above table. First major word capitalized. There is no line spacing after table heading. There is (1) blank line above/below table. No punctuation after table heading
- Equations: Centred, one (1) blank line above/below equation
- References: APA style referencing (see Referencing Guide)

### Dos for Word Processing

- Spelling and writing style: Use clear and concise writing, and standard Canadian English (see Elements of Writing Guide)
- Punctuation (Sentences): Be consistent throughout manuscript. Standard spaces (2) between sentences.
- Colon (:): English: No space before; one (1) space after
- Semi colon (;): No space before; (1) space after
- Dashes (-) (–): Be consistent throughout manuscript
- SI units: (1) space before and after (25 km)
- Indenting paragraphs: Do turn off indenting for Major Headings. Make sure the Major Headings are centred between left and right margins
- Initials: (0) spacing between initials; e.g., P.A. Riveros

## HOW TO SUBMIT A PAPER

All technical papers submitted for IMPC 2016 must be done directly online. More instructions for submitting papers online are detailed below. Papers will only be published if the author/presenter has registered and paid for the conference by May 1, 2016.

### Submission of First Draft Papers

To submit a draft paper for review, visit: <http://www.impc2016.org/en/IMPC/2016/Technical-Program/Author-Tools.aspx>

- Enter your **username and password**
- Complete the required fields
- Accept the Publication Rights Terms
- Upload the paper in **Word** format

### Submission of Revised Papers

Instructions related to the submission of revised papers is detailed in the **PAPER REVIEW PROCESS** section of this document directly below. A single-blind peer review process will be employed, whereby peer reviewers and authors will not know the names of the peer reviewers.

## PAPER REVIEW PROCESS

Details about the paper review process are summarized in this section. A single-blind peer review process will be employed, whereby peer reviewers and authors will not know the names of the peer reviewers.

### Criteria

Criteria examples include.

1. Is the paper of interest to those involved in the minerals industry?
2. Has the manuscript been published previously, in full or in part? If so, where?
3. Does the manuscript require editing/rewriting? If so, which sections?
4. Is the material clearly presented?
5. Should figures, tables, or text be deleted, modified, or condensed? (Please be specific)
6. Are there any inaccuracies of statements, equations, figures, or conclusions?
7. Does the paper completely address the stated objectives?
8. Are the conclusions logically based on the text?
9. Have any pertinent references been omitted?
10. Is the paper well written?
11. General remarks of the reviewer.

### **Initial Paper Submission**

After submitting your draft paper, your manuscript will first be reviewed to assure it is written in proper English, and that the APA referencing style is used.

### **Assignment of Paper Reviewer**

After passing this first style review, the manuscript will be assigned to the Review Committee through the Technical Program Chairman and the associated topical chairs for the program. The Technical Program Chairman will have the manuscript critically read by at least one peer reviewer, who will evaluate its technical content and clarity of presentation. A single-blind peer review process will be employed, whereby peer reviewers will not know the names of the authors and the authors will not know the names of the peer reviewers. Therefore, peer reviewers will only be forwarded the body of your paper.

The Chairs will review and reconcile peer reviewer's recommendations, and confirm a recommendations (e.g. Approved without Changes, Approved with Changes, Not Approved).

### **Notifications**

After each round of the review process of papers, emails are dispatch to the submitter of the paper. Final decisions are emailed directly to the submitter. **The paper review period starts January 1 and ends March 15.**

### **Submitting Revised Papers**

Once you receive an e-mail notification with reviewer's recommendations, **log in** at <http://www.impc2016.org/en/IMPC/2016/Technical-Program/Author-Tools.aspx>. Enter your username and password to see the comments. If necessary, make corrections and follow instructions to upload a revised paper version.

### **Contact**

The Peer Review Coordinator is Janice Burke, [jburke@cim.org](mailto:jburke@cim.org).

## ELEMENTS OF WRITING GUIDELINES

Clear and concise writing must be employed consistently throughout the paper. Use Canadian English spelling and APA writing style guidelines, as summarized in this guide. For further information, refer to the *Canadian Oxford English Dictionary* (Barber, 2004), and the *Publication Manual of the American Psychological Association* (APA, 2009).

### References

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

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

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## SPELLING

### Spelling Standards

Spelling should conform to standard Canadian English (for example, the *Canadian Oxford English Dictionary*). Where spelling options are provided, use the first option listed.

Refer to a dictionary to determine whether compound words (two words that describe one item) are written as two separate words, hyphenated, or one unbroken word. For compound words that do not appear in the dictionary, use a hyphen if the term can be misread or it expresses a single thought (e.g., iron-ore deposit, open-pit).

### Capitalization

Capitalize names of university departments only if they refer to a specific department in a specific university (e.g., Engineering Department, University of Toronto).

Capitalize nouns followed by numbers or letters (e.g., as seen in Trial 3), unless the noun represents a common part of a book or table (e.g., in column 3 on page 2).

Use lowercase letters for the words *mine*, *deposit*, *property*, *mill*, *refinery*, *project*, and *deposit* when used with proper name (e.g., Duck Pond mine, Nash Creek deposit, the Fraser-Morgan property).

### **Abbreviations**

The first time an abbreviation is introduced in the text, write out the full term, followed immediately by the abbreviation in parentheses. Subsequent use of the term should appear consistently in abbreviated form.

Do not abbreviate terms that appear fewer than three times in the paper, unless there is a standard abbreviation for long, familiar terms.

Add a lowercase *s* to the end of an abbreviation to form its plural.

Use a comma after standard Latin abbreviations that appear in parentheses (*e.g.*, *i.e.*, *etc.*).

## **WRITING STYLE**

### **Paragraphs**

Avoid one-sentence paragraphs and paragraphs containing more than one main idea.

### **Series of Ideas**

Avoid run-on sentences containing more than one complete idea.

Use a semi-colon to separate two independent clauses and begin the second clause in lowercase type-font.

Correct: Findings from Test A were significant; findings from Test B were not significant.  
Incorrect: Findings from Test A were significant; Findings from Test B were not significant.

Within a sentence, use a comma between elements in a series of three or more items.

Correct: blue, black, and green  
Correct: blue, black, or green  
Incorrect: blue, black and green  
Incorrect: blue, black or green

### **Parenthetical Information**

Use brackets to avoid nested parentheses.

Correct: (the Canadian Institute of Mining, Metallurgy and Petroleum [CIM], 2010)  
Incorrect: (the Canadian Institute of Mining, Metallurgy and Petroleum (CIM), 2010)

Use semi-colons to avoid back-to-back parentheses.

Correct: (as illustrated in Figure 2; Brown & Smith, 2009)  
Incorrect: (as illustrated in Figure 2) (Brown & Smith, 2009)

**Verb Tense**

Use the present verb tense to describe actions, conditions, and findings with ongoing applicability in the present. Use the past tense to describe actions, conditions, and results that occurred at a specific time in the past.

**Active Voice**

Use personal pronouns when describing actions taken by the authors and use the active rather than the passive voice.

Correct: We extracted three samples  
Incorrect: Three samples were extracted

However, avoid attributing human characteristics to inanimate sources.

Correct: In this paper, we review  
Incorrect: This paper reviews

**Demonstrative Pronouns**

Accompany all demonstrative pronouns (this, that, these, those) by their referent.

Correct: This finding indicates  
Incorrect: This indicates

**Coined Expressions and Key Terms**

Avoid colloquial expressions and jargon.

Use double quotation marks the first time a coined expression is introduced. Subsequent use of the coined expression does not require quotation marks. Place periods and commas within closing double quotation marks.

Correct: We refer to this process as “super-heating.”  
Incorrect: We refer to this process as “super-heating”.

Use italics to introduce a technical or key term. Subsequent use of the term does not require italics.

Do not use italics to place emphasis on a word in a sentence.

**Metrication**

Use the International System of Units (SI) when referring to units of measurement and the metric system for all units of measurement (e.g., kilogram, metre). Refer to the SI for a list accepted non-metric units of measurement (e.g., *tonne*).

Use a space between a number and its symbol (e.g., 0.43 mm/s).

Use commas for numbers of four or more digits (e.g., 4,500, 100,000).

## REFERENCING GUIDE

For consistency, APA referencing style must be employed for all citations, including both parenthetical references in the text and the reference list at the end of the paper. This guide provides a summary of the APA referencing style, with fictitious examples for illustration purposes. For further information, refer to the 6th edition of the *Publication Manual of the American Psychological Association* (APA, 2009) or to the numerous websites available on the Internet.

### References

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

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- [Chapter in a book](#)
- [Technical and research reports](#)
- [Published meetings, symposia, and conference presentations](#)
- [Unpublished papers and poster sessions](#)
- [Unpublished symposia](#)
- [Unpublished manuscript within a university](#)
- [Doctoral dissertations and master's theses available from a database](#)
- [Unpublished doctoral dissertations and master's theses](#)
- [Software](#)
- [Patents](#)

### REFERENCES CITED IN TEXT

In the text, cite all works that have directly influenced your work by identifying the author's surname and the year of publication. Note that including a citation implies that you have personally read the cited work.

When the author's name is identified within a sentence, place the year of publication in parentheses immediately following the name,

Johnson's (1980) seminal work explored...

When the author's name is not identified in the sentence, place both the author's name and the year of publication in parentheses, separated by a comma.

This technique produced favourable results in a prior study (White, 2007).

No parenthetical reference is needed when both the author's name and the year appear in the sentence.

In 2005, Berstein argued that...

#### Types of Authors

For works with two authors, separate the authors with an ampersand (&) in the parenthetical reference, but not in the sentence.

(Holden & Steele, 2006)  
Holden and Steele (2006) found that...

For works with more than two authors, list all authors the first time the work is cited in the text. Subsequent references need only include the first author, followed by "et al."

(Polandry, Wittney, Clapton, & Zetman, 2003)

THEN

(Polandry et al., 2003)  
Polandry et al. (2003) investigated...

For works with more than seven authors, list only the first author, followed by *et al.*

When a work has no identifiable author, cite the first few words of the title in double quotation marks. Italicize titles of periodicals, books, brochures, and reports.

("Technical Tips," 2006)  
The brochure *Safety Tips* (2010) provides...

When a work's author is designated as "Anonymous," cite the author as such.

(Anonymous, 1953)

## Multiple Works

When multiple works are cited, list the works in alphabetical order of the authors' names, separated by semi-colons.

The theory has been critiqued extensively (Greene & Farley, 2010; Litman, 2007; Rother, Burns, Caplan, & Jude, 2009; Valletri et al., 2006).

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, 2002, 2004, 2006)

When the same author has two or more works published in the same year, identify the works using the suffixes a, b, c, etc. Include these suffixes in the reference list and order the works alphabetically by publication title.

(Smith & Laurell, 2007a, 2007b, 2007c)

## Direct Quotes

For direct quotes, include the author, year of publication, and page number from which the quote was taken.

In their study, Fotula and Ken (2010) found that "results differed significantly between Trial 3 and Trial 5" (p. 213).

For direct quotes of online materials that do not provide page numbers, use visible paragraph numbers in place of page numbers and include the abbreviation *para*.

"The test results lend empirical support to our theory" (Jameson & Boulet, 2010, para. 2).

When neither page numbers nor paragraphs are visible for online materials, cite the heading and the paragraph number within that heading.

"Among those standards listed in the policy, only the first is relevant to the current context" (Flinch, 2008, Discussion section, para. 3).

## Personal Communications

Personal communications are cited in the text, but not in the reference list. Provide the initials and the surname of the communicator, as well as the exact date.

(P.E. Bloomsted, personal communication, January 23, 2010)

## REFERENCES CITED IN THE REFERENCE LIST

Introduce the list of references by the heading *References* and include all works cited in the text, tables, and figures. Note that all information in the reference list must be accurate and complete.

The general content of a reference includes the author, date of publication, title of the work, and publication data. The first line of each reference should be set flush left; subsequent lines of the same reference are indented.

## Basic Components

### Order of References

Order all works 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.

For multiple works by the same author, arrange the works chronologically by year of publication, from earliest to most recent.

If multiple works were published by the same author in the same year, order the references alphabetically by title.

Order works authored by institutions alphabetically and write out the full official name of the institution, rather than the abbreviation.

For works with no author, move the title to the position of the author's name and order alphabetically. Exclude the articles *A* and *The* when alphabetically ordering by institution and title.

Atlester, B. J., & Aaron, K. (2008).  
Brown, A. (2001).  
Canadian Institute of Mining, Metallurgy and Petroleum (2006).  
Clarestern, M. (2006).  
Clarestern, M. (2008).  
Earnst, P. P., Bloore, B., Falken, T. R. T., & Maron, H. (1998).  
Georgiou, N., & Lorrel, L. (2005a).  
Georgiou, N., & Lorrel, L. (2005b).  
Kitman, F. (2010).  
Mining the Arctic: Unique factors of remote locations (2009).  
University of Toronto, Department of Engineering (2006).  
Windle, O., Bartlett, P. J., & Johnson, C. F. B. (1983).

### Authors

List authors by surname and then by initials. Separate the surname from the initials by a comma.

Stevenson, J. J.

For works with more than one author, separate authors by commas and place both a comma and an ampersand (&) before the last author.

Clarkson, K., & Harting, P. L.

For works with more than seven authors, list the first six, followed by three periods (...), followed by the last author.

Chang, C., Zuccker, R. E., Guavez, R., Zakowski, E., Richmond, D. D., Flinch, T.,...Balantry, S. F.

For works by an editor, rather than an author, write (*Ed.*) or (*Eds.*) after the editor's name.

Bartlett, D. (Ed.).

### Year of Publication

Place the year of publication in parentheses following that last author's initials. Place a period after the closing parenthesis.

McGollen, A., Carrington, H., & Zimmer, R. (2008).

For unpublished papers, poster sessions, and symposia, identify the month of the meeting after the year, separated by a comma.

Turncott, T. T., & Finley, S. (2009, June).

Write *n.d.* in parentheses when no date is available.

Jameson, N. (n.d.).

### Title of Work

Place the title of the work after the period that follows the year of publication and capitalize only the first letter of the title. Separate titles and subtitles by a colon and capitalize only the first word of the subtitle.

Financial forecasting: A multivariate approach

If the work cited is written in a language other than English, place a translation of the title in brackets, immediately following the non-English title.

Medio ambiente y recursos naturales [Environmental and natural resources]

### Location

For works published in Canada and the United States of America, identify the city and province/state, separated by a comma. Use official postal service abbreviations for provinces and states (e.g., QC, FL).

Toronto, ON

For works published outside Canada and the United States of America, identify the location by spelling out in full the city and country.

London, England

### Publisher

Spell out the full name of the publisher.

When the author is the same as the publisher, write *Author* as the name of the publisher.

Magenta University, Department of Physics (2004). *Guidelines for graduate students*. Montreal, QC: Author.

### Locator Information for Electronic Sources

Digital object identifiers (DOIs) provide an internationally-recognized means of managing and tracking digital information, such as papers published in an online journal. Publishers assign unique DOIs, in the form of alphanumeric strings, to articles. DOIs also serve to link articles with online supplemental archives associated with the article. (For more information, go to [www.doi.org](http://www.doi.org).)

When a DOI has been assigned to an electronic source, place it at the end of the reference using the following format:

doi:xxxxxx

When a DOI has not been assigned to an electronic source, list the uniform resource locator (URL) where the referenced work can be found, using the following format:

Retrieved from <http://www.apa.org>

Only include retrieval dates if the source material is likely to change over time (e.g., Wikipedia, an institution's webpage, etc.).

Retrieved on January 24, 2010, from <http://www.cim.org/cst/>

Do not place a period after the DOI or URL.

When a work is not available electronically and it has not been assigned a DOI, leave this portion of the reference blank.

### Common Abbreviations

The following abbreviations are used for common citation elements:

| <u>Publication part</u> | <u>Abbreviation</u> |
|-------------------------|---------------------|
| edition                 | ed.                 |
| editor (Editors)        | Ed. (Eds.)          |
| volume (volumes)        | Vol. (Vols.)        |
| number                  | No.                 |
| technical report        | Tech. Rep.          |

### **Types of Referenced Materials**

#### Periodicals (e.g., journal, newsletter, magazine)

Use the following general form:

Author, A. A., & Author B. B. (year). Article title. *Periodical Title*, volume #, first page-last page.  
doi:xxxxxxxxxx

Italicize the periodical title and the volume number, but do not italicize the article title. Place a period after the article title and after the page numbers. Place commas after the periodical title and after the volume number. Use uppercase and lowercase letters for the periodical title, but not for the article title. The periodical title should be written in full; do not use abbreviations.

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

For periodicals that begin each issue on page 1, place the issue number in parentheses immediately following the volume number. Do not italicize the issue number.

Plansky, K., Fairman, P. S., & Singh, B. (2010). Estimating oil reserves: An exploration of new approaches. *Journal of Metallurgy*, 32(3), 144-156. doi: 10.3423/726578923456

### Entire Books

Use the following general format:

Author, A. A., & Author, B. B. (year). *Book title*. Location: Publisher.

Italicize the book title and capitalize only the first letter of the first word. Place a period after the title and after the publisher and a colon after the location.

For books retrieved electronically, provide the DOI instead of the location and publisher.

Author, A. A., & Author, B. B. (year). *Book title*. doi:xxxxx

For books retrieved electronically without an assigned DOI, provide the URL instead of the location and publisher.

Author, A. A., & Author, B. B. (year). *Book title*. Retrieved from <http://www.xxxxx>

Place any additional information required for retrieval (e.g., edition, volume number) in parentheses, following the title. Refer to the list of common abbreviations.

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

Place any non-routine information required for retrieval (e.g., brochure, special issue) in brackets, following either the title or the additional information in parentheses.

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

### Chapter in a Book

Follow the same format as the one used for entire books and include additional information about the chapter title, editor(s), and chapter page numbers. Use the following general format:

Author, A. A., & Author, B. B. (year). Chapter title. In A. Editor & B. Editor (Eds.), *Book title* (pp. xx-xx). Location: Publisher.

Place the chapter title after the year of publication using uppercase and lowercase letters. Do not italicize the chapter title. Place a period after the chapter title. After the chapter title, introduce the editor with the word *In*, then list the editors by initial(s) and surname. Place the abbreviation *Ed.* in parentheses (*Eds.* for multiple editors), followed by a comma and then the book title. In parentheses following the book title, write *pp.* and then the first and last page numbers of the chapter, separated by a hyphen (-).

Tilman, 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.

### Technical and Research Reports

Follow the same format as the one used for entire books and include additional information about the type of work and assigned retrieval number (if one has been assigned) in parentheses following the report title. Use the following general format:

Author, A. A., & Author, B. B. (year). *Report title* (Type of Work No. xxxx). Location: Publisher.

Identify the type of work (research report, technical report, issue brief, etc.) in uppercase and lowercase letters. Do not italicize the type of work.

If the work has been assigned a retrieval number, write *No.* after the type of work, followed by the retrieval number.

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

As with other types of publications retrieved online, replace the location and publisher with *Retrieved from* and the DOI or URL. When the publisher is not the same as the author, identify the publisher in the retrieval statement.

Abergale Consulting (2007). *The HR crisis: Building capacity* (Issue Brief). Retrieved from Association of Geologists website: <http://www.xxxx.org/yyyy.pdf>

### Published Meetings, Symposia, and Conference Presentations

For proceedings of meetings, symposia, and conference presentations that are published in a book, follow the same format as the one used for chapters in a book.

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.

For regularly-published proceedings, follow the same format as the one used for periodicals.

Trakis, L., & Richardson, R. (2008). Cost-benefit versus cost-effectiveness. *Proceedings of the Financial Enterprise Association*, 37, 44-52.

### Unpublished Papers and Poster Sessions

For unpublished papers and poster sessions presented at a conference, use the following general format:

Presenter, A. (year, month). *Paper/poster title*. Paper/poster session presented at the Name of Conference, Location.

For unpublished papers and poster sessions presented at a meeting, use the following general format:

Presenter, A., & Presenter, B. (year, month). *Paper/poster title*. Paper/poster session presented at the meeting of Name of Organization, Location.

When the work has not been published, include the month after the year, separated by a comma. Following the title of the paper or poster, identify the type of work (paper or poster session) and to whom it

was presented (the name of the conference or of the organization holding the meeting). End this segment of the reference with a comma, then identify the location at which the conference or meeting took place.

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

#### Unpublished Symposia

For unpublished contributions to symposia conducted at conference, use the following general format:

Contributor, A., Contributor, B., & Contributor, C. (year, month). Contribution title. In A. A. Chairperson (Chair), *Symposium title*. Symposium conducted at the Name of Conference, Location.

For unpublished contributions to symposia conducted at meeting, use the following general format:

Contributor, A., Contributor, B., & Contributor, C. (year, month). Contribution title. In A. A. Chairperson (Chair), *Symposium title*. Symposium conducted at the meeting of Name of Organization, Location.

Follow the same format as the one used for unpublished papers and poster session, and include additional information about the chairperson. After the contribution title, introduce the chairperson with the word *In*, then identify the chairperson by initial(s) and surname. Place the word *Chair* in parentheses, followed by a comma and then the symposium title. Use italics for the symposium title, but not for the contribution title.

Hamilton, F., & Morisson, V. B. (2006, September). Multicultural perspectives. In J. Yaelle (Chair), *Sustainability in remote locations*. Symposium conducted at the meeting of the Association of Innovation, Yellowknife, NT.

#### Unpublished Manuscript within a University

Use the following general format:

Author, A. (year). *Manuscript title*. Unpublished manuscript, Department Name, University Name, Location.

Following the manuscript title, write *Unpublished manuscript* (no italics) and then identify the name of the department, the name of the university, and the location of the university, all separated by commas.

Shelling, O. (2009). *Assumption-checking in multivariate analysis*. Unpublished manuscript, Department of Statistics, Pi University, Vancouver, BC.

#### Doctoral Dissertations and Masters' Theses Available from a Database

Use the following general format:

Author, A. (year). *Dissertation or thesis title* (Doctoral dissertation or master's thesis). Retrieved from Name of Database. (Accession or Order No. xxxx)

Immediately after the title, identify in parentheses whether the work is a doctoral dissertation or a master's theses, followed by a period. Then identify the database from which the work can be retrieved, followed by a period. Provide the accession or order number, in parentheses, at the end of the reference.

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

#### Unpublished Doctoral Dissertations and Masters' Theses

Use the following general format:

Author, A. (year). *Dissertation or thesis title* (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

Immediately after the title, identify in parentheses whether the work is an unpublished doctoral dissertation or an unpublished master's thesis, followed by a period. Then provide the name of the institution and the location, separated by commas.

Champagne, P. (2007). *Sustainable development: Enhancing host-country capacity* (Unpublished master's thesis). Edwin University, Cardiff, Wales.

#### Software

Do not provide reference entries for standard software, such as Microsoft Office and Adobe Acrobat.

For other software, use the following general format:

Software Name (Version xx) [Computer software]. Location: Name of producer.

Do not italicize the software name. Immediately after the software name, place the version number in parentheses and then write Computer software in brackets, followed by a period. Identify the location and the name of the producer, separated by a colon.

ChanaMax(Version 2.1) [Computer software]. Waterloo, ON: Cantric Research.

#### Patents

Use the following general format:

Inventor, A. (year). *U.S. Patent No. xxx,xxx,xxx*. Washington, DC: U.S. Patent and Trademark Office.

Follow the same format as the one used for entire books, but replace the author's name with the inventor's name. The year represents the patent's issue date.

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

In text, cite the patent number and issue date.

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