

# Author guidelines for the preparation and structure of ACG manuscripts

**Please read this document in its entirety. It contains information which will assist in the preparation of your paper.**

To achieve a uniform style all papers are to be prepared according to the requirements given in this guide. Please also refer to the style template. Your paper must be no more than 14 A4 pages in length and finalised and received by the ACG by the deadline provided.

The paper you submit for inclusion in an ACG publication must be original and novel as well as technically based (not self-promotion) and must not be previously published — by either the ACG or any other publication — or being considered elsewhere for publication. The ACG reserves the right to reject submissions based on this information.

A typical paper structure would be as follows:

## Abstract

- 1 Introduction
- 2 Methodology
- 3 Data
- 4 Results
- 5 Conclusion

## Acknowledgement

## References

*(Abstract, Acknowledgement and References should not be numbered)*

**Please note:** *the size of the proceedings will be B5 and printed in colour.  
the margins will be Top/Bottom: 2.5 cm and Left/Right: 2 cm (this can be updated under the Microsoft Word Page Layout tab)*

Only metric measurement is to be used. For conversion from imperial to metric units of length, 1 inch = 2.54 cm. Please do not use autonumbering as this can create problems when we are formatting your paper.

**Please follow the guideline specifications as closely as possible. Should you have any queries please contact the ACG's publications team.**

*The ACG uses Office 365, if you have trouble opening .docx files there are compatibility packs available to download from Microsoft – please follow their instructions.*

# Formatting Style Guide – Quick Reference Table

## Document Setup

~ A4 – please do NOT use US Letterhead.

~ Margins: top/bottom: 2.5 cm; left/right: 2.0 cm.

~ Single column layout.

~ Fonts used: Calibri; Segoe UI Semibold

**Save yourself some time and effort... download our style template which already has the below styles set up.**

| Within paper       | Style name            | font size | Bold / italic | align text | spacing: pt before | spacing: pt after | Left indent | Hanging indent | Tab    | Comments  |
|--------------------|-----------------------|-----------|---------------|------------|--------------------|-------------------|-------------|----------------|--------|---|
| Paper title        | Paper Title           | 18 pt     | <b>Bold</b>   | Left       | 0 pt               | 24 pt             | -           | -              | -      | <b>Segoe UI Semibold</b> , Sentence case  |
| Authors            | Authors               | 11 pt     | <b>Bold</b>   | Left       | 6 pt               | 6 pt              | -           | -              | -      | <b>Calibri: Initials Surname</b> Company/University, Country  |
| Abstract heading   | Heading 1             | 14 pt     | <b>Bold</b>   | Left       | 12 pt              | 6 pt              | -           | 1.5 cm         | 1.5 cm | <b>Segoe UI Semibold</b>  |
| Abstract text      | Abstract text         | 11 pt     | <i>italic</i> | Justified  | 6 pt               | 6 pt              | -           | -              | -      | Calibri, Single space after full stop   |
| Body text          | Normal                | 11 pt     | -             | Justified  | 6 pt               | 6 pt              | -           | -              | -      | Calibri, Single space after full stop   |
| Headings – level 1 | Heading 1             | 14 pt     | <b>Bold</b>   | Left       | 12 pt              | 6 pt              | -           | 1.5 cm         | 1.5 cm | <b>Segoe UI Semibold</b> , Sentence case, typed numbers   |
| Headings – level 2 | Heading 2             | 12 pt     | -             | Left       | 12 pt              | 6 pt              | -           | 1.5 cm         | 1.5 cm | <b>Segoe UI Semibold</b> , Sentence case, typed numbers   |
| Headings – level 3 | Heading 3             | 11 pt     | <i>italic</i> | Left       | 12 pt              | 6 pt              | -           | 1.5 cm         | 1.5 cm | <b>Segoe UI Semibold</b> , Sentence case, typed numbers   |
| Headings – level 4 | Heading 4             | 11 pt     | <i>ital</i>   | Left       | 12 pt              | 6 pt              | -           | 1.5 cm         | 1.5 cm | <b>Segoe UI Semibold</b> , Sentence case, typed numbers   |
| Bullets            | Bulleted Text ●       | 11 pt     | -             | Left       | 6 pt               | 3 pt              | 1 cm        | 0.5 cm         | 1.5 cm | Calibri   |
| Bullets – level 2  | Bulleted Text 2 ○     | 11 pt     | -             | Left       | 6 pt               | 3 pt              | 1.7 cm      | 0.5 cm         | 2.2 cm | Calibri   |
| Numbered bullets   | Bulleted Numbers 1.   | 11 pt     | -             | Left       | 6 pt               | 3 pt              | 1 cm        | 0.5 cm         | 1.5 cm | Calibri   |
| Numbered – level 2 | Bulleted Numbers 2 a. | 11 pt     | -             | Left       | 6 pt               | 3 pt              | 1.7 cm      | 0.5 cm         | 2.2 cm | Calibri   |
| Equations          | Equation              | 11 pt     | -             | Justified  | 6 pt               | 6 pt              | -           | -              | Set ×2 | Calibri, Equation: (centred tab) @ 8.5 cm; Equation number right tab aligned @17 cm                       |
| Figures and images | Images                | 11 pt     | -             | Centered   | 6 pt               | 6 pt              | -           | -              | -      | Calibri   |
| Figure captions    | Figure Caption        | 10 pt     | <b>Bold</b>   | Left       | 6 pt               | 12 pt             | -           | 2 cm           | 2 cm   | <b>Segoe UI Semibold</b> , Sent. case, place below figures  |
| Quoted paragraphs  | Quote                 | 11 pt     | <i>italic</i> | Left       | 6 pt               | 6 pt              | 1.5 cm      | -              | -      | Calibri   |
| Table captions     | Table Caption         | 10 pt     | <b>Bold</b>   | Left       | 12 pt              | 6 pt              | -           | 2 cm           | 2 cm   | <b>Segoe UI Semibold</b> , Sent. case, place above tables   |
| Column headings    | TableText_Bold        | 11 pt     | <b>Bold</b>   | Left       | 3 pt               | 3 pt              | -           | -              | -      | Calibri, Sentence case, cell colour 253, 216, 185   |
| Table text         | TableText             | 11 pt     | -             | Left       | 3 pt               | 3 pt              | -           | -              | -      | Calibri, Sent. case, table left align, no set width, not breaking across pages, cell colour 253, 216, 185 |
| Reference list     | References            | 9 pt      | -             | Left       | -                  | -                 | -           | 1 cm           | -      | Calibri, Alphabetical order, recent publications listed first when multiples for authors                  |

### Special notes:

- Please do not use footnotes – they will be removed from your paper.
- Please try to avoid citing unpublished references – as readers are not able to source them.

## Paper title (Template style: Paper Title)

- Keep titles brief and descriptive and try to fit on one line if possible. The ACG may request that titles exceeding two lines be shortened.
- Avoid starting with articles or preposition, e.g. “*The study of...*” or “*On the...*”.
- Spell out acronyms, unless they are widely known within industry.

## Authors (Template style: Authors)

- Do not include professional titles or degrees such as Dr, Prof, PhD, etc.
- Please do not include job titles, departments, mine sites or cities – list company/university and country only after your surname.
- Please write full company affiliation, e.g. *MMC-Gamuda KVMRT (T) Sdn Bhd*
- Please include middle name initials where appropriate, and no spaces or full stops between initials.

## Abstract

Heading (Template style: Heading 1)

Text (Template style: Abstract text)

## Headings and body text

Headings (Template style: Heading 1, Heading 2, Heading 3, Heading 4 as appropriate)

Body text (Template style: Normal)

- The introduction should concisely summarise key findings of the paper and be informative rather than descriptive.
- All headings and subheadings should be numbered in order. The *Introduction* is the first numbered heading.
- Please do not include references in any headings

## Bulleted Text (Template style: Bulleted Text, Bulleted Text 2)

- In the paragraph before starting a bullet list, please insert a full colon at the end.
- The bullet list should be correctly punctuated and left aligned.

## Numbered Text (Template style: Bulleted Numbers, Bulleted Numbers 2)

- In the paragraph before starting a numbered bullet list, please insert a full colon at the end.
- Numbered bullet lists are always in sentence case and left aligned.

## Equations (Template style: Equations)

- Centre aligned tab ( $\perp$ ) at 8.5 cm, right aligned tab ( $\lrcorner$ ) at 17 cm. (This will be automatically set up when the *Equations* style has been applied)
- Number equations inside brackets ( ) aligned to the 17 cm tab stop. E.g. (1)
- Do not use full stops ‘.’, asterisks ‘\*’, or the ‘x’ character to indicate multiplication. If required please use the correct multiplication symbol ‘ $\times$ ’ (Alt + 0215) or the middle dot ‘ $\cdot$ ’ (2219, Alt + x)
- $UCS = 2U_{max}W_{max}$  ✓       $UCS = 2 \times U_{max} \times W_{max}$  ✓       $UCS = 2 * U_{max} * W_{max}$  ✗
- Be consistent with the use of italics for variable names. If a variable is expressed in italics within the equation, please make any references to that variable within the text italic also.
- Below each equation, explain each (new) variable.

## Figures (including images, diagrams and photographs)

All figures should be submitted in colour.

Please ensure all figures, graphs and diagrams are of reasonable image quality, clear and legible.

- Number all figures consecutively in the order of use. Figures should be inserted within the text as close as possible to the in text reference, rather than at the end of the paper.
- Do not make your figures or figure labels too small as figures are reduced to 86% of their original size (or smaller) during typesetting. All axis labels, text and figure scales on diagrams must be large enough to be legible in the printed paper – text size minimum 11 pt.
- Please use static images, such as jpg files, so that if they need to be resized they do not need to be recreated.

## Acceptable image file formats

For illustrations, diagrams and charts:

- Microsoft XLS
- Microsoft Word (DOC)
- PDF (Adobe Acrobat)
- EPS (Encapsulated Postscript)
- TIFF
- JPEG

Please provide any uncommon file formats used separately.

**Figures** (*Template style: Images*)

**Captions** (*Template style: Figure Caption*)

Place figure caption underneath the figure.

- Please insert figures as close to the in text reference as possible.
- Each caption should start with a figure number, formatted as per the style template example.
- Do not use a full stop or colon behind the figure number; or at the end of the caption.
- Please use sentence case (first letter capital, all others lower).

## Quoted paragraphs (*Template style: Quote*)

- For large quotes set the text apart from the normal body of text. End the quote with the reference details.

## Quoted text (*Template style: Normal\_Italic words only*)

- For smaller quotes that remain within the normal body of text. Include the reference details.

## Tables

Please submit all tables in an editable Microsoft Word format, as shown in the example below.

Table 1 Example

| Heading 1 | Heading 2 | Heading 3 | Heading 4 |
|-----------|-----------|-----------|-----------|
| Point 1   | Point 2   | Point 3   | Point 4   |
| Point 5   | Point 6   | Point 7   | Point 8   |

**Captions** (Template style: Table Captions)

**Column headings** (Template style: TableText\_Bold) cell colour shade: see Quick Reference Table (pg 2)

**Text** (Template style: TableText) cell colour shade: see Quick Reference Table (pg 2)

- Please insert tables as close to the in text reference as possible. Tables are centred on the page, no set width, but minimum row height, and do not break tables across pages unless this is unavoidable.
- Table caption to appear above the table, sentence case, no full stop at the end.
- Use sentence case in table headings and body (first letter upper case, all other letters lower case).
- Text can be left aligned, centred or right aligned as required for the content.
- Please cite every table within the text prior to the table.

## Writing Style Guide

**Please use English (Australia or UK), not English (US)**

### Number/units formatting

- **All measurements should be in METRIC units, not imperial**
- Use a comma to group thousands in numbers  
e.g. 12,000 mm ✓ 1,480 m ✓ 12000 mm ✗ 1480 mm ✗ 12 000 mm ✗
- Use a non-breaking space (Shift+Ctrl+Space) between the number and its unit of measurement (except for % and ° (degree = Ctrl+Shift+@, Space) where there is no space between number and symbol)  
e.g. 70,000 kg ✓ 50 MPa ✓ 25% ✓ 105°C ✓ 70,000kg ✗ 2mm ✗ 50MPa ✗
- Time should be written as 24 hour clock only  
e.g. 13:00 ✓ 13 00 hrs ✗ 1300hrs ✗ 13:00 hrs ✗ 1300 hrs ✗ 1 pm ✗
- Currency should be written as such indicating relevant currency  
e.g. USD 100, AUD 100 ✓ US \$100 ✗ AU \$100 ✗

### Binomial species names

- Genus name – first letter capitalised, all in italics
- Species name – all lower case, all in italics
- Subsequent use of the name – genus name first letter only, followed by species name in full, all in italics.
- For example, *Eucalyptus grandis* in first instance. *E. grandis* in all subsequent instances.

## Commonly used units

degrees (°) – if referring to temperature, please specify, e.g. 10°C

hour(s) (h)

minutes (min)

metres (m), millimetres (mm) etc

metres per second (m/s)

million (M)

seconds (s)

tonnes (t)

tonnes per annum (tpa) / tonnes per month (tpm), etc

**Please do not use the US/imperial ‘ton’, or the ‘short ton’ or ‘long ton’.**

## Other rules

- **Qualifications:** Upper case the type of qualification studied
- **Job description:** Lower case the job description (e.g. mine manager)
- Please try to avoid American spelling:
  - ✓ mechanise / mechanize ✗
  - ✓ analyse / analyze ✗
  - ✓ metre / meter ✗
- ™ is used in the first instance only.
- Please do not use footnotes – they will be removed from your paper. Instead, please insert this information in brackets within the text.
- When using acronyms, please use the expanded version in the first instance followed by the acronym in brackets, and then abbreviate for all subsequent uses, e.g.
  - “...the Australian Centre for Geomechanics (ACG) ...”
  - “The ACG has provided ...”

## References

### Citing authors (Within your paper)

In brackets – author’s last name and the year of publication.

- Single author: (Potvin 2003)
- Two authors: (Hudyma & Potvin 2001) or Hudyma & Potvin (2001)
- Three or more authors: (Owen et al. 2002) (*no italics for “et al.”*)
- Citation within citation: (Ballenden 1933, in Dauskardt 1991) (*list only the first reference details*)
- Several references, different authors, different years: (Jones & Thomson 1998; Owen et al. 2002, 2005; Potvin 2003;) List alphabetically by author family name.
- Written communication: (Potvin, pers. comm., 12 April 2006) (*not listed in references*)

## Reference list (Template style: References)

At the end of the paper, please compile a list of all references (not a bibliography). Each reference is an individual paragraph.

- All references listed must be cited within the text, and all references cited within the text must be listed.
- Type a comma behind years.
- Use punctuation as shown in the Reference Guide found at the end of this document.
- Provide all information in the references list. Do not include abbreviations or “et al.”. Missing information will be requested.

### Listing authors in the Reference list:

- Single author: Potvin, Y 2003
- Two authors: Fourie, AB & Hudyma, MR 1975
- Three or more authors: Fourie, AB, Hudyma, MR, Potvin, Y & Wesseloo, J 2005
- Eight or more authors: Ogasawara, H, Nakatani, M, Durrheim, RJ, Naoi, M, Yabe, Y, Moriya, H, ...  
Visser, AV 2014  
(i.e. list the first six authors, insert an ellipsis, and then list the name of the last author)
- **“et al.” is not permitted in the reference list. All authors and editors must be listed in full.**
- Surnames are listed first, followed by initials, for each author.
- Do not cite personal/written communications in the reference list – only within body text. Include day, month, year as part of the reference.
- Please try to avoid citing unpublished references – readers are not able to source them.
- List all publication details within your references. See Reference Guide within this document for examples.

### Reference list order

References should be in alphabetical order of author surname.

- If there is more than one entry by the same author, put them in date order of publication.
- If an author wrote more than one of your references in a single year, then use 2000a, 2000b etc.

References by more than one author always follow single author references.

- Three authors follows two, four authors follows three and so on.
- Sort alphabetically using lead author's surname first, then second author, then third author etc.
- Sorting by names in this way is more important than sorting by date.

### Example list:

Potvin, Y 2000...

Potvin, Y 2003a...

Potvin, Y 2003b...

Potvin, Y & Hudyma, MR 2014...

Potvin, Y, Hudyma, MR, Potvin, Y & Wesseloo, J 2005...

### Page number formats in the Reference list

- pp. 101–103 (...can be found on pages 101 to 103).
- p. 7 (...can be found on page 7).

## Australian Centre for Geomechanics – Reference Guide

| IN-TEXT REFERENCE                        |   | REFERENCE LIST   |
|--|---|--|
| <b>BOOKS AND EBOOKS</b>                  |   |  |
| <b>One to two authors.</b>               | Recent research (Oldham 2014) found that...<br>or<br>Oldham (2014) found that...  | Oldham, CE 2014, <i>Environmental Sampling and Modelling for the Prediction of Long-term Water Quality of Mine Pit Lakes</i> , UWA Publishing, Perth.  |
| <b>One to two authors. Direct quote.</b> | It is understood that “appropriate numerical models of lake processes allow us to test our understanding of what drives the overall water quality in pit lakes” (Oldham 2005, p. 53).<br>or<br>Oldham (2014, p. 53) discusses that “appropriate numerical models of lake processes allow us to test our understanding of what drives the overall water quality in pit lakes”. | Oldham, CE 2014, <i>Environmental Sampling and Modelling for the Prediction of Long-term Water Quality of Mine Pit Lakes</i> , UWA Publishing, Perth.  |
| <b>Eight or more authors</b>             | Recent research (Ogasawara et al. 2014)...<br><br>Ogasawara et al. (2014) found...  | For a reference that has eight or more authors, list the first six authors, insert an ellipsis, and then list the name of the last author.<br><br><b>Example:</b><br><br>Ogasawara, H, Nakatani, M, Durrheim, RJ, Naoi, M, Yabe, Y, Moriya, H, ... Visser, AV 2014, ‘Observational studies of the rock mass response to mining in highly stressed gold mines in South Africa’, in M Hudyma & Y Potvin (eds), <i>Proceedings of the Seventh International Conference on Deep and High Stress Mining</i> , Australian Centre for Geomechanics, Perth, pp. 123–137. |



## Australian Centre for Geomechanics – Reference Guide

| IN-TEXT REFERENCE  |   | REFERENCE LIST   |
|--|---|--|
| <b>Chapter or section in an edited book.</b>   | Equations presented by Kuganathan (2005)...   | <p>Author Surname, Author Initials year, ‘Chapter title’, in Editor Initials Editor Surname (ed.), <i>Book Title</i>, Publisher Name, Publisher City.</p> <p><b>Example:</b></p> <p>Kuganathan, K 2005, ‘Geomechanics of Mine Fill’, in Y Potvin, E Thomas &amp; A Fourie (eds), <i>Handbook on Mine Fill</i>, Australian Centre for Geomechanics, Perth.</p>  |
| <b>Online book or e-book.</b>  | A discussion on rock behaviour (de la Vergne 2003)...   | <p>Author Surname, Author Initials year, <i>Title</i>, Publisher Name, Publisher City, viewed day month year, <a href="http://xxxx">http://xxxx</a></p> <p><b>Example:</b></p> <p>de la Vergne, J 2003, <i>Hard Rock Miner’s Handbook</i>, McIntosh Engineering, North Bay, viewed 3 March 2014, <a href="http://www.altomines.com/pdfs/HardRockMinersHandbook.pdf">http://www.altomines.com/pdfs/HardRockMinersHandbook.pdf</a></p> |
| <b>Editor.</b><br><b>For one editor use the abbreviation (ed.); for more than one editor, use (eds).</b> | <p><i>Mine Pit Lakes: Closure and Management</i>, edited by McCullough (2011) begins with mining....</p> <p>or</p> <p>Recent studies on mine pit lakes (ed. McCullough 2011)...</p> | <p>Editor Surname, Editor Initials year, <i>Title</i>, Publisher Name, Publisher City.</p> <p><b>Example:</b></p> <p>McCullough, C (ed.) 2011, <i>Mine Pit Lakes: Closure and Management</i>, Australian Centre for Geomechanics, Perth.</p>   |
| <b>No author or editor.</b><br><b>Use title in place of author.</b><br><b>Subtitle may be omitted.</b>   | Recent studies regarding the relationship between environmental quality and human health ( <i>SEGH 2010 International Conference and Workshops 2010</i> )...                        | <p><b>Example:</b></p> <p><i>SEGH 2010 International Conference and Workshops 2010</i>, National University of Ireland Galway, Galway.</p>   |

## Australian Centre for Geomechanics – Reference Guide

| IN-TEXT REFERENCE  |   | REFERENCE LIST   |
|--|---|--|
| <b>Approximate publication date.</b><br>Put 'ca.' in front of approximate year.  | Recent studies on mine pit lakes (Kuganathan c. 2005)...                      | <p>Author Surname, Author Initials ca. year, ...</p> <p><b>Example:</b></p> <p>Kuganathan, K ca. 2005, 'Geomechanics of Mine Fill', in Y Potvin, E Thomas &amp; A Fourie (eds), <i>Handbook on Mine Fill</i>, Australian Centre for Geomechanics, Perth.</p>           |
| <b>No publication date.</b><br>Use 'n.d.' in place of year.  | Recent studies on mine pit lakes (Kuganathan n.d.)...                         | <p>Author Surname, Author Initials n.d., ...</p> <p><b>Example:</b></p> <p>Kuganathan, K n.d., 'Geomechanics of mine fill', in Y Potvin, E Thomas &amp; A Fourie (eds), <i>Handbook on Mine Fill</i>, Australian Centre for Geomechanics, Perth.</p>                   |
| <b>Corporate author</b><br>In the first instance, spell out name of corporation and include an abbreviation. Use the abbreviation in subsequent citations. | A recent report (Dundee Precious Minerals Chelopech (DPM Chelopech) 2007a)... | <p>Dundee Precious Minerals Chelopech 2007, <i>Summary of Backfilling Open Stope 1A</i>, DPM Chelopech, Chelopech.</p>   |
| <b>2nd or later edition.</b>   | Jewell and Fourie (2006, p. 19) found...                                      | <p>Author Surname, Author Initials year, <i>Title</i>, xxx edn, Publisher Name, Publisher City.</p> <p><b>Example:</b></p> <p>Jewell, RJ &amp; Fourie, AB 2006, <i>Paste and Thickened Tailings – A Guide</i>, 2nd edn, Australian Centre for Geomechanics, Perth.</p> |

## Australian Centre for Geomechanics – Reference Guide

| JOURNAL, NEWSPAPER AND NEWSLETTER ARTICLES                    |   |  |
|---|---|--|
| <b>Journal article, one to two authors.</b>                   | <p>Li (2010) states...</p> <p>or</p> <p>An earlier article (Li 1993)...</p> | <p>Author Surname, Author Initials year, 'Article title', <i>Journal Title</i>, vol. xx, no. xx, pp. xx–xx.</p> <p><b>Example:</b></p> <p>Li, CC 2010, 'A new energy-absorbing bolt for rock support in high stress rock masses', <i>International Journal of Rock Mechanics and Mining Sciences</i>, vol. 47, pp. 396–404.</p>  |
| <b>Journal article with a digital object identifier (DOI)</b> | <p>In an article by Wesseloo &amp; Stacey (2016)...</p>                     | <p>Author, Author Initials year, 'Title of article', <i>Title of Journal</i>, vol. x, no. x, pp. xx–xx, <a href="http://dx.doi.org/xxxx">http://dx.doi.org/xxxx</a></p> <p><b>Example:</b></p> <p>Wesseloo, J &amp; Stacey, TR 2016, 'A reconsideration of the extension strain criterion for fracture and failure of rock', <i>Rock Mechanics and Rock Engineering</i>, vol. 49, no. 12, pp. 4667–4679, <a href="http://dx.doi.org/10.1007/s00603-016-1059-0">http://dx.doi.org/10.1007/s00603-016-1059-0</a></p> |
| <b>Journal article, more than two authors.</b>                | <p>In an article by Tosney et al. (2004)...</p>                             | <p>Tosney, JR, Milne, D, Chance, AV &amp; Amon, F 2004, 'Verification of a Large Scale Slope Instability Mechanism at Highland Valley Copper', <i>International Journal of Surface Mining, Reclamation and Environment</i>, vol. 18, no. 4, pp. 273–288.</p>   |
| <b>Article in an online journal or magazine.</b>              | <p>Robinson (2014) found...</p>   | <p>Author Surname, Author Initials year, 'Article journal', <i>Journal Title</i>, vol. xx, no. xx, viewed day month year, <a href="http://xxxx">http://xxxx</a></p> <p><b>Example:</b></p> <p>Robinson, D 2014, 'Prospecting hard rock', <i>Prospecting and Mining Journal</i>, vol. 83, no. 7, viewed 3 March 2014, <a href="http://www.icmj.com/toc.php?id=186&amp;keywords=March_2014_(Vol._83,_No._7)">http://www.icmj.com/toc.php?id=186&amp;keywords=March_2014_(Vol._83,_No._7)</a></p>                     |

## Australian Centre for Geomechanics – Reference Guide

|  |   |  |
|--|---|--|
| <b>Online newspaper or newsletter article.</b> | Silcoff et al. (2013) refer to the decline...   | Author Surname, Author Initials year, 'Article title', <i>Newspaper/Newsletter Title</i> , viewed day month year, <a href="http://xxxx">http://xxxx</a><br><br><b>Example:</b><br><br>Silcoff, S, Mcnish, J & Ladurantaye, S 2013, 'Inside the fall of BlackBerry: How the smartphone inventor failed to adapt', <i>The Globe and Mail</i> , viewed 29 September 2013, <a href="http://www.theglobeandmail.com/report-on-business/the-inside-story-of-why-blackberry-is-failing/article14563602/">http://www.theglobeandmail.com/report-on-business/the-inside-story-of-why-blackberry-is-failing/article14563602/</a> |
| <b>GOVERNMENT PUBLICATIONS</b>                 |   |  |
| <b>Government department as author.</b>        | The findings support views expressed by The Canadian Chamber of Commerce (2013)...                                | Department Name year, <i>Title</i> , Department City.<br><br><b>Example:</b><br><br>The Canadian Chamber of Commerce 2013, <i>Mining Capital: How Canada has Transformed its Resource Endowment into a Global Competitive Advantage</i> , Ottawa.  |
| <b>LEGISLATION, ACTS</b>                       |   |  |
| <b>State</b>                                   | 'The <i>Mine Rehabilitation Fund Regulations 2013</i> (WA) (Government of Western Australia 2013) discuss the...' | Name of state government year, <i>Title</i> , Country.<br><br><b>Example:</b><br><br>Government of Western Australia 1978, <i>Mining Act 1978</i> , Australia.   |
| <b>Federal</b>                                 | 'Under the <i>Mining Act 1978</i> (Government of Western Australia 1978)...'                                      | Country year, <i>Title</i> .<br><br><b>Example:</b><br><br>Commonwealth of Australia 2001, <i>Sydney Harbour Federation Trust Act 2001</i> .   |
| <b>STANDARDS</b>                               |   |  |

## Australian Centre for Geomechanics – Reference Guide

|   |  |   |
|---|--|---|
| <b>Standard</b>   | This was performed in accordance with ASTM International (2004)...   | <p>Author year, <i>Title of Standard (reference number)</i>, Standards Organisation, Standards Organisation City.</p> <p><b>Example:</b></p> <p>ASTM International 2004, <i>Standard Specification for Seamless Carbon Steel Pipe for High-Temperature Service (ASTM A106-04B)</i>, ASTM International, West Conshohocken.</p>  |
| <b>CONFERENCE/SEMINAR PROCEEDINGS</b>   |  |   |
| <b>Paper in a published conference or seminar proceedings, print.</b>   | “There is a great deal of uncertainty and variability associated with the spatial and temporal occurrence of seismicity” (Potvin & Wesseloo 2013, p. 287). | <p>Author Surname, Author Initials year, ‘Paper title’, in Editor Initial Editor Surname (ed.), <i>Proceedings Title</i>, Publisher Name, Publisher City, pp. xx–xx.</p> <p><b>Example:</b></p> <p>Potvin, Y &amp; Wesseloo, J 2013, ‘Towards an understanding of dynamic demand on ground support’, in Y Potvin &amp; B Brady (eds), <i>Proceedings of the Seventh International Symposium on Ground Support in Mining and Underground Construction</i>, Australian Centre for Geomechanics, Perth, pp. 287–304.</p> |
| <b>Paper that has been presented at a conference, seminar or meeting but has not been published in a proceedings.</b> |  | <p>Author Surname, Author Initials year, ‘Paper title’, paper presented at Name of Conference/Seminar/Meeting, City<br/>Conference/Seminar/Meeting was held in, date/s of Conference/Seminar/Meeting.</p> <p><b>Example:</b></p> <p>Landry, A 2016, ‘New mine development considerations, diesel versus electric operation of equipment’, paper presented at the 22nd Annual MDEC Conference, Toronto, 4–6 October.</p>   |

## Australian Centre for Geomechanics – Reference Guide

| OTHER REFERENCES                   |  |  |
|------------------------------------|--|--|
| <b>YouTube video</b>               | Include the authoring surname/organisation in citations, not the screen name.<br><br>In a video (Australian Centre for Geomechanics 2016)... | Author Surname/Organisation, Author Initials (Screen Name) year, <i>Title of Video</i> , video file, viewed day month year, <a href="http://xxxx">http://xxxx</a><br><br><b>Example:</b><br><br>Australian Centre for Geomechanics (Australian Centre for Geomechanics) 2016, <i>Tailings - From Concept to Closure Training DVD – ACG</i> , video file, <a href="https://www.youtube.com/watch?v=vO7m15a23mo">https://www.youtube.com/watch?v=vO7m15a23mo</a> |
| <b>Software</b>                    | mXrap software (Harris & Wesseloo 2015) was used...  | Author, Author Initials year, <i>Title of Software</i> , version x.x, computer software, Publishing Company, Publishing Company City, <a href="http://xxxx">http://xxxx</a><br><br><b>Example:</b><br><br>Harris, PC & Wesseloo, J 2015, <i>mXrap</i> , version 5, computer software, Australian Centre for Geomechanics, The University of Western Australia, Perth, <a href="https://mxrap.com">https://mxrap.com</a>  |
| <b>Website (entire site)</b>       | A survey was conducted through SurveyMonkey ( <a href="https://www.surveymonkey.com">https://www.surveymonkey.com</a> )...                   | Do not include in References list. Simply provide the URL in your text, as per the example.  |
| <b>Website (a particular page)</b> | Information supplied by the Australian Centre for Geomechanics (2017)...   | Author, Author Initials year, Website's Sponsor, Website Sponsor's City, viewed day month year, <a href="http://xxxx">http://xxxx</a><br><br><b>Example:</b><br><br>Australian Centre for Geomechanics, 2017, Australian Centre for Geomechanics, Perth, viewed 27 June 2017, <a href="http://acg.uwa.edu.au">http://acg.uwa.edu.au</a>  |

## Australian Centre for Geomechanics – Reference Guide

|  |  |   |
|--|--|---|
| <b>PhD Thesis</b>                        | Potvin (1988) found that...  | <p>Author, Author Initials year, <i>Title of Thesis</i>, PhD thesis, University Name, University’s City.</p> <p><b>Example:</b></p> <p>Potvin, Y 1988, <i>Empirical Open Stope Design in Canada</i>, PhD thesis, University of British Columbia, Vancouver.</p>   |
| <b>Brochure/Fact Sheet/Press Release</b> | The conference will include many topics of interest (Australian Centre for Geomechanics 2017). | <p>Author Surname/Organisation, Author Initials year, <i>Title</i>, brochure/fact sheet/press release, viewed day month year, http://xxxx</p> <p><b>OR if brochure is not available online:</b></p> <p>Author Surname/Organisation, Author Initials year, <i>Title</i>, brochure, Organisation, City Organisation’s Head Office is Located in</p> <p><b>Example:</b></p> <p>Australian Centre for Geomechanics 2017, <i>First International Conference on Underground Mining Technology Registration Brochure</i>, brochure, viewed 30 June 2017, <a href="http://umt2017.com/wp-content/uploads/2017/05/UMT2017_Broch.pdf">http://umt2017.com/wp-content/uploads/2017/05/UMT2017_Broch.pdf</a></p> |
| <b>Blog Post</b>                         |  | <p>Author Surname, Author Initials year, <i>Title</i>, blog post, viewed day month year, http://xxxxx</p> <p><b>Example:</b></p> <p>VanderPlas, J 2014, <i>Frequentism and Bayesianism: A Practical Introduction</i>, blog post, viewed 20 January 2015, <a href="https://jakevdp.github.io/blog/2014/03/11/frequentism-and-bayesianism-a-practical-intro/">https://jakevdp.github.io/blog/2014/03/11/frequentism-and-bayesianism-a-practical-intro/</a></p>  |

## Australian Centre for Geomechanics – Reference Guide

|   |   |  |
|---|---|--|
| <p><b>Apparatus</b></p>   | <p>An XLamp XHP70 (Cree, Inc. 2017) was used...</p> | <p>Manufacturer Surname/Organisation, Manufacturer Initials year, <i>Name of Apparatus</i>, apparatus/software, <a href="http://xxxxx">http://xxxxx</a></p> <p><b>Example:</b></p> <p>Cree, Inc. 2017, <i>XLamp XHP70</i>, apparatus, <a href="http://www.cree.com/LED-Components-and-Modules/Products/XLamp/Arrays-Directional/XLamp-XHP70">http://www.cree.com/LED-Components-and-Modules/Products/XLamp/Arrays-Directional/XLamp-XHP70</a></p>  |
| <p><b>Online presentation, lecture notes, course notes or PowerPoint slides</b></p> | <p>Hoek (2006) refers to...</p>                     | <p>Author Surname, Author Initials year, <i>Title</i>, presentation/course/lecture notes, viewed day month year, <a href="http://xxxxx">http://xxxxx</a></p> <p><b>Example:</b></p> <p>Hoek, E 2006, <i>Practical Rock Engineering</i>, course notes, viewed 15 August 2017, <a href="https://www.rocscience.com/documents/hoek/corner/Practical-Rock-Engineering-Full-Text.pdf">https://www.rocscience.com/documents/hoek/corner/Practical-Rock-Engineering-Full-Text.pdf</a></p>                                   |
| <p><b>Reference with a title in a language other than English</b></p>               | <p>Blümel &amp; Iwanoff (1993) found...</p>         | <p>Author Surname, Author Initials year, <i>Title in Original Language</i> (Title in English), Publisher Name, Publisher City.</p> <p><b>Example:</b></p> <p>Blümel, W &amp; Iwanoff, A 1993, <i>Folgerungen und Empfehlungen zur Ausbildung von Böschungen für die geplante Erweiterung der Kreidegrube Heidenstrasse in Lägerdorf</i> (Conclusions and recommendations for the formation of embankments for the planned extension of the Heidenstrasse chalk quarry in Lägerdorf), ALSEN-Breitenburg, Hamburg.</p> |