

## Instructions to Authors for the Preparation of Written Papers

### Authors:

You must ensure that your Technical Paper meets the structure, quality and formatting requirements set out in these instructions. Papers that do not substantially comply on submission will not be considered.

A Template is available on the Alumina 2018 website to assist you. Please [click here](#) to view this template.

The final date for the submission of completed papers is **20<sup>th</sup> April 2018**. All papers will peer reviewed. You may receive feedback and requests for alterations. Papers will not be accepted for publication and presentation until the peer review and alteration process has been completed to the satisfaction of the Technical Review Sub-committee.

Written papers accepted for the Conference will be included on a USB and made available electronically via the USB, web site and conference app. Printed proceedings will also be available at the conference.

### Journal Publication: Special Edition

Following the successful publication of selected papers from 10 AQW in the prestigious international journal *Hydrometallurgy*, we invite authors to consider preparing their paper with a view to be considered for a similar publication following Alumina 2018.

If you would like your paper to be considered for publication in the Special Edition, please:

- Indicate your interest when you submit your Conference abstract;
- Ensure that the content is of sufficient magnitude and quality to warrant broader publication;
- Commit to preparing a more detailed paper to meet the quality and interest requirements of a journal such as *Hydrometallurgy*, with sufficient additional material to distinguish it from your Conference paper; and
- Be prepared to submit the proposed journal manuscript by **30<sup>th</sup> June 2018**.

Submission of papers for journal publication will be at the discretion of the Technical Review Sub-committee, and will be subject to the normal rigorous peer-review requirements of the journal.

### General Instructions

#### Authors must:

- Ensure that all information in their manuscripts (data, proper names of organizations, citations) is accurate, and that the conclusions drawn are based on sound logic;
- Use clear and concise writing throughout the paper, with consistent English spelling (either UK or US English but not a mixture of both);
- Avoid non-standard and uncommon abbreviations as far as possible; where they are necessary, explain them at the first instance;

- Use SI units or acceptable metric equivalents throughout;
- Prepare the manuscript using Microsoft (MS) Word for Windows word processing software;
- Use Arial 10pt font unless otherwise indicated.

**Length of paper**

Do **not exceed** 9 pages, including all appendices and illustrations in the required format.

**Page size and layout**

Prepare the manuscript for A4 (21 cm x 29.7 cm) paper. Use the margin settings specified in Table 1. Do not number the pages.

Table 1. Manuscript margins

Margin	cm	inches
Top	2.54	1.0
Bottom	2.54	1.0
Left	2.54	1.0
Right	2.54	1.0
Header	1.25	0.5
Footer	1.25	0.5

**Body of paper**

The body of the paper begins after the Abstract, separated with one (1) blank line. The body of the paper should begin with the major heading **1. INTRODUCTION**, with all letters capitalized, in **bold** Arial.

**Headings**

All headings are in 10 point Arial type. The manuscript will typically have up to three levels of headings: major, second-level, and third-level.

Each major section begins with a major heading, separated from the text above by a 6pt space; they do not begin a new page unless it is strictly required. Examples are: **1. INTRODUCTION**, **2. EXPERIMENTAL**, **3. RESULTS AND DISCUSSION**, **4. COST ANALYSIS**, **5. SAFETY**, **6. CONCLUSIONS**, **7. ACKNOWLEDGMENTS**. These are left-justified and bold-faced, but not underlined, entirely in capital letters and numbered. **ABSTRACT** and **REFERENCES** are similar, but not numbered.

Second-level headings have the initial letter of each major word capitalized and are positioned at the left margin. They are bold-faced and are separated from the text above by one (1) blank line and below by a 6pt space, and are numbered as, for example: **3.1**, **3.2**....

Third level headings may be used, but are not encouraged. Do not use fourth-level headings.

Dot points may be used.

**Text**

Text paragraphs are single-spaced and fully justified, without the first line indents or hanging text. Paragraphs are separated with a total spacing of 6 pts.

**Footnotes**

Do **not** use footnotes.

## Arrangement of Content

The Paper shall be written under headings arranged in the following order and **laid out in a similar fashion to the template document also provided.**

- Title
- Name(s) of Author(s) with Companies of affiliation
- Abstract
- Introduction
- Experimental or Method
- Main Text divided into suitable headings
- Conclusions
- Acknowledgments
- References

## Title and Authors

The Title must be brief, but with enough detail to distinguish the Paper from others.

The Title format **bold 14 Arial**, centred, in capitals (e.g. **PAPER TITLE**); the Title begins on the 1st line from the top margin, separated by 10 points from the author names.

The author names are listed on a single line (if space permits), centered, in Arial (10 point), with the first letter of each part of the name capitalized (e.g. J.E. Dutrizac, P.A. Riveros). The author for correspondence is indicated by \*; contact detail (preferably email address) is recommended but not required.

Author affiliations must appear below the names, and indicated numerically as shown below. The last affiliation is separated by a single blank line (10 points) to the subsequent abstract.

### **TITLE OF PAPER**

A.B First<sup>1\*</sup>, T.H. Next<sup>2</sup>

<sup>1</sup> *Division, Company, Location*

<sup>2</sup> *Division, Another Company, Location*

*Corresponding author: Alan.first@company.com*

## Content Details

### **1. ABSTRACT**

The Abstract must be a brief, easy-to-read summary that encapsulates the essence of the Paper. It should outline the aims, scope, achievements and significance of the work. It should not differ substantially from the Abstract that was first submitted for review. Avoid non-standard and uncommon abbreviations as far as possible; if any are necessary, explain them at the first instance (similarly throughout the paper).

### **2. INTRODUCTION**

The Introduction enables the reader to appreciate the context of the work without detailed prior knowledge or undue reference to other sources. It is not a comprehensive review of the field and should assume an appropriate level of reader familiarity with the field. The Introduction should be no longer than 250 words.

### 3. RESULTS AND DISCUSSION

Keep Results and Discussion together if at all possible; use the results to inform and illustrate the discussion as it evolves.

#### 3.1 Style

Maintain a logical sequence. Use clear, direct English. Be precise and limit your use of jargon. Be succinct – eliminate repetition and avoid lengthy words and phrases.

#### 3.2 Heading

Begin each heading at the left-hand margin of the column.

First order headings: type in capitals and number in Arabic numerals.

Second order headings: type the first letter of each word in capitals and number 1.1, 1.2, 1.3 etc. Similarly for Third order headings if you must, but don't go to 4<sup>th</sup> order headings. Dot points are acceptable.

These formats are available in 'Word' and other word processors.

#### 3.3 Equations and symbols

Simple mathematical expressions and sub- and super-scripted characters, such as  $\text{SO}_4^{2-}$ , are to be inserted in the text. Preferably, **do not embed equations as an image within the text.**

Equations are placed on separate lines, centered and numbered consecutively in parentheses at the right-hand margin. A blank line precedes and follows each equation (or equation group).

For reactions, preferably use the Times New Roman (normal text) arrow or symbol 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.

#### 3.4 Figures and tables

Figures and tables must each 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 (i.e. 'Figure 2', not 'the second figure'). Text wrapping should be "top and bottom". **Do not "float" figures and tables within text.** Do not use *additional* frames around figures and tables and avoid the use of shaded backgrounds.

A figure or table that is 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/table to the **right** of the page.

Keep graphs and diagrams as simple as possible, and embed them within the document. Where possible, photographs should be scanned and embedded. If photographs are not scanned, the photographs pasted into the text of the master copy should be black and white with clear contrast.

### 3.5.1 Figures

All figures should be high resolution (300 dpi) when published at 100%. Figures including graphs (e.g. Figure 1), line drawings and photographs require sharp contrast so that they print well in grey scale.

For all figures, lines and lettering must be large enough (minimum 0.35 point thickness) to remain clearly legible when printed at 100%.

Be sure to include a scale marker on maps, photo-micrographs etc.

Photographs significantly increase the size of the electronic file. This can complicate and slow down the editing process. Please make every effort to reduce the size of the electronic files of your graphics. For example, add photos with the "Insert-Picture" function. For Excel charts, use the "Copy-Paste Special-Picture" sequence.

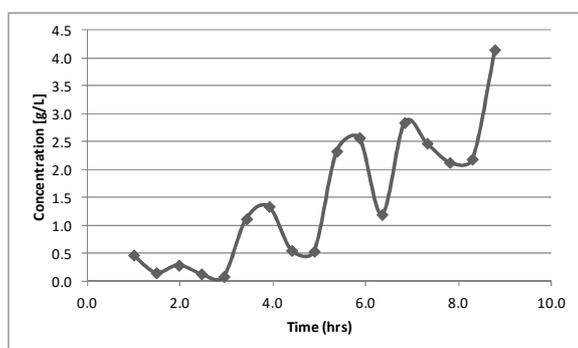


Figure 1. Concentration of component X during pilot plant trial

### 3.5.2 Tables

Use lines sparingly, and only as necessary for clarity. See Table 1 for example.

Please submit tables as editable text and not as images.

### 3.5.3 Captions

Place Figure captions at the left margin and **below** the figure. The caption should consist of the word "Figure," the figure number, a period (.) and the figure title, in Arial 10. A smaller font may be used for the caption if it is very long, however ensure it will still be legible when printed. Do not use a period at the end of captions. Only use a capital for the first word of the caption.

Table captions are the same except they are placed **above** the table and start with the word "Table".

Separate each caption from the adjacent text with one (1) blank line.

## 4. CONCLUSIONS

Use the conclusion to convey your take-away message:

- This is your opportunity to explain the achievements and significance of your work;
- Tell us what new knowledge been generated;
- Be specific, clear and concise - use dot points if you like;

- Keep it to less than 200 words.

## 5. REFERENCES

Use the same formats as Hydrometallurgy for inserting and listing references, as detailed in the Reference Style section on the *Hydrometallurgy* web page, appended below. More detail is available at: <https://www.elsevier.com/journals/hydrometallurgy/0304-386x/guide-for-authors>

### APPENDIX: Reference Style as per Hydrometallurgy

**Text:** All citations in the text should refer to:

1. Single author: the author's name (without initials, unless there is ambiguity) and the year of publication;
2. Two authors: both authors' names and the year of publication;
3. Three or more authors: first author's name followed by 'et al.' and the year of publication.

**Citations** may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

Examples: 'as demonstrated (Allan, 2000a, 2000b, 1999; Allan and Jones, 1999). Kramer et al. (2010) have recently shown ....'

**List:** References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Examples:

#### Reference to a journal publication:

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2010. The art of writing a scientific article. *J. Sci. Commun.* 163, 51–59.

Reference to a book:

Strunk Jr., W., White, E.B., 2000. *The Elements of Style*, fourth ed. Longman, New York.

Reference to a chapter in an edited book:

Mettam, G.R., Adams, L.B., 2009. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. E-Publishing Inc., New York, pp. 281–304.

#### Reference to a website:

Cancer Research UK, 1975. Cancer statistics reports for the UK.

<http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/> (accessed 13.03.03).

#### Reference to a dataset:

[dataset] Oguro, M., Imahiro, S., Saito, S., Nakashizuka, T., 2015. Mortality data for Japanese oak wilt disease and surrounding forest compositions. *Mendeley Data*, v1.

<https://doi.org/10.17632/xwj98nb39r.1>.

#### Journal abbreviations source

Journal names should be abbreviated according to the [List of Title Word Abbreviations](#).