

Instructions to Authors for the Preparation of Manuscripts for SAG 2019

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Abstract

This document sets out the requirements for preparing and submitting manuscripts for publication in the SAG Conference Foundation Journal. In order for the Proceedings to have a consistent and professional appearance, it is essential that all manuscripts conform to these instructions. This “author friendly” document itself serves as an example of a correctly prepared manuscript.

Keywords

Instructions, authors, SAG 2019, deadlines



Introduction

Manuscript should not exceed approximately 25 pages in length, including text, figures, tables, and references. Electronic file should not exceed 8 megabytes if possible.

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.

These instructions will enable you to prepare your manuscript in an electronic format, ready for submission and general review. It is therefore essential that these instructions be carefully followed.

Preparation of the Manuscript

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

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 1. These Instructions serve as a template for your paper which may be useful in getting started.

Table 1 – Manuscript margins

Margin	Letter (8.5 x 11 inches)	A4 (210 x 297 mm)
Top	2.80 cm (1.10 inches)	2.90 cm (1.14 inches)
Bottom	2.80 cm (1.10 inches)	4.60 cm (1.81 inches)
Left	3.50 cm (1.38 inches)	2.90 cm (1.14 inches)
Right	3.50 cm (1.38 inches)	2.90 cm (1.14 inches)

TYPE STYLE AND SPACING

All headings and text must be typed in Calibri font. Use 10 point type size for body and table text throughout your manuscript, including captions. Use single line spacing throughout.

Title Page

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 13 point Calibri, flush left with the first letter of each major word of the name capitalized. Text colour and full-length underline colour is Red: 201, Green: 69 and Blue: 39 (#C94527).

-
- The author's name in regular black, 10 point Calibri, with the first letter of each part of the name capitalized. Indicate the primary author with an asterisk (*) if there is more than one author.
 - The author's affiliation and address, immediately below the name, left-justified and single-spaced, in 10 point Calibri.
 - If applicable, the names of other (co)authors, having different affiliations and addresses, in the same format used for the first author, with each affiliation entry separated by a blank line (10 points). Identify each author's affiliation with superscript digits after an author's name that corresponds to superscript digits before each affiliation.

The major heading **Abstract**, flush left with the first letter of each part of the name capitalized, in bold Calibri.

The body of the abstract, not to exceed 200 words in length, in regular Calibri, flush left, separated from the heading **Abstract** by one (1) blank.

The major heading **Keywords**, with the first letter capitalized, in bold Calibri, 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 Calibri, left justified, 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.

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 main text of the paper begins following the title, the abstract, and the keywords. Separate the sections of the main text in accordance with the Headings guidelines below.

HEADINGS

All headings are in Calibri type. The manuscript will typically have three levels of headings: major (using style Heading 1), second-level (using style Heading 2), and third-level (using style Heading 3).

Major headings, such as **Abstract, Introduction, Experimental, Engineering Design, Operating Results, Cost Analysis, Safety, Discussion, Conclusions, Acknowledgments, References**, are flush left and 13-point Calibri font, bold-faced, full-length underline, and the initial letter of each major word capitalized. Colour of major headings is Red: 201, Green: 69 and Blue: 39 (#C94527). 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 (this separation line is automatically generated if the Heading 1 style is used); they do not begin a new page unless it is strictly required.

Second-level headings are 12 point Calibri font, bold-faced, have the all letters capitalized, and are positioned at the left margin. Third-level headings are 10.5 point Calibri font, bold faced, have the initial letter of each major word capitalized, and are positioned at the left margin. Both are separated from the text above and below by one (1) blank line.

TEXT

Text paragraphs are single-spaced 10 point Calibri with no indentation and are fully justified. Paragraphs are separated with a blank line (or use the *Body* style configured in the template with 6 point top spacing and 8 point bottom spacing).

The template document includes two styles pre-defined for your use: *Body* includes the automatic spacing between paragraphs of text and *Normal* does not include spacing between paragraphs. Use the *Body* style for most text and the *Normal* style in tables and other situations where the spacing between paragraphs is not used.

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 (pg. 10).

FOOTNOTES

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

PAGE HEADERS AND FOOTERS

If using the provided template Word file, do not change the pre-defined blank header or the pre-defined footer. If not using the template Word file, leave the document header and footer blank and they will be added by the Technical Editors.

BULLETS AND NUMBERS

- Bullets should be flush left with a hanging indent of 0.63 cm.
1. Numbers should be in the format 1. 2. 3., fully justified with a hanging indent of 0.63.

EQUATIONS AND SYMBOLS

Simple mathematical expressions and sub- and super-scripted characters, such as SO_4^{2-} , are inserted in the text. More complex equations are inserted using the Microsoft Office equation editor. **Do not embed equations as an image.**

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 Calibri Unicode (normal text) arrow (see Equation 1a), but an equal sign may be substituted (see Equation 1b). Use a dash rather than a hyphen for the minus sign.

Use the *Equation* style in the template to automatically set the equation positions: put a tab in front of the equation and a second tab between the equation and its number.





$$E = 1.23 - 0.06 \text{ pH} \quad (2)$$

The nomenclature and units for symbols must be defined in the text or, where the number of symbols is large, include a special section, **NOMENCLATURE**, at the end of the paper. Please organize the definitions alphabetically starting with Roman symbols, then proceeding to Greek symbols.

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.

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 should be centred on the page and 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 Calibri, 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.

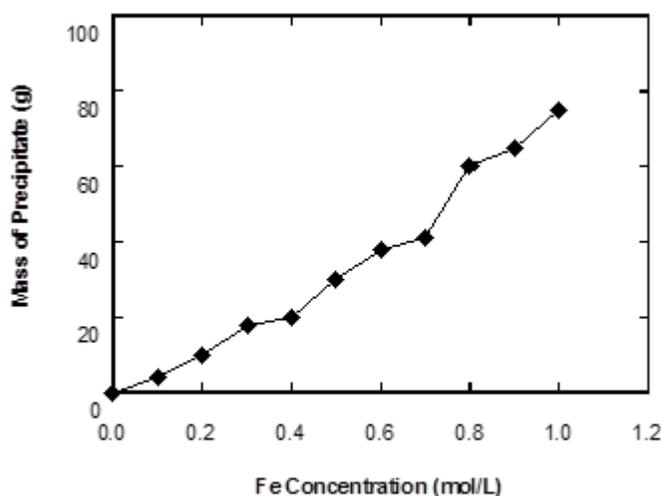


Figure 1 – Effect of iron concentration on the amount of precipitate formed during hydrolytic precipitation from waste processing solutions

TABLES

Tables should be centred on the page and inserted 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. 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. Do not use vertical lines and avoid the use of horizontal lines between the various rows of data. Separate each table from the adjacent text with one (1) blank line.

Table 2 – Electron microprobe analyses of sphalerite grains in the Kidd Creek “C” concentrate

Element	Average Content (wt %)	Range (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 (pg. 13).

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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	NO indenting of paragraphs.
Initials	(0) spacing between initials; e.g., P.A. Riveros

ELECTRONIC FILES

Try to reduce the size of the manuscript electronically. For clean and concise files; remove all unnecessary codes. Note: The manuscript will be available in colour.

Copyright Form for SAG 2019

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Author(s): _____

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How to Submit Your Technical Paper

Once your manuscript has been prepared, please e-mail a copy to: technical.program@sagconference.com

For files exceeding 8.5 MB, please send an e-mail to the above address to organize another means of document transfer.

An acknowledgement of receipt of the manuscript will be issued within 5 business days of receipt of your e-mail.

Deadlines

April 15, 2019: Deadline for receipt of manuscripts for technical review.

June 15, 2019: Final manuscripts due.

OTHER QUESTIONS

If you have any other questions regarding your paper, please do not hesitate to contact:

Debbie Staples technical.program@sagconference.com

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 STANDARDS

Spelling for English papers should conform to standard (Canadian) English (for example, the *Canadian Oxford English Dictionary*). Where spelling options are provided, use the first option listed. Set your Language in MS Word to English (Canadian).

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 of accepted non-metric units of measurement (e.g., *tonne*).

Non-SI customary units are permitted for quantities that are awkward to express in metric units. For example, both of these are acceptable:

- 40-foot diameter SAG mill
- 12.2 m diameter SAG mill

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

Use commas for numbers of four or more digits (triad separator; 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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Types of referenced materials

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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 semicolons.

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

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/csr/>

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:xxxxxxxx

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.xxxxxxxx>

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 (-).

Tilmann, 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.