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INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF MANUSCRIPTS FOR THE PROCEEDINGS OF COM 2014 – 53RD ANNUAL CONFERENCE OF METALLURGISTS

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Toronto, Canada M5S 1A4

ABSTRACT

This document sets out the requirements for preparing and submitting manuscripts for publication in the conference proceedings. In order to obtain a technical publication with 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. The 53\textsuperscript{rd} Annual Conference of Metallurgists (COM 2014) Organizing Committee publishes the conference papers in English. The title page should appear on a separate page. The body of the abstract, not to exceed 200 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.

KEYWORDS

Instructions, authors, MetSoc of CIM Proceedings
INTRODUCTION

Your manuscript must be submitted online via the web-based paper management system. See page 7 for submission instructions.

Manuscripts should not exceed 12 pages in length, including text, figures, tables, and references. Electronic files 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 for review or peer review (if applicable). 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 North American letter-size (8.5 x 11 inches) paper. Use the margin settings specified in Table 1 and do not number the pages of the paper.

Table 1 – Manuscript margins

<table>
<thead>
<tr>
<th>Margin</th>
<th>Letter (8.5 x 11 inches)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>2.90 cm (1.14 inches)</td>
</tr>
<tr>
<td>Bottom</td>
<td>2.80 cm (1.10 inches)</td>
</tr>
<tr>
<td>Left</td>
<td>3.20 cm (1.26 inches)</td>
</tr>
<tr>
<td>Right</td>
<td>3.20 cm (1.26 inches)</td>
</tr>
</tbody>
</table>

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 titles.

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 10 point Times New Roman, centered with all letters in capitals (e.g. PAPER TITLE); the title begins on the 1st line from the top margin, centered, in bold Times New Roman and separated by a single blank line (10 points).

The author names which should be listed on the same line (if space permits), centered, in Times New Roman (10 point), with the first letter of each part of the name capitalized (e.g. J.E. Dutrizac, P.A. Riveros) and separated by a single 10 point blank line.

The author affiliations which must appear below the author names. Each author affiliation should be numerated in superscript (superscript) at the end of their last name (e.g. J.E. Dutrizac1) and the number should reference the affiliation which should be listed directly below the author names, centered and single spaced, in italic Times New Roman and should also be numerated as per the author names (eg. 1CANMET-MMSL). Each affiliation should be separated by a single blank line (10 points). See the title page for a visual example.

The body of the abstract, not to exceed 200 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 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.

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. 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, ACKNOWLEDGMENTS, REFERENCES, are centred 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 and fully justified, with the first line indented 1.27 cm (0.5 inch). Paragraphs are separated with a blank line.

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.**

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.

\[
\text{ZnS} + \frac{3}{2}\text{O}_2 \rightarrow \text{ZnO} + \text{SO}_2 \quad (1a)
\]

\[
\text{ZnS} + \frac{3}{2}\text{O}_2 = \text{ZnO} + \text{SO}_2 \quad (1b)
\]

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

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](image-url)

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. Number tables consecutively using Arabic numerals and centre the caption above the table. The word “Table” is followed by the table number, a dash, and the rest of the title. A single line space is used between the table caption 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

<table>
<thead>
<tr>
<th>Element</th>
<th>Average Content (wt %)</th>
<th>Range (wt%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zn</td>
<td>60.8</td>
<td>59.6 – 63.3</td>
</tr>
<tr>
<td>Fe</td>
<td>5.82</td>
<td>3.54 – 6.95</td>
</tr>
<tr>
<td>Cd</td>
<td>0.30</td>
<td>0.12 – 0.42</td>
</tr>
<tr>
<td>S</td>
<td>3.31</td>
<td>33.6 – 33.5</td>
</tr>
</tbody>
</table>

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.

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.

COPYRIGHT NOTICE

The Canadian Institute of Mining, Metallurgy and Petroleum (CIM) strictly reserves copyright and first publication rights, and the Copyright Form included 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.
SUBMISSION OF MANUSCRIPTS / HOW TO SUBMIT PAPER

Your manuscript must be submitted to the online, abstract management system.

Please submit (1) one MS Word or (1) ZIP file that contains your manuscript (in both MS Word and PDF format) and your signed Copyright Form (in PDF format).

How to ZIP your files:
1- Select the files you want to ZIP by pressing CTRL and clicking on the documents
2- Place your mouse’s cursor over one of the highlighted documents, right click on your mouse and hover over "Send To"
3- Scroll through the drop-down menu and select "Compressed Folder"
4- Right click on the ZIP file and rename it accordingly
5-To submit your manuscript (in ZIP format) visit:
   http://web.cim.org/COM2014/conference/ImportantDates.cfm

Your manuscript will first be reviewed to assure it is written in proper English, and that the APA referencing style is used. Your submission must fully comply with the instructions or it will be returned for modifications.

After passing this first style review, the manuscript will be assigned to the Review Committee. Conference proceedings are not peer reviewed.

In submitting manuscripts for review, authors agree to accept, as final, the Review Committee’s decision regarding publication of the submitted manuscript.
# INSTRUCTIONS SUMMARY

<table>
<thead>
<tr>
<th>Word Processing Software:</th>
<th>Microsoft (MS) Word DOC file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Setup (Paper/Margins):</td>
<td>See Table 1, Section Page Size and Layout</td>
</tr>
<tr>
<td>Font:</td>
<td>Colour black, Times New Roman 10 pt. This applies to complete manuscript and all headings</td>
</tr>
<tr>
<td>First page (MANUSCRIPT TITLE):</td>
<td>Start on the 1st line from top margin. <strong>BOLD/FULL CAPS/CENTRED</strong> between page margins. Leave (1) blank line after Manuscript Title</td>
</tr>
<tr>
<td>Author name(s):</td>
<td>Centre between page margins, leave (1) blank line between authors</td>
</tr>
</tbody>
</table>

## MANUSCRIPT HEADINGS

<table>
<thead>
<tr>
<th>MAJOR HEADING:</th>
<th><strong>BOLD/FULL CAPS/CENTRED</strong> between page margins. Leave (1) blank line above/below MAJOR HEADING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Level Heading:</td>
<td><strong>BOLD/Major Words Capitalized/Justified Left Margin.</strong> Leave (1) blank line above/below Second Level Heading</td>
</tr>
<tr>
<td>Third Level Heading:</td>
<td>Underline/Major Words Capitalized/Justified Left Margin. Leave (1) blank line above/below Third Level Heading</td>
</tr>
<tr>
<td>Figure headings/captions:</td>
<td>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</td>
</tr>
<tr>
<td>Table headings:</td>
<td>Table 1 - Centred above table. First major word capitalized. There is a single line space after table caption heading. There is (1) blank line above/below table. No punctuation after table heading</td>
</tr>
<tr>
<td>Equations:</td>
<td>Centred, one (1) blank line above/below equation</td>
</tr>
<tr>
<td>References:</td>
<td>APA style referencing (see Referencing Guide)</td>
</tr>
</tbody>
</table>

## DOS FOR WORD PROCESSING

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

## DOS FOR ELECTRONIC FILES

Try to reduce the size of the manuscript electronically. Note: Manuscripts will be printed in black and white; a color version will be available within the conference CD containing the proceedings.
COPYRIGHT FORM FOR METSOC OF CIM PROCEEDINGS

Symposium/Topic:  ________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Paper or Abstract ID:  ________________________________________________________________

Title of Paper:  ________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Author(s):  ________________________________________________________________

___________________________________________________________________

COPYRIGHT TRANSFER

I/We hereby agree to transfer the copyright of my/our paper to the Canadian Institute of Mining, Metallurgy and Petroleum (CIM), when the paper is accepted for publication in the MetSoc of CIM PROCEEDINGS OF COM 2014 – 53RD ANNUAL CONFERENCE OF METALLURGISTS. The contents of this paper have not been copyrighted, published, or submitted for publication elsewhere.

Author(s)’s Signature  ________________________________________________________________

Date  ________________________________________________________________

Name(s) (please print)  ________________________________________________________________

If this paper represents work made for hire:

Name and title of the person for whom work was done (please print)  ________________________________________________________________

Authorizing signature:  ________________________________________________________________

During the abstract submission stage you may have already accepted the copyrights conditions. If you have not, please fax or email the copyrights form to: 514-939-2714 or metsoc@cim.org.

If you subsequently submit your paper to another publication, please be sure to indicate that the paper was first published in the MetSoc of CIM proceedings of the 53rd Annual Conference of Metallurgists (COM 2014) citing the issue volume and number, page numbers and date.
ELEMENTS OF WRITING GUIDELINES

Clear and concise writing must be employed consistently throughout the paper. Use Canadian English/French spelling and APA writing style guidelines, as summarized in this guide. For further information, refer to the Canadian Oxford English Dictionary (Barber, 2004), Le Petit Larousse Illustre (Larousse, 2010), and the Publication Manual of the American Psychological Association (APA, 2009).

References


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  Spelling standards
  Capitalization
  Abbreviations

Writing style
  Paragraphs
  Series of ideas
  Parenthetical information
  Verb tense
  Active voice
  Demonstrative pronouns
  Coined expressions and key terms
  Metrication
SPELLING

Spelling Standards

Spelling for English papers should conform to standard Canadian English (for example, the Canadian Oxford English Dictionary). Spelling for French papers should conform to standard French (for example, Le Petit Larousse Illustré). 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.

**Metrification**

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**

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- Multiple works
- Direct quotes
- Personal Communications

References cited in the reference list
- Basic components
  - Order of references
  - Authors
  - Year of publication
  - Title of work
  - Location
  - Publisher
  - Locator information for electronic sources
  - Common abbreviations

Types of referenced materials
- Periodicals
- Entire books
- 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.


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.

- Mining the Arctic: Unique factors of remote locations (2009).
- University of Toronto, Department of Engineering (2006).

**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.

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

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 or French, 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:


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


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:

<table>
<thead>
<tr>
<th>Publication part</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>editor (Editors)</td>
<td>Ed. (Eds.)</td>
</tr>
<tr>
<td>volume (volumes)</td>
<td>Vol. (Vols.)</td>
</tr>
<tr>
<td>number</td>
<td>No.</td>
</tr>
</tbody>
</table>
Types of Referenced Materials

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

Use the following general form:


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.


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.


Entire Books

Use the following general format:


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.


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


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


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:


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 (-).


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:


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.


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.

**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.


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


**Unpublished Papers and Poster Sessions**

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


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


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.


**Unpublished Symposia**

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

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


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.


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.


Unpublished Doctoral Dissertations and Masters’ Theses

Use the following general format:

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.


**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:


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.


In text, cite the patent number and issue date.