

NOTE TO CONTRIBUTORS

1 Scope of the Conference

The Conference is aimed at engineers, scientist, researchers, consultants, business executives, students and all those who are interested in mining, processing, petroleum and environment. The main conference objectives are to:

- Present new developments, exchange experiences and practices in mining and other engineering disciplines;
- Discuss environmental and sustainable development issues;
- Expatiate on the new concept of the mine of the future; and
- Discuss climate change issues.

2 Authors Guidelines

The following sections give a guide to authors who wish to submit full paper to be published in the conference proceedings. The intention is to provide a concise guide covering important aspects of the publication. There is also an electronic template at the conference website which authors are encouraged to use.

2.1 Manuscript Preparation

The paper should have the following headings:

- Title
- Name(s) of Author(s)
- Abstract
- Keywords
- Introduction
- Materials and Methods
- Results and Discussion
- Conclusion(s) and Recommendation(s)
- Acknowledgement
- References
- Profile of Author(s)

The text should have single line spacing and paginated from one (1) onwards, starting from the page containing the title and abstract. The font type should be Times New Roman. A paper size of A4 and normal margins (top, bottom, left and right = 2.54 cm) should be used. The paper must be written in British English. The size of the entire paper, set out in the format prescribed herein should not be more than fifteen (15) pages.

2.1.1 Title

The title should indicate the contents and scope of the paper in as few words as possible. Phrases like 'a report on investigations into...' and 'observations on some aspects of ...' add nothing significant to the title and should be avoided. While the title should be as brief as possible, it should be accurate, concise caption of the subject of the paper. Use 16 pt bold Times New Roman font.

2.1.2 Authors

List the name(s) of author(s) beginning with their initials and then surname. If there are more than one author, separate the names of the authors with a comma (,). Use 10 pt Times New Roman font.

2.1.3 Abstract (bold 12 pt font size)

The abstract is a mandatory main heading. The abstract is a summary of not more than 300 words. It outlines the objective of the paper, the research methods and procedure employed, as well as the major findings or conclusions. The abstract should be in single column and always start with a topic sentence that is a central statement of the major theme of the paper. Symbols and equations, as well as references, are to be avoided in the abstract unless absolutely necessary. An abstract can be published alone and so if a reference must be given, then the reference must be given in full. Use 9 pt Times New Roman font. There must be no paragraphs in the abstract.

2.1.4 Keywords (bold 12 pt font size)

Keywords is a mandatory main heading. Keywords (at least three and not more than five) should be provided to facilitate web search.

2.1.5 Introduction (bold 12 pt font size)

The introduction is a mandatory main heading. The introduction should present the statement of the problem, historical development if necessary, underlying theory or hypothesis and objectives of the research. Relevant literature may be cited to support the exposition. The

Introduction may have optional sub-sections. The text in the introduction must be in two-column format separated by 1.27 cm gap. Use 10 pt Times New Roman font.

2.1.6 Materials and Methods Used (bold 12 pt font size)

Materials and Method(s) used is a mandatory main heading. Under this heading, the author(s) must give a succinct description and explanation of the materials (data) including source(s) where necessary and how they were obtained. The method(s) used in analysing the data must be stated or explained. The appropriateness or suitability of the method must also be highlighted. Any relevant literature may be cited as part of the text. The text should conform to the two-column format separated by 1.27 cm gap. Optional sub-sections are allowed. Use 10 pt Times New Roman font.

2.1.7 Results and Discussion (bold 12 pt font size)

This is a mandatory main heading. Under this heading, the author(s) must present the results of the work and discuss them concurrently. The text should conform to the two-column format separated by 1.27 cm gap. Use 10 pt Times New Roman font. Optional, sub-sections are allowed.

2.1.8 Conclusion(s) and Recommendation(s) (bold 12 pt font size)

Conclusion(s) is a mandatory main heading; recommendation(s) may be added to this heading. The conclusion should be a summary, restating the developments of the main text and showing succinctly the more important findings and conclusions of the whole study. The author(s) may state unanswered questions which require further research. Recommendation(s) may be offered in the solution of the problem. The text should conform to the two-column format separated by 1.27 cm gap. Use 10 pt Times New Roman font.

2.1.9 Acknowledgement(s) (bold 12 pt font size)

This is optional main heading. Assistance received in carrying out the research and writing the paper should be acknowledged, although it is not usual to acknowledge routine checking, minor assistance or general advice. It is, however, usual to acknowledge the assistance of a supervisor, financial assistance, permission to publish, as well as special facilities offered by a company, university or research institution.

Acknowledgement(s) must be concise and should not be more than 50 words. The text should conform to the two-column format separated by 1.27 cm gap. Use 10 pt Times New Roman font.

2.1.10 References (bold 12 pt font size)

References cited should indicate the source to acknowledge another person's work, and to provide a source of additional information. The relevance of any reference should be carefully considered and the number of references kept to a necessary minimum. All references within the text must appear together at the end of the paper as a list of references, with sufficient detail for easy retrieval of the information.

Referencing within the Text

References are to be cited in the text by the author's surname followed by the year e.g. (Cobblah, 2005) or Cobblah (2005) depending on the sentence structure. If a number of articles by the same author are cited for a given year, the letters a, b, c are used to distinguish the articles, e.g. (Amegbey, 2009a) and (Amegbey, 2009b) or Amegbey (2009a) and Amegbey (2009b) depending on the sentence structure. If there are more than two authors, only the first author's surname is given in the text followed by 'et al.' e.g. (Temeng *et al.*, 2013) or Temeng *et al.* (2013) depending on the sentence structure. Where the author is anonymous, use Anon. (2010) for example. The full list of names is given in the reference list.

List of References

The list of references must conform to the two-column format separated by 1.27 cm gap. Use 10 pt Times New Roman font. The following guidelines are noteworthy:

- A comma is inserted after author's surname, but full stops are inserted after author's initial(s) else "Anon." if author(s) is/are unknown.
- A comma separates each item of the reference and ends with full stop.
- The title of article, report, thesis or dissertation, are put in inverted commas and must be in title case.
- The following are italicised:
 - The title of a book
 - The type of thesis/project report or dissertation/lecture notes
 - Name of Journal
 - Name of conference, transactions, proceedings, bulletin or patent.
- The list of references must be sorted in

alphabetical order using the first authors' surnames.

Examples of Books:

Kesse, G. O. (1985), *The Mineral and Rock Resources of Ghana*, A. A. Balkema Publishers, Rotterdam, 610 pp.

Kuma, J. S., Younger, P. L. and Bowell, R. J. (2002), "Hydrogeological Framework for Assessing the Possible Environmental Impact of Large-Scale Gold Mines", *Mine Water Hydrogeology and Geochemistry*, The Geological Society Special Publications 198, Younger, P. L. and Robins, N. S. (eds.), pp. 121-136.

Sweigard, R. J. (1992), "Materials Handling: Loading and Haulage", In Chap. 9.3 of *SME Mining Engineering Handbook*, Hartman, H. L. (ed.), 2nd edition, Vol. 1, SME, Port City Press, Inc., pp. 761-782.

Examples of Thesis, Project Report or Lecture Notes:

Adetunde, I. A. (2010), "Experimental Design", *Unpublished BSc Lecture Notes*, University of Mines and Technology, Tarkwa, 72 pp.

Eshun, P. A. (1998), "Accounting for Risks in Economic Evaluation of Gold Mining Projects in Ghana", *Unpublished BSc Project Report*, University of Mines and Technology, Tarkwa, 83 pp.

Examples of Journal/Bulletin/Transactions:

Dzigbodi-Adjimah, K. (1996), "Environmental Concerns of Ghana's Gold Boom: Past, Present and Future", *Ghana Mining Journal*, Vol. 2, No. 1, pp. 21-26..

Kuma, J. S. and Younger, P. L. (2004), "Water Quality Trends in the Tarkwa Gold Mining District, Ghana", *Bulletin of Engineering Geology and the Environment* 63, pp. 119-132.

Mireku-Gyimah, D. and Suglo, R. S., "The State of Gold Mining in Ghana", *Trans. Inst. Min. Metall. (Sec. A: Mining Industry)*, Vol. 102, 1993, pp. A59-A67.

Examples of Conference Proceedings/Transactions:

Eshun, P. A. and Mireku-Gyimah, D. (2002), "Small Scale Mining in the Tarkwa District: A Review of its Impacts", SWEMP 2002, 7th

International Symposium on Environmental Issues and Waste Management in Energy and Mineral Production, Sardinia, Italy, pp. 877-884.

Tsidzi, K. E. N. and Adofo, R. A. (1993), "Some Environmental Aspects of Mining and Related Activities in Ghana", *Proceedings of the National Seminar on Current Developments in the Minerals Industry of Ghana*. Tsidzi, K. E. N. (ed), IMME, KNUST, Kumasi, Ghana, pp. 126-131.

Examples of a Webpage Information:

Anon. (2007), "The Global Mining Initiative", www.globalmining.com, Accessed: November 11, 2007.

Hutson, S. S., Barber, N. L., Kenny, J. F., Linsey, K. S., Lumia, D. S., Maupin, M. A. (2004), "Estimated use of water in the United States in 2000", US Geol Surv Cir 1268, www.pubs.usgs.gov/circ/2004/circ1268, Accessed: December 19, 2005.

2.1.11 Profile of Author(s)

Each author should also provide a brief profile (not exceeding 120 words) indicating qualifications and profession, and a coloured passport photograph (2.0 cm x 2.4 cm).

3. Special Features

3.1 Headings

The levels of headings are indicated by typeface, format, and font size.

3.1.1 Main Heading

The main headings must be sentence cased letters. Times New Roman font and 12 pt bold should be used. Leave a single line spacing before and after a main heading.

3.1.2 Sub-headings under Main Headings

The sub-headings under main headings should be in sentence case, Times New Roman and 11 pt bold face font. Leave a single line spacing before and after every sub-heading.

3.1.2.1 Sub-sub-heading under Sub-sections

The sub-sub-headings are also to be in sentence case letters. Times New Roman bold face font at 10 pt must be used. Leave a single line spacing before and after every sub-sub-Section.

3.2 Latin Words and Phrases

Latin words which used to identify technical structures or entities are to be italicised; similarly phrases like *et al.*, *in situ*, *in vivo*, *per se* are to be italicised. On the other hand, commonly used abbreviations such as etc., viz. and e.g. do not require italicisation.

3.3 Acronyms and Abbreviations

Authors should avoid jargons, abbreviations and acronyms which are not in common use in the subject area which have not been defined. In general, however, authors should use acronyms sparingly and when using them for the first time, spell them out. Where the acronym is not an accepted dictionary one, it should be in capitals for example: AngloGold Ashanti (AGA); Digital Terrain Modelling (DTM); and University of Mines and Technology (UMaT). Certain acronyms like, 'radar' [RA(dio) D(etecting) A(nd) R(anging)] have become dictionary words and so should not be in capitals.

3.4 Numbers

In the text, authors should use words rather than numerals for integers below ten. Exceptions to this rule occur in illustrations and tables, or when integers are associated with unit symbols. For numerals above ten, use whatever provides optimal clarity and good appearance. Avoid writing out large and small numbers by using either accepted prefixes or exponential notation. For example, instead of writing 2 530 000 t, it is better to write 2.53 million tonnes or 2.53×10^6 t or 2.53 Mt. Where large numbers must be written out these should be separated by a small space into groups of three counting from the left of the decimal sign, e.g. 5 241.2. They must never be separated by a comma, point or any other means. For stand-alone fractions expressed as decimals, a zero should precede the decimal sign, e.g. 0.352 not .352. Never start a sentence with numerals; use words. When listing numbers - as in a table - always align them on the last figure or the decimal point.

3.5 Equations, Units, Tables and Figures

3.5.1 Equations

Equations included in a text should form an integral part of the argument and should be intelligible to intended readers. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents in italics.

Equations are to be centred and numbered consecutively. Equation numbers, within

parentheses, are to be flushed to the right edge of the line.

Use a long dash rather than a hyphen for a minus sign. Punctuate equations with commas or periods when they are part of a sentence. Use MS Equation (from the object toolbar) to write all equations. A long equation can span across two columns. See sample paper at: gmj.umat.edu.gh.

3.5.2 Units

SI units should be used throughout the manuscript. The magnitude of any physical quantity must always be stated as the product of a pure number and an SI unit (physical quantity = number x unit). The following rules should be applied in the use of symbols with SI units.

1. Leave a space between the numerical value and the unit (80 cm).
2. Do not use a period (.) after a symbol unless it comes at the end of a sentence.
3. Never add s to a symbol: cm = centimetre or centimeters.
4. Do not leave a space between a prefix and a symbol: milli-second = ms.
5. Leave a space between the symbols when two or more symbols are combined to indicate a derived unit: metres per second = $m\ s^{-1}$ (or m/s). Acceleration is indicated as $m\ s^{-2}$ or m/s^2 (not as m/s/s).
6. Do not leave a space between the degree sign and the letter C but leave a space between the degree sign and the preceding numeral: 20 °C instead of 20°C or 20° C.
7. Symbols for physical quantities are printed in italics. Symbols for units are printed in Roman type. If, on a graph, potential difference (V) measured in volts (V) is to be plotted against current (I) in milliamps (mA), the axes should be labelled: either V(V) and I(mA) or V in volts and I in milliamps.

Symbols for vector quantities are printed in bold face italic type (e.g. **F** for force).

3.5.3 Tables and Figures

Tables should be kept simple and clear. Only relevant information of conclusions should be included. Large tables and figures may span across both columns. Table captions should appear above the tables while figure captions should be below the figures. Insert tables and figures after they are cited in the text. Tables and figures must be numbered consecutively. See sample paper at: gmj.umat.edu.gh. All figures and photographs must be in colour and labelled as figures (e.g. Fig. 1). Photographs should be sharp and processed within 800 dpi and 1200 dpi in JPEG or Window metafile. Maps, sketches, etc should

include a metric bar scale. SI units should be used throughout the text. Footnotes to the text should be avoided.

4. Submission

Authors are expected to submit soft editable MSWORD DOCUMENT to conference@umat.edu.gh.

All joint papers must indicate the name and full email address of the author to whom correspondence including proofs should be directed.

5. Editorial Issues

5.1 Peer Review Process

The conference adopts a double blind peer review policy where reviewers of the paper won't get to know the identity of the authors(s) and the author(s) won't get to know the identity of the reviewers. In all instances, two independent reviewers are assigned to each paper. Papers that are judged by the Conference Publication Sub-Committee to be below the standard of the Conference are rejected promptly without external review. Reviewed papers may be accepted in the submitted form, may require minor or major revision or may be rejected. Authors will proof-read their papers before publishing in the conference proceedings; however, no new material may be inserted in the text at the time of proofreading without the prior consent. The LoC will make the final decision to publish or reject any paper, irrespective of comments of reviewers and corrections by authors.

5.2 Ethical Issues

It is envisaged that authors know what constitutes scientific fraud and appreciate that the consequences of fraud are extremely harsh. Fraud comes in the form of fabrication, making up data or lying about procedures, falsification, manipulating data to obtain a desired outcome and plagiarism (taking credit for someone's work). The LoC assumes no responsibility for statements made or opinions expressed by authors who should ensure that all submitted papers have resulted from their own original work. If scientific fraud is detected, the paper will be formally retracted from the conference. Papers submitted to the conference should be original and must not have been published elsewhere.

5.3 Distribution of Copies of the Published Paper

Authors whose papers are published will be sent one soft pdf copy of the volume of the conference

proceedings in which their papers appear through the corresponding author. Authors will also be given a pdf version of their published paper through the email address of the corresponding author.

5.4 Publication Frequency

Conference papers are published once in every two years, in August.

5.5 Processing and Publication Fees

A non-refundable conference fee of US\$100.00 (Students US\$50.00) is to be paid after submission to the Conference accounts before the paper can be processed and published.

5.6 Advertisements

Information on equipment, consultancy services or events may be advertised in the proceedings at the following rates: whole page (colour): US\$ 700; half page (US\$ 400); and quarter page (US\$ 300)

5.7 Contact Address

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