TEMPLATE for IMWA 2017 Full Paper

## Instructions for Authors

Please submit your paper through the web based Conference Management Programme ConfTool using the following link (please do not send your documents by e-mail):

http://www.IMWA2017.info/conftool

**The Submission Deadline for your full Paper is April 15, 2017 midnight Finnish time**

Manuscripts must be presented in camera-ready form, written in correct English language. Ensure that an original English speaker corrects your English! Please submit your paper as an electronic file written in a Microsoft Word document (DOC, DOCX) or Rich Text Format (RTF). Maximum length is six pages DIN A4 format, including figures, tables and references.

You may submit additional electronic material that you want included on the Conference CD-ROM. In that case zip *all* your files and then submit them through ConfTool, then let us know how to handle the supplementary material.

**Your manuscript format should conform to the following rules (please also visit www.imwa.info/faqs.html and www.imwa.info/notes-for-contributors.html for details on how to write your paper):**

Margins (left, right, top and bottom) should be 2.5 cm and line spacing should be set at one. Using the formatting functions of your word processor, please format your document to conform to the following **preformatted style sheet.**

Title of the article (Calibri/Arial/Helvetica, 14, Bold)

Author(s) of the article(Cambria/Times New Roman/Times, 11, Normal)

Address of the author(s) (Cambria/Times New Roman/Times, 10, Italic)

# Abstract (Cambria/Times New Roman/Times, 11, Bold)

Written in English and it should not exceed 100 words. Note that the abstract is informative and should not be a substitute for the summary, conclusions, or results sections.

**Text:** The text of the paper should be arranged in logical order consistent with its extent and concept. All figures and tables must be placed directly in the text (instead of using copy and paste, you should use copy – paste special extended metafile or extended WMF).

Formatting: avoid underlining, because this crosses through the lower parts of the letters such as q, p, g (descenders). Use italics or **bold** instead. If you *really* want to underline, make sure you don’t cross through letters with descenders. Remove all your [hyperlinks](#emailaddress) to e-mail addresses and web pages!

**Figures and graphs** should be numbered according to their sequence in the text. **Figures and photos can be in colours, but will be printed in black and white. O**nly high quality photos will be accepted. Do not use your screen to verify if an image is of good quality as your screen has only a low resolution compared to printing. As a general rule your images need to be at least 1000 pixels in width to be printed in good quality.

# References

All references to publications made in the text must be presented in a list of references at the end of the text. Citation of references in the text should include the author’s name (without initial) and year of publication. Please do not use numbers for references. (Cambria/Times New Roman/Times, 10, Normal)

Style Template – How to write a Six-Page Full Paper for IMWA 2017

Christian Wolkersdorfer1,2, Mika Silanpää1

1Lappeenranta University of Technology, Laboratory of Green Chemistry, Sammonkatu 12, 50130 Mikkeli, Finland, christian@wolkersdorfer.info
2South African Research Chair for Acid Mine Drainage Treatment, Tshwane University of Technology (TUT), Private Bag X680, Pretoria 0001, South Africa

# Abstract

This short text describes how to write and format a full six-page paper for the 13th International Mine Water Association Congress (IMWA 2017) in Finland. It gives examples of properly formatted text, graphs, and figures. It concludes by noting that authors who fail to submit full papers of up to six pages will not give oral presentations.

****Key words:**** IMWA 2017, full paper, writing, tables, figures, reference

# Introduction

IMWA 2017 will attract between 250 and 350 colleagues from around the globe to attend the world’s leading mine water conference. To ensure a uniform format of the proceedings volume and the CD-ROM, we want authors to use the IMWA 2017 full paper template. In the following couple of lines, you will learn the most important issues you need to take care while writing the paper. Should your paper not arrive in time in our Conference Management Tool, our reviewers will not have enough time to review your paper and it will not appear in the proceedings volume. Furthermore, only authors who submit a complete full paper will get the opportunity to give an oral presentation.

# Methods

While writing your full paper, make sure you refer to the FAQs on IMWA’s web site; the link is provided on the first page of this template. According to Citafix (2007) all references must be cited in the text and also must be listed in the references section. Be advised that there is no comma between the author and the year! In addition, make sure that your full paper has at least three references listed (Completofix 1976).

Do not use spaces or empty lines or multiple tabs to format your text. Please use the tab functions and paragraph formatting tools provided by your text processor. In addition, use only italics or **bold** if you need to highlight portions of your text. A complete formatting example is provided in the style sheet included in this document. If you use Imperial units, equivalent SI units must be provided in parentheses.

Please keep in mind that a proper paragraph should have at least two sentences. If you want to give a list with several facts, use lists with bullets. Furthermore, good writing tries to avoid the article ‘the’ at the beginning of sentences.

# Figures

All figures must be referenced at least once in the text. Please do not draw within Word, but use an external graphic programme instead (fig. 1)! Do not copy and paste graphs, but instead use paste → paste special (extended Metafile or extended WMF). A better solution to include graphs is to save your graph on your hard disc and importing it into Word. In addition, please keep in mind: low quality JPG files should not be used, as they are optimized for a screen resolution, but not for printing. Always use high quality figures (width at least 1000 pixel) or – even better – try to use a vector format (such as EPS, WMF).

When using graphs from spreadsheet programmes, please remove the frame’s line from the graph border and legend. In addition, remove all grid lines from the graph and make sure all abbreviations used in the graph are explained in the graph’s caption.

Your document will be imported into a professional desktop publishing system where the text, figures and tables will be placed for you. Please do not use the layout functions for graphs, provided by Word.



**Figure 1** Ecological succession at the Aijala (Salo, Finland) tailings dam.

# Tables

Your tables need to be formatted with only 3 lines: one above the table’s title, the second one below the table’s title and the third one at the end of the table (tab. 1). Please remove all other horizontal or vertical lines to help us keep your tables as simple as possible. In many cases, simple tables can even be substituted by one or two lines of text, saving space for what you want to say.

**Table 1** Development of IMWA membership between January 2010 and December 2014.

| Years | Members | Africa | America | Asia | Australia | Europe |
| --- | --- | --- | --- | --- | --- | --- |
| 2010 | 554 | 27 | 242 | 13 | 57 | 215 |
| 2011 | 635 | 39 | 254 | 16 | 85 | 241 |
| 2012 | 680 | 48 | 262 | 15 | 127 | 228 |
| 2013 | 750 | 66 | 295 | 67 | 99 | 223 |
| 2014 | 755 | 78 | 275 | 83 | 96 | 223 |

# Formatting References

Please ensure that you follow the referencing style provided in the “Methods” section and in the “References” below. Should you use a reference managing software (e.g. EndNote, Mendely) you should use the “Mine Water and the Environment” style sheet. Do not use numbers, the Harvard style of referencing or any other style that differs from the one used in this template.

# Conclusions

To write a properly formatted full paper (maximum six pages) for IMWA 2017, you should follow the instructions given above. If you fail to do so, a lot more effort will be required to reformat your text and this may make your document late for the final publication – and consequently your paper could be skipped from the proceedings volume. Only authors with full papers that appear in the proceedings volume will get the opportunity to give an oral presentation during the symposium.

# Acknowledgements

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