

FORMAT FOR PAPERS - SMA ENVIRONMENTAL FORUM 2025

Title of the Paper: Centred, Mixed Case, 14 Point Times New Roman, on Second Line From The Top Margin, Preferably Not More Than 3 Lines Long

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Author/s: Times New Roman, 10pt font, First Name, Surname. List the name of the Presenting author/s first and bold all presenters, separated by a comma, with superscript 1, 2 etc.

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Organization or Affiliation: *Organizations numbered in superscript to indicate association with author: Times New Roman, 10pt font, Italics, Organization, City, Province or State e.g.*

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Abstract. Use letter paper size, with 2.5 cm margins on all sides. Leave one blank line before the abstract and one after the Key Words. Use 10 point Times New Roman here and single spacing. The abstract is a very brief summary highlighting main aspects of the paper.

Key Words: Maximum 4 Key words/phrases.

1. Introduction

This document describes the requirements for the layout of the final papers for the forum. The papers will be compiled as unedited proceedings which will be available electronically to all forum participants. It is requested that authors use this template for submitting their full paper.

2. Preparation of Papers (Source Files)

This section describes requirements for the layout of papers to be produced by a word processor (e.g. Microsoft Word), which then have to be converted to PDF format for subsequent electronic submission to Brad Sigurdson bsigurdson@saskmining.ca

2.1.Length of Paper

Papers must not exceed the maximum of 8 pages.

2.2.General Layout

Paper Size: Please use these instructions as an example of the required layout. Use letter format only (21.59 cm x 27.94 cm - portrait format). The required margins are given in Table 1 below

TABLE 1: MARGINS FOR YOUR PAPER.

Margin	Letter Format
Left	2.5 cm
Right	2.5 cm
Top	2.5 cm
Bottom	2.5 cm

Fonts: Important – Use Times or Times New Roman¹ 12 point size only (other sizes as specified), and Symbol font for mathematical symbols (in the **text** and in the **figures**).

- Justification should be set to full (or left only, if preferred).
- Do not underline: Use *italics*, **bold** or ***bold italics*** instead².
- Line spacing should be set at 1 (single).
- Leave a line space between paragraphs and sections.
- Leave a line space between section titles and text.
- Leave only one space after a full stop.
- **Insert your paper number** on the top right corner of each page (**14 point size bold**) within the area of the top margin (at least 1.0 cm from the upper edge of each page). You may also insert a page number on every page (see examples in this paper).

The **first page** of the paper must begin with the title of the paper centered on the page in **14 point Bold Title Case** (title case means first letter of each main word capitalized), the names of the authors (First Name – Family Name) with the main author’s name mentioned first, the names and locations of the authors’ affiliations (Title Case), and the e-mail address of the main author (for an example, please see the title, authors and affiliations of these instructions).

Widow/Orphan lines: Never start a page with the last line of a paragraph or of a displayed list, and never finish a page with the first line of a paragraph or a displayed list, or a section title. Make sure that all headings are followed on the same page by at least two lines of text.

2.3. Section Headings and Numbering

Each new section and subsection should have a heading consisting of an Arabic numeral followed by a period, a single tab space and then the section title (**12 point Bold Title Case**, see the titles of these instructions).

¹ Authors are requested to use the (PostScript printer’s) Times or the (TrueType) Times New Roman font and the standard Symbol font only, in order to produce good quality PDF files.

² Underlined words/sentences usually indicate Internet links.

2.4. Mathematical Signs and Symbols

For mathematical signs in the text use special characters, “·” or “x” for the multiplication sign, “-” for minus, “+” for plus, and “.” for combining units (e.g. MW·h). Mathematical symbols must be clearly and consistently typed to ensure that their meanings and positions are unambiguous.

2.5. Footnotes

Footnotes should be numbered with superscript Arabic numerals; the number and the text should both be typed in Times or Times New Roman 10 point. Footnotes to the text should be typed at the foot of the appropriate page (see examples in this paper).

2.6. Figures and Tables

For figure numbering and captions, use Arabic numerals and text in *Times* or *Times New Roman 11 point italics* (see FIG.1.).

FIG. 1. SMA logo.



For table numbering and headings, use Roman numerals, TIMES or TIMES NEW ROMAN 11 POINT UPPER CASE (see Table I above). Lettering in figures and tables should be large enough to reproduce clearly **and only the approved fonts may be used**. Ensure that figures and tables are clear and reproducible. Do not use too fine lines, too light colors, etc. All figures and tables should be **cited** in the text and should be **numbered** in the order in which they are first mentioned.

Figures and tables should be placed at the top or bottom of a page as near as possible to the place where they are first mentioned. The **table width** should not exceed 16 cm (if less than 16 cm, centre the table) or, for a table in landscape format, 25 cm.

2.7. Other Considerations

Numbering of sections, paragraphs, references, figures, pictures, tables, equations and footnotes should be consecutive throughout the paper. **Abbreviations** should be explained when they first appear, unless they are commonly understood by the readership to which the paper is addressed.

For **pictures and photographs** please include an electronic image in the document with the highest resolution available.

2.8.References

Please use the **reference style** given in the enclosed reference sample (Appendix 1). References should be numbered (Arabic numerals in square brackets, e.g. [12]) in the order in which they are first mentioned, and listed at the end of the paper. If a reference is cited first in a figure caption or table, it should be numbered according to the place in the text where the figure or table is first cited. Please ensure that journal references contain the journal name, volume number, and year and page number. Where possible, please include a website address for references.

3. Publication of Proceedings

Papers will be posted on the SMA website as unedited proceedings in PDF format by December 2021. Authors should note that material which was not presented at the forum orally or in the form of a poster will not be included in the proceedings.

Appendix 1: Example for the Reference Style

- [1] THOMPSON, S., et al., “Issues and Trends in Tailings Management”, Journal of Mining Volume 6 December, 2010 pp. 22-34. www.journalofmining.com/landTinTM