Template for the *WVTF* and *IMWA 2024 Conference* Full Paper

## Instructions for Authors

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

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**The Submission Deadline for your full Paper is 31 December 2023.**

Manuscripts must be presented in camera-ready form, written in correct English language by using this template. **Please do not use your own templates – simply use this template and delete whatever is not needed.** 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). ***Maximum length is six pages DIN A4 format, including figures, tables and references.***

You may submit additional electronic material that you want to be published on the WVTF and IMWA web pages. In that case, zip *all* your files, submit them through ConfTool, and then let us know how to handle the supplementary material.

Your manuscript format should conform to the following rules (please also visit http://www.IMWA.info/faqs.html, http://www.IMWA.info/notes-for-contributors.html or http://www.wolkersdorfer.info/docs/tips\_and\_tricks.pdffor details on how to write your paper and https://www.wolkersdorfer.info/helpful-lines.htmlfor mine water related help):

Please use our **preformatted style sheet which consist of:**

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

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

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

Written in English and it should not exceed 400 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 rule, your images need to be at least 1000 pixels in width to be printed in good quality. Do not format your document by placing figures in text blocks or in tables! Figures must always be placed as shown in the example below!

# 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
WVTF & IMWA 2024

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# Abstract

This short text describes how to write and format a full six-page paper for the **West Virginia Mine Drainage Task Force Symposium & 15th International Mine Water Association Congress (WVTF & IMWA 2024)** in Morgantown, USA. 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 or an extended abstract will not give oral presentations.

****Keywords:** WVTF &** IMWA2024, Full Paper, Writing, Tables, Figures, Reference

# Introduction

WVTF & IMWA 2024 will attract between 300 and 400 delegates from around the globe to attend the world’s leading mine water conferences. To ensure a uniform format of the proceedings volume and the web page, we want authors to use the WVTF & IMWA 2024 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 ConfTool, our reviewers will not have enough time to review your paper and it will not appear in the proceedings. Generally, only authors who submit a complete full paper will get the opportunity to give an oral presentation. Before you submit this paper to WVTF & IMWA 2024, please delete the very first page of this template.

# Methods

While writing your full paper, make sure you refer to the FAQs on IMWA’s website; the link is provided on the first page of this template. According to Citafix (2007) all references must be cited in the text and 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). Please use this template – there is no need to design your own one. Also ensure that you use the styles that we designed for you and don’t try to manually design new formats or formatting.

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 stylesheet included in this document. Also make sure that you use the stylesheets provided in this template.

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.

In addition, please make sure you follow the following instructions, which are further explained in the appendix:

1. avoid the term “heavy metals”
2. avoid the word “significant” unless you did a statistical test
3. avoid the word “impact” unless for “environmental impact” or “meteorite impact”
4. avoid the term “decant” – the correct word is “discharge”
5. use a capital L for liter (litre)
6. there must always be a space between the number and unit
7. pH has no unit (never!)
8. the units ppm or ppb are not allowed any more
9. these words must not be used in the plural: pyrite, sulfate, nitrate
10. write: sulfate not sulphate, sulfide not sulphide
11. write µS or µg or µL and not uS, ug or uL
12. it must be kg, kW, km
13. abbreviations for second, hour and year are s, h, a and they have no plural
14. figures and legends must not have frames
15. there is no space between a number and % or ° (but it must be 12 °C, because °C is a unit)
16. make sure you write °C correctly
17. the symbol for “is similar” is ≈
18. don’t use ~ when you want to express a range of numbers
19. et al. always must have a dot at the end
20. avoid “etc.” at the end of lists
21. the correct multiplication sign is ×
22. make sure you are always using the citation format requested by the publisher or organiser (in our case the “Mine Water and the Environment” style)
23. convert all imperial units to SI units
24. always follow the manuscript instructions provided by the publishers or organiser

# 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 import 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.



**Figure 1** Acid Mine Drainage Discharge in West Virginia (image: Jeff Skousen).

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 or tables to place your figures. Figures must be placed as the example shown above.

# 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** Basic channel and hydraulic data (from Day 1977).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Test reach** | **Maximum Channel Length** | **Slope** | **# of tests** | **Range of Discharge** | **Range of mean Velocities** | **Range of Mean Width** |
|  | m | m/s |  | m³/s | m/s | m |
| Bealey | 660 | 0.0094 | 7 | 6.03–15.00 | 0.85–1.27 | 18.4–21.8 |
| Bruce | 775 | 0.0203 | 10 | 0.56–7.29 | 0.47–1.57 | 6.0–9.1 |
| Porter | 825 | 0.0176 | 13 | 0.35–9.13 | 0.60–1.46 | 4.3–11.4 |
| Thomas | 2250 | 0.0273 | 8 | 0.12–1.59 | 0.51–0.99 | 2.8–5.0 |

# Formatting References

Please ensure that you follow the referencing style provided in the “Methods” section and in the “References” below. Should you use reference managing software (e.g. EndNote, Mendeley) 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. In case you use EndNote, you can use our EndNote output style: https://www.IMWA.info/endnote

# Conclusions

To write a properly formatted full paper (maximum six pages) for WVTF & IMWA 2024, 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 or extended abstracts that appear in the proceedings volume will get the opportunity to give an oral presentation during the conference.

# Acknowledgements

The authors thank all co-organisers for hosting the WVTF & IMWA 2024 Conference. Amy Kokoska, Hetta Pieterse as well as Glenn MacLeod provided critical comments on earlier versions of this text. In addition, to all authors who submitted one or more abstracts for WVTF & IMWA 2024, a warm welcome to West Virginia, USA.

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# Appendix

Most of the above listed writing tips are based on the recommendations of IUPAC and the SI association (The Bureau International des Poids et Mesures). They are not WVTF or IMWA specific but are standard scientific notations. You might want to keep them in mind for all your future work. A more detailed description of how to work with manuscripts is provided in http://bit.ly/WolkesTipsTricks.

Here are now the explanations:

1. According to IUPAC the term “heavy metals” must not be used any more, as it has 40 different definitions and therefore is scientifically unclear. See: DUFFUS, J.H.  2002. “Heavy Metals” – A meaningless term? Pure Appl. Chem., 74(5):793–807, doi:10.1351/pac200274050793.
2. Avoid the term “significant” unless you conducted a statistical test. Use “substantial” or “relevant” for example or any other suitable expression.
3. Avoid the term “impact” please. Only use it for “meteorite impacts” and “environmental impact” – no other use is recommended. Use “influence” or “effects” for example.
4. Decant is an active process by which a liquid from one container is decanted into another container. Mine water flows out passively, therefore it is discharging and not decanting.
5. The abbreviation for litre is a capital L, not a small l or an ℓ (the latter commonly used in South Africa). Consequently, g/l and mg/l or g/ℓ and mg/ℓ must be corrected to g/L and mg/L or, alternatively, g L-1 or mg L-1 (this follows a 1979 recommendation of the CGPM – Conférence générale des poids et mesures)
6. There must always be a space between the number and unit (The Bureau International des Poids et Mesures 2019)
7. pH has no unit, as it is a logarithm and logarithms have no unit. It even hasn’t the unit “s.u.” (‘standard unit’, ‘sine unitas’) – what you can or should write in tables or figures might be “–” where the unit should be.
8. Instead of ppm, ppb or ppt for liquids use mg/L, µg/L or ng/L. The Bureau International des Poids et Mesures (2019) recommends that “the terms ppb and ppt are best avoided” because “their meanings are language dependent” and therefore confusing. In addition, when used for water it is not clear if the “parts per” relates to the mass or the volume of the water. ISO 31-0 recommends avoiding the terms ppm, ppb and ppt at all. Therefore, it is recommended not to use any “part per” units for water.
9. There are simply no pyrites, and no sulfates or nitrates in water.
10. IUPAC requests to use sulfate not sulphate or sulfide not sulphide (doi:10.1351/goldbook)
11. Write µS or µg or µL and not uS, ug or uL (The Bureau International des Poids et Mesures 2019)
12. The prefix for the kilo is a small k, not a capital one: km, not Km or KM and kg and not Kg or KG. Yet, the prefix mega is a capital M: ML (megalitre) and mL (millilitre) are not the same! The capital K is used for the unit Kelvin (The Bureau International des Poids et Mesures 2019).
13. Use SI units without exception and do not explain them in the text. Second, minute, hour, day and year are written s, min, h, d, a respectively. All units, except for the L for litre and the units derived from the names of persons (e.g. S, Pa, V, A), are written in lowercase letters.
14. Nearly all journals require figures without frames. If frames are needed, the journal will add them for you.
15. The symbols %, ‰ or °, when used by itself, are no units and therefore directly follow the number: the acid’s concentration is 10%, the dip angle is 34°, the δ18O was –3.1‰
16. Use the correct symbol for degrees, which is the shortcut key ALT + 0176 (°); avoid the shortcut key ALT + 0186 (º) or any other symbol such as a small o or a 0 in superscript.
17. The symbol for “is similar to” is not the ~ symbol, but ≈, which you can find in MS Word by going to “Insert” > “Symbol”. Symbols that you use frequently are saved by Word and show up when you use “Insert” > “Symbol”.
18. The symbol ~ is reserved for “is proportional to”. When you want to express a range of numbers use “–” or “…”.
19. When a paper has been written by more than two authors, you usually name only the first one and then you write et al. which, depending on the gender of the authors, means et alia, et aliae or et alii (and others) and therefore the al. has a period at the end. Please don’t write ‘et. al’ or ‘et. al.’ or ‘et al’.
20. Avoid “etc.” (et cetera) at the end of lists, but start your list with “e.g.” (exempli gratia) instead or rewrite the sentence (in the first case the reader might think the author failed to have more ideas and in the second case the reader assumes the author thoroughly thought about his list and selected the most important items).
21. The correct multiply sign is × (shortcut key ALT + 0215), not the letter x or the symbol \*
22. Make sure you are always using the citation format requested by the publisher or organiser.
23. Convert all imperial units to SI units: the flow was 12.4 USgpm (47 L/min).
24. always follow the manuscript instructions provided by the publishers or organiser.

We hope that list helps to improve your future papers – it unquestionably will help copy editors to work with your manuscript and make reviewers happier.