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INTRODUCTION

A FEW WORDS ABOUT WRITING STYLE

Aim at clear, concise expression with a variety of word use and sentence structure. Although your sentences should vary in structure and length, lean toward short, simple constructions and avoid rambling complexity. Except for the necessary scientific and engineering terms, choose shorter, simpler, more concrete words that are easily visualized and avoid or minimize abstract or ponderous terms. Avoid “killing” the verb: write applying the approach instead of the application of this approach. Introduce more active voice into your text (which shortens and tightens it at the same time) by writing the scientists performed the experiment instead of the experiment was performed by the scientists.

REFERENCE MATERIALS

- General spelling and word usage—Merriam-Webster’s Unabridged Dictionary (MW)
- Technical spelling and some word usage (MW generally takes precedence)—Dictionary of Mining, Mineral, and Related Terms (2nd ed.)
- Also refer to the Editor’s Appendix for more information.
AUTHOR GUIDELINES
for Style and Design

ABBREVIATIONS AND ACRONYMS

It is important to be consistent in abbreviating or spelling out terms throughout your manuscript and to consider the needs of your audience or readers in deciding whether to abbreviate or not. If you use numerous abbreviations/ acronyms, include a glossary.

Use abbreviations for units of time and measurement: 1,367 W/m². (See also “Numbers” and “Appendix B.”)

Spell out units of measurement when not accompanied by numerals: several millimeters. Abbreviate days (d), seconds (s), minutes (min), hours (h), and years (yr) only in combination with other abbreviated units of measure (24 h/d, 4 m/s, 300 d/yr). Otherwise, spell out (6 minutes, 24 hours, 3 days, 14 seconds).

An acronym is an abbreviation that can be pronounced like a word (AMAX, OPEC). Some acronyms are so common that they are no longer capitalized (e.g., laser, radar, sonar, scuba).

An abbreviation that reads as a series of letters (BBC, DNA) is referred to as an initialism. Acronyms/ abbreviations may be used in contexts where the meaning is common knowledge and clear to readers:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS</td>
<td>DNA</td>
<td>NASA</td>
</tr>
<tr>
<td>ASCII</td>
<td>DVD</td>
<td>pH</td>
</tr>
<tr>
<td>CEO</td>
<td>HIV</td>
<td>pKa (or pKa)</td>
</tr>
<tr>
<td>CD-ROM</td>
<td>HVAC</td>
<td>RNA</td>
</tr>
</tbody>
</table>

If the acronym is less familiar and occurs more than once in a chapter or paper, it must be introduced at first occurrence. Use the acronym alone for all other occurrences in the chapter or paper.

Rare earth elements (REEs) were originally produced in minor amounts from granitic pegmatite. Extraction from a potentially economic REE resource is strongly dependant on its REE mineralogy.

…in Figures/Tables

Because tables and figures stand alone (apart from text) it is a good idea to introduce or spell out abbreviations/ acronyms as necessary in each figure and table. Unit-of-measure abbreviations may be used in figures and tables even when they are not used with a numeral. (See “Appendix B.”)

…of Foreign Terms

When an abbreviation is from a foreign language (and the letters represent the foreign language but don’t directly translate to English), use the following style:

- International Bureau of Weights and Measures (BIPM, Bureau International des Poids et Mesures)
- General Conference on Weights and Measures (CGPM, Conférence Générale des Poids et Mesures)

ABSTRACTS

Use italics type for the body of an abstract. Treat the abstract and body of chapter as two entities; therefore, introduce acronyms in abstracts and reintroduce acronyms in body text. Use acronyms sparingly and only if the acronym is used more than once in the abstract.

ACADEMIC/PROFESSIONAL TITLES

Academic and professional titles such as doctor or professor and their abbreviations (e.g., Ph.D., P.E.) are not used unless they refer to a medical doctor (M.D.). (See also “Names”)
ACKNOWLEDGMENTS

An acknowledgments section may be included as part of the front matter of a stand-alone publication or just prior to the reference list in a paper to be published in a compiled book. Acknowledgments serve to recognize the reviews, comments, and other assistance of those who helped you prepare your manuscript.

When wording the acknowledgments section, do not include academic titles, professional designations, or forms of address (Mr., Mrs., Ms.). Use Dr. only when indicating a medical doctor.

Note the U.S. spelling of Acknowledgments (not Acknowledgements).

See also “Front Matter” and “Names.”

ALPHABETIZATION

Use word-by-word alphabetization for reference lists and glossaries. For reference lists, also see “Alphabetization” in the Editor’s Appendix.

AM AND PM

See “Time of Day.”

APPENDICES

It is often helpful to include detailed background or technical information, derivations, equations, or data in one or more appendices. For example, large, detailed tables are often included in an appendix rather than in the body of the publication. The same is true for long lists of names and addresses.

If you have more than one appendix, use letters in the titles (Appendix A, B, C, etc.) and include the letter of the appendix in captions for figures and tables (Figure A.1, Table B.3, and so forth). If you have only one appendix, no letter designation needs to be assigned. Refer to an unnumbered appendix in text with a lowercase “a” (e.g., “the appendix”).

BACK MATTER

The back matter of a publication can include any or all of the following: reference list, bibliography, glossary, appendices, and index. The references usually appear immediately after the body or text of a publication, and the index is at the very end. (See also “Front Matter.”)

BETWEEN AND AMONG

Between is used for two terms: between two beds.
Among is used for three or more terms: among three choices.

BIBLIOGRAPHY

A bibliography differs from a reference list in that it contains a list of literature related to your subject but not necessarily cited in your publication. Some modern bibliographies have titles such as “For Further Information” or “Selected Reading.” Arrange the bibliographic entries alphabetically. (See also “Alphabetization” in the Editor’s Appendix.)
BRACKETS
Use brackets to enclose editorial comments, explanations, and additions to direct quotes that are not what the person actually said or wrote:

“This procedure represents a real breakthrough [in mining exploration],” Brown said.

Use brackets for parenthetical material inside parentheses (see also “Parentheses”):

Overseas mining exploration is not part of this year’s urban planning (though he recommended development of their overseas program for next year in his report [Smith 1992]).

BRITISH/CANADIAN/AUSTRALIAN SPELLINGS
Use U.S. spellings, not British, Canadian, or Australian (e.g., color, not colour). Retain British/Canadian/Australian spellings only for names of companies, organizations, societies, etc., and for published titles of publications.

BULLETED LISTS
Bulleted lists can highlight important items, draw attention to main points, or list information so readers can find it easily. If you have a single item to highlight, indent it and omit the bullet.

When items in lists are referred to elsewhere in text, numbered or lettered lists are preferable to bullets, for reference purposes. Numbered lists are also used for procedural steps (see also “Numbered Lists”).

Following are guidelines for including bulleted lists in your manuscript:

- Bulleted lists should be parallel in construction. The items should consistently begin with nouns or verbs, but not both. Items should be complete sentences, or phrases, but not both.
- Use colons after independent clauses that introduce lists. Do not use colons after verbs or prepositions that introduce lists.
- Separate items by commas unless internal commas are required, in which case all items should be separated with semicolons.
- Items that are subordinate to bulleted material can be set off with en dashes:
  - Make sure you have at least two items at all levels.
  - Indent all items as in this example.
- All bullet items begin with a capital letter.
- Omit periods at the ends of bulleted items unless they are complete sentences.

CAPITALIZATION
...of Book Elements

- Within text, capitalize the names of book elements when they refer to a specific titled and numbered part: Figure 1, Table 2, Chapter 5, Appendix A, Section 4.2.
- Use lowercase when book elements appear without a number: the preface, the contents, the introduction, the references, the appendix.
- Do not capitalize the word page with a number: on page 3.
- Capitalize names of sections cited within chapters and add quotation marks. (See also “Citing Sections Within Chapters.”)

...of Earth

Generally use lowercase for earth when used with the and capitalize when referred to by name: the earth, to Earth, on Earth, unlike Earth.
...in Figures and Tables

Use sentence-style capitalization for figure captions and table heads. The words FIGURE and TABLE are in all capitals in figure captions and table heads only. Labels and axes wording for figures, and row headings in tables take headline-style capitalization. Column headings in tables take headline-style capitalization.

...of Geologic Time

- The words age, eon, epoch, and era are all lowercase (e.g., Permian age).
- The words early, late, and middle are usually capitalized, with exceptions:
  - Early Cambrian (but early Middle Cambrian)
  - Late Quaternary (but in late Pleistocene times)
  - Middle Cambrian

...of Geographic Areas

- The regions of the United States are capitalized when they appear by themselves: the East, the Southwest, the North, and the South.
- General areas of the country or of a state are generally not capitalized: the eastern United States and northern New Mexico, but Southern California.
- The words formation, group, series, member, limestone, sandstone, and shale are capitalized when preceded by a definite name; for example, Mansfield Formation, Spar Mountain Member, and Salem Limestone. When these terms are used more generically, they are lowercased; for example, the Salem limestones or the sandstone from the Spar Mountain Member. Other examples of upper- and lowercase usage are given below.
  Examples:
  
  arc Kootenay arc; Asturian arc
  arch Cincinnati arch
  Area Danner Area; San Francisco Area, but San Francisco Bay area
  aquifer Upper Klamath aquifer; Mississippi River alluvial aquifer
  anticline Ventura anticline
  antiform Narcea antiform
  Basin Danner Basin, but Danner River basin
  belt North Carlin belt
  City New York City, but city of New York
  Complex Rarney Ridge Complex, but the complex
  deposit Danner deposit
  District Danner District, but Danner and Sykes districts
  Formation Morrison Formation
  Group Danner Group
  Margin Chukchi Margin but the margin
  Massif Iberian Massif
  Member Niobrara Member
  ore body Danner ore body
  orogen, orogeny Variscan orogen; Acadian orogeny
  process Danner process
  Province Danner Province, but Danner and Sykes provinces
  Reef Merensky Reef
  region Danner region
  Reservoir Chatfield Reservoir, but Chatfield and Cherry Creek reservoirs
  Rise Chukchi Rise, but the rise
  River Danner River, but Danner and Sykes rivers; the river Thames
  salt formation Danner salt formation
  seam Pittsburgh seam
  Series Grenville Series, Holocene Series
  Shelf Lennard shelf
  State Danner State, but the state of Danner; New England states
<table>
<thead>
<tr>
<th>Subgroup</th>
<th>Danner Subgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supergroup</td>
<td>Dykwa Supergroup</td>
</tr>
<tr>
<td>syncline</td>
<td>Rainbow Basin syncline</td>
</tr>
<tr>
<td>Township</td>
<td>Danner Township</td>
</tr>
<tr>
<td>trend</td>
<td>North Carlin trend</td>
</tr>
<tr>
<td>tuff; Tuff</td>
<td>generally lowercase (glassy tuff; tuff of Stony Point); capitalize for specific names (Stony Point Tuff; Campanian Tuff, Neapolitan Yellow Tuff)</td>
</tr>
<tr>
<td>Trough</td>
<td>Puget Trough, <em>but</em> the trough</td>
</tr>
<tr>
<td>uplift</td>
<td>Ozark uplift</td>
</tr>
<tr>
<td>Valley</td>
<td>the Nile Valley, <em>but</em> the Nile River valley</td>
</tr>
<tr>
<td>vein</td>
<td>Delta vein</td>
</tr>
<tr>
<td>vein system</td>
<td>Danner vein system</td>
</tr>
<tr>
<td>zone</td>
<td>Lower zone, Upper zone, Critical zone</td>
</tr>
</tbody>
</table>

**...of Head Levels**

The following rules apply to head levels, titles, figure text, and table column heads:

- Capitalize all nouns, pronouns, verbs, adjectives, adverbs, and subordinate conjunctions regardless of number of letters.
- Capitalize first and last words of a heading, regardless of part of speech.
- Capitalize main words in a unit modifier: High-Temperature System, Cross-Linked Polymer.
- Do not capitalize coordinating conjunctions (and, but, or, nor, yet, so), articles (a, an, the), or prepositions less than five characters (After, Between, Versus, Through, with, from) unless they’re the first or last word in the heading.
- Capitalize particles that are part of phrasal verbs (e.g., Build Up, Hand Out, Set Up) and phrasal adjectives (e.g., In-Plane Atoms).
- Lowercase *to* and *as* in any context, for simplicity’s sake.

**...of Mine Names**

Generally, the words *mine, shaft, pit, preparation plant, or quarry*, or the words of a particular type of mine such as *diamond mine* are lowercase, unless words reflect the actual name of that particular mine. Most actual mine names do not use the word *mine* but a derivative such as *Mining* or *Mines*.

<table>
<thead>
<tr>
<th>Ajax operation</th>
<th>Cane Creek potash mine</th>
<th>Madge quarry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clara plant</td>
<td>Clara mine</td>
<td>Lucky Boy mine shaft</td>
</tr>
<tr>
<td>Clara Mining Company</td>
<td>MPI Mines Ltd.</td>
<td>Anaconda pit</td>
</tr>
</tbody>
</table>

**...of Proper Names**

Capitalize proper names of programs, groups, organizations, companies, titles (when they *precede* a name), specific geographic areas or features, and ethnic groups:

<table>
<thead>
<tr>
<th>the U.S. Bureau of Mines</th>
<th>Lake Powell</th>
</tr>
</thead>
<tbody>
<tr>
<td>the Colorado River</td>
<td>the Colorado and Platte rivers</td>
</tr>
<tr>
<td>the Southwest (<em>but</em> southwestern)</td>
<td>Southern California</td>
</tr>
<tr>
<td>Black, Hispanic, Asian, or Caucasian Americans</td>
<td>President Lincoln (<em>but</em> president of the company)</td>
</tr>
</tbody>
</table>

**...of Taxonomic Names**

In scientific writing about botanical and zoological divisions, capitalize the names of all those higher than species: genera, families, orders, classes, and phyla. Use italics for genera, species, and varieties.

Spell out and capitalize the genus at first mention: *Escherichia coli*. Abbreviate the genus after the first mention: *E. coli*. 6
...of Titles
State is capitalized when used with the entire official name (the State of Colorado), but not in general (the authority for enforcing this regulation resides with the states). Titles and names of groups are lowercased when they do not precede or are not part of proper names:

- the president of the country (but President Lincoln)
- the division, branch, section, or group and their managers
- the chair of the committee (but Chairman Smith)

...of Trade Names
Trade names are usually capitalized. It is not necessary to include a trademark (™) symbol or other symbol (e.g., ®) if the term is capitalized.

CENTURY
Spell out particular centuries from first through ninth; use numerals for 10th and up: ninth century, 21st century.

CHEMICAL COMPOUNDS/MOLECULAR FORMULAS
It is not necessary to spell out single elements from the periodic table (e.g., Au, Ag, S, Mo). But do spell out compounds (e.g., NaCN, NaOH, CaCO3) on first mention. It is acceptable to use the abbreviation thereafter, even when it is not accompanied by a numeral (e.g., chlorine and/or Cl):

- When first mention appears with numerical units, introduce parenthetically after the compound: ...assaying 30% P₂O₅ (phosphorus pentoxide).
- When first mention is introduced without numerals, spell out the compound with the abbreviation following in parentheses: ...with calcium fluoride (CaF₂).

Chemical and molecular terms are usually not hyphenated even when they are used as modifiers (e.g., carbon dioxide levels, hydrogen ion activity). Prefixes in chemical terms are hyphenated (e.g., L(+)-2, 3-butanediol and trans-glycol.)

Use a small times dot (·) and no space on either side for chemical compounds (e.g., CuSO₄·5H₂O). Do not use a large times dot (•).

CITING SECTIONS WITHIN CHAPTERS
Use quotation marks for enclosing titles of specific headings within chapter text:
  A complete description is given in the “Materials and Resources” section.
  but
  The preface [introduction, glossary, appendix] describes...

COLONS
Colons formally introduce a list or series, a question, or an amplification. Colons also separate the parts of a ratio.

  We tested three types of rock: granite, gypsum, and slate.
  We added enough water to obtain a 3:1 dilution.

Colons usually do not follow such terms as that is, namely, or such as. When a verb or preposition precedes a list (includes, to, with, between, etc.), you can omit the colon. When a noun (the following) precedes the list, the noun usually takes a colon.
COMMAS
The *Chicago Manual of Style* (15th ed.) is an excellent guide to using commas. Common sense can also be a reliable guide; if you think your readers need to pause, offer them a well-placed comma. (*See also* “e.g. and i.e.,” “Months and Years,” and “States and Provinces.”)

- Use the serial comma before conjunctions (e.g., igneous, sedimentary, and metamorphic rocks).
- Separate the parts of a compound sentence (unless it is very short) that are linked by a coordinating conjunction—*and, but, or, or nor*—when each part has its own subject and verb (e.g., The subsystem will be delivered in two weeks, and we will modify it for deposition work.).
- Set off nonrestrictive or nonessential (parenthetical) words, phrases, and clauses from the rest of the sentence; in other words, the commas signal that the information between them is something extra—and not essential to the meaning of the sentence (e.g., The subsystem, which takes a day or two to install, will be delivered in two weeks.).
- Do not use commas to separate compound subjects (more than one subject) from a single verb or compound verbs from a single subject:
  
  - The researchers rolled out the metal sheet and formed it into coils.
  
- Commas are not necessary when words, phrases, or clauses are restrictive or essential to the meaning of a sentence:
  
  - Only the sensors that were attached to the outer edge failed.
  
- Do not use commas as decimal points (European convention); use periods.

COMPANY NAMES
In running text, give company names in full at first mention (e.g., spell out *Company* and *Corporation*), although tags such as *Inc.* and *PLC* (which are rarely spelled out) may be omitted unless relevant to the context. It is not necessary to include company locations.

Change company names that are all caps to initial caps (e.g., change from *the RAND Corporation* to *the Rand Corporation*).

Retain midcaps in company names: *HarperCollins, SmithKline*.

CONVERSION TO SI UNITS
See “Metric and Customary Units.”

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SME authors are responsible for obtaining permissions for use of materials owned by others. Supply the original signed release form, along with any credit line requested by the publisher. Send the original signed release to SME and keep a copy of the release for your files. Be sure to identify the figure or table (by chapter and figure number) to which the release applies. A sample copyright request letter (Release of Material for Publication) and specific information for obtaining permissions is included in Appendix A.

COUNTRIES
Pay particular attention to names of countries and the time frame to which they are referenced because many have undergone name changes in recent years (e.g., the Congo is now Zaire; Czechoslovakia is now divided into two countries: the Czech Republic and Slovakia). Use *the former U.S.S.R.* when referring to the former country and
Russia when referring to the present-day country. Use U.K. and U.S. as adjectives and United Kingdom and United States as nouns. Use USA only in postal addresses.

CURRENCY

Use the dollar sign for costs under $1 million: $0.25; $0.08–$0.10; and $200,000. For millions and billions of dollars: $3.5 million, $1.5–$2.0 million, and $2 billion. Repeat dollar signs in ranges: $1.5–$2.0 million.

If distinction from U.S. dollars is necessary, use the following symbols for currencies from selected countries:

<table>
<thead>
<tr>
<th>Currency (Country)</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>US$100 (United States)</td>
<td>A$100 (Australian)</td>
</tr>
</tbody>
</table>

DASHES

Em Dashes

An em dash (—) is longer than both an en dash (–) and a hyphen (-). Em dashes may be used to amplify or explain an element or to set off words that would otherwise be misunderstood:

Demand depends on the necessity for this vital construction material—steel and its alloys.

All three parameters—height, weight, and length—were measured.

En Dashes

An en dash (–) is slightly longer than a hyphen (-). Use the en dash in the following situations:

- Between spans of three or more numbers: 6–8 cm, 12–24 hours
- Between ranges of months, years, or pages: March–April, 1960–1968, pp. 43–56
- Between mixture components (en dash or slash): metal–ligand mixture or metal/ligand mixture; gas–liquid interface or gas/liquid interface
- For single bonds: C–H distances, C–C bond
- To mean the equivalent of and, to, or versus in two-word concepts where both words are of equal weight:
  - acid–base titration
  - dose–response relationship
  - oxidation–reduction potential
  - Gaudin–Schumann equation
  - carbon–oxygen bond
  - log–normal function
  - metal–ligand complex
  - Eh–pH curve
  - metal–metal bonding
  - mineral–water system
  - pulp–froth interface

DATA IN TABLES

Place a zero to the left of the decimal for any number less than 1 in both text and tables. Align columns of data vertically on the decimals. When the units of measurement differ in a column of data, though, this alignment isn’t necessary. For clarity, if your table includes cells that are empty or contain dashes, consider adding a footnote(s) to explain what the cells or dashes represent. (See also “Numbers” and “Tables.”)

DATES

Spell out full dates in running text: January 1, 2002. Months and years may be abbreviated in tables to save space.

DEGREE SYMBOL

The degree symbol is printed between the number and the symbol for the temperature scale, without spaces (e.g., 36°C and 85°F). In a range, only the degree symbol is repeated (e.g., 32°–36°C). Note that kelvins are expressed as K without a degree symbol (e.g., 85 K).
DOLLARS
See “Currency.”

DUE TO AND BECAUSE OF
Due to is an adjective phrase that must modify a noun, not a verb. Because of is an adverb phrase that modifies a verb, not a noun.

Examples:
- The response is due to hemimicelle formation (modifies the noun response); not The response is because of hemimicelle formation.
- The plant closed because of declining metal prices (modifies the verb closed); not The plant closed due to declining metal prices.

E.G. AND I.E.
Avoid e.g. (which means for example) and i.e. (which means that is) in running text. Use the spelled-out forms in running text. Place commas after e.g. and i.e. and use only in parenthetical material (e.g., like this).

Do not use etc. at the end of a list that is introduced by e.g.

ELLIPSES
When you want to leave out part of quoted material, you can use ellipsis marks (three dots) to indicate the omission:
Thus, if some particles were retained in an oil-layer… [the process] was spoken of as bulk-oil flotation.
Retain a period at the end of a sentence, even after adding three ellipsis dots. When you add a word (or words) to a quote for clarity, enclose that addition in brackets to show that it isn’t part of the original quote.

See also “Quotations.”

EM/EN DASH
See “Dashes.”

EPA AND USEPA
In general, use the acronym USEPA, not EPA, for the U.S. Environmental Protection Agency. Alphabetize under U in a reference list.

EQUATIONS
Authors are responsible for verifying the accuracy of equations before submitting their manuscript to SME. Please adhere to the following conventions when preparing your document:

- All terms should be defined by use of a “where” list. Variables must be defined in the where list at least once in the chapter but do not need to be redefined in each subsequent where list unless the meaning has changed from one equation to another.
- Enumerate equations by chapter (e.g., 3.5) or sequentially if there are no chapter numbers (e.g., 1, 2, 3, etc.). Only equations referenced elsewhere in text need to be numbered (it is acceptable, however, if all are numbered). Center the equations, and right -justify the equation numbers (see Example 1).
• Variables that are italicized in an equation should be italicized in text as well. Do not use italic type for Greek variables.

• Use regular type for acronyms used as variables (e.g., DOF for degrees of freedom); numbers are typically not italicized.

• Where lists may be in paragraph or list format (see Examples 1 and 2, respectively). Indent and align the equal signs in list format.

• When words/phrases are used in equations, use lowercase (see Example 1).

• When referring to equations in text, capitalize the word Equation and include the number without parentheses (e.g., as written in Equation 3.5).

• Do not use punctuation (e.g., comma, period, semicolon) at ends of equations.

Example 1:
\[
\text{ratio of reduction } (R_r) = \frac{F}{P} \quad (\text{EQ 5.6})
\]
where \( F \) is the feed and \( P \) is the product.

Example 2:

Calculate an initial sample size using the following equation:
\[
n = \left( Z \right)^2 \left( \frac{s}{B} \right)^2 \quad (\text{EQ 5.7})
\]
where
\[
\begin{align*}
n & = \text{uncorrected sample size estimate} \\
Z & = \text{standard normal coefficient} \\
s & = \text{standard deviation} \\
B & = \text{desired precision level expressed as half the maximum acceptable confidence interval width}
\end{align*}
\]

ET AL.

Use et al. in parenthetical references citations for three or more authors (Smith et al. 2005). It is also acceptable to use Smith et al. 2005 or Smith and others (2005) or Smith and colleagues (2005) in running text.

Do not use a comma before et al. when it follows a single item (e.g., Smith et al. 2004); Use a comma before et al. when it follows two or more names (e.g., Smith, Jones, Franklin, et al. 2004).

ETC.

It is acceptable to use etc. in parenthetical material, but change to and so forth in running text. Do not use etc. at the end of a list that is introduced by e.g.

FEWER AND LESS

A general rule for deciding when to use fewer and when to use less is that fewer describes people and things that can be counted (fewer researchers are studying this; we are conducting fewer experiments) and less describes things that are expressed in amounts or as mass (less material was covered in this conference; we added less phosphorus to the film). “Fewer in number; less in amount” is a good memory device.

FIGURES

Provide a clear printout of each figure (even if you supply an electronic file) on a separate page with the accompanying figure caption. (See also “Graphics Preparation.”) If taken from a copyrighted source, include the
source of each figure on a separate line above the caption. Number figures by chapter; for example, the second figure to appear in Chapter 3 would be numbered Figure 3.2. For papers that will be included in a proceedings, number as Figure 1, Figure 2, and so forth. Be sure all figures are referenced in the text.

Figure captions (except for the word Figure itself) take sentence-style capitalization (except for capitalized acronyms and proper names). There is no punctuation at the end of a caption, unless the caption has more than one sentence (in that case, punctuate the caption like running text).

Within the figure, the terms and other elements take headline-style capitalization. Units of measure are in Roman following a comma, not in parentheses.

Figures should be consistent (size and format), legible, and understandable, and all the terms in them should be clear and correspond to terms in the text. For example, if text measurements are in nanometers, the scales in the figures that illustrate the text should also be in nanometers.

Example:

Source: Adapted from Stumm and Morgan 1995.

**FIGURE 3.2 Metal hydroxide solubility versus pH**

**FOOTNOTES**

In SME publications, footnotes contain detailed explanatory or supplementary information and references contain citations of other works. Footnotes are marked with asterisks, daggers, double daggers, section symbols, and so on (* † ‡ §, ** †† ‡‡ §§, etc.), both in text and at the bottom of the page, rather than with numbers. Footnote symbols are printed outside most punctuation marks but inside dashes:

The experiment took place in February.*

We discussed these three necessities for writing†—time, ownership, and response.

**FOREIGN WORDS, PHRASES, AND ABBREVIATIONS**

Use italics for less-common foreign words (carpe diem, chacun à son gout, fait accompli). Do not use italics type for common foreign words (a priori, e.g., et al., i.e., in vitro, in situ). See also “Abbreviations and Acronyms.”

**FRACTIONS**

Simple fractions can be written out and hyphenated in text (e.g., one-tenth, one-half, three-fourths). Complex fractions can be printed with numerals separated by a solidus (e.g., 1/64 and 24/32). See also “Equations.”
FRONT MATTER
Front matter for a book typically includes the following (in this order):

- Title page, which includes the names of all authors and authors’ affiliations, including city/state location
- Table of contents (but there is no need to include page numbers as they will be generated automatically at the end of a book’s production)
- Foreword, which is typically written by a prominent person (not the author)
- Preface, which generally includes reasons for undertaking the work, methods of research, and history of the work
- Acknowledgments—if lengthy, a separate acknowledgments section, which identifies those individuals the authors wish to acknowledge, should be included; if the acknowledgment is not lengthy, it can be part of the preface.

GENDER-NEUTRAL LANGUAGE
Authors who try to avoid gender connotations often ask, “How can I include females in my writing without endlessly repeating he or she or using such unpronounceable constructions as s/he?”

Some good solutions are to use a neutral noun rather than a pronoun (researcher, employee, staff member, worker), or a third-person plural pronoun (they, them), or to rewrite the sentence in another way to eliminate the need for a third-person singular pronoun such as he or him. These forms are not universally accepted as neutral pronouns.

GEOGRAPHIC AREAS/GEOLOGIC NAMES
See “Capitalization...of Geographic Areas.”

GLOSSARY
Glossaries define special or technical terms, and abbreviations or acronyms. Include them in publications that contain many terms requiring definition. Glossaries usually are placed at the end of a document.

GRAPHICS PREPARATION
There are many acceptable graphic formats that can be pasted into your Word document. Word may convert or modify your figures to fit their file structure. Please check that the PDF you submit properly displays all detail of your images. Problems are commonly caused by patterned fills or missing fonts.

Color and Shaded Graphics (3-D charts, shaded graphics, etc.)
Color will be retained in PDFs and eBooks, but it is printed in black (grayscale) in most books. The color red, for example, provides good contrast onscreen but converts to medium gray when printed in black, often blending into the image. Always print your figures using a black and white printer (or settings) to see how color will appear in the printed book.

Line Art Images (charts, CAD drawings, illustrations, etc.)
If you are unable to import an original graphic file or convert it to a format that will paste into your Word document, you may need to scan the image.

Scan line art at 800 pixels per inch (dpi) or 354 pixels per cm (dpc) at final size. In general, images will be sized no larger than 4.5 × 3.5 inches unless there is an extraordinary amount of detail in the graphic. These images may be submitted as .eps files.
Photographs (digital and print photographs)

Digital photograph files should be included at 300 dpi or 118 dpc at final size. Digital photos (at 72 dpi) need to be \(4\times\) the final output size for good print reproduction.

Print photographs may be scanned at 300 dpi at final size.

GREEK LETTERS

Greek letters are often used in equations. Be sure to distinguish the letters clearly from each other and from regular letters.

When you include Greek letters in a glossary or abbreviations list, alphabetize them according to their place in the Greek alphabet.

HARDNESS

Express measures of hardness using the following formats:

- Brinell hardness number: Bhn
- Rockwell “C” (or other letters): Rc
- Diamond pyramid hardness: Dph
- Vickers hardness number: Vhn
- Mohs: 2.5 (not 2½)

HEADINGS

Use the following examples for heading levels in the manuscript:

Title: The title of your paper should be bold, initial caps, centered, standing alone on a line with an extra space below:

- **Geochemical Behavior of Ferric Arsenates**

Level 1 Heads: These heads should be bold, all caps, flush left, standing alone on a line with an extra space above and below:

- **SITE DESCRIPTION**

Level 2 Heads: Level 2 heads should be bold, initial caps, flush left, standing alone on a line with an extra space above and below:

- **Tailings Solids of the Plains**

Level 3 Heads: This level head should be bold, italics, initial caps, flush left, standing alone on a line with an extra space above and below:

- **Alkalinity Consumption**

Level 4 Heads: Level 4 heads should be bold, indented, sentence style, and end with a period. The head then leads into the paragraph that follows:

- **Water coagulation.** Comparing the initial aqueous-phase acidity…

Level 5 Heads: Level 5 heads should be bold, italics, indented, sentence style, and end with a period. The head then leads into the paragraph that follows:

- **Alkaline ionized water.** Comparing the final acidity…

HYPHENS

Modern style and usage guidelines have changed some traditional rules for using hyphens. For example, the use of a hyphen between an adverb ending in -ly and another word in a unit modifier has been dropped (e.g., heavily skewed results, partially hidden cameras).
...and Ambiguity

SME style favors retaining the hyphen in other unit modifiers (e.g., 5-year plan) unless the unit modifier is so well known that its meaning isn’t likely to be misunderstood (e.g., high school students).

Hyphens are indispensable, however, in unit modifiers that are ambiguous or could be misunderstood without the hyphen. Suppose, for example, you were to write six-foot tall person rather than six-foot-tall person. Both phrases indicate that you’re talking about a tall person, but one of the phrases confuses you about how many feet he or she has. Therefore, hyphens can still be very helpful (e.g., on-site experiments, rot-producing fungus, fatigue-induced wear).

...and Capitals

When both words of a unit modifier are capitalized, they are not hyphenated: Bronze Age tools, Vietnam Era veterans, Mining Program objectives.

...and Compounds

Use hyphens in compounds: half-life, cross-link, back-reaction.

...and Double Surnames

Use a hyphen in hyphenated surnames: Robert Baden-Powell, Joseph-Louis Gay-Lussac, Jackie Joyner-Kersee but

Use an en dash between names of equal weight: Bond–Miller equation.

...and Foreign Terms Used as Unit Modifiers

Use hyphens for foreign terms used as unit modifiers unless the term is uncommon and therefore in italics: in-situ evaluation in-vivo reactions, ad-hoc committee, carpe diem definition.

...and Fractions

Use hyphens in fractions such as one-half, one-ninth, three-fourths.

...and Moved Modifiers

When you move a unit modifier so that it follows the noun rather than coming before it, omit the hyphens:

- state-of-the-art equipment, but equipment that reflects the state of the art
- last-minute adjustments, but adjustments made at the last minute
- on-site experiments, but experiments done on site

...and Numbers

When using numbers in unit modifiers, retain all the necessary hyphens:

- 2-in.-diameter tubes
- 13-cm-wide substrate
- 50-Å-thick film

Do not use hyphens in unit modifiers that use symbols as adjectives (–, +, >, etc.):

- –100 mesh size fraction, but minus-100-mesh size fraction

...and Prefixes

Hyphens do not follow most prefixes (such as pre-, post-, multi-, sub-). Use hyphens in the following situations:

- Between a prefix and a proper noun: non-Newtonian, non-SME, post-Vietnam
- Between some repeated consonants: non-native, non-nuclear, sub-bandwidth
- With words of five or more syllables: post-reorganization, post-mineralization
...and Ranges
Hyphens also show ranges, but en dashes, if available, are preferable (see also “Dashes”); e.g., 32°C–36°C and 3–5 cm. Suspended hyphens are printed like this: 3– to 5-cm apertures, or 3–5-cm apertures.

...and Two-Word Compounds
non-radiation-caused effects
non-tumor-bearing organ
pre-steady-state condition

...and Two-Word Verbs
air-dry freeze-dry jump-start vacuum-dry

...and Unit Modifiers
above-average results first-order reaction high-frequency transition
time-dependent reaction silver-coated electrode low-pressure density
high-performance module high-temperature dose higher-temperature values
free-energy radical least-squares analysis long-chain enzyme
solid-state reaction water-soluble mixture blue-green solution

but
very well studied hypothesis, very high density lipoprotein
Exception: particle size distribution

...and Unit Modifiers of Three or More Words
signal-to-noise ratio root-mean-square analysis high-molecular-weight compound

I.E.
See “E.G. and I.E.”

ITALICS
...for Emphasis
Use italics to emphasize a word or phrase that deserves special attention (but sparingly).

...for Foreign Words
Italicize uncommon foreign words and phrases as supra, infra, and inter alia; however, if the word or phrase is commonly used in the field, omit the italics (ad hoc, a priori, de facto, et al., ibid, in absentia, in situ, per se).

...for Hyphenated Prefixes
Italicize hyphenated prefixes (such as cis-, trans-, o-, m-, and p-) to chemical formulas: trans-1,2-dibenzoylethylene, and trans-glycol.

...for Published Documents
Use italics for the titles of brochures, reports, books, and the names of trade journals and magazines. (Note that names of trade journals and magazines will be spelled out in text but abbreviated in reference lists. See also the Editor’s Appendix.)

Stability in Surface Mining
FY 1999 Annual Report
Gone with the Wind

Applied Physics Letters
Science
Mineral Commodity Summaries
...for Taxonomic Names
Use italics for genera, species, and varieties: Clostridium thermocellum and C. thermocellum.

...for Words as Words
Use italics when referring to a word as a word or to a phrase as a phrase:

The word footnote is often used in place of reference.
These labels should have handle with care printed on them.

NOTE: Generally, no italics or quotes are used for informal definitions, often expressed by the words called, so-called, referred to as, also known as, defined as. See also “Quotation Marks vs. Italics.”

JUNIOR/SENIOR
Do not use commas before Jr., Sr., III, and so forth (e.g., John Smith Jr.). In reference lists, use the following format:

Smith, A.E., III. 1960.

LISTS
Following are guidelines for including lists in your manuscript (see also “Bulleted Lists” and “Numbered Lists”):

- You may use bulleted or numbered lists.
- Use numbered lists for steps or procedures, if you’ll be referring to a list element later, or when introducing the number of items in the list. For example: The following three items...
- You should include at least two items in a bulleted or numbered list.
- Bulleted and numbered lists are indented to the first tab.
- Lists should be parallel in construction. The items should consistently begin with nouns or verbs, but not both. Items should be complete sentences, or phrases, but not both.
- Use colons after independent clauses that introduce lists. Do not use colons after verbs or prepositions that introduce lists.
- Separate items by commas unless internal commas are required, in which case all items should be separated with semicolons.

Run-in Lists
For short lists, use (1) and (2) in running text, not 1) and 2) (note open and closed parentheses).

Examples:
You are advised to pack (1) warm clothing, (2) food, and (3) shelter items.
Data are available for three groups: (1) rocks and minerals; (2) commodities, markets, and uses; and (3) transportation.

When each item is a complete sentence, use either a bulleted or numbered list format.

Lists Punctuated as Sentences

Example:

Reporting for the committee, Smith noted that
1. A fundraising campaign director was being sought;
2. The salary for this director, about $50,000 a year, could be paid; and
3. The fundraising campaign would be launched in the spring of 2005.
MATHEMATICAL SYMBOLS
Print most mathematical symbols used as operation signs with a space on both sides:

\[ T_{in} - T_{amb} \quad a + b \quad x = y^2 \]

The exception is the solidus (/): \( a/b \).

Do not leave a space between numerals and the symbols for degrees, dollars, cents, and percentages (°, $, ¢, %); e.g., 52%. Don’t leave a space between symbols such as >, <, \( \leq \), and the numeral unless these are the operation signs in an equation. Do leave a space between numerals and symbols of measurement such as \( cm \) and \( \bar{A} \) (see also “Numbers” for examples).

MESH SIZES
It is acceptable to mix the following usages, but try for consistency within chapters.

minus 10 mesh or –10 mesh (note the use of an en dash instead of a hyphen)
plus 10 mesh or +10 mesh
–10 mesh fraction or minus-10-mesh size fraction
40/60 mesh
325 mesh
80% passing 20 \( \mu m \)
80% passing 325 mesh

Two common mesh scales are the Tyler Standard Scale (Tyler Series) or the U.S. Sieve Series (U.S. Standard Series).

Hyphenate mesh sizes when used as adjectives (e.g., a 325-mesh size, 1,400-mesh screens) except with adjectival forms (e.g., ~325 mesh size, >325 mesh size).

For ranges, an en dash can be used in most cases, but it is preferable to use to for adjectival forms: 100–325 mesh, ~100 to 325 mesh; <100 to 325 mesh.

METRIC AND CUSTOMARY UNITS
SME authors are responsible for converting English units of measurement to SI (International System of Units) values. Unless it is inappropriate (for example, when writing about 1-in. pipe or 2 × 4 lumber), the metric system is the standard for SME publications. (A conversion table is included in Appendix C.)

- Metric is the preferred unit of measure for all SME publications. Customary units can follow metric units in parentheses: 38.1 m (125 ft).
- Customary units for industry standard measurements (common drill sizes, U.S. Standard fastener sizes, commercial pipe sizes) are acceptable without conversion (e.g., 2 × 4 lumber, 1-in. pipe, half-inch drill).

See Appendix B for SME units-of-measure abbreviations.

MOLECULAR FORMULAS
See “Chemical Compounds/Molecular Formulas.”

MONTHS AND YEARS
Spell out the names of months in text when used alone or with a year (e.g., The project will continue until December 2001.). In tables, months may be abbreviated to save space.
When the day is included, put a comma after the year if the sentence continues (e.g., On October 1, 2001, the operation began.).

**NAMES**

Generally, use initials for the first and middle names of persons, and omit titles and form of address such as Dr., Professor, Mr., Mrs., or Ms. Use Dr. only when it indicates a medical doctor. (See also “Academic/Professional Titles.”)

**NON-SI UNITS OF MEASURE**

See “Metric and Customary Units.”

**NUMBERED LISTS**

Following are guidelines for including numbered lists in your manuscript:

1. Use numbered lists for procedural steps and for items in lists referred to in text by number.
2. Make sure you have two or more items at all levels.
   a. Use lowercase letters to set off subordinate items.
   b. Indent all items.
   c. Omit periods at the ends of items unless they are complete sentences.
3. Use colons after independent clauses that introduce lists.
4. Do not use colons after verbs or prepositions that introduce lists.
5. Separate items by commas unless internal commas are required, in which case all items should be separated with semicolons.

**NUMBERS**

**General Rules**

Use numerals with units of time and measurement, like this: 2 days, 3 weeks, 1 month, and 87 years. The words days, weeks, and years are not abbreviated unless used in combination with other units (4 d/wk, 8 h/d); the word month is never abbreviated.

Abbreviate units of measure when they accompany numerals: 5 mL. Spell out units of measure that do not follow numerals: several milligrams, a few milliliters.

When a sentence starts with a specific quantity, spell out the number as well as the unit of measure: Fifteen milliliters of chlorine was added to the tube. Even when a sentence starts with a spelled-out quantity, use numerals when appropriate in the rest of the sentence: Eight milliliters was added but 5 mL was tested.

Separate groups of three digits with a comma:

50,182    113,728    2,225,000    8,712

Typically, it isn’t necessary to spell out the unit of measure on first use for a technical audience. But if you think a reader might not know the unit, spell it out on first use and use the abbreviation thereafter.
...and En Dashes
When either one or both numbers are negative or include a symbol that modifies the number, use to or through instead of the en dash:

–20 to +120 K  
–145 to –30°C  
10 to >600 mL  
~50 to 60

*Suspended hyphens: 3- to 5-cm apertures or 3–5-cm apertures*

...and Fractions
Spell out and hyphenate fractions whose terms are both less than 10 (e.g., one-fifth, one-half, 1/20 of the subjects; 1/12 of the volume). Hyphenate fractions whether used as nouns or adjectives.

...and Hyphens
Hyphenate most units of measure as unit modifiers:

| 5-mL flask | 10-mg sample | two-phase system |
| 100-mm-thick layer | 3-year-old child | 100-mm-diameter droplet |
| 13-cm-wide substrate | 4 L/s but 4 seconds | 4 h/d but 4 hours |

a 1- to 2-h sampling time (or a 1–2-h sampling time)
a 25–30-mL aliquot (or a 25– to 30-mL aliquot)
100-, 200-, and 300-mL aliquots
25- to 50-mg samples (or 25–50-mg samples)

Do not hyphenate numbers and units of concentration or temperature:

5 K isotherm  
0.1 M NaCl

Do not hyphenate complex numbers or units of measurement:

| 0.1 mol dm$^{-3}$ solution | 1.2 × 10$^{-4}$ cm$^{-1}$ peak |
| 3 N HCl solution | 2 × 4 lumber |

Ranges of Numbers
To show ranges, use an en dash or the word to when you use of or from with the range. When you want to express a range between some number and another one, always use and in the range:

| 15%–25% | 32°–38°C | of 13 to 18 mL |
| 6–12 cm | 10–20 m$^2$ | from 16 to 18 A |
|        |        | between 8 and 12 m |

Note that symbols such as ° and %, which are right next to the number, are repeated for both values. Whether you use an en dash or the word to, be consistent within your manuscript.

Scientific Notation
Express multiples of SI (metric) units in powers of 10 with the appropriate prefixes; e.g., mm (millimeters, 10$^{-3}$ m) and mJ (megajoules, 10$^6$ J).

Use standard scientific notation, whenever it is appropriate, to express very small and very large numbers; e.g., 2.5 × 10$^{-3}$ and 3.56 × 10$^6$.

Avoid using M for thousands or MM for millions, to prevent confusion with the SI prefix M (mega, or millions).

Spelling Out Numbers
Except with units of time and measurement, spell out numbers lower than 10 in publications (eight experimental runs and three different minerals).

Spell out all numbers at the beginning of sentences:

Fifteen trials showed almost no deviation in the outcomes.
Thirty-five people attended the seminar.

However, if a sentence begins with a large number that would be awkward to spell out (e.g., 253 tons of ore were mined), it is best to reword the sentence (e.g., Mining yielded 253 tons of ore).

Spell out the first of two adjacent numbers unless the first one requires three or more words:

- ten 5-kW sites
- but 135 16-cm plots

**Parallel Construction**

When a sentence contains one or more numbers greater than nine that are related in kind to a smaller number, use numerals for all of them:

- 5, 8, and 12 experiments
- 2nd and 20th examples
- 5–15 repetitions

...was reduced in 2 pairs, not significantly changed in 11 pairs, and increased in 6 pairs.

If the numbers don’t refer to the same or similar things, they don’t have to be treated the same way:

- We conducted three trial runs at 18°C.

**Time and Measure**

| 6 minutes | 6 min/d | 4 days | 1 billion | 180° |
| 25 mL | 0.30 g | 6 months | $15 million | 76°C |
| 50–100 mL | 3.5 hours (not 3½) | $3.7 \times 10^5$ | 400× | <15 |
| 50% | the 1990s | 8 years | 2 million pounds | 1960s |
| 4:00 PM | 12:15 AM | two-thirds | 1/12 the volume |

**Usage Other than Time and Measure**

Use words for cardinal numbers less than 10; use numerals for 10 and above. Spell out ordinals first through ninth; use numerals for 10th or greater:

- three flasks, 30 flasks
- first century
- seven trees, 10 trees
- third flask, 12th flask
- 21st century
- sixfold, 10-fold

Use numerals in the following instances: methods 1 and 2; series 2 and 3; phases 1 and 2; samples 8 and 9.

**PARENTHESES**

…in Equations

In equations, use parentheses, brackets, and braces in a repeated progression from parentheses inside to braces outside: {[( )]}

…in Measurements

Use parentheses to enclose English measurements that follow SI or metric measurements: 38.1 m (125 ft).

…in References

When you use parentheses in text, such as for author-date reference callouts, SME style generally places commas after the parentheses, when necessary:

- In earlier research (Jones 1989), the integrity of the soil was confirmed.

For more examples of parentheses used in references, also see the Editor’s Appendix.

…in Running Text

Use parentheses (or em dashes) to set off explanatory or digressive material that doesn’t bear a close logical relationship to the rest of the sentence; when the material is closely related, use commas:

- The results of the last experiment (conducted after we moved the apparatus to another laboratory) confirmed Jones’s hypothesis.
The results of the last experiment—conducted after we moved the apparatus to another laboratory—confirmed Jones’s hypothesis.

Timed test runs showed that the titanium oxide coating, rather than the emulsion, produced the best results.

When you need to use parentheses within parentheses, use brackets on the inside and parentheses outside (see also “Brackets”):

Some controversy has surrounded this method (a number of investigators [e.g., Markowitz 1989] have questioned its safety), so we wrote a new safe operating procedure before beginning.

PARTS/SECTIONS
SME books may be divided into parts (groups of chapters or papers), and individual chapters may be divided into sections.

PERCENT AND PERCENTAGE
Generally, you can determine whether to treat percent and % as a singular or as a plural by looking at the noun following them:

Six percent of the pipes were rusty. 
More than 10% of that amount was allocated to planning.

15%–25% or 15% to 25%

Note that percent is spelled out as one word when it accompanies a number spelled out at the beginning of a sentence.

Elsewhere in text, and in figures and tables, use a number and the % symbol. When there is no number, use percentage.

The maximum glucose yield was 60%.
This table shows the percentages of state and federal sites used for mining.

Use the percent sign (%) in text, tables, and figures: 5% Au (not 5 percent Au).

PERMISSION/COPYRIGHT RELEASE REQUIREMENTS
See Appendix A for specific copyright release information.

PHONE NUMBERS
Style phone numbers with hyphens between elements: 800-555-1212, not (800) 555-1212 or 800.555.1212

PLURALS
Do not add an “s” to measurement abbreviations to form the plural; they are written like this: 4 in. and 23 cm.

Use a lowercase s but not an apostrophe to form plurals of acronyms, nonmeasurement abbreviations, and decades: PUCs, 1990s, and GPSs.

Use the apostrophe for a possessive: I remember 1985’s worst event.
PREFIXES
Most prefixes are closed (e.g., antiturbidity, multigeneration, nonissue, preplanning, postmining). See also “Hyphens...and Prefixes.”

PREPOSITIONS
Use uppercase for prepositions of five or more characters in head levels and figure/table text (e.g., for, with, from, After, Through, Between).

QUOTATIONS
Always use some form of direct quotation to denote the exact words of another writer or speaker. Enclose quotes in quotation marks or, if they’re longer than two or three text lines, separate the quoted material from the main text with a line space above and below and indent on each side. Indented quotations, or “block quotations,” do not take quotation marks except for quoted material within them. Use double quotation marks for quotes inside block quotations.

Reference numbers and author-date citations go outside quotation marks and before the final punctuation in quotes and after the final punctuation in block quotations. *(See also “Ellipses.”)*

All quotations must include sources, although it is not necessary to include page numbers for the citations.

Quotation Marks
Use quotation marks to indicate direct quotes and to introduce new words or words you are using differently in your work (e.g., We called our process “a simple plan.”). Place quotation marks outside periods and commas, but inside colons and semicolons:

“Let’s meet again in 6 months,” the director said, “to discuss our progress.”
She presented a paper titled “Techniques for Estimating Slope Stability.”
He asked me to define “serendipity”; I referred him to the dictionary.

Use single quotation marks for quotes inside quotations.

QUOTATION MARKS vs. ITALICS
Use quotation marks in the following situations:
- When the word doesn’t appear anywhere (the dictionary, the literature, etc.; a made-up word)
- When the context clearly indicates that authors know that it means something else, but here they’re using it to mean such-and-such.
- For citing names of sections within chapters (see “Citing Sections within Chapters”).

Use italics in the following situations:
- For emphasis (use sparingly)
- For foreign words that don’t appear in the English dictionary (only on first usage; italics unnecessary on subsequent usages)
- For key terms introduced in a particular context: Glass can be either flat or float.
- For words introduced as words, often introduced by the expression the term or the word (e.g., the term nonplastic is used...)

Note: To introduce new words or terms, generally italics are used, especially if the word or term is formal (as in scientific usage, for example), and quote marks are used for more informal usage. See also “Italics...for Words as Words.”
RATIOS AND MIXTURE NOTATION

Use a colon or slash between numbers in a ratio. Use slash or en dash between words in a ratio or components of a mixture:

- dissolved in 5:1 glycerin/water
- dissolved in 5:1 glycerin–water
- the metal/ligand (1:1) reaction mixture
- the metal–ligand (1:1) reaction mixture
- the methane/oxygen/argon (1/50/450) matrix
- the methane/oxygen/argon (1:50:450) matrix

REFERENCES (IN TEXT)

Do not include references that are not cited in text. Place bibliographic material that has not been cited in the text into a separate “Bibliography” or “Selected Readings” section. Whether a book contains a Bibliography or Selected Readings section will be at the discretion of SME.

Multiple References

Use semicolons between two or more references in a single parenthetical citation: (Smith 1990; Jones 1997; Harley 2004).

Same Author(s), Same Year

Distinguish works by the same author(s) published in the same year with a, b, c, etc.; but if the order of authors changes or different authors are listed, then a, b, etc., cannot be used.

Undated

Use n.d. for undated (no date) references: ...of metallurgical grade (Metorex Limited, n.d.).

Examples:

One author
- in text—(Smith 1990)
- in references—Smith, A.B. 1990.

Two authors
- in text—(Smith and Lee 1990)

Three or more
- in text—(Smith et al. 1990)

Multiple refs in text
- (Smith 1990; Smith and Lee 1990; Smith et al. 1990; Smith 2004a, 2004b)

Do not reorder in-text references (i.e., do not change to alphabetical order). Keep as submitted.

REFERENCE LIST

References cited in text must be included in a reference list at the end of the manuscript. At a minimum, the following information is needed (as applicable):

- Author(s)
- Editor(s), if any
- Year of publication
- Article and/or book title
• Title of trade journal
• Name and location of publisher (city/state/country)
• Volume, issue number, and inclusive range of pages, in that order, for trade journal references: e.g., 124(8):18–26.
• Conferences/Meetings (unpublished): date and city/state/country location of conference.
• Conferences/Meetings (published): name and location of publisher.
• Web sites: URL and month/year accessed.

When in doubt, imagine yourself trying to look up or obtain a copy of the particular publication you are citing, and provide all the information that the reader will need to track down the publication. See the Editor’s Appendix for examples of various reference styles.

SI UNITS (METRIC SYSTEM)
SME follows national policies and those of scientific societies in using the SI (International System of Units) or metric system to express measurements. English units are to be placed in parenthesis following metric units when this is appropriate for a publication’s audience. Use English units alone for the standard names of certain items, such as 1-in. pipe and 2 × 4 lumber. (See also “Metrics and Customary Units.”)

SOLIDUS
Also called slant, slash, shilling mark, or virgule, the solidus has mathematical as well as textual functions.

…in Fractions
Use a solidus to express a quotient in text when you do not need to display an equation:

These structures yield lifetimes that are related to bulk lifetime by the expression \( \frac{1}{t} = \frac{1}{t_B} + \frac{2S}{d} \).

…in Text
In text, the solidus can indicate junctions, interfaces, and components:

The gas/liquid interface (an en dash is also acceptable) 1-butyl acetate/acetic acid/water (3:1:1)

With abbreviated units of measurement, use the solidus to stand for per in abbreviated metric units of measure, like this: 2 g/cm\(^2\) and 355 W/m\(^2\).

But use per rather than a solidus with spelled-out versions of units of measurement, like this: several cubic feet per second and a few cents per kilowatt-hour.

SOURCE LINES
Be sure to cite the sources of the figures and tables of others that you use in your publication. Add the source line at the end of a figure caption or at the bottom of a table. Any reference included with a figure or table must also be cited in the reference list, although courtesy lines need not be included.
Indicate whether specific wording is requested by the copyright holder. If the copyright holder does require specific wording, use one of the following formats:

- **Source:** United States Geological Survey 2000.
- **Source:** Smith 1990, reproduced with permission from Elsevier.
- **Source:** Data from Smith 2005.
- **Source:** Adapted from Reynolds 2000.
- Courtesy of U.S. Bureau of Mines.

**Material Obtained Free of Charge**
For material that you obtained free and without restrictions on its use, the credit line may use the word *courtesy.*

**Material Requiring Permission**
Unless fair use applies (see Appendix A of this guide), an illustration or photograph reproduced from a published work under copyright always requires formal permission. If the work being credited is included in the reference list or bibliography, only a shortened form need appear in the credit line.

When in doubt, it is always best to request permission. For more specific guidelines regarding materials permissions, refer to Appendix A.

**STANDARDS, CITING IN TEXT**
When citing standards in text, cite only the organization acronym and the standard number, with no date. (See the Editor’s Appendix for sample formats for standards in reference lists.)

...ASTM D3565 or (ASTM D3565), if the text is parenthetical.
...ISO 10545-3 or (ISO 10545-3), if the text is parenthetical.

**STATES AND PROVINCES**
In running text, spell out names of states and provinces when used alone and with a city name. Put commas around names of states or provinces when they appear with cities:

- The researchers went to Alaska to continue their work.
- The conference was held in Raleigh, North Carolina, last year.

In tables, figures, and reference lists, use 2-letter U.S. Postal Service abbreviations when states are included after a city name (e.g., AZ, CA, CO, ON, QC).

Use U.S. Postal Service abbreviations for states in full addresses that include streets or post office boxes: *P.O. Box 123, Denver, CO 80101-0101.* Also use state abbreviations in the reference list when giving a city name:

### U.S. Postal Service Abbreviations

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<td>Massachusetts MA</td>
<td>Tennessee TN</td>
<td>Yukon YT</td>
</tr>
</tbody>
</table>

### Canadian Province, Alberta AB

### TABLES

All tables must be included with the text document. Number tables by chapter; e.g., the second table to appear in Chapter 3 would be numbered Table 3.2. Include this number designation with the table head. Be sure to reference each table in the text. If taken from a copyrighted source, include the source at the end of the table, before any footnotes. Every table must have a title. Table heads (except for the word Table itself) take sentence-style capitalization, except for proper nouns and capitalized abbreviations. There is no punctuation at the end of the title. Refer to Table 1.

Try not to use acronyms in tables (there will be exceptions). Each table stands by itself.

Within the table, column heads are capitalized and the rows and other elements take sentence-style capitalization. If a measurement follows introductory text, use a comma followed by the measurement in Roman type (e.g., Output, mg/L). Do not include measurement in parentheses unless parenthetical.

If a “spanner” rule is used above several columns of measurements, no comma necessary after column head text that appears above the spanner rule (see Table 1). In source lines, separate multiple sources by a semicolon.

**Example:**

**TABLE 1 Sentence style, no period at end (in millimeters)** *  

<table>
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<th>Capitalize Text in Column Heads†</th>
<th>Capitalize Column Head</th>
<th>ft ²</th>
<th>mph (km/h)</th>
<th>kPa</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Sentence style, %</td>
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<tr>
<td>Text, mph</td>
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<td>xxx (xxx)</td>
<td>xxx</td>
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<td>xxx</td>
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</tbody>
</table>


*In table heads, measurements can be in parentheses, no italics (as shown).
†Footnote symbols will be superscripts in the table body. Footnote symbols are not superscripts at bottom of table.
‡NA = not applicable.
TAXONOMIC NAMES
Capitalize the names of botanical and zoological divisions higher than species: genera, families, orders, classes, and phyla. Use italics for genera, species, and varieties: *Clostridium thermocellum* and *Escherichia coli*. Abbreviate the genus after the first mention: *E. coli*.

TEMPERATURE
Use the following styles for temperature:

- 16°C, 78°F, 55 K (no degree sign for Kelvin units)
- 16°–32°C
- 16°, 32°, and 38°C

TIME OF DAY
Use small caps for AM and PM (e.g., 4:30 AM).

TRADE JOURNALS
Abbreviate names of trade journals in reference lists according to abbreviations provided in the Editor’s Appendix.

TRADE NAMES
Trade names are usually capitalized (e.g., Kleenex tissue, Gilsonite). Midcaps may be retained (e.g., WordPerfect, IsaMill, HydroFloat). Change all caps to initial caps (e.g., change from VERTIMILL to Vertimill). It is not necessary to include a (™) or other symbol (e.g., ®) if the term is capitalized, nor is it necessary to include manufacturer information.

U.S./UNITED STATES/USA
Spell out *United States* as a noun, use *U.S.* as an adjective, and use *USA* only in postal addresses. The same rule applies for U.K./United Kingdom.

USEPA
See “EPA and USEPA.”

U.S.S.R./RUSSIA
See “Countries.”

VERSUS
Spell out *versus* in text. Abbreviate (vs.) in figures, tables, and within parentheses.

WEB SITE
*Web site* is two words and *Web* is initial caps when referring to the World Wide Web.

ZEROES
Place a zero before all decimals; e.g., 0.5, 0.125, and 0.00125.
APPENDIX A
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Source: Author year (art itself taken from source)
Source: Author year, reproduced with permission from Copyright Holder (suitable acknowledgment requested from Copyright Holder)
Source: Data from author year (data only from source)
Source: Adapted from author year (art modified from source)

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[Add Title of Book here]

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COPYRIGHT PERMISSIONS LOG

(This form is to be completed for all figures and tables, even those that are original and not from another source.)

Title: ___________________________________________________________

Authors: ________________________________________________________

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<td>Electromotive force</td>
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<td>ft-candle</td>
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<td>Gravity</td>
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<td>spell out or g (in italics)</td>
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<tr>
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<tr>
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<td>kg/mol</td>
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<td>kg/s or kgps</td>
<td>kg/s or kgps</td>
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<td>Kilohm</td>
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<td>kΩ</td>
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<td>Kiloliter</td>
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<tr>
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<td>km/s or kmps</td>
<td>km/s or kmps</td>
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<td>ktpy</td>
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<td>log</td>
</tr>
<tr>
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<td>log or ln</td>
<td>log or ln</td>
</tr>
<tr>
<td>Long tons (gross tons)</td>
<td>spell out or lt</td>
<td>spell out or lt</td>
</tr>
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**APPENDIX C
CONVERSIONS**

The following table provides a selected list of conversion factors that may be most generally used in the minerals industry.

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<th>Convert From</th>
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<td>meter squared (m²)</td>
<td>(4.046856 \times 10^{-3})</td>
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<tr>
<td>acre-foot</td>
<td>meter cubed (m³)</td>
<td>(1.233482 \times 10^{-3})</td>
</tr>
<tr>
<td>amperes, U.S. legal 1948</td>
<td>ampere (A)</td>
<td>(1.000008 \times 10^{-9})</td>
</tr>
<tr>
<td>amperes-hour</td>
<td>coulomb (C)</td>
<td>(3.600000 \times )</td>
</tr>
<tr>
<td>angstrom</td>
<td>meter (m)</td>
<td>(1.01325 \times 10^{-3})</td>
</tr>
<tr>
<td>atmosphere (normal)</td>
<td>pascal (Pa)</td>
<td>(1.589873 \times 10^{-3})</td>
</tr>
<tr>
<td>barrel (for petroleum, 42 gal)</td>
<td>meter cubed (m³) meter cubed (m³) joule (J) joule/kilogram-kelvin (J/kg·K) watt (W)</td>
<td>(2.359737 \times 10^{-3})</td>
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<tr>
<td>board foot</td>
<td>joule (J)</td>
<td>(1.055056 \times 10^{-3})</td>
</tr>
<tr>
<td>British thermal unit (International Table)</td>
<td>joule (J)</td>
<td>(2.32600 \times 10^{-3})</td>
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<td>Btu (International Table) per pound/mass</td>
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<td>(2.930711 \times 10^{-1})</td>
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<tr>
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<td>joule (J)</td>
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<tr>
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<td>kilogram (kg)</td>
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<td>radian (rad)</td>
<td>(1.00000 \times 10^{-14})</td>
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<td>kelvin (K)</td>
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<td>degree Celsius kelvin (K)</td>
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<tr>
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<td>meter cubed/second (m³/s)</td>
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<td>foot per second</td>
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<td>kilogram/meter cubed (kg/m³)</td>
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<td>henry (H)</td>
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<td>watt (W)</td>
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<td>pascal (Pa)</td>
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<td>inch, square</td>
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<td>inch, cubic</td>
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<td>inch of water (60°F)</td>
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<td>Unit (J)</td>
<td>Conversion Factor</td>
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<td>mile per hour (US statute)</td>
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<td>millimeter of mercury (0°C)</td>
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<td>ohm, international US</td>
<td>ohm (Ω)</td>
<td>1.000495 × 10^-3</td>
</tr>
<tr>
<td>ohm-centimeter</td>
<td>ohm-meter (Ωm)</td>
<td>1.000000 × 10^-2</td>
</tr>
<tr>
<td>ounce (US fluid)</td>
<td>meter cubed (m³)</td>
<td>2.957353 × 10^-5</td>
</tr>
<tr>
<td>pint (US liquid)</td>
<td>meter cubed (m³)</td>
<td>4.731765 × 10^-4</td>
</tr>
<tr>
<td>pound-force (lbf avoirdupois)</td>
<td>newton (N)</td>
<td>4.448222 × 10^-6</td>
</tr>
<tr>
<td>pound-force per square inch (psi)</td>
<td>pascal (Pa)</td>
<td>6.894757 × 10^-3</td>
</tr>
<tr>
<td>pound-mass (lbm avoirdupois)</td>
<td>kilogram (kg)</td>
<td>4.535924 × 10^-1</td>
</tr>
<tr>
<td>quart (US liquid)</td>
<td>cubed (m³) radian (rad)</td>
<td>9.463529 × 10^-4</td>
</tr>
<tr>
<td>second (angle)</td>
<td>kilogram (kg) kilogram</td>
<td>4.848137 × 10^-6</td>
</tr>
<tr>
<td>ton (long, 2,240 lbm)</td>
<td>(kg) kilogram (kg)</td>
<td>1.016047 × 10^-3</td>
</tr>
<tr>
<td>ton (metric)</td>
<td>kilogram/second (kg/s)</td>
<td>1.000000 × 10^-11</td>
</tr>
<tr>
<td>ton (short, 2,000 lbm)</td>
<td>kilogram (kg) volt (V)</td>
<td>9.071847 × 10^-2</td>
</tr>
<tr>
<td>ton (short, mass) per hour</td>
<td>watt (W)</td>
<td>2.519958 × 10^-1</td>
</tr>
<tr>
<td>tonne</td>
<td>joule (J)</td>
<td>1.000000 × 10^-13</td>
</tr>
<tr>
<td>volt (US legal 1948)</td>
<td>meter (m)</td>
<td>1.000008 × 10^-10</td>
</tr>
<tr>
<td>watt (US legal 1948)</td>
<td>meter squared (m²)</td>
<td>1.000017 × 10^-10</td>
</tr>
<tr>
<td>watt-hour</td>
<td>meter cubed (m³)</td>
<td>3.600000 × 10^-13</td>
</tr>
<tr>
<td>yard</td>
<td>meter cubed/second (m³/s)</td>
<td>9.144000 × 10^-13</td>
</tr>
<tr>
<td>yard, square</td>
<td>second (s)</td>
<td>8.361274 × 10^-1</td>
</tr>
<tr>
<td>yard, cubic</td>
<td>second (s)</td>
<td>7.645549 × 10^-1</td>
</tr>
<tr>
<td>yard, cubic per minute</td>
<td>second (s)</td>
<td>1.274258 × 10^-2</td>
</tr>
<tr>
<td>year (calendar)</td>
<td>second (s)</td>
<td>3.153600 × 10^-7</td>
</tr>
</tbody>
</table>

*The conversion factor is exact and all subsequent digits after the 6th decimal place are zero.*
EDITOR’S APPENDIX

GENERAL NOTES

This appendix provides information and guidance useful for editing and proofreading SME publications. Authors may also find this section helpful when referencing sources in their manuscripts.

Reference Materials

- Style points and book publishing guidelines—The *ACS Style Guide* (ACS, 2nd ed.), *Chicago Manual of Style* (CMS, 15th ed.), and *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers* (7th ed.). These style guides may be referenced by section (e.g., CMS 8.07) or page number (e.g., ACS, p. 117) within this appendix for additional guidance.
- General spelling and word usage—*Merriam-Webster’s Unabridged Dictionary* (MW)
- Technical spelling and some word usage (MW generally takes precedence)—*Dictionary of Mining, Mineral, and Related Terms* (2nd ed.)

Publications

In addition to its book titles, SME publishes the following periodicals:

- *Mining Engineering*, a monthly trade magazine
- *Minerals & Metallurgical Processing (MM&P)*, a quarterly journal of peer-reviewed technical papers for researchers and operations personnel
- *SME eNewsletter*, the official biweekly newsletter for SME members (available online at [www.smenet.org](http://www.smenet.org))

THE HISTORY OF SME

Knowing a little about SME’s history can be useful when preparing and editing a manuscript, particularly when questions arise about how to cite SME publications over the years. For example, depending on the year of publication, the acronym SME may stand for the former Society of Mining Engineers, or the current Society for Mining, Metallurgy, and Exploration.

The current Society for Mining, Metallurgy, and Exploration, Inc. (SME) is a member society of the American Institute of Mining, Metallurgical, and Petroleum Engineers, Inc. (AIME), which was formed in 1871 by 22 coal mining engineers at a meeting in Wilkes-Barre, Pennsylvania. The original name of the organization was the American Institute of Mining Engineers.

The word Metallurgical was added to the institute name in 1919 to recognize that the American Institute of Metals had become part of the organization the previous year. Petroleum was added in 1956 to recognize the significant growth of the petroleum engineering profession in the organization.

As the institute grew, divisions were formed in response to the increasing trend toward specialization among mineral industry engineers. The SME divisions and their year of formation are the Coal Division (1930), the Industrial Minerals Division (1935), the Mineral Processing Division (1948), the Mining and Exploration Division (1949), and the Environmental Division (1996).

Although it remained a centralized organization, in 1949 AIME recognized the polarization of its activities around the disciplines of its name by forming three branches—Mining, Metals, and Petroleum. Each branch then launched its own monthly magazine. SME’s magazine is *Mining Engineering*, which replaced the institute’s journal, *Mining & Metallurgy*.

AIME continued to grow and the nature of its activities increased in complexity. In the 1950s, it became apparent
that each of the branches needed greater autonomy, and in 1957, three constituent societies were formed: the Society of Mining Engineers (SME), the Metallurgical Society (TMS), and the Society of Petroleum Engineers (SPE). In 1972, each of the constituent societies assumed responsibility for its own business affairs, which had previously been handled by the centralized AIME business office. On December 1, 1974, the Iron and Steel Society (ISS) became the fourth constituent society of AIME. Its membership comprises the Iron and Steel Division of TMS and related industrial conference committees.

Also in the early 1970s, SME voted to relocate its headquarters to Salt Lake City, Utah, partly because of the geographic concentration of a significant portion of its membership and partly because of the economic stress of continuing to provide full service to its membership from a New York location. The move began in 1973 and was completed in the spring of 1974.

Continued membership growth and a need to establish appreciating assets brought to life the dream of building a permanent headquarters for SME. In 1978, land in the Ken Caryl Ranch Business Center in Jefferson County, Colorado was purchased. The building was completed in the summer of 1979, and SME took occupancy in August of that year.

For business and liability reasons, and after years of study, the AIME bylaws were amended in 1983 to permit separate incorporation of the constituent entities. All four societies elected to pursue this option, and following the approval of proposed articles of incorporation and bylaws by the membership, the societies applied for incorporation in their home states and for federal income tax exemption under Section 501(c)(3) of the Internal Revenue Code. On September 18, 1984, the Society of Mining Engineers (SME), Inc., was established as a Colorado corporation and subsequently granted 501(c)(3) tax exemption status. Governance, operations, and assets were transferred from SME-AIME to SME, Inc., on December 2, 1985.

Therefore, SME publications before 1985 may be hyphenated as SME-AIME, but from 1986 to present they should be SME.

<table>
<thead>
<tr>
<th>SME Location</th>
<th>Year</th>
<th>AIME Location</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salt Lake City, Utah</td>
<td>1974 to ~1979</td>
<td>Littleton, Colorado</td>
<td>2003 to August 2011</td>
</tr>
<tr>
<td>Littleton, Colorado</td>
<td>August 1979 to August 2011</td>
<td>Englewood, Colorado</td>
<td>August 2011 to present</td>
</tr>
<tr>
<td>Englewood, Colorado</td>
<td>August 2011 to present</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For years, explorationists, metallurgists, mineral economists, and other members had expressed concern that the society’s name did not truly represent the breadth of interests of the membership. In addition, the name was considered misleading to many potential members, who perceived that they needed to be mining engineers to join. At the annual meeting of members held in Las Vegas, Nevada, on February 26, 1989, the members voted to change the name from the Society of Mining Engineers, Inc., to the Society for Mining, Metallurgy, and Exploration, Inc. The acronym remained the same.

ABBREVIATIONS AND ACRONYMS

General Notes

- Spell out states when used alone and with a city name; use two-letter U.S. Postal Service abbreviations in reference lists (can use two-letter abbreviations to save space in tables and figures when used with a city). (See “States and Provinces” in Author Guidelines.)
- Abbreviate specific volume or editions (Vol. 1, 6th ed.). Abbreviate the terms editor(s) (e.g., ed. and eds.)
- AG and SAG: Use AG and SAG only as adjectives; spell out as nouns (autogenous grinding, semiautogenous grinding).
...in Text vs. Figures/Tables
Chapter text is to be treated independently from tables and figures. Regardless of whether an abbreviation has been introduced in a table or figure, it must be separately introduced at first mention in text. In addition,

- Do not introduce an acronym if used only as a reference citation at first mention: ... in the literature (DOE 1999).
- If the same acronym is used again in text, introduce it as if first-mention: ... in the Department of Energy (DOE)....
- A few acronyms and abbreviations may be used in figures and tables without first being defined: AG, SAG, O/F, O/S, ROM, U/F, U/S, Tail., Conc.

ACCESSION DATES
Provide only month and year for accession dates of Internet references (do not include day, even if day is provided): Accessed March 2002.

ACRONYMS
Acronyms may be used for organizations as author when defined in parentheses afterward, and may only be used in publisher names if previously introduced in the citation.

Examples:


AIME AS PUBLISHER
The spelled-out version of AIME (as publisher) will vary depending on the year of publication, as follows:

- 1871–1918: American Institute of Mining Engineers
- 1919–1955: American Institute of Mining and Metallurgical Engineers
- 1956 to present: American Institute of Mining, Metallurgical, and Petroleum Engineers

ALPHABETIZATION
Alphabetize reference lists according to the following rules:

1. Alphabetize according to the first authors’ surnames.
2. When the same first author is common to multiple references:
   a. Group single-author refs first, in chronological order (old to new). Use lowercase letters to distinguish among references having the same year (a, b, c, etc.).
   b. Group two-author refs next—by first author, then second author, then in chronological order. Use lowercase letters to distinguish among references having the same year (a, b, c, etc.).
   c. Group all authors of three or more by first author, then in chronological order. Use lowercase letters to distinguish among references having the same year (a, b, c, etc.). Alphabetization according to article title or book name is not necessary.

Examples:


AND/AMPERSAND
For consistency, use the word and in references (including publisher names); do not use the ampersand (&): John Wiley and Sons.

ASTM, BOOK OF STANDARDS
Example:


ASTM INDIVIDUAL STANDARDS
See “Standards” in this appendix for formatting of individual standards.

AUTHOR BYLINES
The format for author bylines may vary from book to book and will be determined by SME. Names and affiliations may be included in the byline, or the name only may appear with affiliations included in footnotes. Affiliations may be included in a separate location at the front or back of the book.

AUTHOR NOT GIVEN
In author-date format when no author (or organization) is named, list the reference alphabetically according to the first word in the title of the book, report, or article.

BOOKS
Examples:

General


Book Volume with Separate Title


Chapters in Edited Books

Edited Books


Multivolume Books


Page Numbers in Book

Inclusion of page numbers for books and chapters of book are optional. If included, use the following formats. *Examples*:


BULLETINS

Use either form of citation (book-type or trade-journal-type, respectively) as follows.

*Examples*:


Article in Bulletin


CAPITALIZATION

In titles where the style is to use capitalization, capitalize all major words (nouns, verbs, adverbs, pronouns) as well as prepositions of five or more letters: *with, for, from, Through, After, Versus*.

In article subtitles, use a capital letter for the first word after a colon or an em dash: (1) *Diamond exploration: A review*; (2) *Fluorspar in focus—Light at the end of the tunnel*.

CD-ROMs

*Examples*:

Hicks, R.J. 1996. *Nuclear Medicine, from the Center of Our Universe*. CD-ROM. Victoria, Australia: ICE T Multimedia.

CITING REFERENCES WITHIN REFERENCES

If, for example, work by John Doe is referenced in George Smith’s book, include complete references information for George Smith’s book in the reference list, and use the word see in text according to the following format: John Doe’s patent (see Smith 2003) demonstrated...or John Doe 1999 (see Smith 2003) demonstrated...or (Larson 1989, as cited in Smith 2003).

COMBINING REFERENCES

If two or more references are the same except for page numbers, combine them into one reference. For a book, delete page numbers unless they can be inclusive in one range of page numbers: pp. 24–26. For page numbers in a trade journal or magazine, use commas between page numbers: 142(2):14, 18, 91.

CONFERENCES AND MEETINGS

There are three types of citations for conferences and meetings: (1) Full citations that resemble a book format; (2) full citations that resemble a trade journal format; and (3) citations pertaining to oral presentations, papers presented at conferences, demonstrations, and meetings wherein there is no publication information.

Examples:

Published Proceedings—Book Format


Note: Meeting location is separated from the name of the proceedings by a comma and is in regular type. Page numbers are optional.

Published Proceedings—Trade Journal–Type Citation


Note: Okay if date and/or meeting location not given.

No Publisher Information


Note: Okay if date and/or meeting location not given.

CORPORATE AUTHORS

Example:


DISSERTATIONS OR THESES

Examples:


NOTES: (1) Other degrees may be used in place of Ph.D. in above example; (2) No need to repeat city name if included in name of university.

DOI NUMBERS
Include a DOI (Digital Object Identifier) at the end of the reference if the journal lists one. A DOI is a permanent identification that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. Include month/year accessed.

Example:

EDITION
For a book reference, use a comma before the edition number (e.g., Title of Book, 2nd ed.)

ET AL.
List names of all authors in reference list (avoid use of et al.)

EUROPEAN UNION (EU) COUNCIL DIRECTIVES

Example:


FOREIGN PUBLICATIONS
Use the following style for foreign publications (CMS 17.177):

Smith, J.S. 1999. Title of Publication. [In French.] Location: Publisher.

CODELCO (Corporación Nacional del Cobre de Chile). 2006. Directriz corporativa para identificar aspectos ambientales y evaluar el riesgo de sus impactos [Corporate directive for identification of environmental aspects and evaluation of the risk of their impacts]. Código SGASS–90, Versión 1, December.

FORTHCOMING/NO DATE
Use n.d. (which means “no date”) when the date of publication is not known. Lowercase letters are used so as not to confuse it with author initials.

When a book is under contract to be published but the date of publication is not known, forthcoming may be used in place of the date.
Examples:


or


GUIDEBOOKS

Example:


**INDUSTRIAL MINERALS AND ROCKS (IMAR)**

Correct reference information for the various editions of IMAR is as follows:

1937. 1st ed.
1949. 2nd ed.

**Note:** The 5th and 7th editions contain two volumes.

Example:


The following is a different book with the same title. Note that AIME-SME is *not* the publisher:


**INDUSTRIAL MINERALS (TRADE JOURNAL)**

Examples:


**Note:** Use this style when volume or issue number is given; either one (or both) is placed in front of the colon.


**Note:** Use this style when only the month is given but no issue volume or number.
INFORMATION CIRCULARS

Example:

INTERNAL COMMUNICATIONS

Example:

JOURNAL ARTICLES

See “Trade Journal Articles.”

LAWS, RULES, REGULATIONS (CFRs)

Examples (with various formats):


MINERAL COMMODITY SUMMARIES

The Mineral Commodity Summaries were published by USBM prior to 1996 and by USGS from 1996 to present.

Example:
MINERALS YEARBOOKS

The Minerals Yearbooks were published by USBM before 1996 and by USGS from 1996 to present.


MONTH/SEASON OF PUBLICATION

Use en dash for span of months: March –April. When the volume is listed by name of month or season, place month in parentheses, followed by a colon and a space (CMS 17.164):

Examples:


MULTIPLE YEARS CITED

It is occasionally acceptable to cite multiple years of the same book or series with an en dash. This is not a standard practice but may be used as a space-saver.

Example:


MULTIVOLUME BOOKS

See “Books” in this appendix.

NEWSPAPERS, ON-LINE ARTICLE

Omit initial The in newspaper titles (CMS 17.195).

Example:


NO DATE (n.d.)

See “Forthcoming/No Date” in this appendix.

ON-LINE REFERENCE WORKS

Example:


PATENTS

Do not include No. or # in front of patent number. It is acceptable if the month/day of patent are not included.

Example:

PERSONAL COMMUNICATIONS
Include parenthetically in text only (not reference list), and do NOT include date/year, affiliation, or other extra info. Change the words written/oral/verbal to personal. Style as follows: text (J. Smith, personal communication).

PREPRINTS, SME
Example:

PROCEEDINGS
See “Conferences and Meetings.”

PROFESSIONAL PAPERS
Example:

PUBLISHER LOCATIONS
The following cities do not need state identifiers in reference lists because of reader familiarity with these locations:

Atlanta
Baltimore
Boston
Chicago
Cincinnati
Cleveland
Dallas
Denver
Detroit
Honolulu
Houston
Indianapolis
Las Vegas
Los Angeles
Miami
Milwaukee
Minneapolis
New Orleans
New York
Oklahoma City
Philadelphia
Phoenix
Pittsburgh
Salt Lake City
San Antonio
San Diego
San Francisco
Seattle
St. Louis
Washington, DC

REPORTS, OPEN-FILE
Example:

REPORTS, TECHNICAL
Example:
REPORTS, UNPUBLISHED

Example:

SERIES

Examples:

Note: The volume number is 71; no need to add the word volume. Adding the issue number is optional.


Note: In 2000 [beginning with Vol. 39], the Reviews in Mineralogy book series was renamed Reviews in Mineralogy and Geochemistry.

STANDARDS

No accession date is required for these Web sites because the reader is being told where to find the standard and not when the author accessed the site.

Occasionally a standard doesn’t have an associated date, which is acceptable (do not add no date, undated, or latest revision).

Examples:

Note: West Conshohocken, Pa., and Philadelphia, Pa., are both accepted locations for ASTM International.


**TECHNICAL PAPERS/PUBLICATIONS**

*Examples:*


NOTE: The spelled-out version of AIME will vary depending on the year of publication. See also “AIME as Publisher” in this appendix.


**THESES**

See “Dissertations/Theses” in this appendix.

**TRADE JOURNAL ARTICLES**

*Example:*


See list of trade journal abbreviations at the end of this appendix. See also “DOI Numbers.”

**TRANSACTIONS (AIME)**

*Examples:*


NOTE: Because there are five AIME divisions, *Mill. Methods* may be interchanged with one of the following, depending on the division:

Coal Div.
Iron Steel Div.
TRANSACTIONS (SME)
Example:

TRANSACTIONS (TRANS. IMM, TRANS. B)
Examples:

UNDATED WORKS
Use n.d. (which means no date) when the date of publication cannot be ascertained. If the date of publication is a guess, the year can be placed in brackets with a question mark (e.g., Smith, E.G. [1750?]. Title of Book...).
Example:

UNPUBLISHED WORKS
If materials are intended for future publication in a trade journal, see “Forthcoming/No Date” section in this appendix. For unpublished reports, see the “Reports, Unpublished” section in this appendix. For other works not intended for publication, use the following format.
Example:

URLs
Do not include http:// in URLs (e.g., www.sme.org not http://www.sme.org), unless the URL does not contain a www indicator, which occurs in rare instances (e.g., http://lcweb2.loc.gov/hlas/journals.html).

VOLUME (NO VOLUME NUMBER)
When a trade journal uses issue numbers only, without volume numbers, a comma follows the journal title and no. is included before issue number (CMS 17.165).
Example:

WEB SITE, ORIGINAL CONTENT
Example:
### Trade Journal Abbreviations

Abbreviate names of trade journals in the references list. For those not listed below, refer to [www.library.ubc.ca/scieng/coden.html](http://www.library.ubc.ca/scieng/coden.html) or [http://lcweb2.loc.gov/hlas/journals.html](http://lcweb2.loc.gov/hlas/journals.html). Single-word titles are not abbreviated (e.g., *Science*). Omit internal smaller words (e.g., *the, and, of, in*).

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td>New(s)</td>
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<td>Pollution</td>
<td>Pollut.</td>
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<td>Food</td>
<td>Preparation</td>
<td>Prep.</td>
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<td>Genet.</td>
<td>Programs</td>
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<td>Quarterly</td>
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<td>Indian</td>
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<td>Biotechnol.</td>
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<td>Ind.</td>
<td>Review(s)</td>
<td>Rev.</td>
</tr>
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<td>Interface</td>
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<td>Japanese</td>
<td>Jpn.</td>
<td>South</td>
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<td>Lab.</td>
<td>Special</td>
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<td>Man.</td>
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<td>Mass</td>
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<td>Matter</td>
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<td>Metal(s)</td>
<td>Met.</td>
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<td>Syst.</td>
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