

## **3rd BALKAN MINING CONGRESS**

### **GUIDELINE FOR PREPARATION OF PAPERS**

The manuscript should be prepared according to rules given in this guideline. The rules are important to provide the uniformity throughout the proceedings.

Furthermore, a file named "**PAPER FORMAT.doc**" prepared according to the rules is attached for the author's usage during typing the manuscript. Some lines (title, authors, main and sub headings) are defined with "click and type macro", so that they can be typed directly after clicking on them. When the number of headings are not sufficient it can be added by copy/paste method.

Camera-ready manuscript will be reduced to 75% of original size. Therefore, the manuscript should be typed in **Times New Roman, 14 point**, to provide easier reading of printed material.

#### **1) Typing Area :**

- The typing area is 187 mm in width and 272 mm in height on A4 paper size.
- Two columns (column width: 90 mm, gap between the columns: 7 mm) are used for main text, excluding title, author(s) and abstract.
- The whole paper is limited to a maximum of 12 pages.

#### **2) Title and Author(s) :**

- Title (max. 75 characters) should be typed with 20 point in the given field.
- Author(s) name(s) with 16 point.
- Affiliations in italic with 14 point.

#### **3) Abstract:**

- **ABSTRACT (14 point, Bold)** should be not more than 150 words but justified. The second paragraph (in case) must start inside 5 mm from the left block.
- Two lines should be left at the end of abstract and then main text is typed in two columns.

#### **4) Headings:**

- All types of headings are 14 points, and they are numbered as **1 1.1 1.2.1** without a dot on the right of the last digit.

- Headings;

Main headings:

**1 FULL CAPITAL, 14 POINT, BOLD**

Primary sub-heading:

**1.1 First Letters Capital, 14 Point, Bold**

Secondary sub-heading:

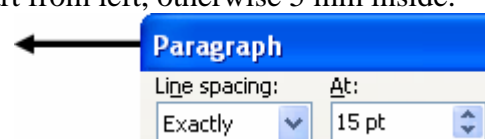
***1.1.1 Only the first letter capital, 14 point, italic, bold***

Tertiary sub-heading:

***1.1.1.1 Only the first letter capital, 14 point, italic, not bold***

#### **5) Paragraphs:**

- The paragraphs should not be justified and the letters should not be hyphenated
- No gap is left between the preceding paragraphs.
- The paragraph following a heading or a gap should start from left, otherwise 5 mm inside.
- Line spacing must be selected "exactly 15 pt".



## 6) Tables, Figures, Photos, Equations :

- Tables and figures (photos) should be numbered in order and given just after the paragraph mentioned. They can be either single (90 mm) or double column (187 mm) in width.
- The title of table must be written above it as shown below (Spacing)
- No vertical lines must be used in tables. Horizontal lines must be kept as minimum as possible, similar to the one given below.

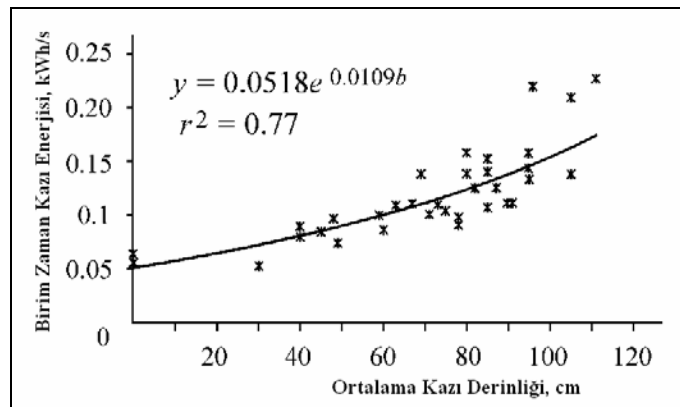
Table 1. Sample characteristics.

Sample no	Height (cm)	Dia. (cm)	Failure Load (kN)	Strength (MPa)
1	12.34	5.53	12,000	32.25
2	13.02	5.43	13,500	36.43
3	12.87	5.46	15,200	45.62
4	12.56	5.48	14,650	39.24
5	13.12	5.51	12,800	34.18

Spacing

Before: 15 pt  
After: 9 pt

- The title of figure must be written below it as follows (Spacing)



Spacing

Before: 9 pt  
After: 15 pt

Figure 1. Depth-energy relationship.

- Equations must start from left and typed by using an equation editor. They must be numbered in an order and referred in the text.
- Variables used in the equation must be explained just below it, *with their units*.

## 7) The following examples should be used about Abbreviations, References, Units, footnote when necessary:

- When they are used in text; use Table 1, Figure 1, Figures 2-4, 8a, b etc. (**not abbreviated**)
- When they are given in parentheses; use Tab. 1, Fig. 1, Figs. 2-4, 8a, b etc (**abbreviated**)
- (Author 1989a, b, Author & Author 1987) **instead** (Author, 1989a,b; Author&Author,1987)
- SI units must be preferred,
- No footnote must be given in the text. When it is used in tables, \*, \*\*, ♣, Ψ, etc. symbols are used and they must be described just below the table with a smaller size (e.g., 12 for 14 point, or 10 for 12 point)

## **8) References :**

- References in the text must be given as Author (year), or Author & Author (year).
- References mentioned in the text must be listed at the end in alphabetical order with 12 point in size. Heading (REFERENCES) must not be numbered.
- References must be written in justified format and the second lines must start 5 mm inside. No gap is left between preceding references. Examples are;  
Surname, Initial(s), (ed.), year. *Book name*,  
Publisher, City, page amount (e.g., 271 p.).  
Surname, Initial(s), (ed.), year. Title of article,  
*Magazine name* (serial number if needed), volume,  
circle, page interval (e.g., pp.46-52).  
Surname, Initial(s), (ed.), year. Title of paper,  
*Congress, Symposium, etc. name* (serial number if  
needed), volume, page interval (e.g., pp.46-52).

## **9) Sending Manuscript :**

- The manuscript should be mailed (in word document) to the organizing committee not later than the deadline.