

MINERALOGICAL ASSOCIATION OF CANADA

Short Course Procedures and Background Information

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Introduction

The production of an MAC Short Course and accompanying volume is complex task, best undertaken with plenty of advance preparation. These guidelines are prepared to assist the MAC short course organizers in preparing an MAC short course volume and in organizing a 2 to 3 day short course presented prior to or following the Joint Annual Meeting of the Geological Association of Canada and the Mineralogical Association of Canada or at another suitable venue.

Procedure and Timelines

Proposals for a short course may be generated by individuals and submitted for consideration, or may be solicited by the MAC Council or short course coordinator. A summary proposal for consideration by Council should be delivered to the Council two years before the proposed date. The selection will be approved in principle at this point. In the ensuing year, in collaboration with the short course coordinator, a detailed budget will be prepared and by one year before the course delivery, a course outline, with identified participants, chapter topics and a final budget shall be presented to Council for approval.

See Appendix 7 for a suggested timing of actions prior to a short course

Short Course Volume

The short course volume remains as a legacy of the course for many years. It must therefore be written and produced with both its immediate use at the short course and its shelf-life in mind. The number of volumes to be printed is determined in advance by agreement among the short course coordinator, the short course organizer and the MAC executive coordinator, taking into account recommendations from the publications committee and MAC executive as available.

Over the final year, the organizer and editor will work closely together to develop a publication that meets the editorial guidelines and format of the series, and that printing deadlines are respected in order to ensure a product in time for the course. The short course volume is printed in time for delivery to the meeting site, for use by the course participants and for sale at the MAC booth on site.

The deadlines for work-flow for the production of the volume (for a mid-May meeting) are:

| | |
|-------------|--|
| 1 November | All manuscripts received by SC organizer |
| 15 November | Last manuscript out for review |
| 15 February | Last reviewed and corrected manuscripts returned to SC organizer |
| 30 March | Last MS delivered electronically to SC editor |
| 7 April | All MSs posted in pdf format for final proof checks |
| 15 April | Delivery of volume to printer |

In case of two short courses at the same meeting, a second set of deadlines will be needed, advanced by at least six weeks.

If the course is designed for a delivery at a time other than the annual meeting, the organizer and editor will set the appropriate deadlines for manuscript submission.

Budget

A suggested budget format is included as Appendix 2.

Appendix 1: Frequently Asked Questions

How many speakers should I involve?

A two-day short course should run with possibly 6 to 8 speakers, some of whom might repeat or break their presentations into sections. Many more speakers than this, and the short course begins to turn into a mini-symposium or special session – in this case the organizer should consider whether a short course is warranted, or if it can be augmented by a special session at the accompanying conference.

What is a reasonable registration fee?

Past short courses have charged fees as follows:

SC 31 (Vancouver, 2003): \$325

SC 32 (Vancouver, 2003): \$290

SC 33 (Brock, 2004): professional \$380, student \$215

SC 34 (Halifax, 2005): professional \$430, student \$285

SC 35 (Oulu, 2005): professional €350, student €150 (approx. \$390, \$190 Can)

SC 36 (Montreal, 2006): professional \$400, student \$200

SC 37 (Yellowknife, 2007): professional \$425, student \$250

SC 38 (Quebec City, 2008): professional \$460, student \$175

SC 39 (Quebec City, 2008): professional \$460, student \$175

SC 40 (Vancouver, 2008): professional \$460, student \$175

SC 41 (Toronto, 2009): professional \$420/475, student \$250/295 (member/non-member)

SC ** (Calgary, 2010): professional \$300, student \$100 (no volume produced)

Do speakers need to register for the short course?

This depends on the budget, but must be made clear at the start. Some courses involve only 4-6 (or fewer) speakers, each of whom may make multiple presentations. In this case, speakers generally are subsidized. Other courses have up to 20 or more speakers – for such courses it would be expected that speakers contribute all or part of the registration fee.

One of my students is collaborating on one of the chapters. Can he attend the short course without paying registration?

Only if included in the budget proposal up front. Assuming the student's contribution is on only one lecture in the course, he would be expected to pay registration and benefit from the other lectures.

Can I plan a special event to coincide with the short course?

Yes. The limit is your imagination. Commonly short courses begin with or include a sponsored social event (e.g., wine and cheese reception). A more ambitious event might be a sponsored group dinner on the middle evening. It is recommended that such events only be included if sponsored funding is available. Other special events might include a lab visit, field trip, or public lecture depending on the topic.

How do I get reimbursed?

Reimbursement for expenses are handled directly from the MAC office. An expense claim form is available either from the MAC Office, or from the short course coordinator.

Who is the best contact to answer any questions?

For topics directly related to the short course, contact the short course coordinator, currently Rob Raeside (rob.raeside@acadiau.ca). For topics concerning the MAC in general, contact the executive coordinator, Pierrette Tremblay (pierrette_tremblay@ete.inrs.ca).

Appendix 2: Worked example of a budget

Sample Short Course Budget:

2 day course,

7 lecturers and the organizer (1 overseas and 1 cross-country)

8 major contributors to the volume

4 lecturers requesting registration support to attend the GAC-MAC conference.

Course held two days prior to the GAC-MAC meeting, in University or other locale, with a daily room fee and catering fee. Two coffee breaks are provided. Lunch both days is included in this budget, but it could be the responsibility of the participant (note at university-based meetings, ensure this is feasible). A banquet ticket is provided to all lecturers. Estimate 30 participants.

Expenditures:

| Item | Number | Unit Cost | Total Cost | Notes |
|--------------------------|--------|-----------|-----------------|---|
| Speaker Costs | | | | |
| No. speakers | 8 | | | |
| Registration costs | 4 | 500.00 | 2000.00 | Complementary to some speakers |
| Dinners | 16 | 27.00 | 432.00 | |
| Other Meals | | | 500.00 | Possible early arrivals |
| Accommodation | 16 | 115.00 | 1840.00 | Two nights per person |
| Transportation | 16 | 20.00 | 320.00 | Local ground transportation – taxis |
| Air Fares | 8 | 820.00 | 6560.00 | |
| Subtotal | | | 11652.00 | |
| Site Costs | | | | |
| Room Rental | 1 | 500.00 | 500.00 | May need another ‘reception’ room |
| Audio Visual Rentals | 1 | 250.00 | 250.00 | Arranged by LOC – may be no charge |
| Student Assistance | 2 | 250.00 | 500.00 | SC registration for 1-2 students (gophers) |
| Coffee, muffins etc. | 4 | 195.00 | 780.00 | 2 breaks per day – recommend seek sponsorship |
| Lunches | 76 | 15.00 | 1140.00 | |
| Wine & Cheese | 1 | 800.00 | 800.00 | Estimate only – recommend seek sponsorship |
| Signage, badges, bags | | | 0.00 | Usually provided by LOC |
| Subtotal | | | 3970.00 | |
| Publication Costs | | | | |
| Volumes for participants | 38 | 20.00 | 760.00 | Purchased from MAC at cost |
| Subtotal | | | 760.00 | |
| Other Items | | | | |
| Publicity | | | 300.00 | Fliers, mail-outs, courier fees, office costs, etc. |
| Subtotal | | | 300.00 | |
| Total | | | 16682.00 | |

Revenue:

| Item | Number | Unit value | Total value | Notes |
|------------------------------|--------|------------|-----------------|-------|
| Professional Registration | 28 | 400.00 | 11200.00 | |
| Student Registration | 10 | 250.00 | 2500.00 | |
| Wine & Cheese Sponsorship | 1 | 1000.00 | 1000.00 | |
| Coffee & muffins Sponsorship | 4 | 500.00 | 2000.00 | |
| Total | | | 16700.00 | |

Appendix 3: Previous short course topics

| Vol, Year | Organizer | Title | Attendance* |
|-----------|-------------------------------------|--|-------------|
| 1 1976 | Smith, D.G.W. | Microbeam Techniques | |
| 2 1977 | Greenwood, HJG | Application of Thermodynamics to Petrology and Ore deposits | |
| 3 1978 | Kimberley, M.M. | Uranium Deposits, Their Mineralogy and Origin | |
| 4 | Ledoux, R.I | Mineralogical Techniques of Asbestos Determination ENG/FR | |
| 5 | Muecke, G.K. | Neutron Activation Analysis in the Geosciences | |
| 6 1981 | Hollister, L.S. & Crawford, M.L. | Fluid Inclusions: Applications to Petrology (reprinted on CD in Short Course 32) | |
| 7 | Longstaffe, F.J. | Clays and The Resource Geologist (out of print) | |
| 8 | | | |
| 9 | Sangster, D.F. | Sediment-hosted Stratiform Lead-Zinc Deposits | |
| 10 | Fleet, M., Fyfe, W. | Environmental Geochemistry | |
| 11 1985 | White, J.C. | Applications of Electron Microscopy in the Earth Sciences | |
| 12 1986 | Scarfe, C.M. | Silicate melts: their Properties and Structure applied to problems in geochemistry, petrology, economic geology and planetary geology. | |
| 13 1987 | Kyser, T.K. | Stable Isotope Geochemistry of low temperature fluids. | |
| 14 1988 | Nisbet, E. & Fowler, C. | Heat Flow, metamorphism and tectonics. | |
| 15 1988 | Hutcheon, I, & Hesse, R. | Burial diagenesis | |
| 16 1989 | Petruk, W. | Image Analysis applied to mineral and earth sciences. | |
| 17 1989 | Jambor, J. & Vaughan, D. | Advanced Microscopic study of ore minerals. | |
| 18 1990 | Nesbitt, B. | Fluids in tectonically active regimes of the continental crust. | |
| 19 1991 | Heaman, L, & Ludden, J | Applications of radiogenic isotope systems to problems in geology. | |
| 20 1992 | Zentilli, M & Reynolds, P | Low temperature thermochronology | |
| 21 1993 | Luth, R. | Experiments at highpressures and applications to the earth's mantle. | |
| 22 1994 | Jambor, J.L,& Blowes, D. | The environmental geochemistry of sulfide mine-wastes. | |
| 23 1995 | Thompson, J.F.H. | Magmas, fluids and ore deposits. | |
| 24 1996 | Mitchell, R. | Undersaturated alkaline rocks: mineralogy petrogenesis and economic potential. | |
| 25 1997 | Groat, L, & McIntyre, J | Biological-Mineral interactions | |
| 26 1998 | D. Lentz | Mineralized Porphyry-Skarn systems | |
| 27 1999 | L. Cabri | Ore and Environmental Mineralogy | |
| 28 2000 | K Kyser | Fluids and Basin Evolution | 53 |
| 29 2001 | P. Sylvester | Laser-Ablation ICPMS in the Earth Sciences | ~70 |
| 30 2002 | G. Henderson, D. Baker | Synchrotron Radiation: Earth, Environmental and Materials Sciences Applications | 50 |
| 31 2003 | J. Jambor | Environmental Aspects of Mine Wastes | 49P, 10S |
| 32 2003 | I. Samson, A. Anderson, D. Marshall | Fluid Inclusions: Analysis and Interpretation | 20P, 20S |
| 33 2004 | P. King, M. Ramsey, G. Swayze | Infrared Spectroscopy in Geochemistry, Exploration Geochemistry and Remote Sensing | 20P, 18S |

| | | | |
|---------|---------------------------|---|-----------------|
| 34 2005 | J. Percival, M. Parsons | Mercury: Sources, Measurements, Cycles and Effects | 34P, 8S |
| 35 2005 | J. Mungall, M. Iljina | Exploration for Platinum Group Element Deposits (Oulu, Finland) | 48P, 9S |
| 36 2006 | J. Webster | Melt Inclusions in Plutonic Rocks | 15P, 23S |
| 37 2007 | L.A. Groat | Geology of Gem Deposits (with MDD) | 8L, 15P, 8S |
| 38 2008 | E. Sawyer, M Brown | Working with Migmatites | 6L, 22P, 20S |
| 39 2008 | M Cuney, K. Kyser | Uranium Deposits | 2L, 80P, 10S |
| 40 2008 | P Sylvester | Laser Ablation ICP-MS in the Earth Sciences: Current Practices and Outstanding Issues | 17L, 59P, 19S |
| 41 2009 | M Fayek | Secondary Ion Mass Spectrometry in the Earth Sciences: Gleaning the Big Picture from a Small Spot | 6L, 14P, 12S |
| ** 2010 | C de Capitani, D Pattison | Theriak-Domino: A fast, automated, and easy-to-use phase diagram calculator based on free energy minimization | Total 30 (full) |

* L = lecturers, P = professional registrations, S = student registrations

Appendix 4: Future meetings and possible short course topics

Future meetings

2010: Calgary

2011: Ottawa

2012: St. John's

2013: Winnipeg

2014: Fredericton?

Future Short Course topics

| Vol, Year | Organizer | Proposed or suggested title | Status |
|-----------|----------------------|--|----------|
| 42 2011 | J Nicholls, D Kontak | Optical Mineralogy and Applications to Petrology | proposed |

Appendix 5: Style guide

The short course series editor is responsible for taking the manuscripts from the reviewed and corrected stage through to delivery to the printer. As such he produces "proof" ready copy, usually on a very short time-line. In order to make this happen, it is imperative that contributors provide material as requested here. The series editor will make "page-proofs" available as pdf files for a final check of layout and content.

How to submit a manuscript

The manuscript will already have been submitted to the short course organizer, who will have it sent out for review. Dates and deadlines are provided by the short course organizer. You should now be at the stage of providing the finally corrected manuscript for inclusion in the short course notes (book). The final text will be produced in Times New Roman 10-point font size, so the closer you are to that, the more like the final product it will look.

Text materials: send as .doc file or some compatible format. Use a recent issue of Canadian Mineralogist for general style. Do not include any special formatting – no columns, no footnotes, no hidden text, etc. Equations should be set with a standard equation editor and sequentially numbered. No abstract is required.

Tables: simple tables are best provided as .doc files also. For large tables, or tables that need to be prepared in a landscape format, Excel files (.xls) are recommended.

Figures: original vector files are required. These will be deleted after use. CorelDraw is preferred (.cdr), but .eps, .ps, .pdf, .ppt, .ai files can be generally be used for further editing. Never use "hairline" line weights in figures – printers reproduce them erratically. Figures commonly need to be touched up to ensure uniformity in font size, line weight, etc. Number all figures sequentially as they appear in the manuscript. Keep in mind that the final page will be 15 cm across (two columns) or 7 cm (one column), but don't worry too much about the exact size – pay more attention to image quality and use of space. Avoid large areas of white space – *e.g.*, select axes to incorporate the data you want to show.

Use colour figures only where essential – non-essential colour will not be reproduced. If an illustration must be coloured, try where feasible to group it with other coloured illustrations, so that the fewest possible number of pages have colour on them. Colour is expensive! To give an example of cost, on a print run of 500 copies, two colour pages cost \$950 (out of a total cost of \$5,920).

Copyright

It is the author's responsibility to obtain copyright. Most commonly this is for re-use of figures and/or data tables. You need to obtain copyright permission if you use a figure without modification. "Modification" means making significant changes – simply adding one point on a map doesn't count. In such cases, the original source of the figure should be clearly stated in the figure caption ["used by permission of _____, from Smith and Jones (1998)"]. Even if the figure was originally yours, but has been published elsewhere, it may need copyright permission. Contact the copyright holder and obtain a letter, a copy of which should end up with the Short Course Series editor.

MAC Short Course - style editing tips

These recommendations were obtained from perusal of recent issues of CanMin

Headings:

A three-level hierarchy is used:

LEVEL 1 (upper case)

Level two (lower case, bold-faced). Text starts with an indent on the next line.

Level 3 is bold-faced, italicized and underlined and put on same line as text.

Spelling:

- in general, use US format:

center

color

sulfur, sulfide

analyze

crystallization, mineralized

fiber (but note metre for length)

onto

Italics:

e.g., Edgar *et al.* (1989)

i.e., mineralization in veins

cf. Jones (1982)

grains were analyzed *in situ*...

CuK α , PtL α

f(O₂)

versus, *vs.*

etc.

Hyphens:

- in general, noun-adjective noun:

energy-dispersion spectrometer

electron-microprobe analyses

end-member compositions

- also:

well-known locality

high-temperature fluids

low-rank coal

end-members of the solid solution...

very-low-temperature processes

X-ray lines

powder-diffraction data

Bi-, Pb-, Cu- and more complex Pb-bearing varieties

N-dashes:

Cu-Fe-S species

Laser ablation – inductively coupled plasma
– mass spectrometry

LA-ICP-MS

It trends NNW or N-S and lies north-northeast of Winnipeg.

0.5–2.0 ppm

sillimanite – garnet – biotite schist (but Mn-Mg-Fe garnet)

from –0.8 to +1.4%

300°–500°C

the S²⁻ ion

Others:

<3 wt.%, ~Au₈₀Ag₂₀, ±0.02

shown in Figure 3-1 and Tables 3-1 and 3-2

35 × 70 μm

micrometres or μm (not microns)

62°21' N

strikes N150–170E

Z > X or Y

kbar (not Kbar, nor kb, nor kbars, but note MPa seem to be preferred in more recent issues)

mL

X-ray

171–249°C

15 nm long, and a 10-nm gap

two types of “vermiculite”. [uses 66-99 quotes]

These data demonstrate...

For dates: CE and BCE

None of these models provide evidence [none is treated as a plural none]

Rock types are always treated as collective nouns (singular). No “sandstones” or “granites” please! Use sandstone layers or granite plutons as the sense directs. Same thing with mineral names – garnet crystals, not “garnets”.

Appendix 6: Referees form



MINERALOGICAL ASSOCIATION OF CANADA
MAC Short Course
Vol. __: *Title of Short Course*

Title of Paper: _____

Authors: _____

Report of Referee # _____

Please answer each question and add any detailed comments you deem necessary. Minor comments may be made lightly, in pencil, directly on the typescript.

1. Do you consider this paper to be appropriate for publication in a Mineralogical Association of Canada short-course volume? Base your overall recommendation on the paper's effectiveness of presentation and the soundness of the scientific aspects.

| | | | | | | | |
|--------------------------|------------------------|--------------------------|------------------------|--------------------------|-----------------------|--------------------------|------------|
| YES | Without change or | YES | With major, important | NO | Not without a | NO | Not |
| <input type="checkbox"/> | with but minor changes | <input type="checkbox"/> | revisions or additions | <input type="checkbox"/> | complete rewriting or | <input type="checkbox"/> | acceptable |
| | | | | | reorganization | | |

2. Is the paper adequately CONDENSED? If not, which parts should be condensed? YES NO

3. Are all FIGURES essential and acceptable? Will they withstand reduction to a width of 8 cm (single column) or 17 cm (double-column width)?

4. Is proper CREDIT given to related work? Are the references up-to-date?

5. Are all TABLES essential and acceptable for digital reproduction?

Detailed COMMENTS should be provided on the next page.

Report of Referee #

DETAILED COMMENTS

CONFIDENTIAL COMMENTS

Referee's Signature:

Date:

Yes

No

Do you wish to remain anonymous?

Appendix 7: Suggested timing of actions prior to a short course

| | |
|--|--------------|
| Initial proposal to MAC for short course | 24-36 months |
| Initial proposal to GAC-MAC LOC for special session | 24-36 months |
| Keynote speaker request letter | ~24 months |
| Identification of all speakers and contributors | ~20 months |
| Distribution of instructions to speakers and contributors | ~18 months |
| Confirmation (possibly with deposits) for room booking through LOC SC chair | 12 months |
| Prepare advertisements | 12 months |
| Set up e-mail list for advertising | 12 months |
| Requests for funding (for SC or special session) | 6-12 months |
| Deadline for manuscripts for SC volume | 6 months |
| Manuscripts out for review | 5.5 months |
| Manuscripts returned from review | 4 months |
| Letters for non-Canadians to obtain visas (see http://www.cic.gc.ca/english/visit/visas.html) | 4 months |
| Manuscripts returned from authors after review | 2.5 months |
| Final logistics for speakers | 2 months |

Items to do one month before the short course

*items marked with asterisk should be done by (or in consultation with) the LOC short course chairperson

Finalize schedule

Prepare an information package for participants (leave at hotel...?):

- *name tag
- *map of location in the province, map of city, map of campus and campus tour
- list of faculty in the department and their research
- *tax refund forms
- forms/tickets for any special services
- short course volume
- schedule

Room

- *Check that the room is clean
- *Double-check bookings for rooms, dinner etc.
- *Check that the lights work in the room and you know how to work them
- *Check on a place for coffee breaks and/or lunches (boxed lunches may be an option)

Audio-visual

- *Check that the A/V equipment is in working order
- *spare bulbs, batteries, pointers
- *check on MAC versus PC compatibility with the projector
- obtain powerpoint files ahead of time

Student helpers - let them know their duties

- *check registration
- obtain \$ for any ticketed events
- *help with A/V
- guide people around campus
- *set up A/V equipment and check
- doublecheck that the labs are organized
- *name tags and registration packages

APPENDIX 8

**MINERALOGICAL ASSOCIATION OF CANADA
SHORT COURSE SERIES**

TRANSFER OF COPYRIGHT AGREEMENT

| | |
|---------------------|--------------------------|
| Short Course Title: | |
| Author(s) Name(s): | |
| Title of Article: | |
| Course number: | Publication Date (year): |

I hereby assign and transfer to the Mineralogical Association of Canada copyright (and all rights associated with it) to the article listed above. Where applicable, I have the consent of each author to this transfer. I further confirm that this article has not been published previously elsewhere, nor is it under consideration by any other publication.

| | |
|------------------------|-------------|
| Name Printed or Typed: | _____ |
| Title: | _____ |
| Signature: | Date: _____ |

Address in Full

| | |
|-------------|---|
| Institution | _____ |
| Department: | _____ |
| Address: | _____ |
| City: | _____ State/Prov: _____ Zip/Code: _____ |
| Country: | _____ |
| Phone: | _____ Fax: _____ |
| E-mail: | _____ |

Signed form must be returned prior to publication to: (may be faxed or scanned and emailed)

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