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:**

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

**Revenue:**

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<th>Notes</th>
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<td>Professional Registration</td>
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<td>11200.00</td>
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<td>Student Registration</td>
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<td>250.00</td>
<td>2500.00</td>
<td></td>
</tr>
<tr>
<td>Wine &amp; Cheese Sponsorship</td>
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<td>1000.00</td>
<td>1000.00</td>
<td></td>
</tr>
<tr>
<td>Coffee &amp; muffins Sponsorship</td>
<td>4</td>
<td>500.00</td>
<td>2000.00</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>16700.00</strong></td>
<td></td>
</tr>
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<td>Vol, Year</td>
<td>Organizer</td>
<td>Title</td>
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<td>1 1976</td>
<td>Smith, D.G.W.</td>
<td>Microbeam Techniques</td>
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<td>Greenwood, HJG</td>
<td>Application of Thermodynamics to Petrology and Ore deposits</td>
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<td>3 1978</td>
<td>Kimberley, M.M.</td>
<td>Uranium Deposits, Their Mineralogy and Origin</td>
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<td>Ledoux, R.I</td>
<td>Neutron Activation Analysis in the Geosciences</td>
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<td>5 1981</td>
<td>Hollister, L.S. &amp; Crawford, M.L.</td>
<td>Fluid Inclusions: Applications to Petrology (reprinted on CD in Short Course 32)</td>
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<td>7</td>
<td>Longstaffe, F.J</td>
<td>Clays and The Resource Geologist (out of print)</td>
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<td>8</td>
<td>Sangster, D.F.</td>
<td>Sediment-hosted Stratiform Lead-Zinc Deposits</td>
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<td>Fleet, M., Fyfe, W.</td>
<td>Environmental Geochemistry</td>
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<td>11 1985</td>
<td>White, J.C.</td>
<td>Applications of Electron Microscopy in the Earth Sciences</td>
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<td>12 1986</td>
<td>Scarfe, C.M.</td>
<td>Silicate melts: their Properties and Structure applied to problems in geochemistry, petrology, economic geology and planetary geology.</td>
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<td>Kyser, T.K.</td>
<td>Stable Isotope Geochemistry of low temperature fluids.</td>
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<td>15 1988</td>
<td>Hutcheon, I. &amp; Hesse, R.</td>
<td>Burial diagenesis</td>
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<td>16 1989</td>
<td>Petruk, W.</td>
<td>Image Analysis applied to mineral and earth sciences.</td>
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<td>18 1990</td>
<td>Nesbitt, B.</td>
<td>Fluids in tectonically active regimes of the continental crust.</td>
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<td>Zentilli, M &amp; Reynolds, P</td>
<td>Low temperature thermochronology</td>
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<td>Luth, R.</td>
<td>Experiments at high pressures and applications to the earth’s mantle.</td>
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<td>25 1997</td>
<td>Groat, L, &amp; McIntyre, J</td>
<td>Biological-Mineral interactions</td>
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<td>D. Lentz</td>
<td>Mineralized Porphyry-Skarn systems</td>
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<td>27 1999</td>
<td>L. Cabri</td>
<td>Ore and Environmental Mineralogy</td>
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<td>28 2000</td>
<td>K Kyser</td>
<td>Fluids and Basin Evolution</td>
<td>53</td>
<td></td>
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<td>29 2001</td>
<td>P. Sylvester</td>
<td>Laser-Ablation ICPMS in the Earth Sciences</td>
<td>~70</td>
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<td>J. Jambor</td>
<td>Environmental Aspects of Mine Wastes</td>
<td>49P, 10S</td>
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<td>33 2004</td>
<td>P. King, M. Ramsey, G. Swayze</td>
<td>Infrared Spectroscopy in Geochemistry, Exploration Geochemistry and Remote Sensing</td>
<td>20P, 18S</td>
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</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Vol, Year</th>
<th>Organizer</th>
<th>Proposed or suggested title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 2011</td>
<td>J Nicholls, D Kontak</td>
<td>Optical Mineralogy and Applications to Petrology</td>
<td>proposed</td>
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</table>
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
grains were analyzed *in situ*...
CuKα, PtLα
\( f(O_2) \)
*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%
300º–500ºC
the S\(^2\) ion

Others:
<3 wt.%, \( \sim Au_{80}Ag_{20} \), ±0.02
shown in Figure 3-1 and Tables 3-1 and 3-2
35 × 70 µm
micrometres or µm (not microns)
62º21’ 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
171–249ºC
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”.

62º21' N
strikes N150–170E
Appendix 6: Referees form

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 with but minor changes □  YES □ With major, important revisions or additions □  NO □ Not without a complete rewriting or reorganization □  NO □ Not acceptable □

2. Is the paper adequately CONDENSED? If not, which parts should be condensed? □ □

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.
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)

Johanne Caron, Mineralogical Association of Canada
490, rue de la Couronne, Québec, (QC) G1K 9A9 CANADA
Phone: (1) 418-653-0333, Fax: (1) 418-653-0777
E-mail address: jcaron@mineralogicalassociation.ca