

# Caving 2022 Proceedings

## Author's Paper Formatting Checklist

**By using the Style Template provided on the Caving 2022 Authors Portal, your paper will be much quicker and easier to produce. The Author's Guidelines are also provided to assist you – please refer to these during your paper preparation.**

- [ ] **Page setup** – Paper size: A4; Margins: T/B: 2.5 cm, L/R: 2 cm; Header/Footer: 1.25 cm.
- [ ] **Language** – English (Australia).
- [ ] **Spelling** – use the spell checker.
- [ ] **Images and Figures** – submit in colour where possible. Print and check all are clear and legible.
- [ ] **References** – check formatting and check for missing details (refer to Author's Guidelines).
- [ ] **Reference citing** – ensure all your references are listed in text and vice versa.
- [ ] **Spacing** – refer to Style Template.
  - author's affiliations: *no job titles, no departments, no mine sites, no cities* – company name and country only.
- [ ] **Headings** – do **NOT** use autonumbering. Check your headings are numbered and formatted correctly (refer to Author's Guidelines)
  - formatting: all sentence case, left aligned.
- [ ] **Abbreviations** – spell out in full at first instance of use within body of paper (and if used in the Abstract).
- [ ] **Equations** – do **NOT** use autonumbering. Numbered and aligned correctly (refer to Author's Guidelines).
- [ ] **Figure and Table captions** – do **NOT** use autonumbering. Numbered and formatted correctly (refer to Author's Guidelines).
- [ ] **Tables** – centred on page; not split across pages (refer to Author's Guidelines).
- [ ] **Word check** – et al. (not: *et al*); in situ (not: in-situ, insitu); replace most “iz” with “is” (not: size, etc.)
  - correct upper and lower case use of terms and product/place names – be consistent.
- [ ] **Reformatted font styles** – check your symbols after formatting – particularly <sup>superscript</sup> and <sub>subscript</sub> and roman or math symbols.
- [ ] **Full stops** – check for missing full stops at the end of paragraphs and references.
- [ ] **Page numbers** – please keep your paper to 14 pages.

***Should you have any queries, please contact the ACG.***