

## **MINERALOGICAL ASSOCIATION OF CANADA**

### **Short Course Procedures and Background Information**

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#### **Introduction**

The production of an MAC Short Course and accompanying Topics in Mineral Sciences 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 and Topics in Mineral Sciences 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.

#### **Topics in Mineral Sciences Volume**

The Topics in Mineral Sciences volume (formerly 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.

Some general guidelines that have been approved by the MAC Council, relevant to the Short Course:

1. The TPC has overall authority in the selection and approval in principle of short courses and is responsible for initial approaches to specialists as organizers.
2. The Short Course Series coordinator works with the course organizer to develop a technical proposal and budget, which must be approved by Council before proceeding with development of the Short Course.
3. The TPC speaks for the Short Course Series coordinator at Council meetings s/he is not able to attend, and reports the outcomes to him/her.
4. The Short Course Series coordinator receives minutes of all Council meetings dealing with short courses within two weeks of the relevant meeting.
5. The “go/no go” decision is made at the point of the acceptance of the proposal. Only in extreme circumstances will a short course be cancelled after final acceptance of the proposal.
6. Short course organizers should aim to limit the number of speakers, encouraging speakers to provide multiple subjects. If a short course has more than 4-6 speakers, it resembles begins to turn into a mini-symposium or special session – and should be handled as such.
7. Short course speakers may or may not be required to register for the course – this largely depends on the budget, and in turn the number of speakers. The decision on speaker registration should be reflected in the budget.
8. Short course organizers should be judicious about including travel expenses of speakers.

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)
- SC 42 (St. John's, 2012):
- SC 43 (Winnipeg, 2013): professional \$400, student \$200
- SC 44 (Tucson, 2014): professional \$400, student \$200
- SC 45 (Fredericton, 2014): professional \$525, student \$225
- SC 46 (Montreal, 2015): professional \$500, student \$100
- SC 47 (Whitehorse, 2016): workshop \$250
- SC 48 (Vancouver, 2018): professional \$350, student \$130
- SC 49 (London, 2021): delivered virtually

**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 MAC business manager, Johanne Caron (Johanne.Caron@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
<b>Speaker Costs</b>				
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	
<b>Subtotal</b>			<b>11652.00</b>	
<b>Site Costs</b>				
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
<b>Subtotal</b>			<b>3970.00</b>	
<b>Publication Costs</b>				
Volumes for participants	38	20.00	760.00	Purchased from MAC at cost
<b>Subtotal</b>			<b>760.00</b>	
<b>Other Items</b>				
Publicity			300.00	Fliers, mail-outs, courier fees, office costs, etc.
<b>Subtotal</b>			<b>300.00</b>	
<b>Total</b>			<b>16682.00</b>	

### 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	
<b>Total</b>			<b>16700.00</b>	

### 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 (with SGA)	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)
42 2012	P Sylvester	Quantitative Mineralogy and Microanalysis of Sediments and Sedimentary Rocks	12P, 10S, 1L
43 2013	P Burns, G Sigmon	Uranium – Cradle to Grave	15L, 29P, 42S
44 2014	L Groat	Geology of Gem Deposits (2 <sup>nd</sup> edition)	21P, 3S
45 2014	I Coulson	Cathodoluminescence	13L, 11P, 14S
46 2015	M Cuney, K. Kyser	Uranium and Thorium Deposits (with SGA)	2L, 12P, 13S
47 2016	A Hickin, A Plouffe, T Ferbey	Indicator Minerals in Till and Stream Sediments of the Canadian Cordillera	
48 2018	B Eglington, M Fayek	Applied Isotope Geochemistry	6L, 9P, 13S
49 2021	M Steele-MacInnis, P Lecumberri-Sanchez	Fluid and Melt Inclusions: Applications to Geologic Processes (delivered virtually)	10L, 48P+S

\* L = lecturers, P = professional registrations, S = student registrations, [ ] = non-final figures

\*\* no short course volume produced

#### Appendix 4: Future meetings and possible short course topics

##### Future meetings

2024: Brandon

2025: Ottawa

##### Future Short Course topics

Vol, Year	Organizer	Proposed or suggested title	Status
50, 2024	Rob Bowell, Matthew Leybourne, James Kidder	Hydrogeochemistry	Not yet approved by MAC
51	Jacob Hanley	Atlas of Sulphides and Sulpho-salts and alloy microscopy with specific focus on process and environmental mineralogy	Not confirmed

## **Appendix 5: Style guide**

The Topics in Mineral Sciences 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 Topics in Mineral Sciences - 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 $\alpha$ , PtL $\alpha$

*f*(O<sub>2</sub>)

*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 S<sup>2-</sup> ion

### **Others:**

<3 wt.%, ~Au<sub>80</sub>Ag<sub>20</sub>, ±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 Topics in Mineral Sciences volume**  
**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.

<b>YES</b>	Without change or	<b>YES</b>	With major, important	<b>NO</b>	Not without a	<b>NO</b>	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**

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**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 TMS volume	6 months
Manuscripts out for review	5.5 months
Manuscripts returned from review	4 months
Letters for non-Canadians to obtain visas (see <a href="http://www.cic.gc.ca/english/visit/visas.html">http://www.cic.gc.ca/english/visit/visas.html</a> )	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  
TOPICS IN MINERAL SCIENCES SERIES**

**TRANSFER OF COPYRIGHT AGREEMENT**

Short Course Title:		
Author(s) Name(s):		
Title of Article:		
Volume number:	Publication Date (year):	Pages:

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 scanned and emailed)

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