

**FLORIDA INDUSTRIAL
AND
PHOSPHATE RESEARCH
INSTITUTE**

STYLE MANUAL



APRIL 2015

INTRODUCTION

Contracts with the Florida Industrial and Phosphate Research Institute (FIPR Institute, or FIPRI) require principal investigators to provide periodic progress reports and a final printed report. This manual will help contractors prepare their final reports for printing, and the formats described herein are mandatory for all contractors, with certain exceptions as noted below. Please note that failure to submit a report in compliance with this manual may result in the withholding of contract funds in accordance with the signed contract until the report is in compliance. The general format requirements also apply to progress reports that describe ongoing work (also called “Open File Reports”). The FIPR Institute will use information from these reports in its publications, such as newsletters and annual reports, and on the Institute website. Each progress report must include a concise summary of the scope of work, the research performed and accomplishments to date.

There are six topics addressed in this manual: general format requirements for all final reports and progress reports; front matter of final reports; main body of final reports; appendices of final reports; computer programs created for a research project; and specific formatting for reference lists. A checklist is also included as an aid to contractors.

We realize that the Institute's research program encompasses a wide range of projects and that no single guide can anticipate every situation. Please contact your FIPRI research director if your equipment or operating procedures make it impossible to follow the format described in this guide, as any alternative format requires pre-approval. Bibliographies and symposium proceedings, for example, will have different format requirements. The Institute's Publications Editor and Director of Information Programs are available to answer any formatting questions and its Fiscal & Business Analyst is available to answer any questions relating to contracts.

REPORT SUBMISSION, ACCEPTANCE AND PUBLICATION

The report is not final until the Institute's staff reviews and accepts it. The principal investigator must submit one copy of the draft final report in electronic format (on CD, flash drive, or via e-mail), along with two hard copies, to the appropriate research director. The research director then reviews the report for content, accuracy, and does an initial scan for typographical errors. The report also undergoes an external technical peer review process whereby it will be reviewed by experts in the field. The principal investigator will have the opportunity to respond to all comments.

The principal investigator must then submit to the Institute one copy of the revised final report in electronic format and clearly mark this as “revised” with the date of revision. The revised final draft then goes to FIPR's Publications Editor for assessment of copy editing needs, including spelling, grammar, consistency, and

conformance with this manual. If significant changes in these areas are still needed, the report may be returned once more to the principal investigator.

The Publications Editor will submit to the principal investigator one digital copy of the final edited version of the report and the principal investigator will have thirty (30) days in which to make note of any last changes or corrections. If no such changes or corrections have been received after the 30-day period, the FIPR Institute will consider the revised report to have been approved and will proceed with its publication.

Formerly, the Institute published its final reports in hard copy (paper) but as of mid-2007, it began publishing all such reports only in .pdf format on its website. One paper spiral-bound copy is printed at the Institute for each principal investigator; these hard copies are mailed out on or about the same day the report is published online. No other hard copies are printed or distributed.

Please note that doctoral dissertations involving FIPR Institute-funded work may not be published online on a university website (or in print form by a university) before they are published on the FIPR Institute site. *After such a report has been published on its website*, the Institute strongly encourages the principal investigator(s) to publish/present the results of their FIPR Institute-funded work in other sources such as refereed journals and proceedings. However, please note that at least one copy of all such publications must be submitted to the appropriate FIPR Institute Research Director for approval before presentation or publication. Approved copies will subsequently be added to the Institute's Library collection.

A NOTE ABOUT THIS STYLE MANUAL

From time to time, changes, corrections, or additions may be made to this manual. However, for reasons of practicality, it cannot be republished after every change. Contractors are only required to make their reports conform to the version of the *Manual* they receive at the time their contracts are signed. In some cases, the FIPR Institute may inform a contractor of pending style revisions, but acceptance of these revisions will be on a voluntary basis and the contractor may opt to have the Institute revise the manuscript accordingly.

GENERAL REQUIREMENTS

BASIC STANDARDS

All reports should be spell-checked and grammar-checked prior to submission. In order to ensure that the report is both accurate and readable before it is submitted to the Institute, if the author of the report is not completely fluent in English, the manuscript should first be reviewed by an appropriately qualified person. If names of individuals, products, or companies are used in the report, the spellings of these should be confirmed and used consistently throughout the report. Proper punctuation should also be used. It is recommended (but not required) that reports follow standard typing conventions, such as inserting one space after a comma or semicolon and two spaces after a period or colon in ordinary text.

CONTENT PRESENTATION

Create the report in Microsoft Word (Word 2003, 2007, 2010 or 2013 preferred). Documents created by other word processing programs are no longer accepted due to the difficulty involved in converting them to Microsoft Word format. Submit the report by email, CD, or flash drive; for very long reports, you may email us a link to a cloud-based storage system like Dropbox. Zip disks and 3.5" disks are no longer accepted. Also submit two hard copies of the report for the initial (draft) review.

The required size for pages, including maps, figures and tables, is 8.5" × 11" with 1" top and bottom margins and 1.25" left and right margins. In some cases, 8.5" × 14" (legal size) pages may be used, for example, for an exceptionally large graph or flowsheet. However, the 8.5" × 11" page size is preferred. Page numbers should be centered 0.5" from the bottom of each page.

ATTRIBUTION AND COPYRIGHTS

Identify all material borrowed or adapted from other sources (document source, date, page) and cite such material properly. Please note that this also applies to descriptions of equipment used in experiments and projects. It is not permissible to reprint sections of outside company literature about a piece of equipment word for word in a FIPR Institute report *unless* this material is properly quoted and cited in the text. Using isolated facts taken from company literature is acceptable without quotation or citation provided the remainder of the equipment description is written by the author of the report. In every case, the manufacturer, manufacturer's location, and model number (if any) of the equipment should be clearly stated.

Obtain written permission from the publisher to use any copyrighted figures, tables, photographs, or substantial amounts of text from another publication, and submit

any letter(s) of permission to the FIPR Institute along with the final report. Permission must be obtained even if the author of a report is also the author, or a co-author, of the copyrighted material, since in most cases it is the publisher who holds the copyright.

The copyright ownership of computer programs developed for FIPR Institute research projects is subject to negotiation between the contractor and the Institute and is a part of the contract between the parties. Obviously no permission is needed to include a computer program as a part of a report in such cases, but if it is desired to publish any part of a computer program that is copyrighted by outside individuals or companies, a letter of permission is required.

FORMAT CRITERIA

General Information

Do not write the report in an outline-type format where sections, chapters, or subsections are numbered, e.g., the introduction to a report should simply be titled “Introduction,” not “1.0 Introduction.” This applies also to tables and figures.

Footnotes may be used for parenthetical comments or explanations. Do not, however, put citations in footnotes. Instead, follow the procedures given later in this manual.

Styles

Do not create styles such as “Heading 1,” “References List,” etc. in Microsoft Word. Type the entire document in “Normal” style, which should be defined as Times New Roman 12, single-spaced, justified, with “widow” and “orphan” control (i.e., do not end a page with a paragraph consisting of a single line that continues onto the next page; conversely, do not begin a page with a single line that is the last of a paragraph from the preceding page).

Microsoft Word sets some styles automatically (bold, italic, centering, etc.) and those are acceptable. However, other custom styles cause considerable editing problems and they are therefore prohibited. If in doubt about what styles are acceptable, please contact the Publications Editor before typing your report.

Fonts

- Base font must be Times New Roman 12, justified left and right wherever possible.

- Section headings, figure or graph titles must be in Times New Roman 12, initial or all caps (depending upon the level of heading), and bold. Within tables and figures, other fonts may be used as necessary, but whenever possible, keep to Times New Roman 12.
- Use italics, bold, numbered or bulleted lists where necessary for clarity or emphasis, or when convention requires such usage (e.g., use italics for species names). Bulleted lists should use plain dot-style bullets such as those used here, unless there is a special reason to do otherwise.

Section Headings

- Capitalized, bold, and centered with two blank lines between heading and any subsequent text.

Subheadings

- First Level - Bold, capitalized, left-justified. As mentioned above, two blank lines should precede a first-level subheading and one blank line should separate it from subsequent text.
- Second Level - Bold, first letters capitalized (initial caps), left-justified. Two blank lines should precede a second-level subheading and one blank line should separate it from subsequent text.
- Third Level - Bold, first letters capitalized (initial caps), indented 0.5" from left margin. Two blank lines should precede a third-level subheading and one blank line should separate it from subsequent text.
- Fourth Level - Bold, first letters capitalized, indented 0.5" from left margin, followed by period. Subsequent text begins in same line with heading.

Please note the examples of proper heading and subheading use in Appendix A of this document.

Paragraphs

- Indented 0.5" from left margin.
- Single-spaced within paragraph.
- One blank line between paragraphs (two blank lines before a new subheading).

Page Numbering

- FIPR Institute staff will add the Perspective and Disclaimer to the electronic version of the report and will paginate them appropriately.

- Contractors should begin pagination with the Abstracts page (page v), followed by the Acknowledgments page, if one is desired (page vi). Next follows the Table of Contents (page vii), then the lists of figures and tables (pagination varies upon length of Table of Contents). (See section on “Front Matter” for more details.)
- Each text page of the body of the report has a consecutive number beginning with 1. Center the page number 0.5” from the bottom of the page. Appendices are the only sections to be paginated independently. When published, odd-numbered pages appear on right-hand pages and even- numbered pages appear on left-hand pages. **Major sections of the report must begin on an odd-numbered page.** Number reference lists, figures, tables and computer printouts in normal sequence within the body of the report. Blank pages should not be numbered.

Appendices

- Insert page stating the word “Appendix,” its letter (if there is more than one appendix), then its title, bold and centered approximately three inches from the top of page. For example:

Appendix A

TITLE OF APPENDIX

Do not number this page, and place no other text on the page. Exception: if the appendix is paginated internally (e.g., as in a letter, memo, or report), number this overall title page as A-1 (or other appropriate appendix letter) so that it can be referred to in the Table of Contents. Leave the internally paginated numbers as they are, to avoid confusion. Do not list internal appendix pagination in the Table of Contents.

- On the first text page of an appendix, its title should be repeated in capital letters, bold, at page top center.
- Number pages A-1 through A-..., B-1 through B-..., etc. Center page numbers 0.5” from page bottom.
- Submit appendices in electronic format in Microsoft Word. Graphics files such as photographs, drawings, graphs and the like should be saved in a file format which can be inserted into the Word document. Examples of these are .jpg and .gif. Check with the Publications Editor for unusual file format types.

Tables

- All tables appearing in the body of the report must be referred to at some point in the text and discussed where appropriate. Tables should ideally be located as close to the text that references them as possible (i.e., after the end of the

paragraph in which they are referenced). References to, and discussion of, appendix tables within the main body of the report are optional.

- Use horizontal or vertical lines within tables or borders around cells as appropriate for clarity (see page B-16 in this document for examples). Wherever possible, use either “Grid 1” or “Simple 1” style in Microsoft Word. Do not put borders around blank cells in column titles. Merge cells as appropriate.
- Create tables in a word processor or, if using a spreadsheet or database program, link to those files in the text. At this time the Institute accepts Microsoft Office-compatible programs such as Microsoft Excel or Microsoft Access. If you are unsure about your table-generating software, check with the Institute before creating the tables in question.
- Table titles should appear above tables, with one blank line after them. Capitalize first letters in table captions and center or left-justify, depending on table style. All table captions should be flush with the left margin and in boldface. Number tables consecutively starting with 1, and insert two blank spaces after the period following the number, e.g.:

Table 1. Table Title.

- For tables with titles longer than one line, indent second and succeeding lines as follows:

Table 8. Effect of Soil Amendments on Plant Growth in the Field on Weathered Phosphogypsum.

- Explanatory material should not be made a part of table titles, unless this is absolutely unavoidable. For example, **avoid** titles like the following example:

Table 1. Phosphate Production by Year. Florida Production Is Indicated by the Red Lines.

Instead, either rephrase the table title or put the explanatory material in a footnote or legend. In those rare cases where a two-sentence table title is absolutely unavoidable, put only the first sentence in bold to make it stand out.

- Legends may use Times New Roman font in smaller point sizes than 12.
- Table titles should be identical with those given in the List of Tables.
- Appendix tables should be numbered A-1, A-2, etc., as appropriate.

Graphs/Figures/Photos

- All figures, graphs, or photographs appearing in the body of the report must be referred to at some point in the text and discussed where appropriate. Graphs, figures, and photos should ideally be located as close to the text that

references them as possible (i.e., after the end of the paragraph in which they are referenced). References to, and discussion of, appendix figures, graphs, or photographs within the main body of the report are optional.

- Link graphs and figures to a spreadsheet program (preferably Microsoft Excel) or submit them in a standard graphic file format, preferably .jpg or .gif. Adobe .pdf is acceptable in certain cases, but since .pdf files cannot be imported into Microsoft Word at present, the pages of any .pdf file must contain graphics only, no report text (i.e., interwoven among the graphics). Check with the Publications Editor if you have questions regarding the use of the Adobe .pdf format.
- Titles for graphs and figures (see example, pages B-15 and B-16 of this document) should appear below them, with one line of blank space between the graph or figure and the title. Titles should be in boldface, left-justified, and numbered consecutively starting with 1 in the order they appear in the report. Insert two blank spaces after the period following the number, e.g.:

Figure 1. Figure/Graph Title.

- For figures with titles longer than one line, indent second and succeeding lines as follows:

Figure 8. Monitoring Wells Sampled around a Phosphogypsum Stack at Bartow, Florida.

- It is the contractor's responsibility to convert figures not generated originally in digital form into a graphic file format compatible with Microsoft Word.
- Photographs appearing in the report must be scanned into either .jpg or .gif file format and should be inserted into the report at the appropriate locations. They may be enlarged or reduced in size in order to properly fit the page or to be made more readable.

FRONT MATTER

FORMAT AND SEQUENCE

The front matter of the final report should include items arranged in specific order and formatted like the rest of the report. The front matter appears in the following sequence.

COLOR COVER

The Publications Editor will add the color cover to the finished report just before it is published online. It is at this point that the final publication number is assigned.

TITLE PAGE

A title page sample appears on page B-1. Title page elements include:

- A centered, capitalized report title in Times New Roman 12 font; do not use bold type anywhere on the title page.
- The words FINAL REPORT centered between the left and right margins on the page and capitalized.
- The name(s) of the author(s) centered on the page.
- The organization's name and address, each line centered on the page.
- Credit lines as follows:

Prepared for

FLORIDA INDUSTRIAL AND PHOSPHATE RESEARCH INSTITUTE
1855 West Main Street
Bartow, Florida 33830 USA

Contract Manager: (Include the Research Director's title and name)
FIPR Institute Contract No. XX-XX-XXX

Month and Year of Submission

DISCLAIMER

The Institute adds a disclaimer to the final report.

PERSPECTIVE (page iii)

This is the first numbered page. It is a brief statement (no more than one page) describing how this work fits into the FIPR Institute's research priorities; why it needed to be done; how it was accomplished; what were the significant results; and what are the implications of the results to the industry, Florida and beyond. A FIPR Institute research director will write the perspective in a non-technical style so that a member of the general public can understand the material.

ABSTRACT (page v)

An abstract, preferably of no more than 200 words, must be included in the report. Write the abstract for the scientific research community in a style suitable for inclusion in an abstracting service such as Chemical Abstracts, CAB Abstracts, BIOSIS, or NTIS. It should be a brief statement that includes each of the following:

- Why the work was performed, i.e., clear statement of problem
- How the work was done
- The work's significant result(s)
- The work's major conclusion(s)

Note that it is the contractor's responsibility, and not that of the FIPR Institute, to write the abstract.

ACKNOWLEDGMENTS (page vi)

Acknowledgments, when desired, should precede the Table of Contents and be no longer than three paragraphs.

TABLE OF CONTENTS (starting on page vii)

The Table of Contents lists section titles, major subheadings, and secondary text subheadings, with their page numbers. Include all levels of subheadings up to fourth level, but do not include any subheadings for appendices. The sample on pages B-2 to B-4 of this document shows proper Table of Contents spacing and format. The Table of Contents may consist of as many pages as necessary.

Do not create the Table of Contents automatically (i.e., via the use of styles or fields). Also, while it is nice to have hyperlinks that one can click on to go instantly to any desired page, if changes to the document are made later, the addition of field codes to a Microsoft Word document complicates the editing process. For this reason, please create the Table of Contents manually.

LISTS OF FIGURES AND TABLES

If the report contains either 10 or more figures or 10 or more tables, separate lists of both follow the Table of Contents. Each list starts on a separate page. The figures list comes first (see samples on pages B-5 through B-8 of this document). Omit the list(s) if the report contains fewer than 10 figures and/or fewer than 10 tables. Titles and captions in these lists should match the actual titles and captions on the figures and tables.

As with the Table of Contents, create the lists of figures and tables manually. Do not use styles or fields, and do not add hyperlinks.

BODY OF THE REPORT

EXECUTIVE SUMMARY

This summary is a two- to four-page synopsis of the project. It starts with page number 1 and includes the scope and purpose of the project, the methods and processes involved in the study, the findings, and the conclusions.

In writing the summary, remember that the Institute may use it as a way to brief individuals on the types of research the Institute sponsors. Because the summary may be the only document read by these individuals, it is extremely important to make it complete in itself. It should not refer to figures or tables found elsewhere in the report or include citations, since the latter appear in full only in the References section. Do not combine the summary with an introduction or any other text section.

INTRODUCTION

- A clear statement of the background of the problem and why the work needed to be done
- Historical perspective, continuity from previous work
- Literature review of previous related research
- Time frame of project, how work proceeded, limits of work

METHODOLOGY

Give enough information and detail about the work performed so that others experienced in the field could repeat it.

RESULTS

Summarize data and the statistical analysis of it. Include only relevant data. Give sufficient detail to justify conclusions.

CONCLUSIONS AND RECOMMENDATIONS

Point out limitations of the work. Relate the results to original purpose of the work. Answer questions such as: What has this work contributed? What are the implications of the results? Has the problem been resolved? Is further study warranted?

CITATIONS

- The author(s) and publication year of any work cited within the body of the report should appear immediately following the citation. Do not put a comma after the name(s). Use the following format:

One author

(Smith 1987)

Two authors

(Smith and Jones 1986)

Three or more authors

(Smith and others 1990) or (Smith et al. 1990)

Note: If you use the “et al.” method for citing three or more authors, do not put the words “et al.” in italics.

- The list of references is the final section in the body of the report (before any appendices) and is arranged alphabetically by author. If there is more than one citation by an author, arrange them chronologically, listing the oldest first. In cases where an author has published more than one work in the same year, use the format 1999a, 1999b, etc. Compile all lists, using the reference formats specified in the Council of Science Editors style manual (see examples in References Section of this document; consult with Publications Editor if necessary).

If a reference has both individual authors and an issuing agency named, list it under the name(s) of the author(s) rather than by issuing agency. It is disconcerting to see multiple instances of the same issuing agency’s acronym followed by various publication years, e.g., EPA 2009, EPA 1993, EPA 1994a, etc. unless absolutely necessary.

APPENDICES

Include any background information required to clarify information presented in the report as an appendix. See General Requirements for a guide on constructing appendices.

COMPUTER PROGRAMS

Submit any original computer programs created for the research project by email (separate from the report), CD, or flash drive. Programs should either include all necessary executable and supporting files or run on a commercially established and identified software platform. Obtaining legal permission to use a particular operating system as the basis of a piece of software, if any such permission is required, is the responsibility of the contractor and must be completed before the software is submitted to the FIPR Institute.

REFERENCES SECTION

The References section of all reports should follow the formats described below as closely as possible. These formats are largely based upon the Council of Science Editors' *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, 7th ed., but have been customized in some cases by the FIPR Institute. See the examples under "Books—Whole" below for a complete reference to the *CSE Manual*.

Note that when stating the total number of pages of a book or other kind of item, the term "pages" is used when there is content on both sides of the sheets of paper. If the sheets have content on only one side, they are called "leaves" (singular "leaf"). If the item has a combination of both pages and leaves, use the term "pages."

The usage of notes in a reference is optional for all types of resources.

PRINT AND OTHER NON-INTERNET RESOURCES

Books—Whole

General Format

Author(s) [or editor(s)]. Year. Title. Edition. Place of publication: publisher name. Extent. Notes.

There are many possible variations on this format, depending upon the type of book. Use the examples below as guides and call the Publications Editor if you have questions. The extent (number of total pages in the book) and notes are optional.

Examples

Council of Science Editors, Style Manual Committee. 2006. *Scientific style and format: the CSE manual for authors, editors, and publishers*. 7th ed. Reston (VA): The Council.

Gaft M, Reisfeld R, Panczer G. 2005. *Modern luminescence spectroscopy of minerals and materials*. Berlin: Springer-Verlag.

Hall WL, Robarge WP, editors. 2004. *Environmental impact of fertilizer on soil and water*. Washington (DC): American Chemical Society.

Miziolek A, Palleschi V, Schechter I. 2006. *Laser-induced breakdown spectroscopy (LIBS): fundamentals and applications*. Cambridge (UK): Cambridge University Press.

Taylor WK. 2009. A guide to Florida grasses. Gainesville (FL): University Press of Florida.

Books—Chapter or Article Therein

General Format

Author(s) [or editor(s)]. Year. Title. Place of publication: publisher name. Kind of part and its numeration, title; pages.

If the author or editor of the chapter or section is not the same as the author or editor of the book, use the following general format:

Author(s) of the part. Year. Title of the part. In: Author(s) [or Editor(s)]. Title of the book. Place of publication: publisher. Pages of the part.

Examples

Baniel A, Blumberg R. 1968. Solvent extraction: chloride addition and temperature cycling. In: Slack AV, editor. Phosphoric acid, part 2. New York: Marcel Dekker. p 709-719.

Fuerstenau DW, Healy TW. 1972. Principles of mineral flotation. In: Lemlich R, editor. Adsorptive bubble separation techniques. New York: Academic Press. p 91-131.

Nagaraj DR. 1995. Minerals recovery and processing. In: Howe-Grant M, editor. Kirk-Othmer encyclopedia of chemical technology. 4th ed. New York: John Wiley & Sons. Volume 16. p 784-844.

Stana R, Astley V. 2002. Importance of phosphate rock impurities. In: Zhang P, El-Shall H, Somasundaran P, Stana R, eds. Beneficiation of phosphates: fundamentals and technology. Littleton (CO): SME. p 311-323.

Reports

General Format

Author(s) (performing organization). Date of publication. Title. Place of publication: publisher or sponsoring organization. Report number. Contract number. Total number of pages (optional). Availability statement.

“Availability statement” refers to where the report can be purchased or obtained and any associated ordering number; e.g., NTIS numbers. For the FIPR Institute’s purposes, this is optional. Contract number is also optional.

Examples

Copeland R, Doran NA, White AJ, Upchurch SB. 2009. Regional and statewide trends in Florida’s spring and well groundwater quality (1991-2003). Tallahassee: Florida Geological Survey. Bulletin No. 69. 203 p.

Herring JR, Gough LP (US Geological Survey). 1998. Phosphate mined land reclamation: a geochemical approach. Denver: US Geological Survey. Open-File Report no. 98-760. 5 p.

Addie GR, Whitlock L. 2005. Centrifugal slurry pump concentration limit testing and evaluation: Phase I. Bartow (FL): Florida Institute of Phosphate Research. Publication no. 04-069-215.

Nielson KK, Rogers VC (Rogers and Associates Engineering Corp.). 1991. Feasibility and approach for mapping radon potentials in Florida. Salt Lake City (UT): Rogers and Associates Engineering Corp. Report no. EPA 600/8-91-046. 45 p.

Journal Articles

General Format

Author(s). Year. Article title. Journal title volume number (issue number if one is given): inclusive pages.

If a journal has a standard abbreviation, it may be used (omit periods in abbreviations except at end). However, if there is any question which journal is indicated, spell out the journal title in full.

Examples

Gaft M, Nagli L. 2008. Laser-based spectroscopy for standoff detection of explosives. *Optical Materials* 30: 1739-1746.

Micheletti M, Nikiforaki L, Lee KC, Yianneskis M. 2003. Particle concentration and mixing characteristics of moderate-to-dense solid liquid suspensions. *Ind Eng Chem Res.* 42(24): 6236-6249.

Mukherjee AK, Mishra BK. 2006. An integral assessment of the role of critical process parameters on jigging. *International Journal of Mineral Processing* 81(3): 187-200.

Conference Proceedings

General Format—Entire Proceedings Book

Editor(s). Date of publication. Title of book. Number and name of conference (if not the same as title); inclusive dates of conference; place of conference. Place of publication: publisher. Total number of pages. Notes.

Examples

[IAEA] International Atomic Energy Agency. 2005. Naturally occurring radioactive materials (NORM IV): proceedings of an international conference. 2004 May 17-21; Szczyrk, Poland. Vienna: International Atomic Energy Agency.

Young CA, Kellar JJ, Free ML, Drelich J, King RP, editors. 2005. Innovations in natural resource processing. Proceedings of the Jan. D. Miller Symposium; 2005 Feb 28-Mar 2; Salt Lake City, UT. Littleton (CO): Society for Mining, Metallurgy, and Exploration. 432 p.

General Format—Paper from Conference

Author(s) of paper. Date. Title of paper. In: Editor(s) of proceedings. Title of book. Number and name of conference (if not the same as title); inclusive dates of conference; place of conference. Place of publication: publisher. Inclusive pages of paper. Notes (if needed, as for series title).

Examples

Furtado JRV, Peres AEC. 1988. Recovery of phosphate fine particles in a flotation column. In: Castros Flores SH, Alvarez Moisan J, editors. Froth flotation: proceedings of the 2nd Latin-American Congress on Froth Flotation; 1985 Aug 19-23; Concepcion, Chile. Amsterdam (The Netherlands): Elsevier. p 109-118.

Hilton J, Astley V. 2006. Beneficial and economically viable uses of phosphogypsum: "Stack Free by '53?" Part 1.5. In: Conference papers; Phosphates 2006 International Conference & Exhibition; 2006 Apr 23-25; Brussels, Belgium. p 65-70.

Woltering DM. 2004. Health risk assessment for metals in inorganic fertilizers: development and use in risk management. In: Hall WL Jr, Robarge WP, editors. Environmental impact of fertilizer on soil and water. American Chemical Society Symposium; 2001 Aug 26-30; Chicago, IL. Washington (DC): American Chemical Society. p 124-147. ACS Symposium Series no. 872.

Dissertations and Theses

General Format

Author. Date of degree. Title [type of publication]. Place of institution: institution granting the degree. Total number of pages (optional). Availability statement.

For an explanation of the term “Availability statement,” see the section on “Reports—General Format” above.

Examples

Arlow A. 2003. Crystallisation aspects of the wet-process phosphoric acid industry [master’s thesis]. Pretoria (South Africa): University of Pretoria.

McKinney JP. 2010. Design of electrolytic dewatering systems for phosphatic clay suspensions [dissertation]. Gainesville (FL): University of Florida. 103 p.

Bibliographies

General Format

Compiler(s). Date of publication. Title [content designator]. Place of publication: publisher. Extent (total number of pages). Availability. Notes.

Availability and notes are both optional. However, it is recommended to include an availability statement. See “Reports—General Format” for an explanation. If the word “bibliography” appears in the title, the content designator is not necessary.

Examples

Balsillie JH, Clark RR, compilers. 2001. Annotated and illustrated bibliography of marine subaqueous sand resources of Florida's Gulf of Mexico 1942-1997. Tallahassee: Florida Geological Survey. Special Publication no. 48.

Veith DL, compiler. 1985. Literature on the revegetation of coal-mined lands [bibliography]. Pittsburgh (PA): US Department of the Interior, Bureau of Mines. 296 p.

Zhang P, Albarelli GR, Stewart KJ, compilers. 1999. Phosphate deposits bibliography. Bartow (FL): Florida Institute of Phosphate Research. 271 p.

Patents

General Format

Name of the inventor(s) of the patented device or process, the word “inventor” or “inventors”; name of assignee, the word “assignee.” Date issued (year month day). Title. Country code patent number. Extent (total number of pages).

To describe a patent, begin with the name of the country that issued the patent in the form of an adjective (e.g., German, European), then insert one space followed by the proper term for a patent in that country’s language. After another space, give the two-letter ISO country code, then insert one space followed by the patent number. The extent (total number of pages) is optional.

Examples

Aaltonen J, Riihimäki S, Weckman A, Ylinen P, inventors; Kemira Chemicals Oy, assignee. 2002 Jan 16. Process for production of phosphoric acid by crystallisation of phosphoric acid hemihydrate. European patent EP 1,171,382.

Chevalier PM, inventor; Dow Corning Corporation, assignee. 2012 Mar 27. Hydrophobing minerals and filler materials. United States patent US 8,142,856.

Koecher P, Kley G, Brenneis R, inventors; BAM Bundesanstalt Matforschung, assignee. 2004 Mar 25. Removing heavy metals from phosphate-containing clear sludge ash to produce fertilizer material by adding environmentally compatible metal chlorides. German Offenlegungsschrift DE 10,243,840.

Forthcoming (“In Press”) Documents

General Format

The general format for an item of this type should be the same as that for an equivalent published item. Whatever information is available, such as author, date of

publication, title, place of publication, and publisher, should be given. A final statement should be added to indicate the item is still in the process of being published. Use the term “Forthcoming” rather than “In press.” If the publication date is definitely known, include it. If not, omit it.

For text citations, if the date is known, use the regular format of (Smith 2012). If the date is not known, use (Smith forthcoming).

Unpublished Documents

This category includes manuscripts, letters, and any other type of unpublished material.

General Format

Author. Date. Title. Physical description. Availability.

In this case, “Availability” generally refers to the item’s location, or where a scholar might be able to access it. For example, an availability statement might be “Located at: Archives, Smithsonian Institution, Washington, DC.” This is recommended, but optional.

Examples

Scott T, Courtney J. 2006. The southern extension of the Central Florida phosphate district - a stratigraphic discussion and future mining plans. Unpublished paper presented at the 21st Annual Regional Phosphate Conference; 2006 Oct 11-12; Lakeland, FL.

Smith VJ. [Letter to James Johnson, President of Acme Phosphate Company, 1937]. Located at: Florida State Historical Museum Library.

Maps

General Format

Author, cartographer. Date of publication. Title of map [map type]. Place of publication: publisher. Physical description. Notes.

Where it would be helpful, include in the physical description such things as whether the map is in color, its scale, and its dimensions (in centimeters). Notes are optional.

Example

Lagos JL, cartographer. 2004. Nonmandatory phosphate lands [thematic map]. Tallahassee (FL): Florida Department of Environmental Protection, Bureau of Mine Reclamation. 1 sheet.

This map would be cited in the text as (Lagos 2004). If no cartographer or author had been given in the example above, the map would be cited in the text by the issuing agency name (Bureau of Mine Reclamation 2004) or (BMR 2004).

Computer Programs or Databases (Non-Internet)

General Format

Author(s). Date of publication. Title [type of medium]. Date of publication. Edition. Place of publication: publisher. Physical description. Accompanying material. Notes.

Not all of this information is necessary in some cases. For example, if the software is standard or well-known, the physical description, accompanying material, and notes are not required.

Examples

[ESRI] Environmental Systems Research Institute. 2008. ArcGIS® Spatial Analyst [computer file]. Version 9.2. Redlands (CA): Environmental Systems Research Institute. System requirements: PC with Windows 2000 Professional, Windows 2003 Server, Windows 2003 Server Terminal Services, Windows Vista Ultimate/Enterprise/Business/Home/Premium, or Windows XP Professional Edition/Home Edition.

SoilVision Systems Ltd. 2004. SoilVision Professional [computer file]. Version 4.3. Saskatoon, Saskatchewan (Canada): SoilVision Systems Ltd. Online at: <http://www.soilvision.com/subdomains/soildatabase.com/downloads.shtml>. Tutorial and user's manual also available online. System requirements: PC with Windows 2000 or Windows XP; at least 60 MB free hard disk space recommended.

INTERNET RESOURCES

Various types of electronic resources will be discussed below. When citing an internet address (URL), if it will extend beyond one line, start it instead flush left on the next line. If it still extends beyond one line, let Microsoft Word break the URL (do not break the line manually) and continue it on the next line. Do not put a period at the end of any URL.

Notes are optional. Internet URLs may be hyperlinked if desired, but this is not required.

Electronic Books

General Format

Author(s). Date. Title of book [medium designator]. Edition. Place of publication: publisher; [date updated, if any; date cited]. Notes.

Inclusion of the date the book was cited helps readers to determine whether the information is reasonably current and thus more likely to still be available at the URL provided. However, the FIPR Institute does not require the inclusion of the date cited.

Examples

Hudson TL, Fox FD, Plumlee GS. 1999. Metal mining and the environment [Internet]. Alexandria (VA): American Geological Institute; [cited 2012 Oct 31]. Online at: <http://www.agiweb.org/environment/publications/metalsfull.pdf>

Zhang P, Snow RE, Bogan MD. 2008. An investigation of flotation reagents [Internet]. Bartow (FL): Florida Institute of Phosphate Research; [cited 2010 Jul 15]. FIPR Publication no. 02-158-227. Online at: [http://www1.fipr.state.fl.us/FIPR/FIPR1.nsf/9b98afe317ea4f8385256b58000eb4a7/81a760383c6c1acf852574a3006094d6/\\$FILE/02-158-227Final.pdf](http://www1.fipr.state.fl.us/FIPR/FIPR1.nsf/9b98afe317ea4f8385256b58000eb4a7/81a760383c6c1acf852574a3006094d6/$FILE/02-158-227Final.pdf)

Journal Articles

The FIPR Institute requires that the format below be followed for journal articles published online only, such as open access journals. Articles published in regular paper journals should be cited using the non-internet format listed above.

General Format

Author(s) of article. Date. Title of article. Title of journal (edition, if any) [medium designator]. [date updated, if any; date cited]; Volume(issue): pages. Notes.

Example

Saad B. 2011. Analysis of phosphate deposit “disturbances” using the horizontal-gradient responses of resistivity data (Oulad Abdoun, Morocco). Earth Sciences

Research Journal [Internet]. [cited 2011 Dec 27]; 9(2): 123-131. Online at: <http://revistas.unal.edu.co/index.php/esrj/article/viewFile/21240/22219>

Internet Websites

General Format

Title of website [medium designator]. Date. Edition. Place of publication: publisher; [date updated, if any; date cited]. Notes.

Examples

Global invasive species database [Internet]. 2004. Nairobi (Kenya): Global Invasive Species Programme, Invasive Species Specialist Group; [cited 2009 Feb 17]. Online at: <http://www.issg.org/database/>

Reclamation of phosphate lands in Florida [Internet]. 2005. Florida Institute of Phosphate Research. Online at: <http://www.fipr.state.fl.us/research-area-reclamation.htm>

Appendix A

EXAMPLES OF MAIN HEADINGS AND SUBHEADINGS

MAIN HEADING

Florida's Legislature created FIPR in 1978 to conduct or fund studies that address the environmental and health impacts of Florida's phosphate mining and fertilizer industry, as well as the industry's efficiency.

FIRST-LEVEL SUBHEADING

Florida's Legislature created FIPR in 1978 to conduct or fund studies that address the environmental and health impacts of Florida's phosphate mining and fertilizer industry, as well as the industry's efficiency.

Second-Level Subheading

Florida's Legislature created FIPR in 1978 to conduct or fund studies that address the environmental and health impacts of Florida's phosphate mining and fertilizer industry, as well as the industry's efficiency.

Third-Level Subheading

Florida's Legislature created FIPR in 1978 to conduct or fund studies that address the environmental and health impacts of Florida's phosphate mining and fertilizer industry, as well as the industry's efficiency.

Fourth-Level Subheading. Florida's Legislature created FIPR in 1978 to conduct or fund studies that address the environmental and health impacts of Florida's phosphate mining and fertilizer industry, as well as the industry's efficiency.

Appendix B
SAMPLE PAGES

EFFECT OF PARTICLE CHARACTERISTICS ON FATTY ACID FLOTATION OF
FLORIDA PHOSPHATE ROCK

FINAL REPORT

VOLUME III
PHOSPHATE ENCAPSULATION/LIBERATION STUDIES

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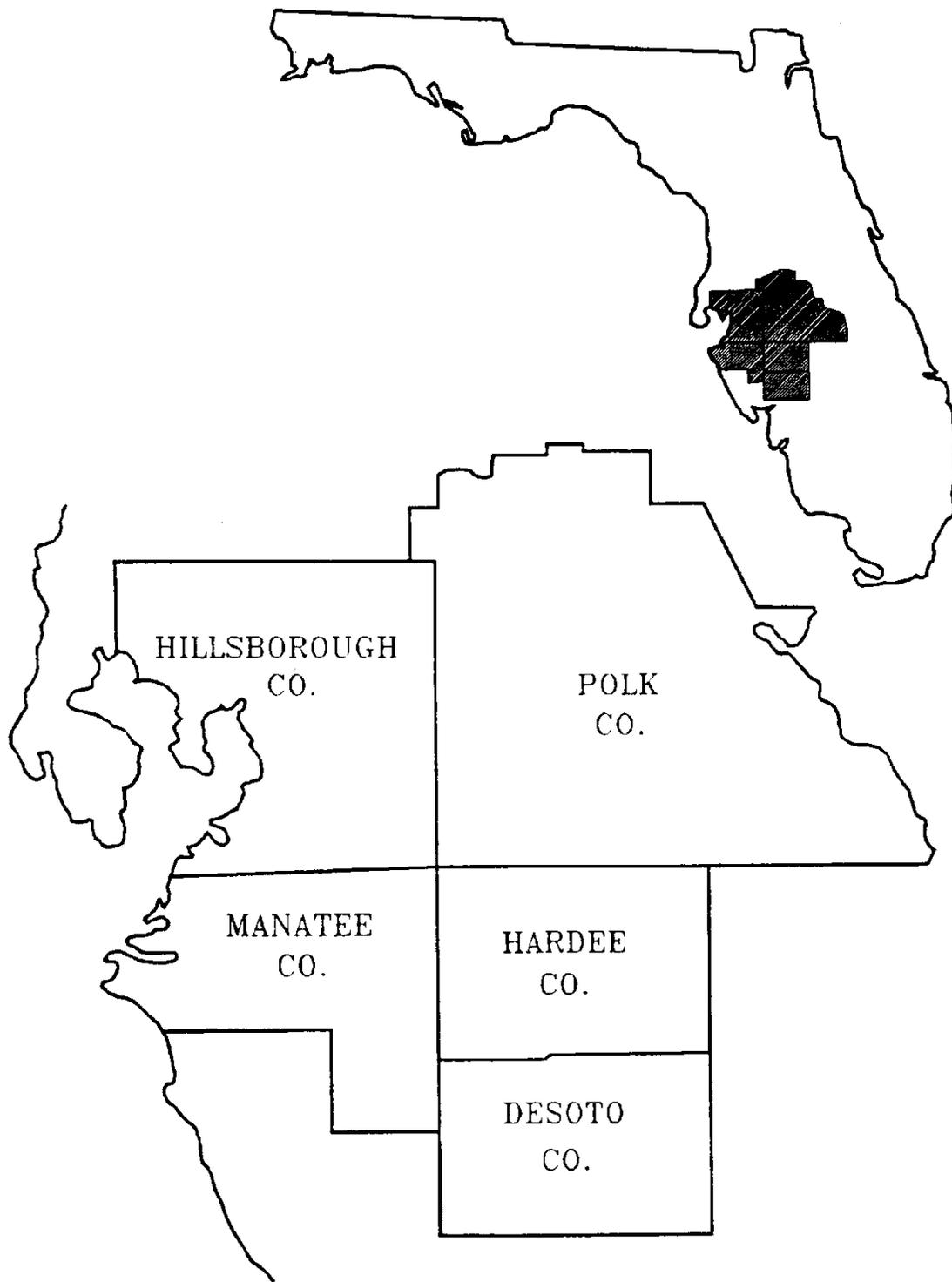


Figure 1. General Location of Study Area.

TABLE EXAMPLES

Microsoft Word Table (Grid 1 Style; Preferred)

Table 1. FIPR Process: Aggregate Leachate Analysis.

Element	EP Toxicity (Mg/l)	TCLP (Mg/l)	EPA Leachate Standards (Mg/l)
As	1.6	0.882	5.0
Ba	0.52	0.17	100.0
Cd	0.01	0.01	1.0
Cr	0.01	0.05	5.0
Pb	0.05	0.1	5.0
Ag	0.01	0.05	5.0
Hg	0.001	0.005	0.2
Se	0.01	0.1	1.0

Microsoft Word Table (Partial Gridlines, Similar to Simple 1 Style)

Table 1. Potential Heavy Mineral Recovery.

	Amine Tailings				
	Tons	% HM	Tons HM	Valuable HM	
				%	Tons
Upper	200,000	2.2	4400	15	660
Lower	200,000	0.6	1200	25	300
Concentrates					
Upper	1,000,000	0.3	3000	30	900
Lower	1,000,000	0.3	3000	35	1050

Appendix C

COMPLIANCE CHECKLIST

COMPLIANCE CHECKLIST

- 1. The report has been spell-checked.
- 2. The report has either been written by, or reviewed by, a person highly fluent in English in order to ensure accuracy, fluency, and readability.
- 3. The report is in Times New Roman 12.
- 4. The report is single-spaced, with a blank line between paragraphs.
- 5. Margins have been set according to the *Style Manual*.
- 6. The first lines of paragraphs in the text are indented 0.5”.
- 7. Proper heading and subheading styles have been used.
- 8. No custom styles were created or used in the report besides those created by Microsoft Word itself.
- 9. The Table of Contents page(s) were created manually.
- 10. The lists of figures and lists of tables, if required, were created manually.
- 11. Figure and table captions follow style guidelines.
- 12. Citations in the text follow style guidelines.
- 13. The References section of the report follows the CSE Name-Year format as illustrated in the *Style Manual*.
- 14. Quotations, if any, are properly attributed to their sources.
- 15. Permission has been obtained to use any copyrighted material that appears in the report and the letter(s) of permission are included with the manuscript.
- 16. The FIPR Institute Publications Editor was consulted about any questions regarding formatting that were not covered by the *Style Manual*.