

Formatting instructions for Acoustics 2013 – Victor Harbor papers

Principal Author (1), Second Author (2) and Third Author (3)

- (1) Division 1, Organisation 1, Location 1, Country 1
- (2) Division 2, Organisation 2, Location 2, Country 2
- (3) Division 3, Organisation 3, Location 3, Country 2

ABSTRACT

Type your single-paragraph abstract here. This document sets out the formatting requirements for papers submitted to the 2013 Conference of the Australian Acoustical Society. It takes the form of a Microsoft Word template with predefined paragraph styles. All papers should conform to this standard. You should be able to just replace sections of this text with your own text. The abstract to the paper should be self-contained and explicit, setting out the ground covered and the principal conclusions reached. The suggested length is 100 to 150 words.

GENERAL LAYOUT AND INSTRUCTIONS

This document is a Microsoft Word template and should be used as the basis for all formatting of papers submitted to Acoustics 2013 Victor Harbor. Note that papers must be converted to .pdf format prior to submission.

Each submitted paper will be refereed by at least two reviewers. Only papers being presented at the conference will be published in the conference proceedings. Authors are fully responsible for their papers, which should not have been published elsewhere. They must have taken necessary steps to obtain permission to use any material that might be protected by copyright.

Please note that on delivery of your manuscript you transfer your copyright on your publication to the publisher.

LAYOUT

Length of Paper

The final paper should not exceed 8 (eight) A4 size (210x297mm) pages, illustrations and references included. This requirement will be strictly enforced.

Margins and organisation of the paper

The page layout is: A4 paper; left and right margins 1.75 cm; gutter 0.5 cm; header and footer 1.25 cm from page; 2 columns separated by 1.25 cm, except for the title, authors and their affiliations, and the abstract. Paragraph styles have been predefined and should be used for all paragraphs on this page.

No headers, footers or footnotes are allowed. The body of the paper should be formatted in two columns. The document is set so that it starts on an ‘Odd’ page and has different ‘odd and even’ headers and footers (set with the cursor on the first character of the title via the ‘Page Setup’ command).

Font format

Text should be written using Times New Roman (or Times) typeface and sizes as indicated in this document. Should you need to emphasise some words, use italics rather than under-

line or bold styles. Do not use upper case other than for first letter of the title, names, units of measurement (if appropriate) and entire chapter headings.

Paragraph format

Paragraphs immediately following their headings are to be justified on both sides with no indents for first lines. Use single line spacing throughout the entire document.

Quotations

Quotations shorter than 15 words “should be given within the body of text and enclosed in quotation marks”.

Where quotation is longer than 15 words, it should be given its own paragraph, indented by 1cm left and right and justified on both sides. Do not use quotation marks to open or close such quotations. Use font 1pt smaller than that for the body text. There should be no blank lines before or after the paragraph unless there is a new section to follow.

References

The referencing system used is the ‘Harvard system’. Reference to sources listed at the end of the paper, should be made by name of the author and year of the publication given in brackets (Author, 2004). Only for referencing quotations, add page number after colon (Author, 2004:22). Should there be no author given in the source, use first words of the title sufficient to identify the source in the list and type them in italics (*Title of the publication*, 2004). Examples of Harvard referencing can be found at

http://www.library.uq.edu.au/training/citation/harvard_6.pdf

Do not use footnotes for references.

Figures: drawings and photographs

Illustrations should not exceed 50% of the entire paper content and should be located close to their corresponding text. Ensure that when printed your illustrations are clear and easy to read.

All drawings and photographs must carry numbers in the text (e.g. Figure 1) and captions. Captions should be complete enough to allow appreciation of the illustration without refer-

ring to the text. Lettering of the caption should be as large as the typeface used for the text.

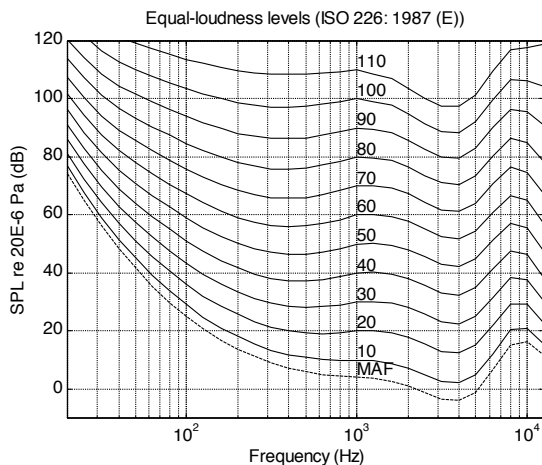


Figure 1. Images should be centred

Tables

All tables should be consecutively numbered and adequately captioned. You should put them as close as practicable to the relevant part of the text (Table 1).

Table 1. Tables should be centred

L_{eq}	50	56	60	48
L_{ax}	45	50	55	44

It is recommended that you use the same type face for the table contents as for the body of text.

Equations

Equations should be numbered consecutively as they appear in the text. If necessary, number the equations to the right using Arabic numerals placed in parentheses. For example,

$$s(x,t) = \cos(\omega t - kx) + \cos(\omega t + kx). \tag{1}$$

Note that the line of the equation should have style “Equation”.

Equations can be referred to in the text by their numbers. For example, Equation (1) gives a general solution to the wave equation. Matrices and vectors should be given in bold face. For example,

$$y = \mathbf{Z}u. \tag{2}$$

Units

Use of the SI units of measurements is recommended. Other units (e.g. American) are allowed only next to the SI units and then must be given in parentheses, for instance, 404 kPa (58.6 psi) or 63.7 m² (685.7 ft²).

HOW TO USE THIS TEMPLATE

For ease of use in applying this template to your Word document, you may use this document which has all the required formatting pre-set. In recent versions of Microsoft Word, you can bring up the *Styles Window* by using the key combination

Alt+Ctrl+Shift+S

It is strongly recommended that you use this. The following paragraph styles have been pre-set:

- Title
- Authors
- Affiliation
- Abstract Text
- Heading 1
- Heading 2
- Figure Caption
- Table Caption
- Equation
- Quote
- Reference

EDITORIAL CHANGES

If your paper has not met the requirements for submission, your file will not be processed for review and you will be requested to resubmit. If everything is in order, you will receive confirmation that the paper is under review. The editor reserves the right to adjust the submitted text as required in the publishing process.

SUBMISSION FORMATS

Submit your manuscript as an Adobe .pdf file. The submission system can only handle documents of a limited size (see below), so be careful. Acrobat Professional has the ability to reduce the file size of pdf’s, often by a large proportion. If you have any problems, please contact the technical program convener at a.duncan@cmst.curtin.edu.au.

SUBMISSION OF MANUSCRIPTS

Manuscripts are to be uploaded onto the Online Conference Paper Management System (OCPMS) where you uploaded your abstract. There is a link from the Congress website. The limit on the document size for upload is approximately 10 MB.

REFERENCES

List all sources referred to in your text in alphabetical order. Each reference in the list of references must include author/s name and initial/s, year of publication in brackets, title (in italics), publisher, and place of publication. Examples of Harvard referencing can be found at http://www.library.uq.edu.au/training/citation/harvard_6.pdf

The paragraph format is 0.5 cm hanging indent:

Berkman, RI 1994, *Find It fast: how to uncover expert information on any subject*, HarperPerennial, New York.

Bourassa, S & Smith, TT 1999, ‘Effects of child care on young children’, *Proceedings of the third annual meeting of the International Society for Child Psychology*, International Society for Child Psychology, Atlanta, Georgia, pp. 44-6.

Huffman, LM 1996, ‘Processing whey protein for use as a food ingredient’, *Food Technology*, vol. 50, no. 2, pp. 49-52.

Exelby, HRA 1997, ‘Aspects of gold and mineral liberation’, PhD thesis, The University of Queensland, Brisbane.

Mortimer, M & Cox, M 1999, *Contaminants in mud crabs and sediments from the Maroochy River*, Environment technical report no. 25, Queensland Department of the Environment, Brisbane.

The University of Queensland Library 2009, *Mechanical engineering subject guide*, The University of Queensland Library, viewed 6 February 2009, <<http://www.library.uq.edu.au/findits/findit.php?title=Mechanical+Engineering>>.

International Organization for Standardization 1982, *Steels - classification - part 1: classification of steels into unalloyed and alloy steels based on chemical composition*, ISO 4948-1:1982, International Organization for Standardization, Geneva.

Publication title, 2004, Publisher, Place