

# INSTRUCTIONS FOR FORUM ARTICLES

Personal name Family name<sup>1</sup>, Personal name Family name<sup>1</sup> and Personal name Family name<sup>2</sup>

<sup>1</sup>Organisation 1, City, Country

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## Abstract (optional)

Forum items are included in the “front section” of Acoustics Australia which is open access. Forum articles are generally shorter than formal submissions and provide the opportunity for personal observations as well as summaries of work in process. Thus an abstract is optional but not essential. Forum articles do not go through a formal peer review but do go through a check review and we reserve the right to reject inappropriate submissions. Submissions for forum items should be sent directly to the editor: [AcousticsAustralia@acoustics.asn.au](mailto:AcousticsAustralia@acoustics.asn.au).

## Introduction

Please use this template to prepare your item for the forum section.

## Type fonts and style

The submission should be typed using single spacing and prepared using Times New Roman 12 point size. Use extra line spacings before headings and between equations, illustrations, figures and tables.

Note that there is no line spacing between paragraphs (unless a subheading is used).

## Section headings

Only the first letter of major section headings should be capitalised.

**Subheadings** Only the first letter of the subheading should be capitalised. Note that the body of the paragraph runs after the subheading, with no line spacing in between.

## Proofreading

Proofread and spell check your forum item carefully before submitting it for publication.

## Equations

It is not usual to have equations in forum items but if essential they should be fully justified and numbered consecutively beginning with (1). Equations should be separated from the body text by a single line spacing, before and after. It is preferable to use Equation Editor or a similar program for your equations as well as for the symbols in the main text.

## Units

The use of SI units is required. Units should not be in italics.

## Tables

Where possible, the text for tables should be in Times New Roman. Table captions should be in italicised font, fully justified and positioned below the table.

| Parameter         | Value |
|-------------------|-------|
| diameter, $d$ (m) | 6.5   |

*Table 1. Cylindrical hull parameters*

## Figures and photographs

Figures and photographs should be individually numbered and captioned. Illustrations must be sharp and clear, including any lettering, and can be provided in colour. Whilst you may include the figures within your forum item at submission it may be necessary to provide them as separate files for production. High resolution photos are preferred.

## Figure and photograph captions

Figure and photograph captions should be italicised font, fully justified and positioned below the figure or photograph.

### **Conclusions**

Following the body of the forum item, it is usual to have a final section as **Conclusions** or **Summary**.

### **Acknowledgements**

You may wish to provide acknowledgements at the end of your forum item.

### **References and Footnotes**

Footnotes should not be used. References should be consistent within the article and listed using either the numerical numbering [1] or the author (date) style.