Formatting instructions for Acoustics 2021 papers

First 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 3

ABSTRACT

Type your single-paragraph abstract here. This document sets out the formatting requirements for papers submitted to Acoustics 2021. 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. Your abstract must be between 100 and 200 words long. Abstracts will be printed in the conference abstract book. The abstract must not include equations, images, numbered references or footnotes.

# INTRODUCTION

This document contains all information you need to prepare your manuscript for Acoustics 2021 and must be used as a template for your paper format:

* The conference accepts full length papers (maximum 8 pages) and short papers (2 pages).
* All papers will be published in the conference proceedings.
* Full length papers can be peer reviewed or non peer reviewed. Short papers are non peer reviewed.
* Non peer-reviewed papers should be submitted by 31 August 2021.
* Full length papers to be peer reviewed must be submitted by 31 July 2021. The paper will be blind refereed by at least one reviewer. The contents of the paper should not have been published elsewhere. Authors must take necessary steps to obtain permission to use any material that might be protected by copyright. Following peer review, authors will have the opportunity to revise their paper and respond to any reviewer comments. The final version of the revised paper must be submitted by 30 September 2021.

The title of the paper should be placed in position as it is above (centred). A 16-point Arial font in bold print with the first letter in the title capitalized should be used.

In preparing your manuscript, the paper should start with the ABSTRACT, followed by the main paper body where the first paragraph would normally constitute an INTRODUCTION. Please label your paper as has been done in this template, using the styles indicated.

# PREPARING YOUR MANUSCRIPT

These instructions are written in a form that satisfies all of the formatting requirements for your manuscript. Please use them as a template in preparing your manuscript. Authors must take special care to follow these instructions concerning margins. The basic instructions are simple:

* Manuscript is formatted for an A4 size page.
* The text shall have both the left and right margins justified.
* The top margin is 1.25 cm.
* The bottom margin 1.25 cm
* Left and right margins are 1.75 cm.

# TYPE FONTS AND STYLE

The manuscript must be typed using single spacing. Use extra line spacing between equations, illustrations, figures and tables. The body of the text should be prepared using Arial. The font size used for preparation of your manuscript must be 10 point except for the title (16 point), author organization and location (9 point) and the ABSTRACT heading and text (10 point).

# SECTION HEADINGS

Section headings should be numbered and left justified. The type, fonts and style above (Arial, 10 point, all capitals, bold, 12 point spacing before) is an example of a section heading. Do not underline section headings. A bold font should be used for section headings.

## Subheading

Subheadings should be numbered and positioned at the left margin, in a bold-faced font the same size as the main text (Arial, 10.point, bold, 6 point spacing before). Only the first letter of each word in the subheading should be capitalized.

### Sub-subheadings

Sub-subheadings should be numbered and positioned at the left margin, in a bold-faced font the same size as the main text (Arial, 10 point, bold, 6 point spacing before). Only the first letter in the subheading should be capitalized.

# OTHER IMPORTANT INFORMATION

Your manuscript will have an attractive layout if you follow the style-related instructions given above. There are several other instructions that should be carefully followed:

## Tables

Tables should have borders as shown in Table 1. Table captions are 10 point Arial. Table captions should always be positioned *above* the table. Captions should be centred.

Table 1: Tables should be centred with the caption positioned above the table

| Parameter | Value |
| --- | --- |
| Diameter, *d* (m) | 6.5 |
| Thickness, *h* (mm) | 45 |
| Length, *L* (m) | 45 |
| Young’s modulus, *E* (GPa) | 200 |
| Density, *ρ* (kg/m3) | 7800 |
| Poisson’s ratio, *v* | 0.3 |

## Number of Pages

Papers should not exceed a maximum of 8 pages in length. Keynote papers can be a maximum of 15 pages in length.

## Proofreading

Proofread your manuscript carefully. You are responsible for proofreading and correcting your manuscript before submitting it for review and publication.

## Equations

Equations should be indented 10mm and equation numbers should be right justified on the page and numbered consecutively as they appear in the text using Arabic numerals placed in parentheses. Equations should be separated from the body text by a single line of spacing, before and after.

 (1)

 (2)

## Units

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

## Figures and Photographs

Incorporate all graphics, charts, tables, illustrations, photos, etc. are required to be referenced, directly into your manuscript shortly after their first mention. All figures/photographs/illustrations must be individually numbered and captioned. Illustrations must be sharp and clear, including any lettering or labels on the figure. Figure captions are 10 point Arial font with 6 point spacing before and after.These captions should always be positioned *below* the figure. Captions should be centred.



Source (Author, 2019)

Figure 1: Figures should be centred with the caption positioned below the figure

## Quotations

Quotations that are 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 10mm from the left and in italics. Do not use quotation marks to open or close such quotations. There should be no blank lines before or after the paragraph unless there is a new section to follow.

# SUBMITTING YOUR MANUSCRIPT

Manuscripts are to be uploaded onto the Online Conference Paper Management System (OCPMS) where you uploaded your abstract.

* Using Microsoft Word 2010 onwards, you may use the ‘Save As Adobe PDF’. Please ensure that you use the ‘Save as PDF’ type and ‘Optimized for Standard’ so that all images are clear and crisp. Blurred images won’t be accepted for publication.
* All manuscripts must be submitted as an unprotected self-contained PDF file to the online paper submission website: <https://conferences.ocpms.com.au/conference-papers/SelfRegistration.php?page=modify&confID=46> The size of the PDF should not exceed 10-megabytes.
* Please login with your User-id and Password, which you received when submitting your abstract. If you cannot remember your User-id/Password, please use the ‘Reset’ button on the login page. The system will email reset your User-id to your email address, create a new password and email you the details.

# PRESENTATION TIMES

Keynote presentations will be 40 minutes in total (30 minutes for the presentation, 8 minutes for questions and 2 minutes for changeover).

For contributed papers, the presentation time will be 20 minutes in total (15 minutes for the presentation, 3 minutes for questions and 2 minutes for changeover). The Session Chairs will strictly enforce these time limits. All papers at Acoustics 2021 shall be presented in English.

# MANDATORY REGISTRATION OF AUTHORS

An invited or contributed paper may be part of the conference program and proceedings only if a registration fee (Regular Participant, Retired Participant or Student) has been paid by one or more of the listed authors by the deadline for final paper submissions for the Proceedings and the paper is presented.

# CONCLUSIONS

Following the body of the paper, the last section is normally the CONCLUSIONS, SUMMARY or FINAL REMARKS, where the authors describe the most relevant findings of the work.

# ACKNOWLEDGEMENTS

The acknowledgement heading section should not be numbered. This section is used to thank those who helped you complete this work or to thank the funding agency for your work.

# REFERENCES

The reference heading should not be numbered. References are to be set in 10-point type. The paragraph format is 0.5cm hanging indent.

All references must appear at the end of the paper. 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 of article, title of publication (in italic), publisher and place of publication (where relevant). Also include the doi (digital object identifier) if available.

Do not use footnotes for references. Reference to sources listed at the end of the paper should be made by name of the author(s) and year of the publication given in brackets, for example, (Author, 2021) or (Author et al., 2021) if there are 3 or more authors. If there is 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, for example, (ISO 3382-2:2008, 2008) or (enHealth, 2018).

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World Health Organization (WHO) (2018). *Environmental noise guidelines for the European region*, WHO Regional Office for Europe, Denmark.