

# GUIDELINES FOR THE PREPARATION OF WRITTEN FORM OF THE CONTRIBUTION TO ACOUSTICS HIGH TATRAS 2009 "34<sup>TH</sup> INTERNATIONAL ACOUSTICAL CONFERENCE - EAA SYMPOSIUM "

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**Abstract:** This document is a Microsoft® Word template for the preparation of the contribution to printed and electronic proceedings of ACOUSTICS High Tatras 2009 "34th International Acoustical Conference - EAA Symposium". It provides not only the look on required graphical design of the manuscript, but also includes necessary styles and formatting tools to be used for manuscript preparation. These tools are described and documented by examples. Optional final manuscript conversion into pdf format is also detailed.

## 1 Introduction

This document contains "Instructions for Authors" of ACOUSTICS High Tatras 2009 "34th International Acoustical Conference - EAA Symposium". The goal is to uniform the conference proceedings contributions and to simplify their preparation. All Conference contributions must be written in **English** language.

Instructions were prepared in Microsoft® Word 2002 and more and successfully tested in Word 97 and Word 2000. Word 2002 menu terminology is used for the description of Word usage and is written in *italic*.

The preparation of manuscripts which are to be reproduced by photo-offset requires special care. Papers submitted in a technically unsuitable form will be returned for retyping, or even canceled if the proceedings cannot otherwise be finished on time.

Camera ready contribution has to be submitted to Conference editors in Microsoft® Word also *pdf* format no later than 30<sup>th</sup> June 2009. See chapter 3 for more information about how to create a *pdf* file from MS Word. The maximum size of final file is **5 MB** for regular contributions and for invited papers.

## 2 General document layout

All the styles and formatting necessary to prepare a contribution are defined within this document. Styles are easily distinguishable by the "\_acoustics\_" prefix (see Table 2). To avoid chaos in defined styles, please switch off the option *Tools – Options – Edit – Keep track of formatting* in Word menu before you start. Please use these predefined styles in your document or simply modify the content of this template with your own text.

### 2.1 Paper size and number of pages

Required **paper size** is **A4** (210 mm x 297 mm). This is also predefined size of this guideline document. The **maximum extent of the document** is **four pages** for regular papers (intended for oral or poster presentation) and is **unlimited** for invited papers.

## 2.2 Text Sections

Page margins are described in Table 1. Borders are the same for all pages in the document. The whole document has a single-column layout.

**Table 1.** Page setup, sizes are in cm.

Margins			
Top	Bottom	Left	Right
2.5	3.5	2.5	2.5

## 2.3 Styles and formatting

The font *Times New Roman* is commonly used through the whole document. The styles available for the manuscript preparation use names with the standard prefix `_acoustics_`. The styles and their formatting parameters are summarized in Table 2. Headings (levels from 1 to 3), Figures, Tables and References are (re)numbered automatically when formatted.

## 2.4 Formulas and Expressions

Formulas and expressions should be placed inside an invisible table to keep their appearance unified. They should be *Centered* in their table cell and reference number enclosed in parentheses should be right justified (*Align Right*). The numbering has to be done manually. The whole table must be positioned to the right of the document column (*Table Properties – Table – Alignment Right*). An example is given in formula (1):

$$y = \sin(2*a*x) + \cos(2*b*x) \quad (1)$$

We encourage you to use Microsoft Equation Editor – see example formula (2), or similar software tool to write equations, as more complicated formulas are hard to read in plain text form.

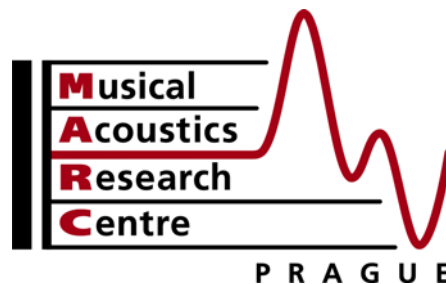
$$\Psi = \int_0^{\infty} \sin(2k\omega) \quad (2)$$

All symbols indicated in formulas must be explained by their first occurrence.

## 2.5 Layout of Tables and Figures

All titles of tables and figures are centered.

### 2.5.1 Table and Figure examples



**Figure 1.** MARC logo. To avoid problems with figure position the format was set to: *Format – Picture – Layout – In line with text.*

**Table 2.** Styles and Formatting. Font *Times New Roman* is commonly used through the whole document.

No.	Name: acoustics	Font style	Size (pt)	Alignment	Paragraph Indentation (cm)	Spacing (pt)	
						Before	After
1	Title	Bold, Small caps	14	Centered	–	0	14
2	Author(s)	Regular	12	Centered	–	0	12
3	Affiliation	Italic	12	Centered	–	0	0
4	Abstract	Regular	10	Justified	Left&Right: 1	12	18
5	Heading1	Bold	14	Left	–	0	6
6	Heading2	Bold	13	Left	–	0	6
7	Heading3	Bold	12	Left	–	0	6
8	HeadingAckRef	Bold	14	Left	–	0	6
9	NormalText	Regular	12	Justified	–	0	6
10	List123	Regular	12	Justified	Special: Hanging: 0.6	0	6
11	ListAbc	Regular	12	Justified	Special: Hanging: 0.6	0	6
12	ListBullet	Regular	12	Justified	Special: Hanging: 0.6	0	6
13	Figure	Regular	10	Centered	–	6	6
14	Table	Regular	10	Centered	–	6	6
15	TableText	Regular	10	Centered	–	0	0
16	References	Regular	12	Justified	Special: Hanging: 1.0	0	3

## 2.6 Formatting of References

References are numbered by numbers in brackets [1]. There is a style called `_acoustics_References` which can do the job. To refer a reference from the text, the number in brackets has to be entered manually.

Example [1] is the reference to a journal article and [2] to a book. Common recommendations how to write scientific papers are in [3]. Reference [4] shows how to reference web.

## 2.7 Concluding tips

To get the best results, consider using the following tips and recommendations:

- 1) Use of spelling check of completed Word document is strongly recommended.
- 2) Please, do not introduce or change any Header and/or Footer fields.
- 3) Page numbers will be included by proceedings editors.

## 3 Final conversion into pdf format

Finalized electronic document is to be sent to editors e-mail address: [culik@acoustics.sk](mailto:culik@acoustics.sk) until **30<sup>th</sup> June 2009**. The document should be in these formats:

- a) Microsoft® Word format.
- b) Portable Document Format (*pdf*).

The **pdf format** is recommended. To produce it, it is possible to use Adobe Distiller, which is a part of Adobe Acrobat Professional package, or one from dozens of freeware available on the Web (for example PDFCreator [5]). You can also use Adobe on-line conversion service [6], which is free of charge.

During conversion it is recommended to:

- Make sure you have embeded all used fonts.
- Check the document size (should be A4).
- Disable all security options (locking) and don't use any password.

Please, print the final *pdf* file on your printer to check it for potential problems with formatting, pictures, formulas etc.

## **Acknowledgements**

The preparation of these guidelines was prepared by ACOUSTICS Prague colleagues [4] and dedicated to the Organizing committee of the ACOUSTICS High Tatras 2009 “34th International Acoustical Conference - EAA Symposium”.

## **References**

- [1] Bismarck, G. von (1974): Sharpness as an Attribute of the Timbre of Steady Sounds, *Acustica*, 30, 159-172.
- [2] Fletcher, N. H., Rossing, T. D. (1991): *The Physics of Musical Instruments*, Springer-Verlag, New York, ISBN 0-387-94151-7.
- [3] - (1994): *Publication Manual of the American Psychological Association*, 4th ed., Washington DC, ISBN 1-55798-241-4.
- [4] Reference to the MARC web page: <http://www.hamu.cz/marc/>
- [5] Reference to PDFCreator web page: <http://www.sourceforge.net/projects/pdfcreator/>
- [6] Adobe on-line conversion service: <http://createpdf.adobe.com/>