



ACOUSTICS TODAY

Magazine Information & Author Instructions

For any questions, please don't hesitate to contact the *Acoustics Today* editor, Arthur Popper (apopper@umd.edu)

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About Acoustics Today

Acoustics Today is a magazine (*not a journal*) whose primary purpose is to provide timely technical and societal information to the membership of the Acoustical Society of America that is interesting, understandable, and worth reading regardless of a member's background. One of the missions of *Acoustics Today* is to let everyone know what everyone else is doing. A second is to promote practical applications of acoustics. It is expected that any article submitted to the Editor for publication has not been published or accepted for publication elsewhere, nor has it been submitted to another magazine or journal simultaneously.

Acoustics Today contains tutorials, technical articles, and articles whose subject content is related to acoustics, as well as news items and other short pieces highlighting Technical Committees and important ASA programs such as Standards and Education. A typical issue of *Acoustics Today* will be about sixty-four pages in length. The magazine will be printed in full color on glossy paper and will be published quarterly. Advertisements will appear throughout the magazine. All of the content is available on-line and open access.

It is important to realize that writing a magazine article is very different from writing a journal article. For a journal article, the principal criterion is to be accurate in the facts connected with the subject matter that is reported. Interest lies only with the author and in the eye of the beholder. In *Acoustics Today*, these same facts must still be accurate but they must be interesting and understandable to all, including members who have a background in acoustics but may not be versed in the particular subject of the article.

The featured articles in *Acoustics Today* are general reviews of a specific topic – though the topic may be very broad (e.g., principles of instrument acoustics) or reasonably narrow (an overview of a research project that has been published in multiple scholarly peer-reviewed papers and which is of general interest). *Acoustics Today* is not a venue for original research articles or preliminary studies.

Indeed, as you prepare your article for *Acoustics Today* it is important to keep the magazine's audience in mind at every step of the process. Please do not think of the audience as your discipline peers in ASA. Instead, think of the scholarly level of your audience as a member of ASA in a totally different area of acoustics than you, and assume they do not have the knowledge of those in your discipline. Another way of thinking about the audience is as it being a senior in college with a good, but not great, background in physics, engineering, and/or biology.

Instructions for Preparation of Manuscripts

This document is intended to serve as a guideline for the preparation and submission of articles to *Acoustics Today*.

Article Submission: Articles for *Acoustics Today* are invited contributions. However, ideas for articles are often submitted to the editor and such ideas are very encouraged and welcome. If you have an idea for an article, please contact the editor before you start writing in order to discuss what you have in mind.

Publication Timeline: *Acoustics Today* is published quarterly (winter, spring, summer, fall). Once we have agreed to include your article in a particular issue of *Acoustics Today* you will be given a date by which we must receive the article in order for it to be included. Since we work on a very tight deadline, late submissions will not be possible nor can we guarantee that a late

submission will get a place in a subsequent issue of *Acoustics Today* since we work several issues ahead.

Article Overview: Complete articles must be sent to the Editor via email (apopper@umd.edu), including separate text and high- definition graphics files (see section on File Submission below). Full articles are about six magazine pages long (6000 words (including references). If graphics and/or tables are used in the article, the number of words must be reduced accordingly. One-, two-, and three-column pages are used throughout the magazine therefore any graphics submitted may be resized to fit the number of columns used in the article. Authors should be cognizant of length before submission since longer articles will rarely be acceptable.

Title: Titles should be descriptive of the article. Acronyms should not be used in any titles unless they are so common that they can be found in standard dictionaries (such as SONAR). Include the first name, middle initial, and last name of all the author(s); their e-mail addresses; and full postal mailing addresses.

Keywords: Include on the title page key words that do not appear in the title of the article. These will be used as metawords for your article so they can be more easily found in web searches. Keep in mind that *Acoustics Today* is now open access, which means that a much larger number of people are potentially able to use your article, if found. Thus, having great key words for indexing purposes is of great value. In selecting key words, do use important terms in your article, but not very broad words.

Text: Text files should be supplied as Word files. Do **not** submit Acrobat "pdf" text files or Latek. The entire manuscript should be submitted double-spaced, using a 12 point font and one-inch margins with left justification. This includes the author addresses that appear at the top of the article, and the references, if any. Equations that stand alone and occupy a single line should be numbered consecutively at the right margin (using Arabic numerals in parentheses). Remember; the smaller the number of equations, the easier the article will be to read and understand by the greatest number of readers.

Acronyms must be defined when used for the first time in the article.

Tables: Tables should be included within the text with the table legends placed above the tables. Tables should be numbered consecutively using Arabic numerals. Both table and legend should be placed in the location where the table should appear in the article. Tables should be drawn using standard Word formatting. Do **not** use Microsoft Excel tables.

References: Please follow the standard rules for the format of references as used in the *Journal of the Acoustical Society of America* (JASA). Examples of references can be found below. Reference citations are at the end of the article and should include names of all authors, the *full titles* of all cited papers as well as the full title of the source. (For example, "Journal of the Acoustical Society of America" rather than "J. Acous. Soc. Am.").

Within text citations should be by author, with more than two authors being referred to as "et al." Multiple references should be in chronological order. For example (Smith, 1954; Jones and Curley, 1975; Magnus et al., 2013)

Alphabetical bibliographic list style

Ando, Y. (1982). "Calculation of subjective preference in concert halls," *Journal of the Acoustical Society of America* Supplement 1 71, S4–S5.

- Bacon, S. P. (2000). "Hot topics in psychological and physiological acoustics: Compression," *Journal of the Acoustical Society of America* 107, 28649(A).
- Bergeijk, W. A. van, Pierce, J. R., and David, E. E., Jr. (1960). *Waves and the Ear* (Doubleday, Garden City, NY), Chap. 5, pp. 104–143.
- Flatté, S. M., Dashen, R., Munk, W. H., Watson, K. M., and Zachariasen, F. (1979). *Sound Transmission through a Fluctuating Ocean* (Cambridge University Press, London), pp. 3 1–47.
- Hamilton, W. R. (1837). "Third supplement to an essay on the theory of systems of waves," *Transactions of the Royal Irish Society* 17 (part 1), 1–144; reprinted in: *The Mathematical Papers of Sir William Rowan Hamilton, Vol. II: Dynamics*, edited by A. W. Conway and A. J. McConnell (Cambridge University Press, London), pp. 162–211.
- Kim, H.-S., Hong, J.-S., Sohn, D.-G., and Oh., J.-E. (1999). "Development of an active muffler system for reducing exhaust noise and flow restriction in a heavy vehicle," *Noise Control Engineering Journal* 47, 57– 63.
- Simpson, H. J., and Houston, B. H. (2000). "Synthetic array measurements for waves propagating into a water-saturated sandy bottom . . . ," *Journal of the Acoustical Society of America* 107, 2329–2337.

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Author information: A photo and a short biography will be included in the magazine for each author. Color photos are preferred. Informal photos are preferred. Please see instructions below for submission of graphics for acceptable photo formats. The biographies should be sent in a separate electronic file to the Editor.

Graphics: Each graphic should be submitted as a separate file in TIF or JPEG format. Resolution is also very important. The minimum graphic size should be at least 300 ppi. On charts, do not include grid lines. Use tic marks on the axes. All text on a graphic must be large enough to be readable. A typical printed chart width is only about 3.50 inches so plan your graphic text accordingly. Every graphic must have a caption that is listed separately. Do not put the caption or the figure number in the graphic. Every graphic must be explicitly mentioned in the text, including its figure number. Web extractions should not be used at all because their resolution is usually only about 72 ppi. For graphs, and line-drawings that are submitted as bitmaps, 600 ppi might be necessary to prevent the "jaggies." Please ensure that all figures and graph labels are large enough to withstand an image area reduction, if it becomes necessary. PowerPoint graphics should not be sent as they are very difficult to work with and usually provide substandard graphics. They may be used, however, if they are simple figures, because their resolution improves as they are reduced in size to a 3.50 in. width.

Acceptable resolutions: It is extremely important that the proper resolution be used when submitting digital artwork. Low-resolution graphics are commonly misused in print projects.

This occurs when a graphic is placed that has a PPI resolution too low for print quality. Unfortunately, the problem doesn't arise until the plating or printing of a job.

The minimum requirements for resolution in raster files are:

- **600 PPI for monochrome:** This resolution applies to images that are purely black and white. Images such as line graphs (shown below--left) fall into this category.

- 300 PPI for halftones (Color/Grayscale): This resolution is for images containing pictures only. For example, an image not containing text labeling or thin lines (shown below--center)
- 600 PPI for combination halftones: This resolution is for images containing pictures and text labeling and/or thin lines (shown below--right).



Color space requirements. All digital art submitted must be **bitmap** (Monochrome), grayscale, or CMYK.

Graphics in the **RGB** color space (or **Indexed color**) will not separate correctly. They are very difficult to detect before plating or even going to press. (Editor's note: *Acoustics Today* has the capability of changing graphics submitted in RGB to CMYK)

It is extremely important to check each scan/file for correct color format before saving.

These are standard formats for printed graphics. Graphics should be numbered. Use the following naming convention for the graphic files-last name of the first author followed by the number of the figure. (Example: "YourLastName-Fig1," "YourLastName-Fig2," etc.) Both black and white or color graphics and photos are acceptable with *color being preferred*. Every graphic must have a caption. Please do not place the caption on the graphic page but rather include all the captions together on a separate page at the end of the article body. Graphics will be placed by the publisher close to the point in the text where they are first mentioned.

If people are on any photo and they can be identified (for example, their faces are visible in the photo), their names should be submitted and their written permission for publication in *Acoustics Today* must be obtained and submitted with other permissions. [*Note that pictures of children under the age of 18, if faces can be identified, are not permissible under any circumstance. Names of children in figures are not permitted.*]

Pull Quote: Send a *Pull Quote* from your article with your manuscript submission. (You've seen a *Pull Quote* but probably don't know it by that name. It appears as a few words or a sentence that is important and you want the readers to remember. It is usually taken directly from the article. It is often placed in the center of the page, in a larger font that may even be in a different color, and may be surrounded by a white box usually without a border.) Label and place the pull quote above the title so the page designer will see it. An example of a pull quote might be:

“It is inconceivable to us that oceanographers (and other marine mammals) should not take advantage of the fact that the ocean is transparent to sound.”

Teaser: Send a one-sentence *Teaser* that will spark a reader’s interest. It will appear below the title of your article in the table of contents. Place the teaser below the pull quote on your manuscript. An example of a title, author, and teaser might be:

Title: Acoustic Remote Sensing of Ocean Gyres—*Peter F. Worcester, Walter H. Munk, and Robert C. Spindel*

Teaser: Ocean acoustic tomography is a powerful tool for making rapid and repeated measurements of large-scale ocean temperatures and heat content.

Questions: regarding page layout, artwork, permissions or copyright issues should be sent to the Editor, apopper@umd.edu or maryguillemette@comcast.net

File Submission: Please submit separate files for text and for graphics such as pictures, drawings, and charts. Each graphic should be in a separate file. You can submit the files in one zip file if you wish.

1. Text file – the complete paper without figures but including tables, references, etc. Word format. Please use last name of first author as the file name for this and all files – e.g., Popper-Text-Acoustics Today. The Text should have the following characteristics:
 - Page 1-2
 - Title
 - Pull Quote—to be used on the front page
 - Teaser—to be used in the Table of Contents
 - Full names of all authors
 - Address of author’s organization(s)
 - Keywords
 - Page 2-3 on
 - Article—about 6000 words
 - MS Word format
 - One-inch margins,
 - 12 point font,
 - Left justification,
 - References in article use names of authors (see instructions above)
 - Equations using Math-Type if possible
 - Standalone-on-a-line equations numbered at right margin, in parentheses,
 - Tables embedded in article
 - Note general location for each figure with a separate line saying “Figure X about here”
 - Put continuous line numbers in the left margin (automatic with Word)
 - References follow the text using format discussed above
 - Figure legends should be the last page of the article. Do NOT include figures in the MS document.
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3. Permissions – PDF, all in one file. Indicate which figure each permission applies. Include any permissions to use quotes and/or people in figures in this file as well : YourLastName Copyright Releases.

4. Figures – each a separate file as discussed elsewhere: YourLastName-Fig1, YourLastName-Fig2
 - Hi-def figures in separate files (one to a file) using TIF or JPEG formats
 - Line drawings—600 ppi
 - Combination of line drawings and graphics, including photographs—300 ppi
 - Graphics, including photographs—300 ppi
5. Author biographies – all of them in one file, in order of the authors on the title page: YourLastName-AuthorBio.
6. Author pictures (informal, color)– one or more files in the right format: YourLastName-AuthorPictures

Sounds and Other Extra Material

Over the next several months we will be developing a web site that will have places to put sounds, videos, and other material that might be useful to compliment your article. Links to these are likely to appear as footnotes in the printed article and as direct links from the PDF on the web. We are still working to develop this capability, but if you think that including sounds or other material (but *not* supplemental text) would enhance your article, please contact the editor to discuss its inclusion. Note, material for the web must be original to you and not be copyright by someone else. If you are using sounds or videos that are already on the web we would link directly to those sites rather than put them on our site since the site they are on owns the material.

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Passings (Obituaries)

Acoustics Today includes pieces about recently deceased members of the Acoustical Society. At times this will be solicited by the editor, but anyone who would like to do a piece may offer to do so. However, please do not prepare the piece before contacting the editor. We have limited room in each issue of *Acoustics Today* and may have to limit the number of "passings" per issue. If space is limited, preference is given to Fellows of the ASA as well as to individuals who have been active in the organization.

Obituaries should be no more than 500-600 words, and authors should review past examples to get a sense of what to include. Focus should be on the scholarly contributions of the deceased and mention should be made of her/his contributions to the ASA. A bit of personal information should be included such as education, family, etc.

Be sure and provide a good quality color photo of the person being written about. Informal is preferred, but not required. This figure should be submitted as a TIFF or JPEG file (see information about above figures).

We are now requiring that all obituaries include up to six citations of work by the deceased. The preference is for articles that appeared in JASA, but it is more important that these be citations that are representative of the very best work done by the individual and the breadth of work. The papers or books listed do not have to be cited in the obituary unless the author wishes to do so as she/he talks about the major work of the deceased. In addition, if there is a web site with the full bibliography of the deceased or a web site of the deceased that is will stay up, please feel free to include a link to that as well.

Contract Information

Dr. Arthur N. Popper, Editor
Department of Biology
University of Maryland
College Park, MD 20742
Phone: (301) 405-1940
E-mail: apopper@umd.edu

Mary Guillemette
Publications Manager, Acoustical Society of America
1170 Main St
West Barnstable, MA 02668
Phone: (508) 362-1211
E-mail: maryguillemette@comcast.net

ACOUSTICAL SOCIETY OF AMERICA
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ACOUSTICS TODAY MAGAZINE

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