

Instructions for the preparation of a manuscript for *JASA Express Letters*

Editorial Staff

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Abstract: Detailed instructions are provided for preparing a manuscript for *JASA Express Letters*. The motivation behind these requirements is described and sources for additional information are given. Specific guidelines are provided for all of the manuscript elements, including the page layout, abstract, section headings, figures, tables, multimedia files, and references.

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1. Introduction

This document describes the format of manuscript submissions for the *Express Letters* section of the *Journal of the Acoustical Society of America* (JASA). Adherence to these specifications is important for efficient review and eventual publication of accepted submissions. Adherence will also ensure that manuscripts are prepared in a form appropriate for copy-editing and typesetting by the American Institute of Physics (AIP), which publishes *JASA Express Letters* (hereafter *JASA-EL*) for the Acoustical Society of America. The single-column layout and other stylistic features used by *JASA-EL* are well suited to manuscripts that are primarily viewed electronically.

This document is intended to be a self-contained guide for preparation of *JASA-EL* manuscripts and should be sufficient for most submissions. Authors may also refer to the “Information for Contributors to JASA,”¹ which applies to the regular section of the *Journal of the Acoustical Society of America* and can be downloaded from the JASA home page internet site, <http://asa.aip.org/jasa.html>. While the manuscript formatting requirements and policies regarding accelerated review time and revision limitations for *JASA-EL* differ in many regards from the regular section of JASA, policies regarding writing style, prior publication, the peer-review process, and criteria for acceptance for publication should be assumed to be the same unless otherwise noted. More useful information on manuscript preparation and style, such as the list of all mathematical symbols that are available for typesetting and the list of preferred spellings, can be found in the *AIP Style Manual*,² which is available online at the internet site <http://www.aip.org.pubservs/style.html>.

Online submission of manuscripts is required by *JASA-EL*. Instructions for the submission procedure can be found on the *JASA-EL* home page <http://jasa-el.peerx-press.org>.

2. Length of paper

The length of a *JASA-EL* paper is restricted to a length of six pages in the final format. (This is approximately equivalent to a four-page article in the *Journal of the Acoustical Society of America*.) **To calculate a rough estimate of the published length of a manuscript is to use the formula, one-half of number of manuscript pages plus one-half of number of figures.** This formula will often underestimate the length of manuscripts with numerous equations or with figures that are vertically elongated. Authors should pay particular attention to the layout of figures, as described in Sec. 6.2. If the page constraint appears to be a serious hindrance to the desired extent of reporting of the research, the authors should consider publication in an alternate journal. However, the brevity of the articles in *JASA-EL* encourages a rapid review, and accepted papers are posted relatively quickly after their acceptance. (The posting of individual articles is not delayed until the entire issue is complete.)

3. Keyboarding instructions

JASA-EL papers are submitted electronically. With appropriate software, the electronic file should be printable with a standard printer. Such a printed version will be used by the American Institute of Physics (AIP) in the copyediting process. It is highly important that the printed-out version have ample white space for the making of copy-editing corrections. The electronic version has to be prepared so that whatever is printed-out will correspond to the following specifications:

- 1) It must be single sided.
- 2) It must be configured for standard US letter paper (8.5" by 11").
- 3) All pages should be confined to an area not to exceed 6.5" by 9". (One inch equals 2.54 cm.) All of the margins when printed on standard US letter paper should be at least 1".
- 4) The type font must be 12 pt and the line spacing must correspond to double spacing (approximately 1/3" or 0.85 cm per line of print). The fonts used for the text must be a commonly used serifed variety such as Times or Computer Modern.
- 5) Examples of captions can be found in the articles that appear in recent issues of the Journal. If the figure will appear in black and white in the printed edition and in color online, the statement "(Color online)" should be added to the figure caption.
- 6) The total list of phonetic symbols that can be used by the AIP during the typesetting process is given in a document file [phonsymbol.pdf](http://asa.aip.org/jasa.html), which can be downloaded by going to the JASA website, <http://asa.aip.org/jasa.html> and then clicking on the item List of Phonetic Symbols. The table in the file gives 207 items, labelled P1 through P207, with each given descriptive names such as "inverted aye," "open aye," and "schwa." A traditional method of including such symbols in a manuscript is to write in the symbols by hand in a hard-copy of the manuscript. The symbols are then identified in the margin by either their descriptive names or their numerical designations. This method can still be used for online submission providing that the so-marked manuscript is scanned and converted to a PDF file. The latter is what one can upload during the submission process.

An alternate method is to use IPA fonts in conjunction with a word processor. The IPA fonts should correspond to the International Phonetic Alphabet (IPA), which is maintained by the International Phonetics Association, whose home page is, <http://www2.arts.gla.ac.uk/IPA/ipa.html>.

The display of the alphabet (1993, updated 1996) can be found at a variety of sites that are reached from the Association's home page. This site also provides links to some sources where one can obtain IPA fonts. It should be noted that the portability of documents prepared using IPA fonts on individual computer systems is not guaranteed. However, if a document prepared using such fonts is converted to PDF before submission, and if the fonts are embedded in the PDF file, no problems are anticipated. Tests made to date on the uploading of manuscripts in either MS Word or LaTeX have achieved successful conversions at the PXP site when the fonts in use are the SIL IPA93 fonts (for MS Word) and the TIPA fonts (for LaTeX). In any event, authors should check the converted files carefully after the uploading to make sure that the symbols in the converted manuscript are as intended. A fuller discussion of these fonts and of how to use IPA fonts in preparing manuscripts for online submission to the Journal is given in a supplementary document. To download this document, go to <http://asa.aip.org/jasa.html> and then click on the item Use of IPA Fonts.

- 7) Manuscript pages must be numbered consecutively, with the title page being page 1. The first author's last name, followed by a comma, and then followed by the acronym JASA-EL must appear in the upper right corner of every page. The latter need not fall within the specified margins.

4. Order of pages

The manuscript pages must appear in the following order:

- 1) Title page. (This includes the title, the list of authors, their affiliations, with the complete affiliations for each author appearing immediately after the author's name.)
- 2) Abstract page. (This includes the abstract with a separate line listing the Section 43Acoustics PACS numbers, referred to briefly in what follows as ASA-PACS, that apply to the manuscript. The selected PACS numbers should be taken only from the appendix concerned with acoustics of the overall PACS listing. The order of the listing should be such that the principal PACS number

- is first.) Please note that JASA-EL requires the abstract be typed double spaced, just as for all of the remainder of the manuscript. If there is no risk of crowding, the abstract and the PACS numbers may appear on the same page as the title.
- 3) Text of the article.
 - 4) Acknowledgments.
 - 5) Textual footnotes. (Allowed only if the paper cites references by author name and year of publication.)
 - 6) References. (If the paper cites references by labeling them with numbers according to the order in which they appear, this section will also include textual footnotes.)
 - 7) Tables, each on a separate page and each with a caption that is placed above the table.
 - 8) Collected figure captions.
 - 9) If the manuscript is submitted in PDF form, the final pages of the uploaded manuscript can include the figures, each on a separate page, and each in PDF format. However, each figure must be submitted in a separate file as described in 6.2 below.

5. Details of typographical style

5.1 Title

The title should be typed lower case with only the first word and proper names capitalized. Acronyms should be avoided, except for those sufficiently common that they appear in standard dictionaries. If less common acronyms are desired because of their possible use as key words in information retrieval, they should be briefly defined within the title itself. The title should not exceed 15 words.

5.2 Author name(s)

Author names should appear as used for conventional publication, with first and middle names or initials followed by surname. Every effort should be made to keep author names consistent from one paper to the next.

5.3 Author affiliation(s)

Author affiliations should be separated from the next author name by an extra blank line. Affiliations should follow the format: division, organization, address. Abbreviations should not be used. If multiple authors have the same affiliation, one listing of the affiliation should be used, preceded by the full list of the authors. The e-mail address of all authors corresponding to each affiliation should be given below the affiliation.

5.4 Abstract

The abstract is limited to 100 words, and must contain no personal pronouns. It must be an explicit description of the paper that states the problem, the methods used, and the nature of the results. It also should include relevant key words that would allow it to be found in a cursory computerized search. If another paper needs to be cited in the abstract, the citation should be embedded within the text of the abstract. The abstract must be a single paragraph and have no footnotes.

5.5 Copyright year

The line immediately following the abstract should read:
 © “year” Acoustical Society of America [e.g. “year”=2006]

5.6 PACS subject classification

Immediately following the abstract and on the same page, with an extra line intervening, authors should have a separate line that begins with words “PACS numbers:” and which is followed by up to three items of the form 43.nn.Aa, where nn is a two digit number, A is a capital letter, and a is a lower case letter. These items correspond to PACS numbers and denote the subject classifications of the paper. The subject index of JASA-EL presently follows a specialized extension of the Physics and Astronomy Classification Scheme (PACS) maintained by the American Institute of Physics. An amplified version of the section 43 listing appears as an appendix to the AIP’s document, and this is here referred to as the ASA-PACS system.

The ASA-PACS listing can be found at the internet site <http://www.aip.org/pacs/pacs03/appendix.html>. It is the authors' responsibility to identify a principal ASA-PACS number corresponding to the subject matter of the manuscript and also to identify all other ASA-PACS numbers (up to a total of four) that apply.

5.7 Section and subsection headings

Research letters usually do not require the use of many headings or numbering of sections. However, if headings and numbering are used, follow the procedures described in this section. Section headings, including that of the introduction should be numbered consecutively and consistently throughout the paper in Arabic numbers. The heading itself should have an initial capital letter followed by lowercase, except for proper names, acronyms, etc. Subsection headings may be numbered consecutively in Arabic numbers to the right of the decimal point, with the section number to the left of the decimal point, and subsection headings should be in italics, with an initial capital letter followed by lowercase, except for proper names, acronyms, etc. Do not include references to the literature, illustrations, or tables in headings. There should be extra blank lines above and below each heading. Numbering of section headings and subsection headings is optional but must be used consistently throughout papers in which it is applied.

5.8 Equations

Display equations should be on separate lines distinct from the text. Equation numbers should appear at the right-hand margin, in parentheses. For long equations, the equation number may appear on the next line. For very long equations, the right side of the equation should be broken into approximately equal parts and aligned to the right of the equal sign. The equation number should appear only at the right-hand margin of the last line of the equation. All equations should be numbered in the order in which they appear and referenced from within the main text as Eq. (1), Eq. (2), Eq. (3), etc., with Equation spelled out in full at the beginning of a sentence. Use parentheses for in-line math of simple fractions when necessary to avoid ambiguity; for example, to distinguish between $1/(n-1)$ and $(1/n)-1$. Exceptions to this are the proper fractions such as $1/2$, which are better left in this form. Summations and integrals that appear within the text should have limits placed to the right of the symbol to maintain a uniform line spacing in the published article.

Although manuscripts with extensive mathematics are not discouraged per se, authors should keep in mind that the single-column, letter format JASA-EL format does not well accommodate a large number of equations.

5.9 Acknowledgments

Acknowledgments should be included before the References and links section of the manuscript. The section title should read "Acknowledgments," and be in bold face type. The acknowledgments section should not be numbered. The number of a grant or contract should be omitted unless its inclusion is required by the agency supporting the research, although a descriptive title for the research program may be given.

5.10 References and links

References should appear at the end of the article, in sequential or bibliographic formats, as given in the examples below. The words "References and links" should head the section (which should not be numbered) in bold print followed by an extra blank line, directly above the first reference. All of the lines, even those pertaining to the same reference should be double spaced.

JASA-EL uses either superscript numerical style or bibliographic style formats for bibliographic citations. Only one style should be used throughout the paper. At the point of citation within the main text, designate the reference by a numerical ordered superscript, e.g., Jones²⁴, or by the last name of the authors followed by the year, e.g., [Jones and Smith, 2003]. For more than two authors one can use [Blake et al., 2001]. If the author is specifically mentioned in the sentence that cites the reference, the citation is accomplished by giving the year in parentheses immediately following the author name, e.g., Blake (2002).

The items within the listing should include the names of all the authors and the title of the reference. Links are denoted by the preface <http://>. Examples of lists in the form in which they should appear in the submitted manuscript are given below:

References and links [numerical style option]

¹ R. E. Apfel and C. K. Holland, "Gauging the likelihood of cavitation from short-pulse, low duty cycle diagnostic

ultrasound," *Ultrasound Med. Biol.* 17, 179–185 (1991).
² D. A. Hutchins and G. Hayward, "Radiated fields of ultrasonic transducers," in *Ultrasonic Measurement Methods*, Vol. 19 of *Physical Acoustics*, edited by R. N. Thurston and A. D. Pierce (Academic Press, New York, 1990), pp. 1–80.
³ QuickTime movie viewer plugins for web browsers, *Welcome to QuickTime* (Apple Computer, 1997), <http://quicktime.apple.com>

References and links [bibliographic style option]

Apple Computer (1997). "QuickTime movie viewer plugins for web browsers," *Welcome to QuickTime*, <http://quicktime.apple.com>.
 Bacon, S. P., and Viemeister, N. F. (1994). "Intensity discrimination and increment detection at 16 kHz," *J. Acoust. Soc. Am.* 95, 2616–2621.
 Smith, R. L. (1988). "Encoding of sound intensity by auditory neurons," in *Auditory Function: Neurobiological Basis of Hearing*, edited by G. Edelman, W. Gall, and M. Cowan (Wiley, New York).

Unlike multimedia material in the text (see Section 6.4), WWW URLs in the references will not be active in the posted online publication. (Clicking on a URL given in a reference will not take the reader to that URL.)

Since manuscripts for JASA-EL are concise descriptions of recent research, lengthy literature reviews are inappropriate. References should be chosen carefully and limited to those with a close connection to the manuscript. A reference list longer than roughly 10 items may indicate that a manuscript is inappropriate for JASA-EL.

6. Figures (including multimedia) and tables

6.1 Tables

Tables are numbered by Arabic numerals (Table 3, Table 4, etc.) and are collected at the end of the manuscript, following the references and preceding the figure captions, one table per page. There should be a descriptive caption above each table in the manuscript. Use horizontal lines in tables to delimit the top and bottom of the table and column headings. Tables are referred to in the manuscript text as Table 1, Table 2, etc.

Footnotes to individual items in a table are designated by raised lower case letters (0.123^a, Martin^b, etc.) The footnotes as such are given below the table and should be as brief as practicable. If the footnotes are to references already cited in the text, then they should have forms such as—^aReference 10—or—^bFirestone (1935)—depending on the citation style adopted in the text.

6.2 Figures

Each figure should be in a separate electronic file. The allowable formats are TIFF, PS, EPS, or PDF format; one file for each cited figure number. Photographs must be converted to electronic form and presented as separate files. The inclusion of figures interspaced with the text of the submitted manuscripts leads to an undesirable risk of confusion when the manuscript is typeset for publication. For the review process, the PXP system will automatically convert each figure to PDF and append these in numerical order to a converted PDF file of the text of the manuscript. Captions should be collected and typed on one or more double-spaced pages which follow the text of the manuscript. In the caption list, the figures should be numbered consecutively (i.e., not by section) with Arabic numbers. The detail in any figure should be commensurate with the space it will occupy in the published paper.

Due to the concise nature of *JASA-EL* manuscripts, they should generally have three figures or less. Submissions with more than four figures must receive permission from the Editor. Authors are strongly encouraged to submit figures with a wide aspect ratio (ratio of horizontal to vertical dimensions), such as 2:1. Such figures fit the wide, single-column format of *JASA-EL* better than narrower figures (aspect ratios approximately 4:3) produced by the default settings of many common graphics packages. The latter, while well suited to regular *JASA*, result in substantial white space on each side of the figure in *JASA-EL*. If a nearly square figure is desired, authors should consider placing two such figures side-by-side and labeling them parts (a) and (b).

JASA-EL will accept multimedia files (e.g., video and audio) as separate files. Specific instructions for submitting multimedia files are described in Section 6.4 below.

6.3 Use of color and gray scales

Color figures may be used when they convey information difficult to portray in black and white or gray scale. To facilitate interpretation in black-and-white printed versions, lines on graphs should ordinarily be distinguished by different line styles or symbols. Authors should print their color figures in black and white to determine whether they remain completely intelligible. If interpretation of the figure is unclear in black and white, authors are expected to pay for color in the printed version. (See following paragraph.) When colors are described in figure captions, the corresponding appearance of the colors in gray scale must also be indicated. The highest possible resolution should be used in color- and gray-scale images.

Color figures are published online without additional charge. Unless requested by the author(s), the color figures will be printed in gray scale in the printed version of *JASA*. If color printing is desired or necessary for interpretation of the figure, additional charges for color artwork in the printed edition of *JASA* will apply and payment is mandatory. The charges incurred by inclusion of color figures in the print version of the Journal are difficult to estimate, and are determined by the printer on a case-by-case basis. They may be as large as \$1000 per page.

6.4 Multimedia files

A benefit of publishing in an electronic online journal is the ability to integrate multimedia files into both the published and archived articles. The online presentation of the paper allows for links to both audio and video clips directly from within the text of the article. The multimedia files submitted for *JASA Express Letters* (*JASA-EL*) will be reviewed as part of the peer review process and accepted for publication in much the same way as are 2-dimensional figures for traditional print journals. The multimedia submission guidelines presented here are subject to change because of improvements and increasing availability of the relevant technology. Queries concerning the present status of the PXP system for submission of multimedia files can be addressed to jasael@aip.org.

The implementation of *JASA-EL* on the Peer X-Press system is intended to be such that multimedia files are submitted in the same manner as are figure files, and that they are uploaded individually during the manuscript submission process. The sequence in which they are uploaded should be the same as that in which they are referred to in the text. The text should refer to these files using the designations Mm. 1, Mm. 2, etc.; this is similar to the convention of referring to figures as Fig. 1, Fig. 2, etc.

To ensure broad viewing/playing ability across hardware platforms and browsers, submissions in a variety of file formats are acceptable.

Acceptable video formats are: (i) QuickTime movies (mov); (ii) Mpeg movies (mpg);
(iii) Animated Gifs (gif); (iv) Audio Video Interleave (avi)

Acceptable audio formats are: (i) AIFF (aif); (ii) Au (au); (iii) Wav (wav); (iv) Non-streaming Real Audio (ra)

In the above lists, the letters in parentheses are the standard endings for files in the corresponding format. For example, fancymovie.mov would be a file containing a QuickTime movie.

It is important that authors make their multimedia files no larger or numerous than necessary to convey scientific information that is central to the manuscript's purpose. Authors should consider that files larger than several MB are problematic for readers using dial-up connections. Files larger than 10 MB require permission from the Editor. When video compression is used, the codec software module must be widely available. Files may not be compressed into archives, such as .zip and .tar formats. Too many multimedia files can also be problematic. Since readers may find it tedious to download numerous files that contribute little new information, authors must select their materials carefully. Submissions with more than 4 multimedia files must receive permission from the Editor.

In the typesetting of an accepted manuscript, links will be placed within the online publication for each of the multimedia files. During the peer-review process, the reviewers and editors will access such files by going to the online site reserved for the submitted manuscript and its accompanying files, and then selecting whatever multimedia file is desired.

To help the publishers in determining just where links to each multimedia file are to be placed, authors should give a multimedia caption following the first paragraph in which the file is mentioned. The multimedia caption should resemble the following example:

Mm. 2. Fancy video file. This is a file of type ‘‘mov’’ (1.2 Mb).

Here ‘‘Fancy video file’’ is the caption for the multimedia object, which contains a level of description similar to a figure or table caption.

Authors may also wish to have a figure included for each of the video files that accompany the manuscript. One way of doing this is to take a single frame and convert it to a figure file, and then treat this in the same way as one would treat any other figure. However, the caption for such a figure should refer to the Mm number of the corresponding video file and should give a brief description of what can be found in that file.

References

¹ Acoustical Society of America, *Information for Contributors to the Journal of the Acoustical Society of America (JASA)* (Acoustical Society of America, 2 Huntington Quadrangle, Suite 1NO1, Melville, NY 11747, 1990, 4th ed.). This is frequently revised; it appears in the front matter of the January and July issues of the *Journal of the Acoustical Society of America*; the most current version can be found online at <http://asa.aip.org/jasa.html>.

² AIP Publication Board (R. T. Beyer, chair), *AIP Style Manual* (American Institute of Physics, 2 Huntington Quadrangle, Suite 1NO1, Melville, NY 11747, 1990, 4th ed.). This is available online at <http://www.aip.org/epub/styman.html>.

³ American Institute of Physics, *Physics and Astronomy Classification Scheme 2003*. A paper copy is available from Scientific Classification Section, American Institute of Physics, 2 Huntington Quadrangle, Suite 1NO1, Melville, NY 11747. It is also available online at the site <http://www.aip.org/pacs/pacs03/appendix.html>