

Instruction for Authors

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1 Summary

Instead of providing a classic template to be filled in by authors, we decided that it would be more useful to present with these Instructions for Authors an example that makes it easy to build L^AT_EX source files designed for the review process of Acta Acustica united with Acustica. The .tex source file of the required format can be downloaded from the Acta Acustica united with Acustica webpage. To ensure the submission process as fast as possible, attention of the authors is paid on the style, design and format of figures that will be submitted (see §2.3): vector graphic format (except for photographs), separate files, size of a width of 75 mm (text should remain readable at this size), lines must be distinguishable in black and white printing (only the online version of the manuscript is in colour). Attention should be drawn to the description of the new paid open access publication option for research articles and paid open access fast track article type (see Sections 3.1 and 6) as an alternative to publishing a paper as a subscription article without a publication fee.

1 Function and scope

Acta Acustica united with Acustica, published in collaboration with the European Acoustics Association (EAA), is an international, peer-reviewed journal on acoustics. It publishes original articles on all subjects in the field of acoustics, including

General Linear Acoustics, Nonlinear Acoustics, Macrosonics, Aeroacoustics, Atmospheric Sound, Underwater Sound, Ultrasonics, Physical Acoustics, Structural Acoustics, Noise Control, Active Control, Environmental Noise, Building Acoustics, Room Acoustics, Acoustic Materials and Metamaterials, Audio Signal Processing and Transducers, Computational and Numerical Acoustics, Hearing, Audiology and Psychoacoustics, Speech, Musical Acoustics, Virtual Acoustics, Auditory Quality of Systems, Animal Bioacoustics, History of Acoustics.

The journal reports on original scientific research in acoustics and on engineering applications. The journal considers review papers, scientific papers, technical and applied papers, short communications, letters to the editor, and fast track articles. From time to time, special issues and review articles are also published. For book reviews or doctoral thesis abstracts, please contact the EAA.

2 Manuscripts

2.1 Text processing

The Editors of Acta Acustica united with Acustica recommend that manuscripts should be written in L^AT_EX [1, 2]. This ensures that the manuscript is easily readable and greatly reduces costs. As a benefit to the author, the paper can be published considerably faster. Authors not familiar with L^AT_EX can use open source document processing systems based on top of the LaTeX typesetting system (e.g. Lyx, <http://www.lyx.org>) or may submit their manuscript as Word, WordPerfect, or RTF.

2.2 Languages

The only accepted language is English. Authors of contributions in English who require linguistic support may indicate this upon submission of their manuscripts.

2.3 Style

2.3.1 Formatting text

Any submitted manuscript should be in a form that allows the referees efficient study. No special formatting is required, but it should be:

- easily readable;
- in two-column format (width of about 80mm each).
- Pages should be consecutively numbered;
- on each page lines should be numbered;

- the name of the first author should be repeated in the upper right-hand corner of each page.

The sheets of the manuscript should not be bound or stapled. Formulae should be clearly written using standard symbols which are explained at their first appearance. Nomenclatures or lists of symbols will be dropped.

2.3.2 Figures

In order to ensure a readable appearance in the printed version, authors are asked to adhere strictly to some guidelines for the design of figures (see for example Figures 1 and 2):

- sizes should not be larger than a width of 75 mm;
- pictures should remain readable at the aforementioned size: the thickness of lines and the height of text must be chosen such that the lines remain clearly visible and the text legible;
- care should be taken to ensure that line types (dashed, dotted, thickness and line markers) can still be distinguished in black and white printing (only the online version of the article is in colour);
- do not make use of larger lettering than necessary, avoid bold fonts and keep the letter size constant either in all parts of each figure or throughout the entire set of figures;
- unnecessary details should be avoided, as well as extra frames, headings, grids and extensive use of hatched areas.

Figures should be submitted as separate files (one file per figure), in a vector graphic format: encapsulated postscript, .eps; Portable document format .pdf or any other true vector format. Bitmap formats like .bmp, .tif, .jpg etc. are only allowed for photographs and similar graphic material. Standard encapsulated postscript is recommended.

If the figures are on separate pages, the number of each figure and the name of the first author must be marked.

Figures in the print version of the journal are usually reproduced in black and white. Inclusion of coloured figures in the print version requires a special fee to be paid to the publisher. In the online version of the journal colour figures can be included at no extra cost, provided that the information contained in them is clearly recognizable and distinguishable when printed in black and white in the print version. A price list is given on

<http://www.acta-acustica-united-with-acustica.com/for-authors/colour-reproduction-in-print.html>.

When preparing illustrations that will appear in colour in the online journal and in black and white in the print journal, authors must ensure that the

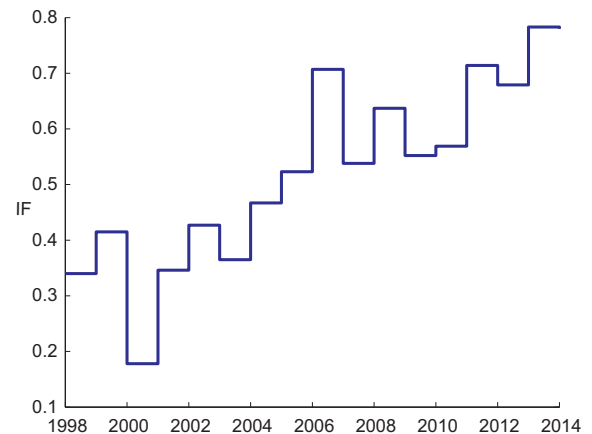


Figure 1: Recent values of the Impact Factor (IF) of AAA as computed by Thomson-Reuters. Please do not forget that the IF is first, a measure of the size of a discipline.

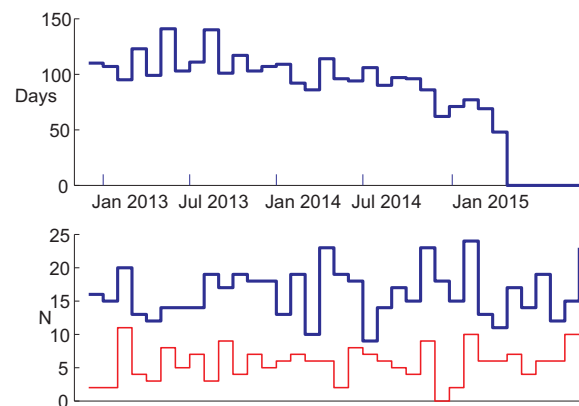


Figure 2: (Colour online) Top: total time from first submission to first Editor decision (in days) since 3 years. The values of the most recent months are not significant, and have been zeroed. Both the Editorial Board and the reviewers do their best to provide useful reviews in a reasonably short time! Bottom: monthly number of spontaneous submission (thick, black line); monthly number of rejected papers (thin, grey line).

chosen colours appear suitably when printed in black and white. Descriptions of figures in the text and captions should apply clearly to both versions, print and online. If a figure will appear in black and white in the print journal and in colour in the online journal, the statement “(Colour online)” should be added to the figure caption. The caption of colour figures that appear in black and white in the print journal may not contain indications referring to colours, such as “red line”, “blue line” etc.

2.4 Bibliography

Articles submitted to Acta Acustica united with Acustica should cite all relevant work, part of which should have appeared in Acoustics journals such as Acta Acustica united with Acustica. This criterion will be applied to determine whether the article is within scope of the journal.

The number of citations should not exceed 80 except for review papers. References are cited by numbers in rectangular brackets, for example [3, 4]. The reference list is placed at the end of the manuscript. The order of references is according to their appearance in the article. All author names should be included in the reference (cf. References below).

For Latex contributions, if the bibliography is done in an external .bib file, authors are asked to upload both the .bib and the .bbl files obtained by a “bibtex” compilation of the main .tex file on their own computer.

The official abbreviation for Acta Acustica united with Acustica is “Acta Acust united Ac”.

3 Submission

New and revised manuscripts shall be submitted online at the EM website, <http://www.editorialmanager.com/aaa/> (see also the instruction for authors and reviewers given by Editorial Manager). The following information will need to be provided during submission:

3.1 Article type

Acta Acustica united with Acustica publishes review papers, scientific papers, short communications, technical and applied papers, letters to the editor, and a new article type: fast track.

Review Papers discuss the state-of-the-art in an area of acoustics that seems of particular interest to the community at this point in time; review papers should be particularly complete in covering literature and should mention all ideas, models, experiments, even if they do not correspond to the authors own opinion. Before writing a review paper, please contact the Editor-in-Chief.

Scientific Papers contain original material (ideas, models, experiments) not published elsewhere, that contributes substantially to the advance of science in the field of acoustics; they should clearly establish the relation between the work reported on, and the state-of-the-art; scientific papers are typically not longer than 12 pages.

Technical and Applied Papers report on original applications of an existing technique, concept, or measurement method to a new area; it is essential that a technical and applied paper is of sufficient interest to a group of researchers and engineers beyond the specific application or geographic area.

Short Communications are short scientific papers typically not longer than 4 pages; one can use a short communication to report on original, new ideas, models, or experimental results, that do not require a substantial discussion; they are NOT scientific papers of poor quality.

Letters to the Editor are promoted as a forum to stimulate scientific discussion; typically they contain critical comments on or additions to published work by the author or his/her peers; they may also introduce new ideas for future research with preliminary results without the proof required for a scientific paper; the scientific level needs nevertheless be guaranteed.

Fast Track Articles are a new article type, which stands for fast peer-review, fast production of accepted manuscripts and immediate open access publication. It is for short scientific papers characterized by their concision and originality. The length is limited to 4 pages. For this article type there is a mandatory fast track fee due on acceptance (see Section 6.2).

For accepted scientific papers, technical and applied papers and review papers there is a paid open access publication option upon acceptance of a manuscript (alternatively to publishing a paper as a subscription article without a publication fee) (see Section 6.1).

3.2 Title

The manuscript title should be chosen carefully to reflect the content of the manuscript. No claims for novelty should appear in the title.

A short title should be suggested to appear in the heading of each page of the article.

3.3 Author(s) and their affiliation

The corresponding author should be fully registered in the online manuscript handling system. For other authors that are not registered, entering name and

231 affiliation is sufficient. The submitting author can
 232 select a different author to become the corresponding
 233 author.

234 3.4 Field (Section/Category)

235 Manuscripts will be published and indexed under this
 236 Field in Acta Acustica united with Acustica.

237 3.5 Summary and conclusion

238 The summary should be a brief and precise represen-
 239 tation of the content of your manuscript. The choice
 240 of wording is of utmost importance since searching
 241 in different indexes is mainly based on the summary
 242 text. The Summary must be limited to 200 words for
 243 Papers, or to 100 words for Letters to the Editor and
 244 Short Communications.

245 The conclusion summarizes the consequences of the
 246 work. It differs from the summary. Authors need to
 247 distinguish “The method XXX has been applied...”
 248 from “The method XXX allows to...” or “The method
 249 XXX is limited by...”, for example.

250 3.6 Classification (PACS number)

251 For additional classification and for selecting review-
 252 ers, the PACS (Physics and Astronomy Classification
 253 Scheme) is used. Please select one to five keywords ac-
 254 curately describing the area of your manuscript from
 255 the list.

256 3.7 Statement concerning the original- 257 ity of the work

258 A manuscript can only be considered for publication if
 259 it is not under review or in print with another journal,
 260 as a whole or in substantial part. Previous submis-
 261 sion to another journal is no objection, but the reason
 262 for submitting to Acta Acustica united with Acustica
 263 should be clarified.

264 3.8 Comments to the Editorial Office 265 (optional)

266 Optionally, additional comments to the editorial
 267 board can be added. These comments will not be
 268 forwarded to the reviewers.

269 3.9 Suggested reviewers

270 With the exception of Letters to the Editor, the au-
 271 thor is requested to suggest three reviewers. The edi-
 272 tors are free to follow these suggestions or not. Please
 273 do not suggest three reviewers from the same country.
 274 Optionally, the author can oppose possible reviewers.
 275 Please give a good reason to oppose a reviewer. The
 276 editors reserve the right to ignore these objections.

277 3.10 Downloading files

278 Files containing the manuscript and figures should
 279 be uploaded online. At least one item “Manuscript”
 280 should be attached to the submission. If multiple doc-
 281 uments are added, they will be included in the auto-
 282 matically generated PDF file used for review in the
 283 order given in the submission.

284 Figures should be submitted as separate files (a
 285 vector graphic format is required except for pho-
 286 tographs). In the event of any problems while upload-
 287 ing a manuscript, please contact the Editor-in-Chief’s
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289 Once the above information is entered into the
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 293 signed a manuscript number and the Editor-in-Chief
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 298 the Editor-in-Chief. You can follow the review pro-
 299 cess at any time by logging in to the EM website,
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301 4 Special issues

302 For topics of special interest, the Editor-in-Chief can
 303 decide to publish a special issue (or a special section
 304 in a regular issue). Proposals should be submitted to
 305 him. The following rules apply: two Associate Editors
 306 from two different countries are appointed; authors of
 307 several countries are invited to submit a paper; the
 308 peer-review process is regular; the paper format is the
 309 format of regular papers.

310 5 Proofs, Copyright, self- 311 archiving policy and Offprints

312 5.1 Proofs

313 Proofs will be sent to the person indicated as the cor-
 314 responding author at submission of the manuscript on
 315 the first page of the manuscript. The corrected proofs
 316 should be returned within 8 days; corrections should
 317 be carefully done and clearly indicated. No new ma-
 318 terial can be inserted in the text at the time of proof
 319 reading.

320 5.2 Copyright assignment

321 The corresponding author will need to fill in and sign
 322 the *Copyright Transfer Statement* for the journal
 323 and return it to the publisher. Please see this form
 324 on the journal’s website for information on what
 325 rights you retain as an author and information on

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The above holds for subscription articles without a publication fee only. For paid open access articles and fast track articles, see Section 6.3.

5.3 Offprints

As soon as the article has been published in the online version of Acta Acustica a complimentary copy of the article in PDF format will be sent to the corresponding author, together with a notification letter recapitulating the Copyright and Self-Archiving Policy of the Journal.

6 Open Access publication option, Fast Track Article option, Fees

6.1 Open Access publication option for research articles

Alternatively to publishing a paper as a subscription article without a publication fee, there is a paid open access publication option upon acceptance of a manuscript. Authors may choose this option, if they wish to have their accepted manuscripts (scientific papers, technical and applied papers, review papers) published immediately open access upon publication without any embargo period. For instance, open access might be a requirement of their institutions or research funders, allowing also non-subscribers of the journal to access their articles free-of-charge.

- Upon acceptance of a manuscript authors will be asked, if they wish to choose paid open access publication. Five working days after acceptance of the manuscript and receiving the acceptance notification, at the latest, authors must inform the publisher, if they choose this option.
- For this option, authors, their institutions, or their research funders are required to pay an Article Publication Charge (APC) of EUR 1200 (plus VAT, if applicable).
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6.2 Open Access Fast Track Article

Authors may choose this article type for fast track and open access publication of short scientific papers

characterized by their concision and originality.

- The Fast Track article type (with mandatory fast track fee upon acceptance) is chosen upon submission of a manuscript.
- The maximum length is 4 pages (two columns); otherwise the manuscript instructions in Section 2 apply.
- The submission and peer-review modalities are that of scientific papers; however the “major revision” decision does not exist; if the paper is not accepted, a new submission as a paper of another type is requested.
- The objective is to publish the paper online within 2 months from submission; the time for (minor) revisions by the authors is limited to 20 days.
- Online access to the article is possible before the publication of the respective journal issue (fast track).
- The paper is published in a special section at the beginning of a regular issue (print and online version).
- Fast track online access to the article is possible before and independent of the time schedule of the actual publication date of the respective journal issue.
- For this option, authors, their institutions, or their research funders are required to pay a mandatory fast track fee of EUR 450 (plus VAT, if applicable).
- On acceptance of the manuscript authors are offered a choice of how to make payment: Payment can either be made directly by an author online by credit card, or with a bill/invoice request. All information will be given to the authors during the submission and acceptance process on Editorial Manager.
- Receipt of payment is a prerequisite of publishing the article fast track and open access.

6.3 General

- All Open Access articles, including Fast Track articles, are subject to thorough, independent peer-review.
- If an author wishes to have four-colour illustrations in the print version, the extra costs as given under “Section 2.3.2 Figures” apply. This is not covered by an APC or fast track fee.

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 442 period.

443 7 Addresses

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