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GUIDE FOR CONTRIBUTORS

1. Outline of the Journal

Scope: Acoustical Science and Technology (AST) is a bimonthly English journal edited by the Acoustical Society of Japan. The journal scope covers all fields of acoustics, both scientific and technological. Submitted papers should contain or describe something new that has neither been published previously nor is under current submission for publication elsewhere.

Paper Categories: Contributions should be of one of the following six categories:

PAPERS: These should be based on original research or report of findings regarding basic or applied problems which are considered to make a significant contribution to any field of acoustics or acoustic engineering.

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ACOUSTICAL LETTERS: Recent research results for rapid review and early publication. The same results may be included in a new manuscript submitted later to this journal as an original PAPER.

REVIEWS: Overviews and surveys about a specific research field or a technology of acoustics.

SHORT NOTES: Brief reports on scientific research and education as well as discussion or comment on papers that have been published previously in this journal.

TRANSLATED PAPERS/LETTERS: Translated manuscript published in the Journal of Acoustical Society of Japan in Japanese. This publication must be approved by the Editorial Board of the Acoustical Science and Technology beforehand. Manuscript should be a complete translation of the original Japanese version. Note that this TRANSLATED PAPER/LETTER is not recognized as an original peer-reviewed paper.

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Membership: Membership in the Acoustical Society of Japan is NOT a prerequisite for contributing to the journal.

Language: Only papers written in English are acceptable for publication.

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Manuscript type	Standard length	Maximum length
PAPERS	8	12
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SHORT NOTES	2	4
TRANSLATED PAPERS	8	12
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Manuscripts longer than the standard length are subject to the extra page charge. Manuscripts longer than the maximum length will be rejected without review.

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2. Preparation of Manuscript

2.1 Template for manuscript submission

Manuscripts must be prepared by observing one of the following three styles: (A) formatted papers using LaTeX, (B) formatted papers using MS-Word, and (C) Plainly typed papers.

(Continued from cover 2)

A. Submission as a formatted paper using LaTeX: Use of this style is recommended by the Editorial Board. Please refer to the style file and the sample file of the Journal for the preparation. These files are linked from the following URL:

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1. Manuscripts must be typed 1.5-spaced in black letter with wide margins (approx. 3 cm) on the top, bottom, and each side of A4 size paper (21×29.7 cm).
2. The first page should be the cover sheet described in 2.2.
3. The second page should include only an abstract.
4. Symbols, formulas and equations must be written with great care to avoid confusion, capitals and lower case letters being distinguished where necessary. Also clearly specify the distinction between 1 (one) and the lower case letter l (ell) as well as between zero and o (oh) of the alphabet. Greek letters and unusual symbols should be defined by their names in the margin in red letter where they are employed for the first time in the paper.
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7. Each table should be typewritten double-spaced on a separate sheet of paper at the end of the manuscript. Each must be associated with its own caption.
8. The approximate location of each figure or table should not be indicated in the text but in the margin.
9. One printed page consists of around 910 words for Papers, Translated Papers, Technical Reports, and Reviews. A page is around 1,050 words for Acoustical Letters and Short Notes. Please note, however, that the first page requires space for the title, author name(s) and affiliation, which are collectively equivalent to approximately 300 words. Moreover, the biographical note and a photograph for each author require a space allocation of about 150 words.

2.2 Cover sheet

The cover sheet should include only the following items:

- (1) Title of paper; (2) Full name(s) of author(s); (3) Affiliation(s); (4) Approximately five keywords; (5) Subject classification number(s) based on the Appendix to 43:Acoustics in Physics and Astronomy Classification Scheme (PACS) Regular Edition - Acoustics Appendix, provided by the American Institute of Physics; (6) A short running title of not more than 50 keystrokes (characters, spaces and punctuation); (7) Paper Category (Paper, Technical Report, Acoustical Letter, Short Note, Review, or Translated Paper); (8) The complete mailing address of one author to whom referees' comments and galley proofs are to be sent; (9) List of the numbers of sheets of each material, i.e., the number of pages in the text, the number of figures, and the number of tables; (10) Classification as specified from the following: Psychological and Physiological Acoustics, Speech, Ultrasonics, Underwater acoustics, Noise and Vibration, Electro-acoustics, Musical Acoustics, Architectural Acoustics.

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References must be numbered consecutively in their order of appearance in the text. They should be identified by numbers enclosed by brackets attached to appropriate words in the text. Citations from a periodical should give initials and name(s) of author(s), title of article, *name of periodical* (italicized), **volume number** (boldified), beginning page number–final page number, and year of publication. Citations from a book should give initials and name(s) of author(s), *book title* (italicized), editors if any, publisher, location of publisher, year of publication, and page(s) cited.

Examples: [1] H. J. Sabine, "A review of the absorption coefficient problem," *J. Acoust. Soc. Am.*, **22**, 387–392 (1950).

[2] L. L. Beranek, *Acoustics* (McGraw-Hill, New York, 1954), pp. 180–185.

[3] E. Tsunoo, T. Akase, N. Ono and S. Sagayama, "Music mood classification by rhythm and bass-line unit pattern analysis," *Proc. Int. Conf. Acoust. Speech Signal Process.*, pp. 265–268 (2010).

[4] N. H. Fletcher, "Inverse problems in musical acoustics," *Proc. 20th Int. Congr. Acoust.*, 4 pages (2010).

[5] S. A. Craver, P. McGregor, M. Wu, B. Liu, A. Stubblefield, B. Swartzlander, D. S. Wallach and E. W. Felten, "SDMI challenge FAQ," <http://sip.cs.princeton.edu/sdmi/faq.html> (accessed 6 Dec. 2011).

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Equations in the main text should be typeset as an in-line style, such as $(a+b)/(c+d)$. A displayed equation can be used when it occupies a whole line, such as:

$$\frac{a+b}{c+d}$$

Double subscript, double superscript or subscript in a superscript is not permitted.

A symbol representing quantity should be single Latin or Greek letter. Subscripts and/or modifiers such as a hat symbol may be used in accordance with ISO 80000-1. No modifier can be attached to a unit symbol (e.g. "L = 20 dB SPL" should be "The sound pressure level (SPL) L = 20 dB").

2.7 Biography

Biographical notes and a (recent) photograph of the author can appear in PAPERS, TECHNICAL REPORTS, REVIEWS, and TRANSLATED PAPERS. They should be sent to the Editorial Board of Acoustical Science and Technology with the original manuscript upon notification of acceptance.

2.8 English proofreading

Incorrect English usage in the manuscript will be corrected by English proofreaders. The authors will bear part of the cost of corrections. The charge will be up to 5,000 JPY per printed page, depending on the time required for the correction. An invoice will be sent to authors as a part of publication charge when the paper is published. The authors can identify on the cover sheet not to use the English correction process only when the manuscript is proofread by a native English speaker beforehand.

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Annual Dues: Members: 11,000 JPY; Supporting Members: 30,000 JPY.

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The Acoustical Society of Japan

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