

JASA Author Checklist for Submission of Manuscripts

Initial Submission Requirements

Note: this entire checklist must be satisfied to pass initial quality check and be assigned to an Associate Editor.

- ☐ Article titled “Part I” is not permitted
- ☐ Sections headings should be numbered according to JASA style: I, A, 1, a
- ☐ Uploaded files must be in the proper formats:
 - Manuscript file in **.doc, .docx, or .tex** only
 - Figure file in **.pdf, .tiff, .tif, .ps, .eps, or .jpg** only. Each figure file must be uploaded individually (figures should not be included at the end of the manuscript file)
- ☐ “PDF for reviewer” file should be line numbered and have the figures and their captions embedded within the body of the text

Revision Submission Requirements

Note: this entire checklist must be satisfied for revised and immediately accepted submissions.

Manuscript Document

Formatting:

- ☐ Add page numbers to the manuscript file
- ☐ Double space the entire manuscript file including references and figure captions

Organization:

- ☐ Manuscript document should be in the following order
 1. Title page
 2. Abstract page
 3. Body of manuscript with sections headings numbered according to JASA style: I, A, 1, a
 4. Appendix
 5. Endnotes (a footnote list)
 6. References
 7. Tables
 8. Figure captions (only captions, figure files should be attached separately)

Title Page:

- ☐ Title: Articles titled Part I are not permitted
- ☐ Title: Reduce the number of words in the title to a reasonable length (preferably no more than 17 words)
- ☐ Title: Either remove or spell out acronyms in the title. Only common acronyms are allowed such as MRI, SONAR, etc
- ☐ Running title: First letter of first word should be capitalized and must be grammatically correct; no acronyms allowed (limited to 6 words and up to 50 characters and spaces)
- ☐ Add one complete affiliation, including department, and full postal mailing address with street and zip code for each author immediately below each author's name. Or included after the list of all authors:

Louisa M. Alcott,¹ Henry D. Thoreau,² and Ralph W. Emerson²

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²*Department of Philosophy, Walden Pond College, 2 Concord Street, Concord, Massachusetts 01742, USA*

- ☐ For other affiliations, use footnotes titled "Also at" or "Current address" as appropriate

Abstract:

- ☐ Remove the words "new" and/or "novel" from the abstract

Body of the Manuscript:

- ☐ Sections headings should be numbered according to JASA style: I, A, 1, a
- ☐ If grammar/language editing is needed, please see the [publisher's editing service recommendation](#)

References:

- ☐ References should be in either alphabetical bibliographic style or textual footnote style:

- Alphabetical style example:

Ando, Y. (1982). "Calculation of subjective preference in concert halls," J. Acoust. Soc. Am. **71**(Suppl. 1), S4–S5.

Bacon, S. P. (2000). "Hot topics in psychological and physiological acoustics: Compression," J. Acoust. Soc. Am. **107**, 2864(A).

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. 31–47.

Hamilton, W. R. (1837). "Third supplement to an essay on the theory of systems of waves," Trans. Roy. Irish Soc. **17**(Pt. 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.

- ☐ Textual footnote style example:

¹Y. Kawai, "Prediction of noise propagation from a depressed road by using boundary integral equations," J. Acoust. Soc. Jpn. **56**, 143–147 (2000) (in Japanese).

²L. S. Eisenberg, R. V. Shannon, A. S. Martinez, J. Wygonski, and A. Boo-throyd, "Speech

recognition with reduced spectral cues as a function of age," J. Acoust. Soc. Am. **107**, 2704–2710 (2000).

³ J. B. Pierrehumbert, *The Phonology and Phonetics of English Intonation*, Ph.D. dissertation, Mass. Inst. Tech., Cambridge, MA, 1980; as cited by D. R. Ladd, I. Mennen, and A. Schepman, J. Acoust. Soc. Am. **107**, 2685–2696 (2000).

⁴ F. A. McKiel, Jr., "Method and apparatus or sibilant classification in a speech recognition system," U.S. patent 5,897,614 (27 April 1999). A brief review by D. L. Rice appears in J. Acoust. Soc. Am. **107**, 2323 (2000).

- ☐ Include all authors names in references. The use of "*et al.*" in references is not permitted
- ☐ For references not originally published in English, a best effort should be made to add the English translation for the title in the reference section
- ☐ For references to books or proceedings, provide publishers' complete names and their locations
- ☐ For references to books or proceedings, include the page range or chapters in the reference section for the material being referenced. If you are referring to the entire book insert the total pages of the book
- ☐ Only in press or published references are permitted. Remove any references that state "submitted," "in review," or "unpublished." Also, remove any references to Wikipedia
- ☐ Supply the year for "in press" references
- ☐ For bibliographic references footnotes should appear as Endnotes directly before the reference section.
- ☐ For numerical references footnotes should be inserted as a reference listed in the reference section with a reference number.
- ☐ If you have Supplemental files for Publication and you are using numerical references please add this reference to the list of references and give it a reference number
See supplementary material at [URL will be inserted by AIP] for [give brief description of material]
- ☐ If you have Supplemental files for Publication and you are using Bibliographic references, please add this reference as an Endnote directly **before** the list of references.
See supplementary material at [URL will be inserted by AIP] for [give brief description of material]

Figure Captions:

- ☐ Number figures using numbers 1, 2, etc. If figures have parts, then use 1a, 1b, etc.
- ☐ In figure captions and in the text, a best effort should be made to remove all reference to colors in figures if you do not plan to publish the figures in color in the print edition of JASA

Submission Elements for Online System

General:

- ☐ If the title/running title or the keywords have changed, be sure to update the online system form (the “Enter Title” or the “Enter Keywords” step).
- ☐ Keywords on both the submission form and in the manuscript file must not exceed 80 characters and should be separated by semi-colons
- ☐ In the “Additional Information” step of the submission form, please be sure that if you are agreeing to pay for Open Access that you also selected for copyright “O - Open Access”
- ☐ “PDF for reviewer” file should be line numbered and have the figures and their captions embedded within the body of the text

Submission Files:

- ☐ There can be only 1 file for the manuscript main text (see the [JASA LaTeX Package](#) for a guide on TeX files)
- ☐ Please try to keep the maximum number of figure files to 20, including figure parts/panels
- ☐ Each figure file must be uploaded individually
- ☐ Uploaded files must be in the proper formats:
 - Manuscript/text file in **.doc, .docx, or .tex** only
 - Figure file in **.pdf, .tif, .tiff, .ps, .eps, or .jpg** only
- ☐ **Files must be named according to the following scheme:**
 - **Manuscript file**
 - > Manuscript.doc, Manuscript.docx, or Manuscript.tex
 - **Figure files**
 - > Figure#.xxx or Fig#.xxx, where “#” is the number and “xxx” is the file format extension
 - (Examples: Figure1.eps, Figure2.tif; for compound figures uploaded as separate files: Fig3a.pdf, Fig3b.pdf)
 - **Multimedia (audio/video) files**
 - Note: this is for multimedia intended to appear inline within the published article. Please select the “Multimedia” item type (rather than “Supplemental for Publication”) when uploading these files in the online system.*
 - > MM#.xxx, where “#” is the number and “xxx” is the file format extension
 - (Examples: MM1.wav, MM2.avi, etc)
 - **Supplementary Multimedia files**
 - > SuppPubmm#.xxx, where “#” is a number and “xxx” is the file format extension
 - (Examples: SuppPubmm1.mp3, SuppPubmm2.gif, etc; for supplementary multimedia files with subparts: SuppPubmm1a.mp3, SuppPubmm1b.mp3)
 - **Other Supplementary Material for Publication***
 - > SuppPub#.xxx, where “#” is a number and “xxx” is the file format extension

(Examples: SuppPub1.docx, SuppPub2.jpg; SuppPub3.zip; for supplementary files with subparts: SuppPub1a.xls, SuppPub1b.pdf)

**Any file type is accepted for supplementary material (including zip folders), but note that submitting files in propriety application formats can limit accessibility.*

Questions may be addressed to the JASA Editorial Office, jasa@acousticalsociety.org