

Instruction for Authors

Jean Kergomard¹⁾, Thierry Scotti¹⁾, Johann Wempen²⁾

¹⁾ LMA, CNRS, UPR 7051, Aix-Marseille Univ, Centrale Marseille,
13453 Marseille Cedex 13, France. AAA@lma.cnrs-mrs.fr

²⁾ Daucherstr. 98, 85053 Ingolstadt, Germany.

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;

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.

- 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

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).

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

3.4 Field (Section/Category)

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

3.5 Summary and conclusion

The summary should be a brief and precise representation of the content of your manuscript. The choice of wording is of utmost importance since searching in different indexes is mainly based on the summary text. The Summary must be limited to 200 words for Papers, or to 100 words for Letters to the Editor and Short Communications.

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

3.6 Classification (PACS number)

For additional classification and for selecting reviewers, the PACS (Physics and Astronomy Classification Scheme) is used. Please select one to five keywords accurately describing the area of your manuscript from the list.

3.7 Statement concerning the originality of the work

A manuscript can only be considered for publication if it is not under review or in print with another journal, as a whole or in substantial part. Previous submission to another journal is no objection, but the reason

for submitting to Acta Acustica united with Acustica should be clarified.

3.8 Comments to the Editorial Office (optional)

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

3.9 Suggested reviewers

With the exception of Letters to the Editor, the author is requested to suggest three reviewers. The editors are free to follow these suggestions or not. Please do not suggest three reviewers from the same country. Optionally, the author can oppose possible reviewers. Please give a good reason to oppose a reviewer. The editors reserve the right to ignore these objections.

3.10 Downloading files

Files containing the manuscript and figures should be uploaded online. At least one item "Manuscript" should be attached to the submission. If multiple documents are added, they will be included in the automatically generated PDF file used for review in the order given in the submission.

Figures should be submitted as separate files (a vector graphic format is required except for photographs). In the event of any problems while uploading a manuscript, please contact the Editor-in-Chief's office at the address given below.

Once the above information is entered into the system, a manuscript PDF file will be generated. The submitting author should approve this automatically built file. Your manuscript will then be assigned a manuscript number and the Editor-in-Chief will forward it to an appropriate Associate Editor. The Associate Editor will send the manuscript to referees, supervise the reviewing process and inform you of his/her decision. Final disposition is up to the Editor-in-Chief. You can follow the review process at any time by logging in to the EM website, <http://www.editorialmanager.com/aaa/>.

4 Special issues

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

5 Proofs, Copyright, self-archiving policy and Offprints

5.1 Proofs

Proofs will be sent to the person indicated as the corresponding author at submission of the manuscript on the first page of the manuscript. The corrected proofs should be returned within 8 days; corrections should be carefully done and clearly indicated. No new material can be inserted in the text at the time of proof reading.

5.2 Copyright assignment

The corresponding author will need to fill in and sign the *Copyright Transfer Statement* for the journal and return it to the publisher. Please see this form on the journal's website for information on what rights you retain as an author and information on the publisher's self-archiving policy for authors, [http://www.acta-acustica-united-with-acustica.com/for-](http://www.acta-acustica-united-with-acustica.com/for-authors/copyright-self-archiving-policy.html)

[authors/copyright-self-archiving-policy.html](http://www.acta-acustica-united-with-acustica.com/for-authors/copyright-self-archiving-policy.html).

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 Acust united Ac 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).

- Payment can be made either directly online by credit card, or with a bill/invoice request.

- Receipt of payment is a prerequisite of publishing the article open access immediately upon publication of the respective issue.

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.
- For articles to be published Open Access, the submitting/corresponding author needs to fill in and sign the Open Access Agreement available on the journal’s website, see http://www.acta-acustica-united-with-acustica.com/fileadmin/Dateien/Open_Access_Agreement/AAuA_Open_Access_Agreement.pdf
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- Authors are also permitted to post the final, published PDF of their Open Access article on his/her own personal website, his/her institutional repository, his/her funder’s (designated) repository or on any other free public server, immediately on publication. There is no embargo period.

7 Addresses

Correspondence concerning manuscript status should be directed to the Editor-in-Chief:

Prof. Jean Kergomard
 Directeur de recherche
 Laboratoire de Mécanique et d’Acoustique
 CNRS - 4 impasse Nikola Tesla CS 40006
 13453 Marseille Cedex 13 France
 E-mail: AAA@lma.cnrs-mrs.fr

Inquiries concerning manuscript style, file formats,
layout of tables and figures and of the final paper may
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Dr. Johann Wempen
Daucherstr. 98
D-85053 Ingolstadt
Phone +49 841 97 5852
E-mail: wempen@t-online.de

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S. Hirzel Verlag
Birkenwaldstr. 44
70191 Stuttgart
PO Box 10 10 61
70009 Stuttgart
Germany
Phone +49 (0)711 25 82-0
Fax +49 (0)711 25 82-290
E-mail: ActaAcustica@Hirzel.de

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