Acoustics Paper Preparation 2024 - Paper Title

First author (1), Second Author (2) and Third Author (3)

1. Division 1, Organisation 1, Location 1, Country 1
2. Division 1, Organisation 1, Location 1, Country 1
3. Division 1, Organisation 1, Location 1, Country 1

Abstract - Type your single-paragraph abstract here. The abstract to the paper should be self-contained and explicit, setting out the ground covered and the principal conclusions reached. The abstract must be between 100 and 200 words long. Abstracts will be printed in the conference abstract book. The abstract must not include equations, images, numbered references or footnotes.

# Introduction

The conference accepts full length papers (maximum 8 pages) and short papers (2 pages). All papers will be published in the conference proceedings. Full length papers can be peer reviewed or non-peer reviewed. Short papers are non-peer reviewed. Non peer-reviewed papers should be submitted by 31 August 2024.

Full length papers to be peer reviewed must be submitted by 31 July 2024. The paper will be blind refereed by at least one reviewer. The contents of the paper should not have been published elsewhere. Authors must take necessary steps to obtain permission to use any material that might be protected by copyright. Following peer review, authors will have the opportunity to revise their paper and respond to any reviewer comments. The final version of the revised paper must be submitted by 30 September 2024.

This document sets out the formatting requirements for papers submitted to Acoustics 2024. Use this document as a template if you are using Microsoft Word, otherwise use this as a guide. All papers should conform to this standard.

The layout of your paper should follow this template using the margins, headings and styles (fonts, sizes and spacings) used in this document. A description of the main styles used is given in the Instruction Sheet provided with this document.

Basic page setup is:

* A4 size page.
* Top and bottom margins are 1.25 cm for all except the first page.
* Left and right margins are 1.75 cm.

# Referencing

Referencing should follow the APA style. There are Free APA Citation Generators that can be downloaded or you can use the in-built bibliography generator in MS Word. For detailed instructions on how to use this feature please refer to the instruction sheet. Note it is best to set up the Bibliography list first.

# PREPARING YOUR MANUSCRIPT

The **Styles** section in the **Home** menu can assist you in achieving consistent formatting throughout the paper.

There are preset Styles in this document for correctly formatting your manuscript listed in the attached Instruction sheet.

Either type over text in this template or cut and paste text from another document. To reinstate the correct formatting, highlight a section that you want to designate with a certain style, then select the appropriate name on the style menu. The Style will adjust your fonts and line spacing.

Do not change the font sizes or line spacing to squeeze more text into a limited number of pages. Use italics for emphasis; do not underline.

# IMPORTANT information

Other useful content and layout information.

## Units

The use of SI units is required. Other units (e.g. American) are allowed only next to the SI units and must be given in parentheses, for instance, 404 kPa (58.6 psi) or 63.7 m2 (685.7 ft2).

## Tables

Tables should have borders as shown in Table 1. Table captions are in Arial, size 9 pt italics paragraph spacing 6 before and after. Table captions should always be positioned *above* the table and centred.

Table 1 - Table Heading example positioned above the table and in italics

|  |  |
| --- | --- |
| Parameter | Value |
| Diameter, *d* (m) | 6.5 |
| Thickness, *h* (mm) | 45 |
| Length, *L* (m) | 45 |
| Young’s modulus, *E* (GPa) | 200 |
| Density, *r* (kg/m3) | 7800 |
| Poisson’s ratio, *v* | 0.3 |

## Figures

All types of visual displays other than tables are considered figures. Common types of figures include line graphs, bar graphs, charts (e.g., flowcharts, pie charts), drawings, maps, plots (e.g., scatterplots), photographs, infographics, and other illustrations.

The most important principle to follow when creating a figure is to present information in a way that is easy for readers to understand. Provide sufficient information in the figure itself so that readers do not need to read the text to understand it.

When creating a figure, ensure you meet the following standards:

* Images are clear.
* Lines are smooth and sharp.
* Font is legible and simple.
* Units of measurement are provided.
* Axes are clearly labelled.
* Elements within the figure are clearly labelled or explained.



Figure 1 – Figures should be centred with caption positioned below the figure and in italics

All figures are required to be embedded directly into your manuscript shortly after their first mention, ideally at the bottom of the page or at the top of the following page. All figures must be individually identified with a numbered caption. Figure captions are Caption Style Arial size 9 pt, italics, paragraph spacing 6 point before and after. They should always be positioned below the figure.

## Footnotes

Use the footnotes function in Word (References 🡪 Footnotes) to insert a footnote at the bottom of the page of text on which the footnote appears or use Endnotes to list them together on a separate page after the references.

## Equations

Equations should be indented 10mm and equation numbers should be right aligned on the page and numbered consecutively as they appear in the text using Arabic numerals placed in parentheses. Equations should be separated from the body text by a single line of spacing, before and after.

(1)

(2)

## Quotations

Quotations that are shorter than 40 words “should be given within the body of text and enclosed in double quotation marks” with the reference either at the end of the quote or at the end of the reference (Bradley, Lay, & Norcross, 2023).

Where the quotation is longer than 40 words, it should be given its own paragraph, indented by 10mm from the left and double spaced. Do not use quotation marks to open or close such quotations. There should be no blank lines before or after the paragraph unless there is a new section to follow. (Bradley, Lay, & Norcross, 2023)

# Submitting Your Manuscript

Proofread your manuscript carefully. You are responsible for proofreading and correcting your manuscript before submitting it for review and publication.

Papers should not exceed a maximum of 10 pages in length. Plenary and Keynote papers can be a maximum of 15 pages in length.

Manuscripts are to be uploaded onto the Online Conference Paper Management System (OCPMS) where you uploaded your abstract.

You may use the ‘Save As Adobe PDF’. Please ensure that you use the ‘Save as PDF’ type and ‘Optimized for Standard’ so that all images are clear and crisp. Blurred images will not be accepted for publication.

All manuscripts must be submitted as an unprotected self-contained PDF file to the online paper submission website: <https://conferences.ocpms.com.au/conference-papers/SelfRegistration.php?page=modify&confID=48> **The size of the PDF must not exceed 10-megabytes.**

Please login with your User-ID and Password, which you received when submitting your abstract. If you cannot remember your User-ID/Password, please use the ‘Reset’ button on the login page. The system will email reset your User-id to your email address, create a new password and email you the details.

# PRESENTATION TIMES

Plenary and Keynote presentations will be 40 minutes in total (30 minutes for the presentation, 8 minutes for questions and 2 minutes for changeover).

For contributed papers, the presentation time will be 20 minutes in total (15 minutes for the presentation, 3 minutes for questions and 2 minutes for changeover). The Session Chairs will strictly enforce these time limits.

All papers at Acoustics 2024 shall be presented in English.

# MANDATORY REGISTRATION OF AUTHORS

An invited or contributed paper may be part of the conference program and proceedings only if a registration fee (Regular Participant, Retired Participant or Student) has been paid by one or more of the listed authors by the deadline for final paper submissions for the Proceedings and the paper is presented.

# CONCLUSIONS

Following the body of the paper, the last section is normally the CONCLUSIONS, SUMMARY or FINAL REMARKS, where the authors describe the most relevant findings of the work.

ACKNOWLEDGEMENTS

The Acknowledgement heading section uses the style NONUMBER HEADING 1.

This section is used to thank those who helped you complete this work or to thank the funding agency for your work.

REFERENCES

The style for the Reference heading is called NONUMBER HEADING 1.

The style for the Reference entries is called Bibliography.

The simplest way to use the in-built bibliography generator in MS Word, refer to the Instruction sheet for step-by-step instructions.

All references must appear at the end of the paper. As per the APA referencing guides:

* List all sources referred to in your text in alphabetical order.
* Each reference in the list of references must include author/s name and initial/s, year of publication (in brackets), title of article, title of publication (in italic), publisher and place of publication (where relevant).
* Include the DOI (digital object identifier) if available.

Do not use footnotes for references. Reference to sources listed at the end of the paper should be made by name of the author(s) and year of the publication given in brackets, for example, (Author, 2021) or (Author et al., 2021) if there are 3 or more authors. If there is no author given in the source, use first words of the title sufficient to identify the source in the list and type them in italics, for example, (ISO 3382-2:2008, 2008) or (enHealth, 2018).

# References

Bradley, J. S., Lay, K., & Norcross, S. G. (2023). *Measurements of the sound insulation of a wood frame house exposed to aircraft noise.* Institute for Research in Construction. Canada: National Research Council. doi:10.4224/20386147

Standands Australia. (2019). *Acoustics – Determination of sound power levels and sound energy levels of noise sources using sound pressure – Engineering methods for an essentially free field over a reflecting plane*. AS 5335:2019.

Ver, I. L., & Beranek, L. L. (2006). *Noise and Vibration Control Engineering Principles and Applications* (2nd ed.). New York: Wiley.

World Health Organisation. (2018). *Environmental noise guideline for the European Region.* Denmark: WHO Regional Office for Europe.