

Information for Contributors to Proceedings of Meetings on Acoustics

I. ELIGIBLE SUBMISSIONS AND ELIGIBLE SUBMITTERS

The only papers which are eligible for submission to POMA are papers which correspond to papers presented at one of the eligible meetings which was sponsored or co-sponsored by the Acoustical Society of America. Authors should have been previously notified by e-mail as to whether their papers are eligible for submission. A principal requirement is that the abstract for the paper to be presented should have been submitted via the Society's online system for meeting papers.

Given that the paper is eligible for submission, the only author who is eligible to do the submission is the corresponding author who did the online submission of the original abstract.

II. PUBLICATION FEES

The *Proceedings of Meetings on Acoustics* is an open access publication. It is published online only, and access to its papers is free to anyone with internet access. The Acoustical Society of America collects no revenues from subscribers. In the past, to partly defray the cost of publishing POMA, authors were required to pay a xed fee of \$100 per paper. This fee was waived if the corresponding author was a student member of the Acoustical Society of America. However, beginning with the volume corresponding to the Miami meeting (November 2008), there will be no fee to publish a paper that was presented at any meeting where the conference registration fee is collected by the Acoustical Society of America. The \$100 fee will still be mandatory for papers presented at any conference where the registration fee was not collected by the ASA, unless announced to the contrary.

III. COPYRIGHT

Although POMA is open access, so that each of its articles can be downloaded for free, the Acoustical Society of America does copyright it. Authors are asked to assign copyright of their articles, to the extent to which the authors are legally able to do so, to the ASA. (The online form provides for authors who are government employees, and whose work is not eligible for copyright.) The authors retain considerable rights as to subsequent and alternate publication of the articles. The purpose of the copyrighting is primarily for the protection of the authors. No third party has an intrinsic right

to gather up articles from POMA and republish them and then to sell them for commercial purposes. Authors, however, do themselves have the right to allow such parties to publish their articles. They also have the right to allow posting of their articles on any public site they wish.

IV. ONLINE HANDLING OF MANUSCRIPTS

All manuscripts intended for possible publication in the *Proceedings of Meetings on Acoustics*(POMA) should be submitted by an online procedure. The steps involved in the processing of manuscripts that lead from the initial submission to the online posting on the *Proceedings* site are handled by a computerized system referred to here as the Peer X-Press (PXP) system. The Acoustical Society of America contracts with the American Institute of Physics (AIP) for the use of this system. There is a special implementation of PXP for POMA, and there are separate implementations for JASA and JASA-EL.

The Peer X-Press system was designed for regular journal periodicals, not for conference proceedings, but the Acoustical Society is making use of some of its features to automate the handling of articles to be published in POMA. A principal departure from the original system is that every article that is eligible for publication in POMA has some identifiers already in the online data base. The system formally regards all such articles as partially, or incompletely submitted. When one submits an article to POMA, the system regards one's doing such as continuing or completing a prior existing incomplete submission.

The POMA home page, at which one either registers or logs-in, can be reached via the *Proceeding's* Universal Resource Locator (URL),

<<http://asa.aip.org/poma.html>>.

When one reaches this page on the internet, one can then follow directions given there to reach a web page which carries a message: *Welcome to the Manuscript Submission System for the Proceedings of Meetings on Acoustics*

One can alternately reach this site by going to the principal web page for the Acoustical Society of America, then clicking on *Publications*, and then clicking on *Submit Manuscript to POMA on Peer X-Press*.

A. Registration

When one reaches the entry web page for POMA, one will see the heading: *Welcome to the Manuscript Submission System for Proceedings of Meetings on Acoustics*. If one is an eligible submitter, one is *not* a new author, and one already has a user name and a password, although the submitter is not expected to know what these are. The

accounts for POMA have different login names and passwords than those for JASA, so one will be frustrated if one tries to use them. To learn what one's password is, one must click on the item *Unknown/Forgotten password*.

On the new page that comes up after you do this, give your first name and last name. After you have filled in this information, just click on "mail it." You will then get a e-mail message with the subject line "FORGOTTEN PASSWORD." (The system will give you a new password if you had ever used the system before with some password that you forgot. After you get this new password, you can change it to something easy to remember after you log-in.)

B. The POMA Task Page

Once you have your "user name" and "password" you go to the log-in page again, and give this information when you log-in. After you do this, a "Task Page" will appear. Several categories of tasks will be listed on this page. Under *General Tasks* is an item *Modify Profile/Password*. If this is the first time you have used the POMA submission site, you should click on this before starting your submission. If you do so, a page will appear with the heading *Will you please take a minute to update the profile?* It is highly desirable that you fill out the form, as it will help the editors get in touch with you by means other than e-mail, should the necessity of so doing arise.

Once you are satisfied with your profile and password, then you go to the top of the *Task Page*. There you will see a list of *Author Tasks*. The items of immediate interest are those that correspond to papers that have been *partially submitted*. There may be more than one such item, if you have presented more than one paper at meetings. You click on whatever paper you intend to submit.

C. Manuscript Task Page

After you click on the paper you want to submit, a web page will appear with a table giving various data about the paper. Some of this data may change during the handling of the paper. The paper will already have been assigned a manuscript number, and will be associated with a pre-set ASA Committee, which may be a Technical Committee or an Administrative Committee. The latter is determined by whichever committee was the principal organizer of the session in which the paper was presented.

Below the table on the *Manuscript Task Page* there is a list of *Manuscript Tasks*. If you are submitting, you click on *Continue Halted Submission*. When you do this, a long form page will appear.

D. Long Form Page

The information requested on the long form should be self-explanatory and is similar to the form one encounters when one submits a paper to JASA. You first give the number of authors, and then you give data for each such author. It is not mandatory that the list and the order of authors be the same as appeared when the paper's abstract appeared on the program. However, the data you enter may be compared with that in the program and, if the differences are substantial they should be explained in a cover letter (which you will upload).

One can change the title and the abstract to be different from those that appeared in the meeting program. However, if the changes are major, these should also be explained in the cover letter.

One of the queries you must answer while filling out the long form is the number of files you will be uploading. This will be two if you are uploading a cover letter, and one if you are only uploading the manuscript file.

After you have completed the long form and the system has been satisfied that you have entered all the required information, the *Upload Files* page will appear. You can upload the Cover Letter file in variety of formats. The Article File, however, must be a pdf file. Typically, the author will have the file on the desktop of the computer, and the author will use the *browse* feature of PXP to identify this file for uploading.

After the uploading is completed, the author will be presented with a file-upload confirmation screen that gives the Corresponding Author a tracking number for the manuscript submission.

V. OVERVIEW OF THE EDITORIAL PROCESS

1. A person (Corresponding Author) submits via the World Wide Web an abstract for a paper to be presented at an upcoming meeting of the Acoustical Society of America. Procedures for doing this are described in the *Announcement and Call for Papers* for each meeting. The Corresponding Author fills out an online form giving title, abstract, and author information.
2. The paper to be presented is assigned to a session of the meeting, and the paper is given various identifiers, including the name of the ASA Committee that was the principal sponsor of the session in which the paper is to be given.
3. The paper is presented at the meeting.
4. A manuscript in pdf form based on the talk is prepared in accordance with the rules described further below.

5. The Corresponding Author who submitted the abstract for the meeting goes to the POMA PXP site and uploads the manuscript, in the manner described in the preceding section.
6. The Manuscript Manager for the *Proceedings* looks over the material that has been submitted and does an initial quality check. The Corresponding Author will be notified if the material does not pass this quality check.
7. The PXP system will automatically determine the name of the principal *ASA Technical Committee* or *ASA Administrative Committee* that was the principal sponsor of the session in which the talk was presented. This information is used to assign an Associate Editor who will handle the initial editing of the manuscript.
8. The Associate Editor will examine the manuscript and the other items entered into the online form and will decide whether the present version of the paper is acceptable for online publication in POMA. In some cases, the Associate Editor may ask for outside opinions (using the PXP system) before making such a decision.
9. A decision letter is sent to the Corresponding Author. If the paper is not accepted in its present form, then the authors may be given another opportunity to submit a more suitable manuscript. Whether or not the authors are extended this opportunity is at the discretion of the Associate Editor.
10. Once a paper is accepted, the material is passed on to the American Institute of Physics, which composes a title page for the article, merges the title page with the manuscript file, and then posts the merged pdf file on the POMA online site.

If revisions to the manuscript are required and allowed, the procedure begins afresh.

VI. FORMAT REQUIREMENTS FOR MANUSCRIPTS

A. Overview

It is the intent of the Society that authors should have considerable flexibility in preparation of manuscripts for posting as a POMA article. One submits in pdf form a single file. If there are figures or tables they should be embedded in that file. The file cannot have active links to other files, although it is conceivable that references may refer to web sites where one might view or download other files pertinent to the publication.

B. Length of manuscript

There are no rigid requirements on the length of the submitted manuscript, but whatever is submitted should be commensurate with the time that was allotted for the giving of the talk. Most talks at ASA meetings are of 15 minutes duration; some invited talks are longer. The usual rule for such talks is that one shows no more than one slide per minute, although if the information per slide is not very dense, more slides can be shown; 20 slides is the upper limit for any intelligible talk. In general, submissions that seem incommensurate with the length of the talk will be rejected.

C. Beginning of manuscript

The first page of the uploaded manuscript will in actuality be the second page of the posted paper. The first page will be compiled by the American Institute of Physics using information that was entered during the manuscript submission procedure. Consequently, the first page of the uploaded manuscript should not repeat the title or the abstract.

If the submitted paper differs in significant details from that of the presented paper, or in significant details from what was stated in the previously published abstract in the program, the opening paragraph of the manuscript should describe the changes and, if appropriate, state why those changes have been made. In particular, if the title has been changed, the previous title must be given in the opening paragraph. It is not necessary to state that the abstract has been changed, if the changes are minor. If the order of authors in the author list has been changed, it is not necessary to state this. However, if there have been deletions or additions to the author list, this should be mentioned. In the latter case, no explanation need be given.

D. General requirements for pages

1. The pages in the manuscript should not be numbered. They should have margins of at least 1 inch at the top and the bottom so that the system can add appropriate headings and subheadings.
2. Figures should be embedded in the manuscript, rather than collected at the end.
3. Each page should correspond, if printed out, to an 8.5 inch by 11 inch page, readable in portrait mode. (If the page is to be read on a computer screen, it should not be necessary to rotate it through 90° before it is readable.) Since the *Proceedings* is an online-only publication, it is essential that its articles can be read with ease on a typical computer screen.

E. Preferred Formats

One preferred format of the manuscript is, for the most part, the same as that of papers in the JASA-EL section of the *Journal of the Acoustical Society of America*. Such papers are published in single column, with single spacing between lines, and with the headings in a standard format. Authors can consult a recent issue of the *Journal* to see the details of this format.

An alternate format is essentially the same as one used by the AIP for Conference Proceedings, with single column 8.5 by 11 format. General information about preparing manuscripts according to such a format can be found at

<<http://scitation.aip.org/proceedings/authors.jsp>>

F. Slides as figures

Many presentations at meetings are prepared with software such as PowerPoint or Keynote, and one shows one slide after another during the presentation. Often one conveys the file containing all the slides to persons interested in the talk. If one wants to use such slides in a *Proceedings* paper as figures, then the slides should be appropriately reduced so that they fit onto the page in portrait mode. There should be no more than 2 such “slide figures” per page, and each figure should be accompanied by explanatory text, similar to what one would expect to have been stated by the speaker who gave the talk.

Such presentation software typically includes a “*Save as*” option, with a choice of formats. If one chooses JPEG, for example, then the overall ppt-type file will be saved as a folder, with each file in the folder being a jpg file that corresponds to a single slide. The authors should try to use a figure format which has the least memory requirements that are sufficient to retain the clarity of the figure.

Any submission that is simply a pdf version of a collection of slides presented in an oral talk will ordinarily be rejected. One can use the individual slides as figures, but there should be text accompanying all such figures.

G. References

POMA does not impose a single preferred style for citing and listing of references. Those used by JASA and JASA-EL are recommended. It is mandatory, however, that any reference, if given, must be complete, and the author must give the complete title of the paper that is cited. If a book is cited, the reference should specify the precise pages to which the reader is referred. If a reference is obliquely cited in a figure, where space is at a premium, then this requirement is optional.

VII. CRITERIA FOR ACCEPTANCE

Decisions for acceptance are made by the Associate Editors. The principal criterion is that the paper be readable by others in the field. In particular, since the papers are sorted according to fields, the paper should be readable by the Associate Editor who handles it. If the Editor finds the paper unintelligible, then it may be rejected.

For a *Proceedings* paper, with rapid publication being of principal importance, a full peer review by knowledgeable experts in the field is not normally feasible. However, if the Editor questions whether the paper has significant problems, such as in objectivity, in correctness, or in novelty, external review may be sought.

The Acoustical Society of America also desires that all *Proceedings* papers be without blatant commercialism. Thus, a paper which appears to be touting software or hardware or the expertise of the authors will possibly be rejected.