

38 mm

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MANUSCRIPT PREPARATION INSTRUCTIONS

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Abstract

INTRODUCTION

This document contains all the information you need to prepare your manuscript for ICSV11. These instructions are available on the Congress website: <http://www.monomax.org/icsv11>.

Your electronic manuscript

- ❖ **must not exceed 8 pages and must be received as a PDF file by the Congress Secretariat on or before April 30, 2004**
- ❖ **must be submitted in electronic form, by e-mail to: icsv11.papers@monomax.org**
- ❖ **size of a PDF file whenever possible should not exceed 300 kilobytes**

The title of the paper should be placed in position as it is above (centred) and on distance of 44 mm (1-³/₄ inches) from the border of the top margin. A 15-point font in bold print and all capital letters should be used for the title. Times New Roman 15-point bold is preferred.

In preparing your manuscript, the paper should start with the **Abstract**, followed by the main paper body where the first paragraph would normally constitute an **INTRODUCTION**. It is preferable to label it as has been done above. The text should be written as a contribution to the sound and vibration technology literature, and not as a list of topics to be covered during the oral presentation.

38 mm

PREPARING YOUR MANUSCRIPT

These instructions are written in a form that satisfies all of the formatting requirements for your manuscript. Please use them as a template in preparing your manuscript. Authors must take special care to follow these instructions concerning margins. The basic instructions are simple:

- ❖ Manuscript shall be formatted for an A size page.
- ❖ The top margin shall be 38 mm (1-½ inches) and the bottom margin shall be 38 mm (1-½ inches).
- ❖ Left and right margins of 32 mm (1-½ inch) shall be used.
- ❖ The text shall have both the left and right margins justified.

TYPE FONTS AND STYLE

The manuscript must be typed single-spaced. Use double-spacing only to set off equations, headings, and subheadings. The body of the text should be prepared using a serif font such as Times New Roman. This paragraph has been prepared using Times New Roman 13-point type. It is easy to read, and is an attractive font. Some authors may wish to use a smaller type size in order to include more material.

This paragraph has been typed using Times New Roman 12-point type – the smallest that is allowed for preparation of your manuscript. Note that while the first paragraph directly under the section heading has not been indented, this and subsequent paragraphs have been indented. The indent should be about 0.4 inch (10 mm). Note that there is no spacing between paragraphs (unless a subheading is used; see below). The entire manuscript should be single-spaced except when double-spacing is used to set off equations, headings, and subheading. Do not use double-spacing between paragraphs unless the new paragraph has a subheading.

SECTION HEADINGS

Section headings should be typed centred on the page, and in capital letters only. The type, fonts, and style above (Times Roman 13-point bold) are an example of a section heading. Double space above and below section headings, and do not underline them. A bold font should be used for section headings.

Subheadings

Subheadings should be positioned at the left margin, in a bold-faced font the same size as the main text (e.g. Times Roman 12-point) with double spacing above and below. The first letter of each word in the subheading shall be capitalized.

Sub-Subheadings. Sub-Subheadings, such as this one, are integrated into the paragraph, and should be typed using a bold-faced font the same size as that used for the body of the text. If a bold-faced type font is not available, the subheading should be underlined. Only the first letter of each word in the subheading should be capitalised. Note that a blank line precedes the subheading.

OTHER IMPORTANT INSTRUCTIONS REGARDING YOUR MANUSCRIPT

Your manuscript will have an attractive layout if you follow the instructions related to style given above. There are several other instructions that should be carefully followed:

Number of Pages. The manuscript must not exceed a maximum of eight pages in length. Shorter papers are possible, but due to the production processes, no manuscripts with an odd number will be accepted. **No exceptions.**

Proofreading. Proofread your manuscript carefully. You are responsible for proofreading and correcting your manuscript before submitting it for publication. There will be no further proofreading or opportunity for changes.

Equations. Equation numbers should be right-justified on the page and numbered consecutively beginning with (1).

Units. The use of SI units is strongly recommended, and mixed units are to be avoided.

Figures. All illustrations (line drawings, charts, plots, etc.) must be suitably reduced in size to fit on the page. All figures must be individually numbered and captioned. Illustrations must be sharp, clear, and in black and white. Colours are not acceptable. Do not use or dot patterns over figures; the screen or dot pattern may not reproduce well.

Figure and Photograph Captions. If available, 12- or 13-point Times New Roman italic should be used for captions, not however in bold. The size of the font should be the same as that used elsewhere in the manuscript.

Photographs. Only black and white photos are acceptable; no colour. It is necessary that you reduce your photos and paste them in the text where you want them to appear.

Location of Illustrations and Size of Lettering. The illustrations suitably reduced in size should preferably be located within the text material, but may be located at the end of all text material. The illustrations and captions should be legible without turning the manuscript 90 degrees. Do not use 10- point type for illustration captions.

SUMMARY (or CONCLUSIONS)

Following the body of the paper, the last section is normally the SUMMARY or CONCLUSIONS, and should be labelled as such.

REFERENCES

To save space, references may be set in 11- or 10-point type. This is the smallest type that should be used for references. All references should appear at the end of the article. An example of the proper format for references is given below. If an italic font is not available, the words italicized in those examples should be underlined. If available, the volume number (i.e., 25 in the second example below) should be printed using a bold-face font. References may be in a two-column format if desired.

Books: E. Zwicker, H. Fastl, *Psychoacoustics. Facts and models*. (Springer, Heidelberg, New York, 1990)

Periodicals: K.U. Ingard, "On the theory and design of acoustic resonators", *J.Acoust. Soc. Am.*, **25**, 1037-1067 (1953)

Others: "Aircraft Noise Reduction Technology", NASA TMX-68241 (1973)

SUBMISSION DEADLINES

Manuscripts must be received as a PDF file on or before April 30, 2004. Please send your manuscript by e-mail to: icsv11.papers@monomax.org

OTHER IMPORTANT INFORMATION

Final Acceptance. The Technical Program Committee has the right to reject papers considered inappropriate to the Proceedings, even if the abstract originally appeared to be acceptable.

Please note that the official language of ICSV11 is English.

Each lecture will be 20 minutes in total length (16 minutes presentation, 2 minutes questions and 2 minutes changeover). Make sure that you are able to stay within this.

At least one presenter/author of a paper must register for the Congress by April 30, 2004. Please note that the registration fee entitles you to one published paper, additional papers are each charged an “extra paper fee”.

Remember again: the manuscript must be submitted as a PDF file.