



## INSTRUCTIONS FOR AUTHORS FOR PREPARATION OF PAPERS FOR KY-JCA2003 PROCEEDINGS

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### ABSTRACT

All manuscripts must be in English. The manuscript must be **4 pages** in length. Due to the production process, no manuscripts with an odd number of pages can be accepted. Abstracts of about 200 words must be placed at the beginning of the paper. The ultimate deadline for submitting your manuscript is **15 December, 2002**.  
**KEYWORDS:** Acoustics, ASK, ASJ, Youngnam Chapter, Kyushu Chapter

### INTRODUCTION

The finished size of the proceedings will be A4 size (210 x 297 millimeters). No special manuscript paper is being provided because authors are asked to submit their papers electronically. Manuscripts on A4 paper will be accepted which follows the guidelines mentioned in these instructions.

The title of the paper should be placed in position as it is above. Times 14-point bold is preferred for the title.

Only the first letter of author's first name should be capitalized and the last name should be written in all capital letters.

Keywords should be indicated at the end of abstract.

In preparing your paper, keep in mind that the first paragraphs normally constitute the introduction. It is preferable to label it as such, as has been done above.

Two types of template files for the preparation of manuscript, `kyjca2003-latex.tgz` for  $\LaTeX$  and `kyjca2003-msword.doc` for MS-WORD<sup>TM</sup>, are available on KY-JCA2003 web pages.

<http://cogni.cs.kumamoto-u.ac.jp/kyjca2003/template>

These instructions are written using a template provided as `kyjca2003-latex.tgz` template. Details of usage are written in the accompanied **README files**. Note that, because several files are required for  $\LaTeX$  template, those files are packed several ways such as `tgz`, `tar.Z`, `lha` as well as plain files.

## PAGE LAYOUT

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 –since the traditional blue-lined paper is not being supplied. The basic instructions are simple:

1. The text should be justified, and the **maximum** length of a line of text should not exceed 165 millimeters (6.5inches).
2. The top margin on the **first page** should be 70 mm (2.75 inches) to allow the Editor of the Proceedings to place the KY-JCA2003 logo on the first page of your manuscript. See the top of **this** page. The top margin on the **second and all subsequent pages** should be 25 millimeters (1 inch).
3. The depth of the text on page 1 should not exceed 190 millimeters (7.5 inches). The depth of the text on other pages should not exceed 235 millimeters (9.25 inches). The bottom margin will be different for metric A4 paper and 8 1/2 x 11 inch paper. Metric A4 paper has a width 210 millimeters and a depth of 297 millimeters. The bottom margin will therefore be 37 millimeters for A4 paper and 0.75 inch for 8 1/2 x 11 inch paper. The right and left margins will each be 23 millimeters for A4 paper and one inch for 8 1/2 x 11 inch paper.

## TYPE FONTS AND STYLE

The entire manuscript should be single-spaced except when double-spacing is used to set off equations, headings, and subheadings. The body of the text should be prepared using a serif font such as Times. This paragraph has been prepared using Times 12-point type.

Note that while the first paragraphs directly under the section heading has not been indented, this and subsequent paragraphs have been indented. This indent should be about 10 millimeters. Not that there is not spacing between paragraphs (unless a subheading is used; see below). Do not use double-spacing between paragraphs unless the new paragraph has subheading.

In the event that “desktop publishing” hardware and software is not available, typewriter composition may be used. It is strongly recommended that, in this case, a typewriter using a 12 character-per-inch font be used.

**Section Headings.** Section headings should be typed centered on the page, and in capital letters only. **TYPE FONTS AND STYLE** above (Times 12-point bold) is an example of a section head. Double space above and below section headings, and do not underline them. If a laser printer or other printer capable of printing bold type is used, a bold font should be used for section heading.

**Subheading.** 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 capitalized.

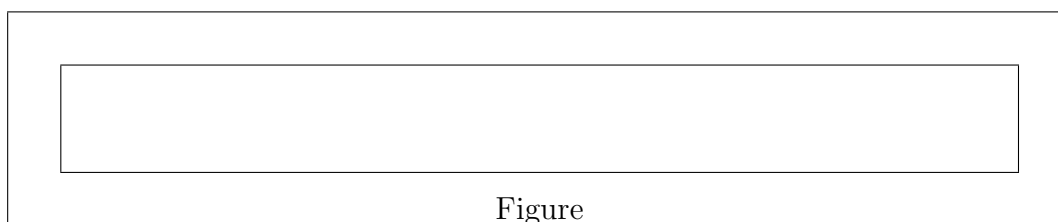


Fig.1 Example of figure (a logo for KY-JCA2003 Proceedings)

## OTHER IMPORTANT INSTRUCTIONS REGARDING YOUR PAPER

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

**Number of Pages.** The manuscript of an invited paper for KY-JCA2003 must be four pages in length. Due to the production process, no manuscripts with an odd number of pages can be accepted. **No exceptions.**

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

**Equations.** If equation symbols or Greek letters are not available on your printer, write the symbols legibly and in black ink. Do not use blue ink as it will not reproduced. Equations numbers should be right-justified on the pages and numbered consecutively beginning with (1).

**Units.** The exclusive use of SI units is strongly recommended. If the English conventional system of units is used, the English equivalents must be inserted in parentheses following the metric values.

**Figures and Photographs.** You can use color for your figures and photos in your PDF file. However you should be very carefull when you prepare them because the printed version of Proceedings will be prepared “Black and White.” So, if you really need to use the color in your PDF file, we strongly recommend you to submit two version of your paper, one is using color, but the other is written only in black and white.

All illustrations (line drawings, charts, plots, etc.) must be suitably reduced in size to fit on the page. Figures which are not printed using “desktop publishing” software must be firmly attached with wax, rubber cement, or other adhesive. All figures must be individually numbered and captioned as shown in Fig.1.

## SUMMARY (or CONCLUSIONS)

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

## REFERENCES

To save space, references may be set in 8- or 9-point type. This is the smallest type which 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 these 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. In the text, put reference numbers in square brackets, for example, [1].

1. **Books:** L.L. Beranek, *Acoustics* (McGraw Hill, New York, 1954)
2. **Periodicals:** K.U.Ingrad, "On the theory and design of acoustic resonators," *J. Acoust. Soc. Am.*, **25**, 1027-1067 (1953)
3. **Others:** "Aircraft Noise Reduction Technology," NASA TMX-68241 (1973)

## 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.

**Author's Name / Abstract Number / Page Numbers.** Please put the first author's last name together with the 3 digits abstract number and the 1 digit page number of the manuscript. A sample is shown on each page of these instructions. **Please note that this information is outside of the "print area" of the manuscript, and will be removed during the production process when a header is added to the page on printed Proceedings.**

## SUBMITTING YOUR MANUSCRIPT.

### Electrical Submission

For KY-JCA2003, a CD-ROM version of the proceedings will be distributed at the meeting. For this reason, please submit your paper by ftp to the following ftp site.

`ftp://cogni.cs.kumamoto-u.ac.jp/incoming/000`

where 000 should be replaced by your paper number.

The file format of your manuscript can be either:

- (a) A Portable Document Format (PDF)<sup>TM</sup>. This format is preferred because it can be placed directly on the CD-ROM.
- (b) A Postscript<sup>TM</sup> version.

Please check the character-set of the soft copy before making the file. Be sure your manuscript is written only with the US-ASCII character-set. Other native language character-sets will not reproduced correctly. Space and punctuation characters of native language character-sets especially have problems because they may not appear correctly.

The 'zip' or 'lha' compression for a soft copy is recommended to reduce the file size.

Please use the templates provided on the web site of KY-JCA2003. You may use either L<sup>A</sup>T<sub>E</sub>X or Microsoft Word<sup>TM</sup> versions of templates, both of which include the KY-JCA2003 logo. Alternatively, you can get the logo from the following web site.

`http://cogni.cs.kumamoto-u.ac.jp/kyjca2003`