



# Information for Contributors

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## Introduction

Since 1929, *The Journal of the Acoustical Society of America (JASA)* has been the leading source of theoretical and experimental research results in the broad interdisciplinary subject of sound. *JASA* is a publication of the [Acoustical Society of America \(ASA\)](#) and is published by [AIP Publishing \(AIPP\)](#) on behalf of the ASA.

The procedures and policies for submitting manuscripts to *JASA* are described in this document. These instructions are frequently updated and the latest version can be found here: <https://asa.scitation.org/jas/authors/manuscript>.

If you have any questions or need any assistance, please contact the *JASA* editorial staff at [jasa@acousticalsociety.org](mailto:jasa@acousticalsociety.org).

## Scope of the *Journal*

Before one decides to submit a paper to *JASA*, it is prudent to give some thought as to whether the paper falls within the scope of the *Journal*. As a practical matter, the *Journal* would find it difficult to give an adequate peer review to a submitted manuscript that does not fall within the broader areas of expertise of any of its editors. In the *Journal's* peer-review process, extensive efforts are made to match a submitted manuscript with an editor knowledgeable in the field. It is a tacit understanding that no editor should handle a paper unless he or she understands the gist of the paper and is able to make a knowledgeable assessment of the relevance of the advice of the selected reviewers. If no one wishes to handle a manuscript, the matter is referred to the Editor-in-Chief of ASA Publications and a possible resulting decision is that the manuscript is outside the de facto scope of the *Journal*.

The *Journal* ordinarily selects for publication only articles that have a clear identification with acoustics. It would, for example, not ordinarily publish articles that report results and techniques that are not specifically applicable to acoustics, even though they could be of interest to some persons whose work is concerned with acoustics.

## Checklist for Manuscript Preparation

This document covers all aspects of manuscript preparation and journal policies for *JASA*. The following checklists give the required items that must be satisfied for a paper to pass quality check by the editorial staff and be assigned to an editor.

### Initial Submission Requirements

*There are purposely only minimal requirements for initial submissions. This entire checklist must be satisfied to pass initial quality check and be assigned to an editor.*

- Article titled "Part I" is not permitted.

- Manuscript document should be line numbered and have the figures and their captions as well as tables embedded within the body of the text. For initial submissions only, a single main manuscript PDF may be uploaded.
- Double space the entire manuscript file.
- Standard of written English must be adequate for peer review, so editors and reviewers can fully understand your research (see [Language Standard](#)).

## Revision Submission Requirements

*This entire checklist must be satisfied for revised and accepted submissions.*

### *Title Page:*

- Title: Articles titled “Part I” are not permitted.
- Title: Reduce the number of words in the title to a reasonable length (preferably no more than 17 words).
- Title: Either remove or spell out abbreviations in the title. Only common abbreviations are allowed such as MRI, SONAR, etc.
- Follow the [Journal’s style for affiliations](#).

### *Abstract and Body of Manuscript:*

- Manuscript document should be line numbered and have the figures and their captions as well as tables embedded within the body of the text where they are first called out.
- Remove the words "new" and/or "novel" from the title and/or abstract.
- Headings should follow the *Journal’s* [heading style](#).
- Organization should follow the *Journal’s* [required order](#).
- If you have any [Supplemental Files for Publication](#), please include a “Supplementary Material” section in the paper.
- If grammar/language editing is needed, please see the [publisher’s editing service recommendation](#).
- [Author Declarations](#) and [Data Availability](#) sections must be provided.
- Number figures using numbers 1, 2, etc. If figures have parts, then use 1a, 1b, etc.
- If you have Figures and Tables in an [Appendix](#), please number them in continuous numerical order from all the other Figures and Tables in the manuscript. (Do not name them Figure A1, Figure A2, Table A1, Table A2, etc.)
- All multimedia files must have a [caption](#).

### *References:*

- Starting June 1, 2023, new submissions to *JASA* should have references and footnotes in *JASA’s* [textual footnote style](#) only.

- Papers submitted before this date can continue to use endnotes for footnotes and the old bibliographic style for references (contact *JASA* editorial staff for guidance: [jasa@acousticalsociety.org](mailto:jasa@acousticalsociety.org)).
- Only in press or published references are permitted. Remove any references that state "submitted," "in review," or "unpublished." Also, remove any references to Wikipedia.
- Supply the year for "in press" references.

#### Submission Files:

- There can be only 1 file for the manuscript main text.
- If a LaTeX submission with separate bibliography, include .bib and .bst as "Manuscript" item type when uploading.
- Please keep the maximum number of figure files to 20, including figure parts/panels.
- Figure files must be uploaded individually.
- All files for publication must be in the [proper formats](#).
- **Files must be named according to journal [file naming convention](#).**

## Preparation for Online Submission

This section outlines the steps and what is needed for submitting to *JASA*'s online submission and peer-review system. You are encouraged to also use the [checklist for manuscript preparation](#), which outlines the required elements needed for your manuscript to pass the editorial quality check process.

- 1) A corresponding author must register for an account or log-in to an existing account in our online submission and peer-review system to submit a manuscript: [www.editorialmanager.com/jasa](http://www.editorialmanager.com/jasa).
  - Please be sure that your account profile has your real name and up-to-date email address and institution information.
- 2) **Article type.** When you submit a manuscript, the appropriate article type must be selected as the first step. Please see [Article Types and Technical Sections](#).
- 3) **Attach Files.**
  - Files for publication:
    - For first submission only, a single PDF file may be uploaded that contains the manuscript with line numbering and embedded figures and tables. Any multimedia or supplementary material still need to be uploaded separately.
    - For revisions, manuscript file in doc/docx or .TeX must be uploaded. Any figure, multimedia, and supplementary material files must be

uploaded separately. Please see section on [File Formats and Naming Conventions](#).

- Supplementary Material for Publication
  - Only add files here that authors intend to **\*publish\*** with the paper. Please see [Supplementary Material](#) and [File Formats and Naming Conventions](#).
  - If you wish to add reference material for reviewers/editors to your submission, see “Response to Reviewers / Helpful Material for Reviewers” (noted below).
- Other files (reference only, not for publication):
  - Cover letter file (optional; initial submission only). This may supply additional information that should be brought to the attention of the editor.
    - If there has been any prior presentation or any overlap in concept with any other manuscripts that have been either published or submitted for publication, this must be stated in a cover letter. See [Prior Publication](#).
  - Response to Reviewers / Helpful Material for Reviewers:
    - Helpful material is for reference material (paperwork, closely relevant article, reporting guideline checklist, etc.) for editors/reviewers. These are for reference only and NOT for publication. (optional)
    - Response to Reviewers lists the response of author(s) to suggestions and feedback of the editor and reviewers; it also gives a detailed discussion of how and why the revised manuscript differs from what was originally submitted. (required for revisions)
      - In addition, you may upload a manuscript with track changes here. (optional)

4) **General Information.** Section/category must be selected for the appropriate technical session or Special Issue. Please see [Article Types and Technical Sections](#).

5) **Review Preferences (optional).** Suggested and/or opposed reviewers – names and email addresses.

- Editors will take reviewer preferences into account, but reviewer recruitment is at the editor’s discretion.

6) **Additional Information.** Corresponding author should be prepared to answer submission questions on behalf of all authors. Please be sure to review the following sections before submission:

- [Authorship](#)
- [Prior Publication](#)

- [Permission to Reuse Borrowed Material](#)
- [ASA Ethical Principles](#)
- [Copyright Information](#)
  - If you choose to pay for Open Access, in general, you should select “O - Open Access” for copyright question.
- [Publication Charges](#)
- Requests for editor(s) (optional; see [Editorial Board](#))

7) **Comments (optional).** Any comments that would be helpful to the editor or editorial staff.

8) **Manuscript data.** The following will need to be verified or added/edited in the submission form:

- Full Title
- Abstract
- Keywords (may be used by editor for reviewer recruitment)
- Data for each of the authors\*:
  - First Name, middle initial (if applicable), and last name
  - Email address
  - ORCID ID (encouraged but not required; <https://orcid.org>)
- Funding information for the paper (if applicable)

*\*All authors will be sent individual emails regarding co-author status; therefore, it is imperative that you verify your co-authors' preferred name spelling, email address, and author order prior to submission.*

9) After the above steps are completed, the corresponding author can build the submission PDF, which will merge all of the information and files that make up the submission into a single PDF file for peer review. **The corresponding author should carefully review the PDF** and then can either further edit or approve and officially submit the submission to JASA.

If you have any questions or need any assistance, please contact the JASA editorial staff at [jasa@acousticalsociety.org](mailto:jasa@acousticalsociety.org).

## Article Types and Technical Sections

### Article Types

Article type	Description	Abstract Word Limit	Figures and Tables	Total Printed Pages
Regular Research Articles	Report original research. The prime requirement is that papers must contain a	200	20 figures; no	No limit <sup>a</sup>

	complete account of the reported research. These articles are classified in <i>JASA's</i> Table of Contents by their section/category (see below).		limit on tables <sup>a</sup>	
Letters to the Editor	<p>Shorter research contributions that can be any of the following: (i) an announcement of a research result, preliminary to the full of the research; (ii) a scientific or technical discussion of a topic that is timely; (iii) brief alternate derivations or alternate experimental evidence concerning acoustical phenomena; (iv) provocative articles that may stimulate further research; (v) commentary on recently published <i>JASA</i> article (see note below<sup>b</sup>).</p> <p>For brevity, author is not compelled to make a detailed attempt to place the work within the context of current research; the citations are relatively few and the review of related research is limited. However, the work should have a modicum of completeness, to the extent that the letter “tells a story,” and it should have some nontrivial support for what is being related.</p>	100	No limit, but must fit within total page limit	4



	<i>Note: headings are optional for very short Letters the Editor.</i>			
Reviews	<p>Comprehensive, scholarly, and balanced, presenting an expert curation of the literature in the topic of interest.</p> <p>Format is similar to regular research articles, although there is an option of including a table of contents following the abstract for longer articles.</p> <p>Reviews are usually invited; please consult the Editor-in-Chief at <a href="mailto:jasa@acousticalsociety.org">jasa@acousticalsociety.org</a> before submitting.</p>	200	No limit	No limit
Tutorials	<p>Strong educational focus and are meant to provide an overview of the fundamental principles and techniques which are important within a given field or subfield. These articles should be particularly useful for students and/or senior researchers looking to increase their understanding of a field that is new to them.</p> <p>Format is similar to regular research articles, although there is an option of including a table of contents following the abstract for longer articles.</p>	200	No limit	No limit

	Tutorials are usually invited; please consult the Editor-in-Chief at <a href="mailto:jasa@acousticalsociety.org">jasa@acousticalsociety.org</a> before submitting.			
Forum	<p>Scientific opinion or discussion piece that may express opinions, advocate actions, anecdotes, or historical facts. May also be brief and not of a highly technical nature.</p> <p>Forums are usually invited; please consult the Editor-in-Chief at <a href="mailto:jasa@acousticalsociety.org">jasa@acousticalsociety.org</a> before submitting.</p>	200	No limit	No limit

<sup>a</sup>Mandatory page charges apply for regular research articles exceeding 12 print pages; see [Publication Charges](#) section.

<sup>b</sup>The Journal welcomes comments on published papers, although they are still peer reviewed to make sure that the comments are reasonable. The format of the title of a comments paper is rigidly prescribed, and examples can be found in previous issues of the Journal. The authors of the papers under criticism are frequently consulted as reviewers, but their unsubstantiated opinion as to whether the letter is publishable is usually not given much weight.

### Technical Section/Category

As part of the submission steps, you will be asked to select a technical section/category, which helps determine the section published papers appear in for the table of contents. Please use the [scopes of the ASA’s Technical Committees](#) as a general guide to help with this selection. Education in Acoustics or the section/category “Acoustic Standards and Practice,” which is for acoustical practice related topics as well as for descriptions of how standardized methods are developed (for more information, see Lynch and Struck’s editorial<sup>1</sup>), may also be selected.

If you are submitting to a Special Issue, please see the following section.

### Special Issues

Authors submitting a manuscript to *JASA* for a Special Issue should do the following to ensure their submission is considered for the Special Issue:

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<sup>1</sup>Lynch J. F., Struck C. J., [Editorial—Acoustical “Practice” in JASA](#). *J. Acoust. Soc. Am.* 145(5), 3038 (2019).

- In your manuscript file, before the abstract, please include the following: “This paper is part of a special issue on [Special Issue Title].”
- Select the appropriate article type for your manuscript (see [Article Types](#)).
- **Select the name of the special issue (SPECIAL ISSUE ON...) you are submitting to in the dropdown menu for the section/category.**

Please note: *JASA* welcomes Special Issue proposals. A Special Issue must be proposed to the Editor-in-Chief ([jasa@acousticalsociety.org](mailto:jasa@acousticalsociety.org)) by a person who is willing and qualified to work as a Guest Editor, along with at least one current editor for *JASA* or *JASA Express Letters*. Such issues must have an open call for papers, which will be posted on the [Journal's website here](#). Time limits for submission, review, and revision are usually enforced. Special Issues are a definite attraction for readers, and good ideas for Special Issues are always welcome.

### Other Content Categories

There are specialty content types that appear in the *Journal* that are invited or for internal use and do not undergo peer review: *JASA* Reflections, Editorials (including Special Issue Introductions), Book Reviews, Reviews of Acoustical Patents, Acoustical News, Acoustical Standards News (discontinued), and Thank You to Our Reviewers. The *Journal* also publishes ASA Meeting Program Book Content (including abstracts and encomiums), which are not peer reviewed.

Errata are editor-approved; please see [Erratum](#) section.

*Please note: Author declarations and data availability statements are not required for other content categories but may be included if applicable.*

## Organization and Basic Formatting of the Manuscript

Element	Description
Font	12-point, common easily readable variety (such as Times New Roman)
Line spacing	Double spaced throughout, including abstract, references, and figure captions
Margins	One inch (2.54 cm)
Page size	Letter (8 ½ x 11 inches)
Page numbers	Yes; start with the title page as page 1
Line numbers	Mandatory
Required order	Title page, Abstract, Body of Manuscript, Supplementary Material (if any), Acknowledgments (if any), Author Declarations, Data Availability, Appendixes (if any), References (any footnotes included here)

Tables, figures, multimedia and their captions	Tables & their captions, figures & their captions, and multimedia (audio/video) captions should be embedded where they are first called out in the text. (Each figure and multimedia must also be submitted in a separate file as described below.)
Heading style	<p>First level: numbered (uppercase Roman numerals), all caps, bold (starting with Introduction);          Second level: numbered (capital letters A, B, C...), sentence case, bold;          Third level: numbered (Arabic numerals), sentence case, bold italics;          Fourth level: numbered (lowercase letters a, b, c...), italics, appears in the text at the beginning of paragraphs.</p> <p><b>I. FIRST-LEVEL HEADING</b>  <b>A. Second-level heading</b>  <b>1. Third-level heading</b>  <i>a. Fourth-level heading</i></p>
Heading style (Appendix)	<p>Same form as first-level headings, but are labeled by uppercase letters, with an optional brief title, as exemplified below:</p> <p><b>APPENDIX C: CALCULATION OF IMPEDANCES</b></p> <p>If there is only one appendix, the letter designation should be omitted.</p> <p>Subheadings may be used within an appendix and these should be labeled with 1, 2, etc.</p>

Note: Authors submitting in LaTeX are encouraged to use the [JASA LaTeX template](#), which meets the Journal's specifications.

## File Formats and Naming Conventions

File Type	Required formats	File Naming Convention <sup>a,b</sup>	Notes
Manuscript	.doc, .docx, or .tex	No requirement	Only one manuscript file is allowed (see note below for .bib <sup>c</sup> )
Figure	.pdf, .tiff, .tif, .ps, .eps, .png, or .jpg  (recommended for LaTeX: .pdf, .eps, .jpg)	No requirement, but <b>figure number must be part of the file name</b> (including panels if a compound figure is uploaded as separate files).  Examples: Figure1.jpg, Fig2a.tif, Fig2b.pdf	See <a href="#">Guidance on Preparing Graphics</a> .  Should not ordinarily be more than 20 figure files.  If uploading panels separately, they must be uploaded

			individually (e.g., Fig1a.jpg, Fig1b.jpg, etc., not Fig1ab.jpg and Fig 1cd.jpg)
Multimedia file (audio/video)	Video: .avi, .mov, .mp4, .mpeg, .mpg, .qt (QuickTime), and .wmv, with .mp4 files preferred  Audio: .aiff (.aif), .pcm, and .wav; .mp3 at 128 kB or greater  (Note: .gif is <b>NOT</b> acceptable for multimedia)	<b>MM#.xxx</b>  Examples: MM1.wav, MM2.avi	For multimedia intended to appear inline with the published article; more than 6 multimedia files or files larger than 10 MB require permission from the Editor.  When video compression is used, the codec software module must be widely available.
Supplemental Material for Publication	No restriction on file format (zip folders are allowed)	<b>SuppPub#.xxx</b>  Examples: SuppPub1.mp3, SuppPub2.jpg; SuppPub3.zip; for supplementary files with subparts: SuppPub1a.xls, SuppPub1b.pdf	While any file type is accepted for supplementary material, note that submitting files in propriety application formats can limit accessibility; files larger than 10 MB require permission from the Editor.

<sup>a</sup>For file naming conventions: “#” is the number and “xxx” is the file format extension.

<sup>b</sup>Please note: there is a 64-character limit on file names in our submission system.

<sup>c</sup>For LaTeX Submissions only, authors may separately attach a bibliography (.bib) file and the JASA bibliography style file (.bst) as the “Manuscript” item type in the online submission system. Please refer to the [JASA LaTeX package](#), which includes a guide.

## JASA Manuscript Templates

### LaTeX Template

Authors who wish to submit LaTeX manuscripts are encouraged to use the [JASA package](#), which works with both journal style and our online submission system. In the LaTeX Package, please be sure to read the user guide as well as the Readme file that describes all of the files contained in the package. (Using the *Journal’s* LaTeX template is not required, but your submission must compile properly in our online submission system.)

## Word Template

For the authors who wish to submit manuscripts as Word documents, there is a Word template [available here](#).

## Writing Style

### Language Standard

All authors are urged to do their best to produce a high-quality readable manuscript, consistent with the best traditions of scholarly and erudite writing. It is essential that a paper is written so that the scientific meaning is clear. Occasional minor typographical and grammatical errors can be taken care of in the copyediting phase of the production process.

Receipt of a paper whose scientific meaning is unclear due to extensive grammatical and style errors that cannot easily be fixed by copyediting will generally result in the authors being notified that the submission is not acceptable as written. The authors should take steps, possibly with external help, to improve the language of the paper so that the scientific meaning is clearly communicated before resubmitting.

If authors are interested in an English language editing service, there are many options available online; our publisher offers this service for a fee (see [AIPP Author Services](#)). Note that this is not a requirement or a guarantee of acceptance for review or publication.

*Please note: authors are encouraged to be consistent with American or British spelling in their papers.*

### Abbreviations and Terms

All terms not in standard dictionaries must be defined when they are first used. The terminology must be consistent; different words should not be used to represent the same concept. Abbreviations should be avoided, but, when they are necessary, they must be explicitly defined when first used. Acronyms, such as SONAR and LASER (currently written in lowercase, sonar and laser, as ordinary words), that have become standard terms in the English language and that can be readily found in abridged dictionaries, are exceptions.

## Style Requirements

The reasons for the *Journal's* requirements are partly to ensure a uniform style for publications in the *Journal* and partly to ensure that the copyediting process will be maximally effective in producing a quality publication.

### Title Page of Manuscript

**1. Article title.** The title must be in sentence case (i.e., lower case with only the first word and proper names capitalized), 17 words or fewer, and ideally contain appropriate keyword(s). If applicable, please include the common and scientific name of species in the title.

No abbreviations should be in the title unless they are so common that they can be found in standard dictionaries. No unsupported claims for novelty or significance should appear in the title, such as the use of the words new, original, novel, important, and significant. Also, articles titled Part I are not permitted.

2. **List of author name(s).** Author names should appear as used for conventional publication, with first and middle names or initials followed by surname. If an author normally uses the middle name instead of the first name, then an appropriate construction would be one such as J. John Doe. Omit titles such as Professor, Doctor, Colonel, Ph.D., and so on. In addition, please note the *Journal* does not want organizations or institutions to be listed as authors. All authors must approve of being included as an author, the order of names, and how their name appears.

The *Journal* prefers that all authors be listed, but if there are a very large number of authors, those who made lesser contributions can be designated by a group name, such a name ending with the word “group.” A listing of the members of the group, possibly including their addresses, should be given in a footnote.

3. **Author affiliation(s).** Add at least one complete affiliation, including department, university/organization, city, state, postal code, and country (abbreviations should not be used) for each author immediately below the list of all authors. Example:

Author One<sup>1</sup> and Author Two<sup>1,2</sup>

<sup>1</sup> Department, University, City, State ZipCode, Country

<sup>2</sup> Department, Organization, City, State ZipCode, Country

Authors may list multiple affiliations. The stated affiliation(s) of any given author should be that of the institution that employed the author at the time the work was done. If the current (at the time of publication) affiliation is different, then that should be stated in a footnote.

4. **Footlines.** Footlines to the title and to the authors’ names are consecutively ordered and flagged by lowercase alphabetical letters, as in Fletcher<sup>a)</sup>, Hunt<sup>b)</sup>, and Lindsay<sup>c)</sup>. Authors have the option of giving a footnote stating the email address of one author only (usually the corresponding author):

<sup>a)</sup>Email: name@domain.edu.

Any other appropriate footlines to title or authors may also be included, such as:

- If there is any history of the work’s being presented or published in part earlier (also see [Prior Publication](#) and [Permission to Borrow Materials from Other Sources](#)), then a footnote flag should appear at the end of the title, and the first footnote should be of the form exemplified below:<sup>a)</sup>

<sup>a)</sup> Portions of this work were presented in “A modal distribution study of violin vibrato,” Proceedings of International Computer Music Conference, Thessaloniki, Greece, September

1997, and "Modal distribution analysis of vibrato in musical signals," Proceedings of SPIE International Symposium on Optical Science and Technology, San Diego, CA, July 1998.

- If the current (at the time of publication) affiliation is different, then that should be stated in a footline. Use "Current address:".
- If an author is deceased, then that should be stated in a footline.

Author contributions should not be included in a footline. If you wish to note author contributions (co-first author/primary), then this can be included in the Acknowledgments section.

## Abstract

The abstract should be a single, unstructured paragraph and should be limited to 200 words (100 words for Letters to the Editor). The abstract in the manuscript document and entered during online submission must be the same. Keywords that characterize the subject matter of the paper should be incorporated within the abstract text. The abstract must be an accurate statement of the subject of the paper; it should state the problem, the methods used, and the nature of the results. If another paper needs to be cited in the abstract, the citation should be embedded within the text of the abstract, following [JASA's reference style](#) (however, titles of articles need not be given for abstract citations).

There should be no acknowledgments in the abstract. No unsupported claims for novelty or significance should appear in the abstract, such as the use of the words new, original, novel, important, and significant. Avoid use of personal pronouns as well as acronyms and unfamiliar abbreviations in the abstract.

## Section Headings

Heading style and order for sections can be found in [Organization and Basic Formatting of the Manuscript](#).

## Equations

Display equations should be on separate lines distinct from the text. Equations need to be editable; if you are using Microsoft Word, we suggest creating them using the built-in Microsoft Equation Editor. In addition, please note the following:

- For Windows Word users: Please be sure to embed all fonts.
- For Macintosh Word users: As font embedding is not possible in Mac Word, please be sure to only use native fonts available from the basic installation.

Note: If you will be inserting equations into Word from the MathType program, please be sure to check for compatibility: <https://docs.wiris.com/en/mathtype/faq>.

Equations are numbered consecutively in the text in the order in which they appear. Equation numbers should appear at the right-hand margin, in parentheses. For example:



$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \quad (1)$$

For long equations, the equation number may appear on the next line. For very long equations, the right side of the equation should be broken into approximately equal parts and aligned to the right of the equal sign. The equation number should appear only at the right-hand margin of the last line of the equation.

Equations should be referenced from within the main text as Eq. (1), Eq. (2), Eq. (3), etc., with Equation spelled out in full at the beginning of a sentence. Use parentheses for in-line math of simple fractions when necessary to avoid ambiguity; for example, to distinguish between  $1/(n-1)$  and  $(1/n)-1$ . Exceptions to this convention are the proper fractions such as  $\left(\frac{1}{2}\right)$ , which are better left in this form. Summations and integrals that appear within the text should have limits placed to the right of the symbol to maintain a uniform line spacing in the published article.

The numbering of the equations is independent of the section in which they appear for the main body of the text. However, for each appendix, a fresh numbering begins, so that the equations in Appendix B are labeled (B1), (B2), etc. If there is only one appendix, it is treated as if it were Appendix A in the numbering of equations. For more, see [Appendixes](#).

### Phonetic Symbols

The phonetic symbols included in a JASA manuscript should be taken from the International Phonetic Alphabet (IPA), which is maintained by the International Phonetic Association (<https://www.internationalphoneticassociation.org/>). For LaTeX manuscripts, please see [JASA's LaTeX Package](#) for more on using phonetic symbols.

### Computer Programs

In some cases the archival reporting of research suggests that authors give the names of specific computer programs used in the research. If the computation or data processing could just as well have been carried out with the aid of any one of a variety of such programs, then the name should be omitted. If the program has unique features that are used in the current research, then the stating of the program name must be accompanied by a brief explanation of the principal premises and functions on which the relevant features are based. When stating a program/product name, please include the company and location in parentheses; for example: "Program/Product Name (Company Name, City, State, Country)." One overriding consideration is that the *Journal* wishes to avoid implied endorsements of any commercial product.

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Journal article, translation	P. Riety, “Retour sur la theorie du thermophone a feuilles d’or” (“Look back on thermo-phone theory”), <i>Cahiers d’Acoustique</i> <b>70</b> , 169–201 (1955).
Book	J. P. Hollman, <i>Heat Transfer</i> , 8th ed. (McGraw-Hill, New York, 1997), pp. 55-56.
Book, chapter	A. N. Norris, “Finite-amplitude wave in solids,” in <i>Nonlinear Acoustics</i> , edited by M. F. Hamilton and D. T. Blackstock (Academic, San Diego, 1998), Chap. 9.
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Data/Software/Code <sup>a</sup>	J. Smith and M. Ross, “Chemical and mineral compositions of sediments from ODP Site,” Name of repository, V. 2.1, Dataset (2015).
Preprints	A. G. Ramm, “Invisible obstacles,” arXiv, August 16, 2006, preprint, v1.
Website	Information on the Mars Microphone available at <a href="http://sprg.ssl.berkeley.edu/marsmic/welcome.html">http://sprg.ssl.berkeley.edu/marsmic/welcome.html</a> (Last viewed April 15, 2008).

Report	W. D. Wilson, "Ultrasonic measurement of the velocity of sound in distilled and sea water," Naval Ordnance Report 6746, US Naval Ordnance Laboratory, White Oak, MD, 1960.
Dissertation/Thesis	J. B. Pierrehumber, "The phonology and phonetics of English intonation," Ph.D. dissertation, Mass. Inst. Tech., Cambridge, MA, 1980.
Patent	W. L. Tolin and A. M. Laud, "New process for developing x rays," U.S. patent 6,943,801 (March 3, 1977).
Standards	ANSI S3.5-1997: <i>Methods for the Calculation of the Speech Intelligibility Index</i> (Acoustical Society of America, New York, 1997).
Proceedings  (If a proceedings journal article, use journal reference style)	B. K. Mukerjee and S. Sherrit, "Characterization of piezoelectric and electrostrictive materials for acoustic transducers: I. Resonance methods," in <i>Proceedings of the 5th International Congress Sound and Vibration</i> , Adelaide, Australia (December 15–18, 1997), pp. 385–393.
Series with Publication Number	C. H. Corliss and W. R. Bozman, "Paper title," Natl. Bur. Stand. (U.S.) Monograph No. 53 (U.S. Government Printing Office, Washington, DC, 1962).
Newspaper	J. Gordinier. "Taking the din out of dining," <i>The New York Times</i> <b>CLXIV</b> , D6-D8 (September 9, 2015)

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An Erratum must be corrections to what actually was published. Authors must explicitly identify what in the paper needs to be corrected (e.g., passages, equations, figures, etc.) and then state what should replace them. Long explanations of why a mistake was made are not desired. A typical line in an errata article would be of the form: *Equation (23) on page 6341 is incorrect. The correct version is...* For detailed examples and how to format an erratum, the authors should look at previously published errata in the *Journal*.

Authors submit Errata via the *Journal's* submission system ([www.editorialmanager.com/jasa](http://www.editorialmanager.com/jasa)) and should select the "Erratum" article type.

Please note: *JASA Express Letters* was a special section of *JASA* from 2006-2020; any corrections to articles published during this time should be submitted to *JASA*. Any corrections for articles that published in *JASA Express Letters* after it became an independent journal in 2021 should be submitted to *JASA Express Letters*.

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## Factors Relevant to Publication Decisions

### JASA Editorial Board

The JASA Editorial Board is listed here: <https://asa.scitation.org/jas/info/editors>.

**Editor-in-Chief of ASA Publications:** provides editorial oversight across all ASA Publications, and is at the helm and primarily responsible for JASA. The Editor-in-Chief has many responsibilities for JASA, including handling the appeal process and any publications ethics concerns. The Editor-in-Chief also handles the peer-review process for select papers as needed for JASA.

**Associate Editors (AEs):** primary responsibility is to handle the peer-review process for papers from initial submission to final decision.

**Coordinating Editors (CEs):** there are 14 Coordinating Editors, one for each Technical Committee, who help facilitate and coordinate the *JASA* review process by recommending editors who have relevant expertise for submitted papers. These editors also handle the peer-review process for papers from initial submission to final decision.

### [JASA Special Issue Guest Editors](#)

The list of Guest Editors and any Liaison Guest Editor is indicated in a Special Issue's Call for Papers.

**Guest Editors:** primary responsibilities include inviting papers and are responsible for handling the peer-review process for papers submitted to the Special Issue from initial submission to final decision.

**Liaison Guest Editor:** At least one of the Guest Editors for a Special Issue must be a current editor for *JASA* or *JASA Express Letters* who will act as the Liaison Guest Editor. The Liaison Guest Editor's responsibilities include helping distribute editor assignments to papers among Guest Editors and handling the peer-review process for papers. In addition, for papers handled by other Guest Editors, the Liaison Guest Editor will provide oversight and any feedback on Guest Editor decisions with regards to *Journal* policies and standards and will make a second decision on these submissions.

*Please note: if all Special Issue Guest Editors are also current editors for JASA or JASA Express Letters, then the Special Issue will follow the standard JASA editorial process workflow, but there may be "coordinating" Guest Editor(s) to help distribute papers among the Guest Editors.*

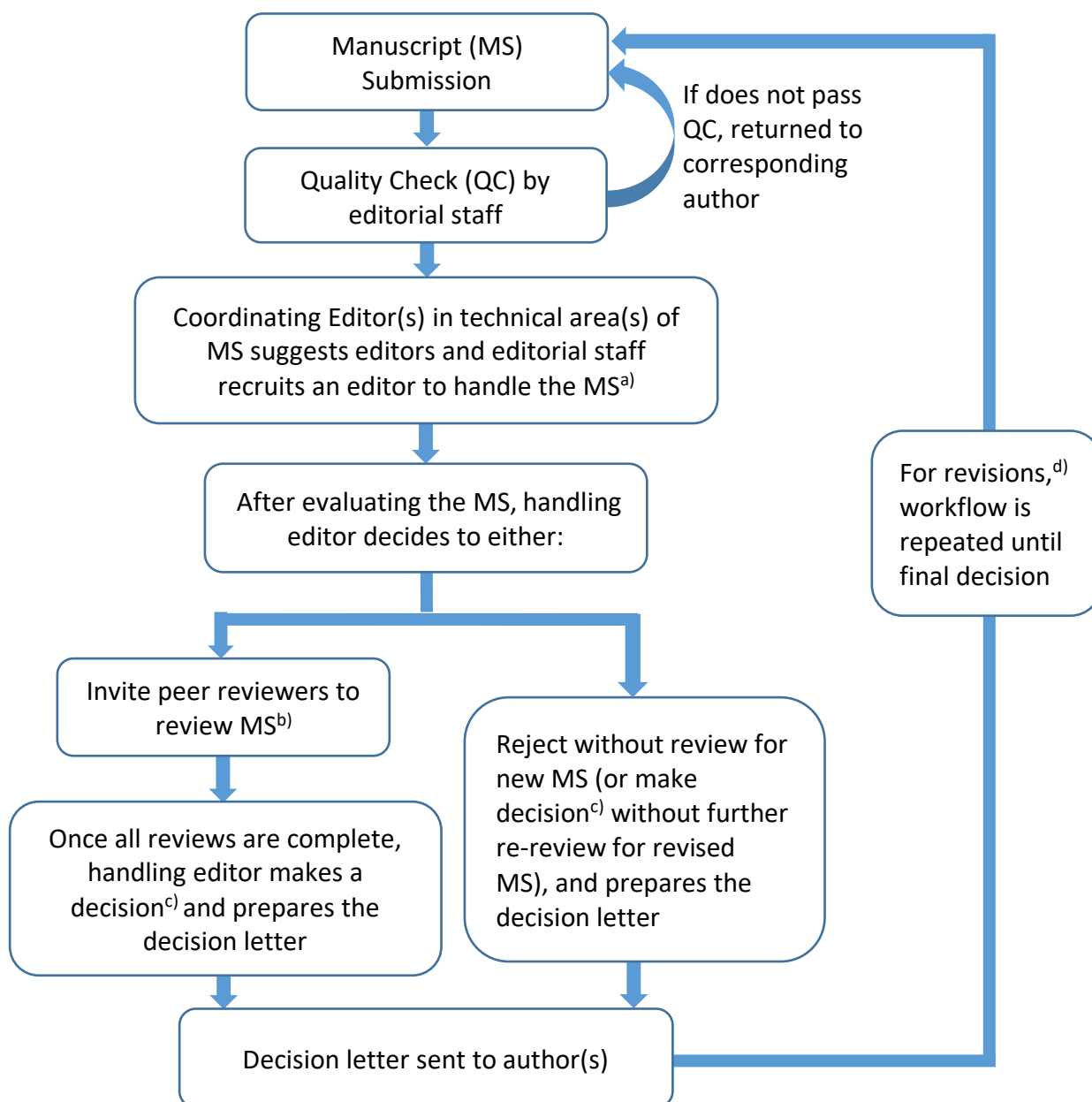
If all Guest Editors or the Liaison Guest Editor have a conflict with a paper, typically it would be handled by the Editor-in-Chief or a Coordinating/Associate Editor.

### [In-House Submissions](#)

All Editors and Guest Editors for *JASA* may submit manuscripts to the journal; however, they will have no part whatsoever in the decision-making of any manuscripts they are co-authors of. Un-conflicted editors will handle these in-house submissions.

## Standard Editorial Process Overview

The following is the typical standard editorial workflow for JASA submissions.



*a) This editor recruitment process may be bypassed if Editor-in-Chief is assigned to a paper. For revisions, typically the original handling editor will be assigned, but rarely a different editor may need to be assigned.*

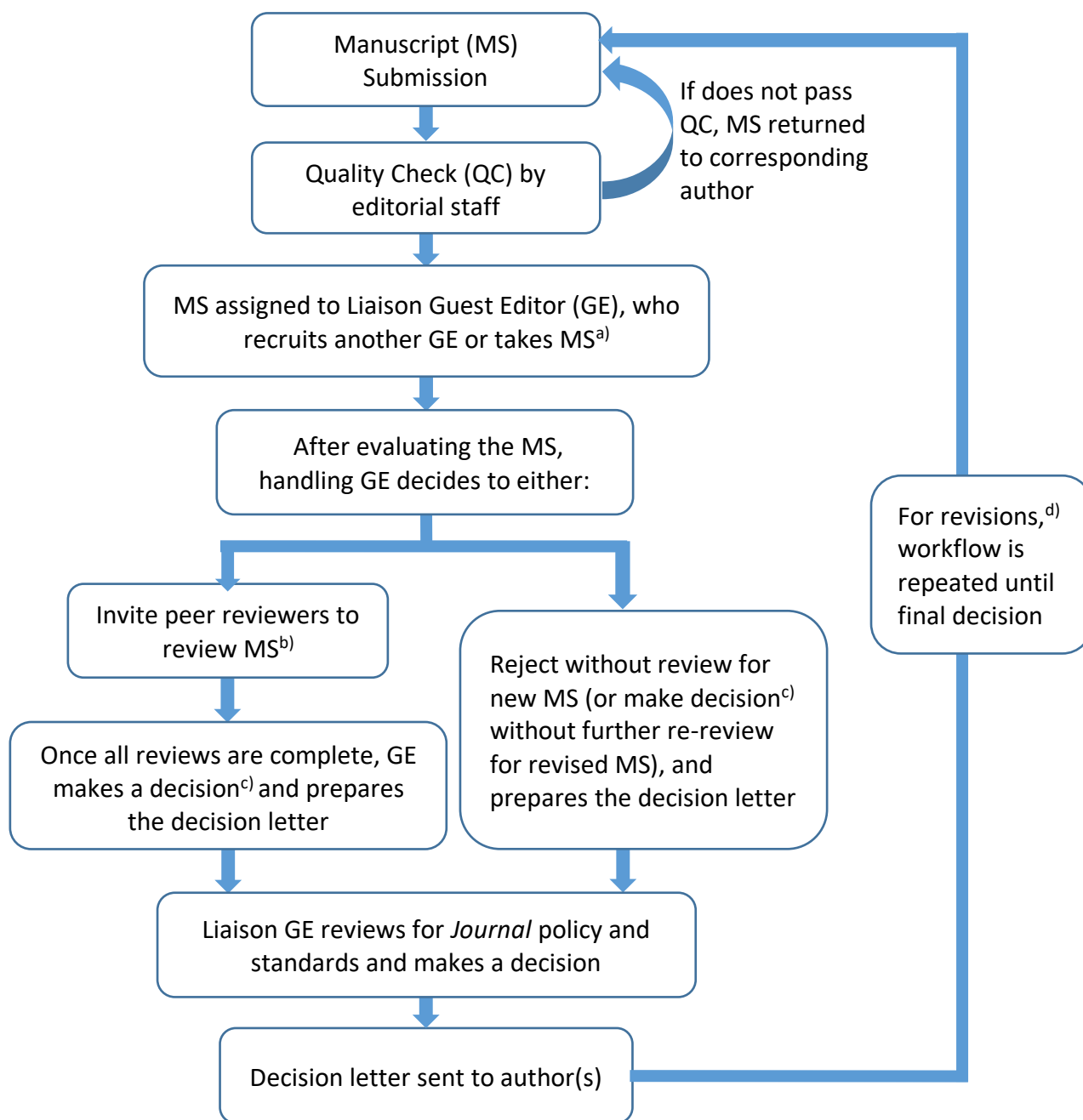
*b) Two reviewers are typically assigned to a manuscript.*

*c) Decisions include Accept, Accept pending minor revisions, Revise, Reject with possibility to resubmit, or Reject.*

*d) First revisions are typically given 60 days to revise; subsequent revisions are typically given 45 days to revise.*

## Special Issue Editorial Process Overview

The following are the usual editorial workflow for submissions to Special Issues.



a) If Liaison GE handles the paper, it would follow the standard process. For revisions, typically the original editor(s) will be assigned, but rarely a different editor may need to be assigned.

b) Two reviewers are typically assigned to a manuscript.

c) Decisions include Accept, Accept pending minor revisions, Revise, Reject with possibility to resubmit, or Reject.

d) First revisions are typically given 60 days to revise; subsequent revisions are typically given 45 days to revise.

## Peer-Review System

The *Journal* uses a peer-review system in the determination of which submitted manuscripts should be published. The *Journal* uses a single-anonymous peer-review process, which means that reviewers know the names of the authors, but the authors do not know the names of the reviewers; reviews are confidential.

Responsibility for selection of articles for publication rests with the Associate Editors, Coordinating Editors, Guest Editors, and the Editor-in-Chief. The Associate Editors, Coordinating Editors, Guest Editors, and the Editor-in-Chief make the actual decisions; each editor has specialized understanding and prior distinguished accomplishments in the subfield of acoustics that encompasses the contributed manuscript. (The Editor-in-Chief may handle manuscripts in different subfields as required but will consult other editors in a paper's subfield as needed.) Editors typically seek advice from two reviewers who are knowledgeable in the general subject of the paper, and the reviewers give opinions on various aspects of the work; primary questions are whether the work is original and whether it is correct. The handling editor and the reviewers who examine the manuscript are the authors' peers: persons with comparable standing in the same research field as the authors themselves. (Individuals interested in reviewing for *JASA* can convey that interest via [jasa@acousticalsociety.org](mailto:jasa@acousticalsociety.org).)

Editors and reviewers are volunteers and, while prompt and rapid processing of submitted manuscripts is of high priority to the Editorial Board and the Society, there is no *a priori* guarantee that such will be the case for every submission.

## Selection Criteria

Selection is ordinarily based on the following factors: adherence to the stylistic requirements of the *Journal*, clarity and eloquence of exposition, originality of the contribution, demonstrated understanding of previously published literature pertaining to the subject matter, appropriate discussion of the relationships of the reported research to other current research or applications, appropriateness of the subject matter to the *Journal*, correctness of the content of the article, completeness of the reporting of results, the reproducibility of the results, and the significance of the contribution. The *Journal* reserves the right to refuse publication of any submitted article without giving extensively documented reasons, although the editors usually give suggestions that can help the authors in the writing and submission of future papers. The editor also has the option, but not an obligation, of giving authors an opportunity to submit a revised manuscript addressing specific criticisms raised in the peer-review process.

## Appeals and Resubmissions

**Appeals.** The selection process occasionally results in mistakes, but the time limitations of the editors and the reviewers preclude extraordinary steps being taken to ensure that no mistakes are ever made. If an author feels that the decision may have been affected by an *a priori* adverse bias (such as a conflict of interest on the part of one of the reviewers), the system allows authors to submit an appeal request. Authors should make an appeal request that the manuscript be reconsidered by the Editor-in-Chief via [jasa@acousticalsociety.org](mailto:jasa@acousticalsociety.org). Appeal

requests must have clear, detailed reasons why the manuscript should be reconsidered. The Editor-in-Chief may consult with the editor who originally handled the manuscript or other editors and may also seek additional expert advice (e.g., a new reviewer) before making a decision on the manuscript. The Editor-in-Chief's response to the appeal will be final.

Even if the Editor-in-Chief responds that an appeal is warranted, acceptance is not guaranteed. The reconsideration process may include previous or new reviewers/editors and substantial revision.

**Resubmissions.** Re-submissions are only allowed if they have been invited by the editor or if they've gone through the appeal process above. If authors re-submit without invitation or going through the formal appeal process, the *Journal* reserves the right to desk reject the paper.

If an editor has rejected a paper but invited re-submission as a new manuscript (a "Reject but with possibility to resubmit"), then the authors are welcome to resubmit as instructed in the decision letter. Typically, the editor who made the decision on the original submission will handle the resubmission, but in some circumstances, it may be handled by a different editor.