



TITLE – MANUSCRIPT PREPARATION INSTRUCTIONS

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Abstract

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INTRODUCTION

This document contains all information you need to prepare your manuscript for ICSV13.

Your complete paper

- ❑ **must not exceed 8 pages for Contributed papers and should not exceed 16 pages for Plenary Keynote papers**
- ❑ **the Congress Management must receive all papers as a PDF-file not later than March 31, 2006** (in case of any problems in preparing a PDF-file, please get in touch with the Congress Management),
- ❑ **must be submitted in electronic form via <http://icsv13.tuwien.ac.at/index.php?id=1557>** (please login with your personal access key which you received when submitting the abstract) or by e-mail to icsv@mondial.at, and
- ❑ **should be a PDF-file with a file size of not more than 800 kilobytes.**

The title of the paper should be placed in position as it is above (centred) and on distance of 50 mm (2 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, using the style indicated. 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.

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:

- o Manuscript shall be formatted for an A4 size page.
- o The top margin shall be 38 mm (1-½ inches).
- o The bottom margin shall be 38 mm (1-½ inches).
- o Left and right margins of 32 mm (1-½ inch) shall be used.
- o The text shall have both the left and right margins justified
- o The first paragraph is not indented. The following paragraphs must be indented 10 mm.

TYPE FONTS AND STYLE

The manuscript must be typed single-spaced. Use double-spacing only to set off equations, illustrations, figures, and tables. The body of the text should be prepared using Times New Roman. This paragraph has been prepared using Times New Roman 12-point type. It is easy to read, and is an attractive font.

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 10 mm (0.4 inch). Note that there is no spacing between paragraphs (unless a subheading is used; see below).

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 single space below section headings must be included. Do not underline section headings. 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 (Times Roman 12-point) with single 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 italic bold-faced font the same size as that used for the body of the text. Only the first letter of each word in the subheading should be capitalized. Note that a blank line precedes and follows the subheading.

OTHER IMPORTANT INSTRUCTIONS REGARDING YOUR MANUSCRIPT

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

Page Headers: Please don't forget to modify the page header "N. Author1, N. Author2, and N. Author3" by inserting the authors names.

Presenting Author: Please indicate the presenting author with an asterisk.

Number of Pages: The manuscript must not exceed a maximum of eight pages (8 pages) in length for invited and contributed papers (**no exceptions**), and should not exceed sixteen pages (16 pages) for Plenary Keynote papers.

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). Equations should be separated from the body text by a single line of spacing, before and after.

$$\frac{1}{c^2} \frac{\partial^2 \Psi}{\partial t^2} = \frac{\partial^2 \Psi}{\partial x^2} + \frac{\partial^2 \Psi}{\partial y^2} + \frac{\partial^2 \Psi}{\partial z^2}; \quad [c] = [ms^{-1}] \quad (1)$$

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

Tables: Tables should be framed. The font of a table heading is 11-point Times New Roman Italic. Table captions should always be positioned *above* the tables.

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 and clear.

Figure and Photograph Captions: Must be done with 11-point Times New Roman Italic font.

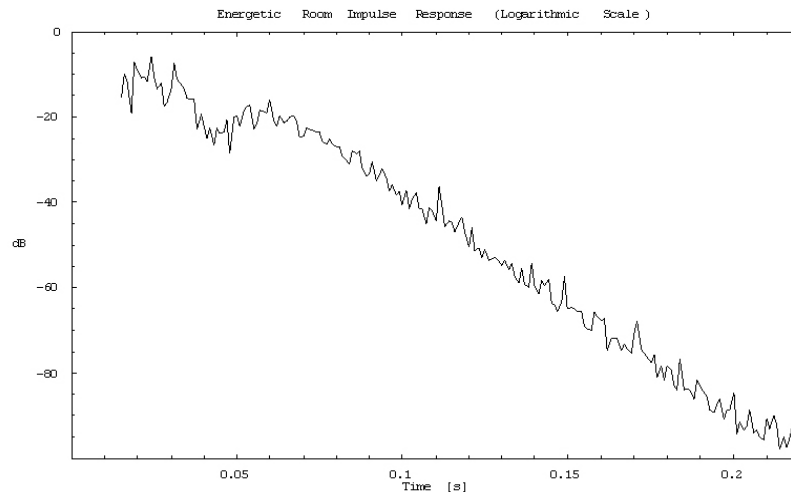


Figure 1 – Example of a figure with caption

Photographs: It is necessary that you reduce your photos and paste them in the text where you want them to appear. Do not use high-resolution pictures since this will increase the size of your final PDF-file.

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.

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 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 paper. 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 boldface font. For citations in the text please use square brackets and numbers: [1], [2]. The references should be listed in alphabetical order.

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

[2] Zwicker E., H. Fastl, *Psychoacoustics. Facts and Models*. (Springer, Heidelberg, New York, 1990).

[3] "Aircraft Noise Reduction Technology", NASA TMX-68241 (1973).

SUBMISSION DEADLINES

Manuscripts must be received as a PDF-file not later than March 31, 2006. Please submit your complete paper in PDF-format using the online submission facility on the congress website <http://icsv13.tuwien.ac.at/index.php?id=1557> (please login with your personal access key which you received when submitting the abstract). **This is the preferred form of submission.** Authors may also send the paper by e-mail to icsv@mondial.at.

OTHER IMPORTANT INFORMATION

Final Acceptance: The Congress Scientific 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 ICSV13 is English.

Plenary Keynote Papers:

The presentation time for Plenary Keynote Addresses will be **40 minutes** including a period reserved for questions and debate.

Invited and Contributed Papers:

Each presentation will be **20 minutes** in total (**15 minutes for the presentation**, 3 minutes for questions and 2 minutes for changeover). **Make sure that you are able to stay within these time limits.**

At least one presenter/author of a paper must register for the Congress by April 15, 2006. Please note that the registration fee entitles you only to one paper presentation. Additional presentations are each charged an “extra paper fee” of €120. **Please note that the final acceptance of your paper is subject to review by the ICSV13 Scientific Committee and to the receipt of the corresponding registration fee by the ICSV13 Congress Secretariat.**

Please remember again: the paper must be submitted in PDF-format.

