PAPER / TECHNICAL REPORT

Acoustical Science and Technology: Guide for contributors

Editorial board1\*

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**Abstract:** Acoustical Science and Technology (AST) is a bimonthly open-access journal edited by the Acoustical Society of Japan, established in 1980 as the Journal of the Acoustical Society of Japan (E). The name of the journal was changed to the current one in 2001. AST publishes about 100 high-level articles (including papers, technical reports, and acoustical letters) each year.

**Keywords:** Acoustical Science and Technology, author’s guide

1. OUTLINE OF THE JOURNAL

1.1. Scope

Acoustical Science and Technology [1] is a bimonthly English journal edited by the Acoustical Society of Japan. The journal scope covers all fields of acoustics, both scientific and technological. Submitted papers should contain or describe something new that has neither been published nor is in submission for publication elsewhere. The URL of the detailed guidelines is as follows: https://journals.acoustics.jp/ast/for-authors/preparing-your-manuscript/

1.2. Paper Categories

Contributions should fall into one of the following six categories:

* PAPERS: Original research or report findings regarding basic or applied problems that are considered to contribute significantly to any field of acoustics or acoustic engineering.
* TECHNICAL REPORTS: Useful test reports and technical data.
* ACOUSTICAL LETTERS: Recent research results for rapid review and early publication. The same results may be included in a new manuscript submitted later to this journal as an original PAPER.
* REVIEWS: Overviews and surveys about a specific research field or a technology of acoustics.
* SHORT NOTES: Brief reports on scientific research as well as discussion or comment on papers previously published in this journal.

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* TRANSLATED PAPERS / TRANSLATED LETTERS: Translation of manuscript published in the Journal of the Acoustical Society of Japan in Japanese. This publication must be approved by the editorial board of Acoustical Science and Technology beforehand. The manuscript should be a complete translation of the original Japanese version. Note that TRANSLATED PAPER and LETTER are not recognized as original peer-reviewed papers.

1.3. Free Subscriptions via the Internet

All contents of the Acoustical Science and Technology can be accessed through J-STAGE (Japan Science and Technology Information Aggregator, Electronic) via the Internet for free. The URL of J-STAGE is as follows (Free access): https://www.jstage.jst.go.jp/browse/ast

1.4. Copyright

Copyrights to all articles accepted for publication are held by the Acoustical Society of Japan.

1.5. Membership

Membership in the Acoustical Society of Japan is NOT a prerequisite for contributing to the journal.

1.6. Language

Only papers written in English are acceptable for publication.

1.7. Limitation on the Number of Pages

Two limitations pertain to the number of printed pages for manuscripts contributed under each category. One is the standard length (SL), and the other is the maximum length (ML), as shown in Table 1.

An extra charge will be levied if a published manuscript, including illustrations, is longer than the SL. Manuscripts that are longer than the ML will be rejected and returned to the author(s) without review.

1.8. Publication Charges

Contributors are requested to pay the publication charge shown in Table 2 to support the publication cost. This charge is discounted 20% if the manuscript is prepared using LaTeX. However, this discount does not apply to extra charges (Sec. 1.9).

**Table 1** Page limitations

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| --- | --- | --- |
| Category | SL (pages) | ML (pages) |
| PAPERS  TECHNICAL REPORTS  ACOUSTICAL LETTERS  REVIEWS  SHORT NOTES  TRANSLATED PAPERS  TRANSLATED LETTERS | 8  8  4  8  4  8  4 | 12  12  4  12  4  12  4 |

**Table 2** Page charge

|  |  |
| --- | --- |
| Category | Charge (JPY) |
| PAPERS  TECHNICAL REPORTS  ACOUSTICAL LETTERS  REVIEWS  SHORT NOTES  TRANSLATED PAPERS  TRANSLATED LETTERS | 40,000  40,000  20,000  40,000  20,000  40,000  20,000 |

1.9. Extra Charges

Contributors must pay the extra charges if the number of pages exceeds the SL. The cost depends on the number of excess pages as follows:

* 10,000 JPY for one excess page,
* 25,000 JPY for two excess pages,
* 40,000 JPY for three excess pages,
* 60,000 JPY for four excess pages.

This extra charge cannot be reduced even if LaTeX is used. Note that ACOUSTICAL LETTERS, SHORT NOTES, and TRANSLATED PAPERS must not exceed the SL (Table 1).

1.10. Subsidy for Contributors

Authors who experience severe economic difficulty in paying the publication charge may apply for full or partial exemption of that charge. Please note that the additional excess-page charges may not be exempted. Authors who wish to receive this subsidy are requested to apply by letter to the Editorial Board. Application in any form is acceptable, but should contain a brief explanation about the reason for the application. Its adoption or rejection is left to the Editorial Board. The decision will be made by considering the claimed situation as well as the scientific and technological merits of the manuscript. The publication of the manuscript may be delayed due to the cost of the AST issues, if the exemption is accepted.

2. PREPARATION OF MANUSCRIPT

Manuscripts must be prepared by observing one the following three styles: (1) formatted papers using LaTeX, (2) those using MS Word, and (3) plainly typed papers.

2.1. Submission as a Formatted Paper Using Style/template Files

The LaTeX style file and MS Word template file are provided. The use of these files is recommended by the Editorial Board. Please refer to the style file and the sample file of the Journal when preparing your manuscript. These files are available at the following URL:

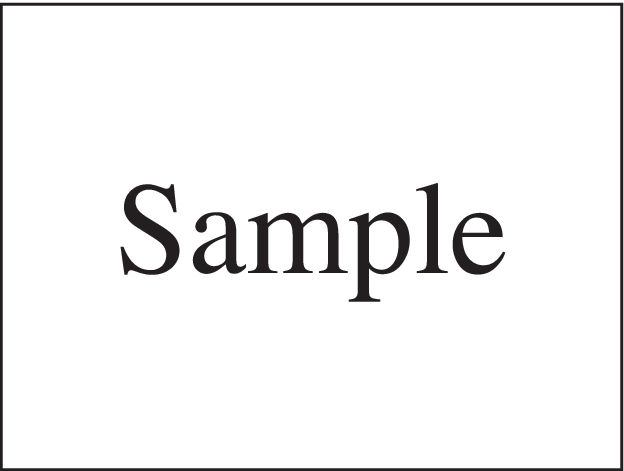
https://journals.acoustics.jp/ast/for-authors/

Please note, however, that no technical support for these files can be provided by the Editorial Board.

2.2. Submission as a Plainly Typed Paper

Please adhere to the following guidelines if you submit your manuscript under this option.

1. Manuscripts must be typed with 1.5 line spacing in black letters with wide margins (approx. 3 cm) at the top, bottom, and each side of A4 size paper (21×29.7 cm).
2. The first page (page one) of the manuscript should include only the following items.
   1. Title of paper. The first letter of the title and all proper nouns should be capitalized with the rest in lower case. As a general rule, abbreviations should not be used in the title.
   2. Full name(s) of author(s).
   3. Affiliation(s).
   4. Approximately five keywords.
   5. A short running title of not more than 50 keystrokes (characters, spaces, and punctuation).
   6. Paper category (PAPERS, TECHNICAL REPORTS, ACOUSTICAL LETTERS, SHORT NOTES, REVIEWS, TRANSLATED PAPERS, or TRANSLATED LETTERS).
   7. The complete mailing address of one author to whom referees’ comments and galley proofs are to be sent.
   8. List of the numbers of sheets of each material, i.e., the number of pages in the text, the number of figures, and the number of tables.
   9. Classification as specified from the following: Ultrasonics, Underwater Acoustics, Speech, Hearing, Speech and Hearing, Musical Acoustics, Electro-acoustics, Architectural Acoustics, Noise and Vibration, Acoustic Imaging, Education in Acoustics, Acoustical Assists (Acoustic-Barrier-Free), Thermoacoustic Technology.
3. The length of the abstract should be 200 words or less. Abbreviations and special symbols should not be used in the abstract. Citations of figures and tables in the main part of the manuscript should be avoided. Reference citations should also be avoided.
4. Symbols, formulas, and equations must be written with great care to avoid confusion, capitals and lower case letters being distinguished where necessary. Also, clearly specify the distinction between 1 (one) and the lower case letter l (ell) as well as between zero and o (oh) of the alphabet.
5. References must be numbered consecutively in their order of appearance in the text. They should be identified by numbers enclosed by brackets attached to appropriate words in the text. The list of references should be typewritten on a separate sheet of paper at the end of the manuscript. Citations from a periodical should give the initials and name(s) of author(s), title of article, name of periodical, volume number (underlined), beginning page number – final page number, and year of publication. Citations from a book should give the initials and name(s) of author(s), book title (underlined), editors if any, publisher, location of publisher, year of publication, and page(s) cited.  
   Examples:  
   [1] H. J. Sabine, “A review of the absorption coefficient problem,” *J. Acoust. Soc. Am.*, **22**, 387–392 (1950).  
   [2] L. L. Beranek, *Acoustics* (McGraw-Hill, New York, 1954), pp. 180–185.  
   Unpublished materials or personal communications may be mentioned briefly in the text, but their sources should be listed in the references. The use of footnotes should be avoided.
6. Illustrations including lettering should be of suitable size for reproduction such that they are easily legible after reduction of their size. The width of a figure on a published page should be below 12.5 cm if the full page width is to be occupied or below 6.5 cm if the half-page width is to be occupied. Each figure should be labeled clearly with the name of (the first) author and the title of the paper at the bottom of the sheet. Figure captions must be typed double-spaced on a separate sheet of paper at the end of the manuscript with the numbering in the order of appearance in the text. Figure 1 shows an example of a figure.



**Fig. 1** An example of a figure.

1. Each table should be typewritten double-spaced on a separate sheet of paper at the end of the manuscript. Each must be labeled with its own caption. The tables must be numbered consecutively in order of appearance.
2. The approximate location of each figure or table should not be indicated in the text.
3. Biographical notes and a (recent) photograph of the author can appear in PAPERS, TECHNICAL REPORTS, REVIEWS, and TRANSLATED PAPERS. They should be sent to the Editorial Board of Acoustical Science and Technology with the original manuscript upon notification of acceptance.
4. One published page consists of around 1,050 words. For PAPERS, TECHNICAL REPORTS, REVIEWS, and TRANSLATED PAPERS, the first page requires space for the title, author name(s), affiliation, and the abstract, which are collectively equivalent to approximately 700 words. Moreover, the biographical note and a photograph of each author require a space allocation of about 150 words. For ACOUSTICAL LETTERS, SHORT NOTES, and TRANSLATED LETTERS, the first page requires space for about 400 words for the title, author name(s), and affiliation.
5. Poor English language grammar and usage in the manuscript will be corrected by native English speakers. The authors will bear part of the cost of corrections. The charge will be up to 5,000 JPY per published page, depending on the time required for the correction. An invoice will be sent to the authors as a part of the publication charge when the paper is published. The authors should answer in the submission system (ScholarOne) whether or not the manuscript was proofread in English before submission.

3. THE ACOUSTICAL SOCIETY OF   
JAPAN

The Acoustical Society of Japan was founded in 1936. Any person or corporation interested in acoustics is eligible for membership in this society.

Annual Dues: Members: 11,000 JPY; Supporting Members: 30,000 JPY.

Further information concerning membership may be obtained by communicating with the Secretariat of the Society.

The Acoustical Society of Japan URL:

https://acoustics.jp/en/

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1. H. Tachibana and Y. Suzuki, “ “Acoustical Science and Technology – An improved version of the “Journal of Acoustical Society of Japan (E) ” –,” *Acoust. Sci. & Tech.*, **22**, 1–1 (2001).

ACOUSTICAL LETTER

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1. **Introduction**
2. **Experiments**
3. **Conclusions**

**References**

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