

Paper Preparation Guidelines

In the following you will find guidelines and template for preparing your full paper to *Journal of Technical Acoustics* electronically. We suggest that you print and read this information carefully before downloading the template file.

General Information

- All manuscripts may be in English or in Chinese. All manuscripts must provide title, author, abstract and key words both in English and in Chinese.

- 提供基金类别和项目编号**

为了说明论文所研究课题的重要性，若有基金资助，请在文章首页的左下角写明准确的基金资助类别和项目编号。如：国家自然科学基金项目（项目编号）；国家“八六三”高技术研究发展计划基金项目（项目编号）。若没有，也请您注明“本文的研究没有基金资助”。

- 提供作者简介**

作者简介包括姓名、性别、出生年、学位或职称、现主要研究方向及主要业绩，放在首页脚。作者单位的中英文要完全对应。作者工作单位准确到系或学院等，要写全称。如：“清华大学计算机科学与技术系”不应简写为“清华大学计算机系”；“浙江大学计算机科学与工程学系”不应简写为“浙江大学计算机系”。

- The paper must be 4~8 printed pages in length.

- To achieve the best viewing experience, we strongly encourage you to use Times-New-Roman font (the Word template file uses Times-New-Roman). This is needed in order to give the Proceedings a uniform look.

- The paper should be in the following format:

- 4~8 printed pages (Standard A4 size: 210 mm by 297 mm)
- Single column
- Printed in black ink
- Do NOT include headers and footers. The page numbers identification will be post processed automatically, at the time of printing the Proceedings.
- The first page should have the paper title, author(s), and affiliation(s) centered on the page.
- Follow the style of the sample paper that is included with regard to title, authors, affiliations, abstract, heading, and subheadings.
- Print the paper on white paper and check that the positioning (left and top margins) as well as other layout features are correct.

Microsoft Word Template

- You may write your paper using Microsoft Word, template file (for Microsoft Word 2000 or later). You will find the following file:

sxjs_template.doc (MS Word template)

- However, note that you need to submit a paper as **PDF** file including all authors' signatures.(提供所有作者的签名，表明均已看过此文，用 PDF 格式文件传送)

Additional Instructions

- Paper Title** - The paper title must be centered on the page and in boldfaced letters only. Only the first letter of the title should be capitalized.

- Authors' Name(s)** - The authors' name(s) and affiliation(s) appear centered below the paper title. If space permits, please include a mailing address here. The templates indicate the area where the title and author information should go. These items need not be strictly confined to the number of lines indicated; papers with multiple authors and affiliations, for example, may require two or more lines for this information.

关于作者英文名字的要求

姓氏全部大写，名第 1 个字母大写，双名中间加连字符。

例如： 李伟 LI Wei 张小军 ZHANG Xiao-jun

- **Abstract** - Each paper must contain an abstract that appears at the beginning of the paper.
- **Section Headings** - Section headings are left-justified on the page and in capital letters only. Examples of the headings are included in the template.
- **Sub Headings** are left-justified **and should be placed on separate lines** and in boldfaced letters. Only the first letter in the sub heading should be capitalized.
- **References** - Number and list all references at the end of the paper. The references are numbered in order of appearance in the document. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence^[1].
- **Illustrations** - Illustrations must be positioned within the paper margins. Caption and number every illustration. All half-tone or color illustrations must be clear when printed in black and white. Line drawings must be made in black ink on white paper.