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How to write an article for peer-reviewed scientific proceedings presented onto Acoustic conference in Kocovce

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Introduction

The template is prepared for participants of annual International Acoustical Conference in Kocovce to unify the documents. It is prepared in Microsoft® Word 2003.

Please use for writing of the paper **MS Word 97 or earlier**. If you have just higher version of MS Word, please save the document in MS Word 97-2003 version (File->Save As->Document MS Word 97-2003).

The contribution should be submitted in two formats – in MS Word as well as in pdf version (using e.g. Adobe free online convertor [7], or PdfFactory **Chyba! Nenašiel sa žiaden zdroj odkazov.**)

The A4 page is used with borders 2.7 mm from the top, 2.8 mm from bottom and 2.5 mm from left and right. In the first page place for heading (9.5 mm from top) is necessary to be keep free. Whole page formatting and the preliminary heading have already been prepared into this template, so feel free to modify it and use it as a basic document for your contribution.

Maximal size of the paper is **4 or 6 pages** (pictures and tables included). It is possible to write longer paper, but it will be charged (5 EUR/page). The even number of pages is required.

Pages are not numbered! The numbering is done afterwards by an editor.

The contributions are written in **Slovak, Czech or English** language.

If possible, use styles defined in this template, e.g. just rewrite the title, names of authors, occupation, main text and references. Please follow instructions summed up in the template. If you have any questions, feel free to contact any of the authors of this template. The e-mail addresses are listed in the heading.

Title/Authors/Affiliation

Writing the paper heading, please follow the rules listed below:

- Title is written in **bold**, Arial 14pt. No Capital letters used;
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- The affiliation of the authors is written on a new line, in Arial 12pt. State also the town, in which the university/company/organization is located, for non-Slovak/Czech towns state also the country. If two or more authors have two or more affiliations, use markers to distinguish which author corresponds to which affiliation, e.g.:

Radoslav Darula, Ing. PhD. *— Stanislav ŽIARAN, prof. Ing. PhD.**

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- The e-mail of at least one of contributors is written on a new line after the 'e-mail' label:

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Writing style of sections/subsections

The section names are written with bolded Arial, 14 pt, with space before 6 pt. and after 3 pt. Headings **are not numbered!** and aligned to the left. No indentation used.

Text in section are written with Arial, 12 pt. Indentation of each paragraph is 1 cm. Spacing is set to 1.

In writing the sections try to avoid:

- Leaving heading at the bottom of the page (new section cannot start at the new page with no heading);
- When writing numbers and units, avoid have number on one line and unit on another, e.g. 5 mm...instead use 'tight space' [ctrl+shift+space] – e.g. 5 mm;
- Writing section numbers – chapters/sections are not numbered;

Writing equations

The equations are indented 1 cm (as the paragraphs are) and are numbered with a number enclosed in parenthesis and aligned to the right. Use upper and bottom spacing of 6 pt:

$$m\ddot{x} + c\dot{x} + kx = F_0 e^{i\omega t} \quad (1)$$

To write the equations, it is recommended to use directly Microsoft Equation Editor (in Word 2003 and earlier found under 'Insert->Object->Microsoft Equation 3.0'). In the text please use referencing as e.g.shown in equation (1)...'.

Figures

The best option is to use **grayscale** figures, as the proceeding is **not** printed in **color**. All the figures are needed to be placed in the text together with their captions.

If the figure is small, it can be put into a table, with the caption on the right (Figure 1), in order to save some space. Then the caption is centred to the left. Use Arial, 10, **bold**.

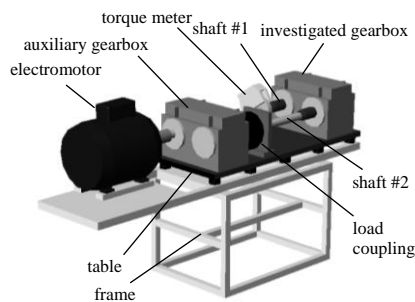


Figure 1 – Text of figure, Arial, 10, bold, can be used caption to hyperlink labels.

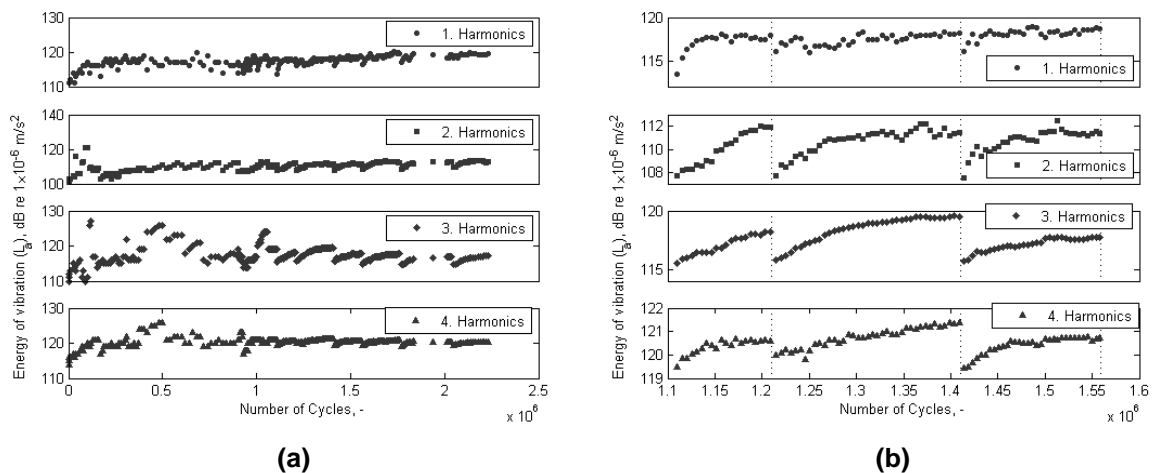


Figure 2 – For caption use Arial, 10 pt, centered, 6pt space after the caption.

Otherwise, for large figures, the caption is centred, with space after 6 pt, 0 pt before. If you want to use two figures, you can put it into the table with labeling (a) and (b), as shown in Figure 2a and 2b.

Some rules for inserting the figures:

1. If possible use figures in **.jpg, .gif, .bmp, .tif** or figures created in **Word/Excel/PowerPoint**. If converting to .jpg or other formats please choose resolution at least **300 dpi** (if possible);
2. It is best to have figures in **black and white** or use **grayscale**. Plotting graphs please vary thickness and line-style to distinguish variable options, not colour;
3. If some plots from e.g. Excel are used as a figure, use 'Edit -> Paste Special -> Picture(Enhanced Metafile)' in order to avoid linking the figure to Excel spreadsheet. Otherwise problems with correct visualization can occur;
4. Ensure that the figures **are clear, easy to understand** and labels are **readable**.

Tables

Writing a table, use Arial, 10, for the first line **bold**. No table border is used, only the first and last line is 1.5b. and the second 0.75b. Table is centred, so caption is. Caption is similar as in figure, i.e. use Arial, 10, **bold**. Table caption is put above the table. Use 6pt spacing before and 3pt after the table caption.

How to cite a publication in the text?

The list of references is presented at the end of the paper. Each item is labelled by a number in square brackets.

For citation within the document, you can use hyperlinks, i.e. use 'Insert ->Cross Reference->Numbered Item' and from the list choose the item of document to be cited. Then choose 'Item number' and insert into the text.

Conclusion

If you have any comments or doubts, feel free to contact the organizer. The e-mail addresses are listed in the first page.

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Resumé

Acoustic conference in Kocovce. In the articles written in English, the resume should be written in Slovak or Czech language and for participants from other countries, besides SK and CZ, in English. The name of the contribution should be written in bold as the first sentence of the paragraph. No indentation used. Then start to write the short resume, using font Arial 10.

Acknowledgement

At the end of the article, you can thank to your colleagues for the help in the work, or grant agency for supporting the project financially.