



Paper to be presented at the BNAM 2012 conference

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This is the template file for the final papers to be submitted and included in the proceedings of the Joint Baltic-Nordic Acoustics Meeting, which will be held in June 18-20 2012 in Odense, Denmark. The proceedings will be available on a CD or USB at the conference. A book of Abstracts will also be available at the conference. Abstracts should be a single paragraph and contain between 100 and 200 words. Abstracts must not contain acronyms, references, equations, variables, boldface, italic, super- or subscript; it should be plain text only. Note that you can list as many co-authors in the heading as you wish.

1 Introduction

Before you start writing your paper for the BNAM 2012 conference, please read the following instructions regarding manuscript preparation, this in order to have a uniform layout throughout the proceedings. This document is also a sample manuscript. The template is written in MS Word 2003, adapted from the template used at the Forum Acusticum 2005 conference. After preparing the paper, adhering to the rules given below, the paper should be submitted according to the conference web-site in an ADOBE *pdf*-file format.

2 Basic formatting instructions

2.1 Page layout

The page size shall be standard A4 (210 mm wide and 297 mm high). Margins shall be 2 cm on each side, while 3 cm on the top and the bottom of the page. Papers should preferably be 2-8 pages. The whole text should be typed using Times New Roman font.

2.2 Title and authors

The title of the paper should be centered, using 14 pt fonts. 12 pt vertical spacing shall be inserted after the title line(s). (MS Word users should use the **Title1** style)

The names of the authors should be set centered, with normal 11 pt font (Use the **Author** style). The affiliation of each author is written in the line following the name with 8 pt font. The email addresses should be set using bold 8 pt font (Use the **Affiliation** style). The affiliations are separated from subsequent authors by 6 pt spacing; the abstract is separated from the affiliation of the last author by a 12 pt vertical spacing.

2.3 Abstract

The one-column abstract (style **Abstract** in MS Word) should be typed justified with 10 pt font and indented on both sides by 1 cm. The abstract should be followed by a 24 pt vertical spacing.

2.4 Paragraph formatting

The body of the paper (style **Normal** in MS Word) shall be aligned justified and not indented. 10 pt fonts shall be used. A horizontal spacing of 4 pt shall be inserted between paragraphs.

2.5 Sections, subsections

Both levels of sections (**Heading 1-2** styles in MS Word) are left aligned. The vertical spacing before and after section marks is given in Table 1. MS Word users should set the vertical spacing before the first section to 0 pt as in this template.

2.6 Figures

Inserted pictures and graphs should be sharp and clean (300 dpi recommended). Figures are positioned centered on the page. Figure captions numbered consecutively (starting with 1) follow each figure (style **Caption**). The figures, captions and body text should be separated by 12 pt vertical spacing. For text within figures (labels and similar) a sans serif font like Arial is preferred

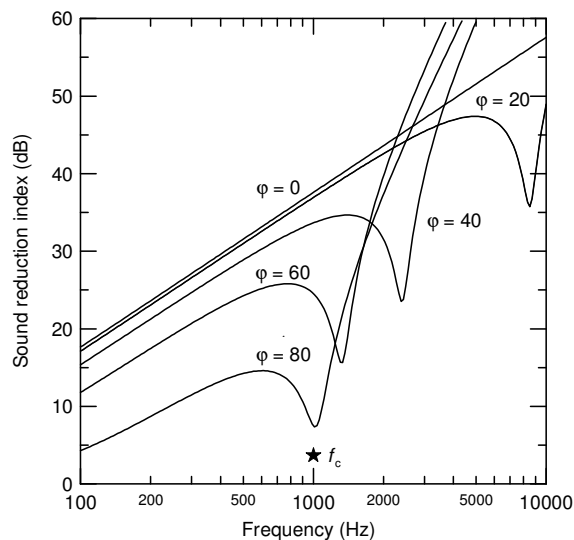


Figure 1: Sound reduction index as a function of angle of incidence

For graphs, please avoid using colored backgrounds. Legends can be given inside the figure and preferably in the caption too. References to figures shall be written as to Figure 1.

2.7 Tables

Tables are to be formatted like figures, but table captions are placed above the tables.

Table 1: Paragraph formatting conventions

Paragraph style	Font size	spacing		
		above	below	align
Title	14 pt	0 pt	12 pt	center
Authors	11 pt	0 pt	12 pt	center
Affiliation	8 pt	0 pt	6 pt	center
Header	9 pt	0 pt	0 pt	varied
Abstract	10 pt	12 pt	24 pt	justified
Heading 1	14 pt	21 pt	12 pt	left
Heading 2	13 pt	12 pt	12 pt	left
Normal	10 pt	4 pt	0 pt	justified
Caption	10 pt	12 pt	12 pt	center
Listing	8 pt	0 pt	0 pt	left

References to tables shall be written as to Table 1.

2.8 Equations

Equations shall be centered and identified by a number, as the following:

$$\lim_{x \rightarrow a} \frac{1}{(x - a)^2} = \infty \quad (1)$$

Refer to equations as to Equation (1) or simply (1).

The use of the SI (System International) units is strongly recommended, and mixed units are to be avoided.

2.9 Suggested Conventions

Please avoid using or inserting the following:

- Lists (style **List**) with more than two levels,
- positioning
 - horizontally by using spaces,
 - vertically by entering empty paragraphs,
- write emphasized words or phrases by using underlined styles,
- font sizes that are smaller than size 8 pt of Times New Roman,
- color graphs or pictures,
- rotated pictures, tables or graphs.

Please use the following conventions:

- horizontal positioning should be realized only by using tabs,
- between values and dimensions non-breaking spaces shall be used,
- variables should be distinctive from text (e.g. italic style),
- page breaking should be inserted if necessary,

- column breaking should be inserted if necessary,
- you may emphasize *phrases* or **words** by using italic or bold font style,

3 Paper submission

Please submit your paper converted into the Adobe Acrobat *.pdf* format. The filename shall have the following form: Surname_number.pdf, where the surname applies to the corresponding author, and number refer to the number your abstract was given in the notification e-mail. Have all special fonts embedded in the file. Please use PostScript Type 1 fonts only. Please leave the *.pdf* file open (disable Adobe Document Protection and all other security options). The final *.pdf* document size must not exceed 4 MB.

The deadline of paper submission is the 15th of April 2012. Authors must register at this date. Please use the link below where you will find instructions for your submission.

<http://www.bnam2012.com/>

4 Summary

Using the styles defined in this document enables us to create an easily manageable uniform Proceedings. Proceedings will be available only on electronic form.

If you have any questions, please send an e-mail to the congress secretariat. Thank you for your efforts for following these instructions.

Welcome to Odense!

References

The reference section is not numbered (please use the style **Reference heading**). Leave a vertical space of 6 pt between reference entries. (MS Word users should apply the **References** style.) Citations in the text should be given by numbers enclosed in brackets [1]. Multiple citations should be written together, separated by comma [1, 2].

- [1] S. Sprek and R. Rask, Writing Templates for Conferences, *Proc. Int. Conf. on Good Papers*, Antwerp, 2004, 203–210.
- [2] K. Maxim, Noise Problems in schools, *Journal of noise*, 111, 2005, 1111–1122.
- [3] G. Smallhouse, *Introduction to kindergarten acoustics*, Elsewhere Publishers, Bergen, 2008