(Click on the tabs above for more information on each topic. Some tabs also have tabbed subtopics.)

Welcome to the JASANew Journal Style

Welcome to the use of the JASANew.cls file. We've made the process of preparing your article for submission to JASA as simple as possible, and hope you'll enjoy the process.

Tech Support

If you need help after you read this documentation, you may send an email to Liz Bury at **lbury@acousticalsociety.org**.
If possible please send a small file demonstrating the problem.

Files in this package, and what they do

```
JASAnew.cls            Document class file

JASAtemplate.tex       Template file, for authors to copy and rename
                       when making their own article

preprintsample.tex/.pdf   Sample preprint article
reprintsample.tex/.pdf    Sample reprint article
TrackChangesSample.tex/.pdf    Sample article using Track Changes

sampfig.jpg            Used in sample files

JASAauthyear2.bst      For making bibliography with BibTeX
JASAnum2.bst

JASA-ReferenceStyles.pdf JASA specifications for correct form in
                         bibliography entries

bibsamp1.tex/.pdf      Sample BibTeX bibliography in author-year style
bibsamp2.tex/.pdf      Sample BibTeX bibliography in numerical style

sampbib.bib            Sample bibliography database use in
                       preprintsample, reprintsample, and in
                       bibsamp1 and bibsamp2.

readme.txt             List of files and their uses
```

You'll find many examples of commands in use in preprintsample.tex/.pdf and reprintsample.tex/.pdf so looking at these files might be a good place to start when using the JASAnew package.

Packages included

These packages are included in JASAnew, for your information:

```
\usepackage{endnotes}% if authoryear option is used
\usepackage{graphicx}% Include figure files
\usepackage{dcolumn}% Align table columns on decimal point
\usepackage{bm}% bold math
\usepackage{amsmath,amsfonts}% popular packages from the American Mathematical Society
\usepackage{latexsym}% latex symbols
\usepackage{lineno}% for line numbers
\usepackage{array}% for tables
\usepackage{adjustbox}% for resizing tables according to commands
\usepackage{ulem}% for underlining
\usepackage{xcolor}%  for color declarations
\usepackage{hyperref}% for hypertext linking
```

In addition, JASAnew is built on a base of RevTeX4-1.cls, a complex package in itself, and several additional modifying packages.

>> There is always a possibility for package clashes so do not add any more `\usepackage{}`*s than necessary.<<*

Preprint and Reprint Styles

JASAnew has two basic styles: Preprint and Reprint.

- The preprint style is appropriate for sending in your manuscript: in 12pt, one column style.
- The reprint style is use to see how your article may appear if published: 2 columns, 10 pt fonts, with the option of also using 12pt fonts. (Please keep in mind that if your article is accepted for publication, the publisher will determine its final layout.)

Click on the appropriate tab above for a description of the documentclass options.

Using the Template file

After you've had a look at either preprintsample.tex/.pdf or reprintsample.tex/.pdf, the easiest way to start your article is to copy and rename the template file, **`JASATemplate.tex`**, and use it to start your own article.

You'll find some examples of the commands you can enter on the titlepage, and reminders about where to position Acknowledgments, optional Appendices, and Bibliography.

There is also a brief description of some of the other commands that are demonstrated in the preprintsample.tex/.pdf and reprintsample.tex/.pdf files. This should make it relatively easy to format your JASA article.

Preprint

The basic option

```
\documentclass[preprint]{JASAnew}
```

Track Changes option

The track changes option allows you to mark changes and will produce a list of changes, their line number and page number at the end of the article. This option should only be used for showing changes for revised submissions.

```
\documentclass[preprint,trackchanges]{JASAnew}
```

authaffil Option

The authaffil option will make affiliation(s) immediately follow the author(s). Otherwise authors are grouped, and affiliations are stacked underneath all the authors.

```
\documentclass[preprint,authaffil]{JASAnew}
```

NumberedRefs option

NumberedRefs is used for numbered bibliography and citations. The default is bibliography style is Author-Year.

```
\documentclass[preprint,NumberedRefs]{JASAnew}
```

And...

These options can, of course, be used in combination.

Numbered Lines

The lines in the preprint version of the article will always be numbered, a feature built into the style.

Reprint

The basic option

```
\documentclass[reprint]{JASAnew}
```

12pt Option

For estimating the possible print page count of your paper use the 12pt option:

```
\documentclass[reprint,12pt]{JASAnew}
```

No Track Changes with Reprint

Track Changes will only work with the Preprint style.

authaffil Option

The authaffil option will make affiliation(s) immediately follow author(s). Otherwise authors are grouped, and affiliations are stacked underneath all the authors.

```
\documentclass[reprint,authaffil]{JASAnew}
```

NumberedRefs option

NumberedRefs is used for numbered bibliography and citations. The default is bibliography style is Author-Year.

```
\documentclass[reprint,NumberedRefs]{JASAnew}
```

TurnOnLineNumbers

Make lines be numbered in reprint style:

```
\documentclass[reprint,TurnOnLineNumbers]{JASAnew}
```

These options can, of course, be used in combination.

Title Page Commands

`\title[]{}`
ie.
`\title[JASA/Sample JASA Article]{Sample JASA Article}`
will use the square bracket argument on running head in preprint style; running foot in reprint style.

Use for Preprint Style:
`\preprint{Author, JASA}`
if you want want this message to appear in upper right corner of title page.

Used for Reprint Style:
`\runningfootauthor{}`
Supply name(s) of authors to appear on running foot

`\editorinitials{}`
On first page to the left, will appear in square brackets.

`\DOInumber{}`
DOI number to appear on title page.

`\copyrightyear{}`
Use if you don't want the default, which is the current year.

`\copyrightinfo{}`
Default is: Acoustical Society of America, but you can use this command to change to another name.

Author/Email/Footnote

```
\author{Author Four}
\email{author.four@university.edu}
\thanks{Also at: Another University, City, State ZipCode, Country.}
```

Will produce [a) 1] in author field;

and at the bottom of the page:
[a)] Electronic mail: author.four@university.edu; Also at: Another University, City, State ZipCode, Country.

Author address will be hyperlinked.

Standard figure environment

```
\begin{figure}[ht]
\begin{center}
\includegraphics[width = 3in]{figsamp}
\caption{\label{fig:FIG1}{Caption here.}}
\end{center}
\end{figure}
```

Optional, to set figure to the width of reprint column:

```
\includegraphics[width = \reprintcolumnwidth]{figsamp}
```

Note: The only figure formats allowed are the following: .pdf, .ps, .eps, or .jpg.

Figure files must be named in this fashion: Figure#.xxx, where # is the figure number and xxx is the file format (Figure1.eps, Figure2.jpg, Figure3a.ps, Figure3b.ps, etc).

New Figure Commands

See preprint.tex/.pdf or reprint.tex/.pdf for many examples of using the `\figline{}` ***and*** `\fig{}` ***commands, new for this style***. Please also keep in mind that if your article is accepted for publication, the publisher will determine its final layout.

`\figline{}` will center one or more figures on one line.

Variations on the fig command:

```
\fig{<name of file>}{<width>}{<letter to put underneath>}
```

```
\leftfig{<name of file>}{<width>}{<letter to put underneath>}
```

```
\rightfig{<name of file>}{<width>}{<letter to put underneath>}
```

```
\boxedfig{<name of file>}{<width>}{<letter to put underneath>}
```

```
\rotatefig{<degrees of rotation>}{<name of file>}{<width>}
{<letter to put underneath>}
```

Example of Figline with Narrow Caption:

```
\figline{\fig{figsamp}{.7\textwidth}{}
\narrowcaption{.2\textwidth}{Here is a narrow caption.}}.
```

Figcolumn for stacking figures:

```
\figcolumn{\fig{figsamp}{.2\textwidth}{(A)}\fig{figsamp}{.2\textwidth}{(B)}
\fig{figsamp}{.2\textwidth}{(C)}}
```

Standard tables

Tables are made in the standard way, with the exception that `tabular` should be preceded with `\begin{ruledtabular}`, and followed with `\end{ruledtabular}`. This will give us double lines at the top and bottom of the table. Try to avoid using vertical lines unless absolutely necessary.

```
\begin{table}[ht]
\caption{Here is the caption for a table.}
\centering
\begin{ruledtabular}
\begin{tabular}{cccc}
one&two&three&four\\
\hline
C&D&E&F\\
\end{tabular}
\end{ruledtabular}
\end{table}
```

`\begin{table}...\end{table}` is for single column tables;
`\begin{table*}...\end{table*}` is for double column tables.

Table notes

Footnotes in a table are labeled a, b, c, etc. They can be specified by using the LaTeX `\footnotemark[]` and `\footnotetext[]` commands.

The footnotes for a table are typeset at the bottom of the table, rather than at the bottom of the page or at the end of the references. The arguments for `\footnotemark[]` and `\footnotetext[]` should be numbers 1, 2, ... The journal style will convert these to letters.

This system allows multiple entries to refer to the same footnote.

```
...
In& 0.460\footnotemark[1] & 18.40 & 3.500 &Ba\footnotemark[1]
& 0.960 & 2.460 & 3.780 \\
\end{tabular}
\end{ruledtabular}
\footnotetext[1]{Here's the first.}
\end{table}
```

Plain Tables: When NOT to use 'ruledtabular'

There are a number of cases where it would be better not to use the 'ruledtabular' command, basically whenever your table uses complex content and commands.

One instance is when you want to use the multicolumn command in your table. You'll find that 'ruledtabular' will cause bad formatting. In that case, don't use ruledtabular.

Instead put in `\hline\hline` at the top and bottom of the table.

```
\begin{table}[ht]
\caption{A table made without `ruledtabular' needs to have two hlines
added to the top and bottom of the table.}
\vskip3pt
\begin{tabular}{cccccccc}
\hline\hline
 &$r_c$ (\AA)\footnotemark[1]&$r_0$ (\AA)&$\kappa r_0$&
 &$r_c$ (\AA) &$r_0$ (\AA)&$\kappa r_0$\\
\hline
Cu& 0.800 & 14.10 & 2.550 &Sn\footnotemark[1]
& 0.680 & 1.870 & 3.700 \\
Ag& 0.990 & 15.90 & 2.710 &Pb\footnotemark[2]
& 0.450 & 1.930 & 3.760 \\
Au& 1.150 & 15.90 & 2.710 &Ca\footnotemark[3]
& 0.750 & 2.170 & 3.560\\
\hline\hline
\end{tabular}
\footnotetext[1]{This is the first table note.}
\footnotetext[2]{This is the second table note.}
\footnotetext[3]{This is the third table note.}
\end{table}
```

Using the `\adjustbox{} (tabular)\end{adjustbox}` command

There may be times when the table is too wide, or you want to have the table be the width of the page, whether or not it appears in preprint or reprint version of JASAnew.

In this case you can use `\begin{adjustbox}{<width>} (tabular) \end{adjustbox}`.
('adjustbox' will NOT work with 'ruledtabular')

You can set a maximum width with
`\begin{adjustbox}{max width=\textwidth}(tabular)\end{adjustbox}`
in which case the table in the reprint version might be less than the full text width;

Or you can set the exact width you'd like with
`\begin{adjustbox}{width=\textwidth}(tabular)\end{adjustbox}`
in which case the table will be the full width of the page in either preprint or reprint.

This way you can make a table that will fit in the correct width whether you are using the preprint or reprint option.

```
\begin{table*}
\caption{Top~5 rated $\widehat{\textrm{ITD}}$ estimation methods
according to the sum and product metric criteria for $\pm0.5$~JND and
$\pm1$~JND tolerance thresholds (normalized scores).}

\begin{adjustbox}{width=\textwidth}
\begin{tabular}{c| l l| l l| l l| l l}
\hline\hline
Rank \#& \multicolumn{2}{c}{sum criteria [$\pm0.5$~JND]} &
\multicolumn{2}{|c}{sum criteria [$\pm1$~JND]} &
\multicolumn{2}{|c}{product criteria [$\pm0.5$~JND]}
& \multicolumn{2}{|c}{product criteria [$\pm1$~JND]}\\
\hline
1 & Threshold --30dB {lp} & (0.43) & Threshold --30dB {lp} & (0.71) &
Threshold --30dB {lp} & (1.00)  & Threshold --30dB {lp} & (1.00) \\
2 & MaxIACCe {lp} & (0.39) & Threshold --20dB {lp} & (0.66) &
MaxIACCe {lp}  & (0.39) & Threshold --20dB {lp} & (0.57) \\
3 & Threshold --20dB {lp} & (0.38) & CenIACCr {bb} &(0.62) & CenIACCr
{lp}  &(0.33) & CenIACCr {bb} & (0.37) \\
\hline\hline
\end{tabular}
\end{adjustbox}

\end{table*}
```

Using dcolumn

The dcolumn macro set is used to line up decimal numbers on their decimal point within a table.

`\usepackage{dcolumn}` is included in JASAnew.cls so you don't need to add it explicitly.

For detailed information:
http://anorien.csc.warwick.ac.uk/mirrors/CTAN/macros/latex/required/tools/dcolumn.pdf

A gentler introduction may be found in this informative and well illustrated article:
https://www.tug.org/pracjourn/2007-1/mori/mori.pdf
starting on page 20. (You may want to look at more examples in this quite comprehensive article on making tables in LaTeX.)

An example using dcolumn:

```
\begin{ruledtabular}
\begin{tabular}{cD {,}{.}{5.4}}
Expression           & \multicolumn {1}{c}{ Value }\\
\hline
$\pi$                  &      3,1416                \\
$\pi^{\pi}$           &     36,46                  \\
$\pi^{\pi^{\pi}}$    & 80662,7                   \\
\end{tabular}
\end{ruledtabular}
```

See complete dcolumn example in preprintsample.tex/.pdf or reprintsample.tex/.pdf.

Track Changes: Only in Preprint Style

When the 'trackchanges' option is used, revisions made to the text may be tracked using the following:
To add words, `\added{<word added>}`

To delete words, `\deleted{<word deleted>}`

To replace words, `\replace{<word to be replaced>}{<replacement word>}`

To explain why change was made: `\explain{<explanation>}`; This will put a comment into the right margin.
An optional argument may be used to send date/time/initials etc. to the list of changes: ie,
`\added[date/time etc.]{<word added>}`

List of Changes

At the end of the document a list of changes, with the page and line number of changes, will appear if you are using 'preprint' style with the trackchanges option.

Sample

The (Added: current) abstract should be a single-paragraph of less than 250 words, or for Geophysical Research Letters, less than 150 words. A (Added: really!) good abstract sets the (Deleted: ~~general)~~ question or topic that you are studying for the general reader, provides background on the specific question or problem, briefly describes key data or analyses, and describes the key results and (Replaced: ~~certainties~~ with uncertainties). (Deleted: ~~In other words, probabilistic biases, which can be reduced by statistical post-processing methods, decrease over time.~~)

← Redundant sentence, better without it

List of Changes

Added: current, on page 1, line 1.

Added: really!, on page 1, line 2.

Deleted: ~~general~~, on page 1, line 3.

Replaced: ~~certainties~~ with uncertainties, on page 1, line 5.

Deleted: ~~In other words, probabilistic biases, which can be reduced by statistical post-processing methods, decrease over time.~~, on page 1, line 7.

In final version

When the trackchanges option is not used, `\listofchanges` will not produce anything,

`\added{<word or words>}` word will be printed,

`\deleted{<word or words}` will not be printed,

`\replaced{<delete this word>}{<replace with this word>}` will print only the replacement word.

In the final version, `\explain{<text>}` will not print anything.

End of Article

The article follows this order:

```
... Body of Paper
Conclusions
Acknowledgments
Appendix
References
```

Conclusion and Acknowledgments (are straightforward)

```
\section{Conclusion}
And in conclusion ...

\begin{acknowledgments}
This research was supported by  ...
\end{acknowledgments}
```

Appendices

The command `\appendix` resets counters and redefines section heads but doesn't print anything.

After typing `\appendix`

```
\section{Here Is Appendix Title}
Text...
\section{Second Appendix Title}
```

will make

```
Appendix A: Here Is Appendix Title

Appendix B: Second Appendix Title
```

Equations will include the appendix letter in their numbering. Figure and tables will be formatted and numbered in the same way as in the rest of the article; the numbering will continue sequentially thoughout the whole article.

A Single Appendix

A lone appendix should not be lettered. In this case, use the command `\appendix*` and the section will yield:

`Appendix: Title`

without a letter.

Footnotes

Footnotes are actually formatted as endnotes. The contents of the footnote will appear at the beginning of the bibliography by default; interleaved with other references if NumberedRefs option has been used.

Making the Bibliography

A resource for making your bibliography entries correctly is included in this package:
JASA-ReferenceStyles.pdf. It is important for you to consult this set of examples showing the correct form for bibliography entries.

The files
bibsamp1.tex/.pdf and bibsamp2.tex/.pdf
show examples of output; and sampbib.bib
for an example of how to make your .bib database entries.

Typed in bibliography

There are two different styles of bibliography entries possible: author-year and numbered. Author-year is the default.

Author year entries need to have an argument in square brackets following `\bibitem`:

```
\bibitem[(what will print)]
{<label>}...<body of bibitem>
```

Bibitems done in the numbered style need only one argument after `\bibitem`:
`\bibitem{<label>}...<body of bibitem>`.

Making citations

You should use `\citep{}` for your citations, instead of `\cite{}`. `\citep{booksamp2}` for example, will produce (Anderson, 1983)

Numbered bibliography

When you have used `\documentclass[preprint,NumberedRefs]{JASAnew}` you will have numbered references.

Entering the bibitem for a numbered bibliography is almost the same except that you don't need to follow `\bibitem` with an argument in square brackets.

Please see preprintsample.tex/.pdf or reprintsample.tex/.pdf for more examples in making a typed in bibliography, one that doesn't use BibTeX.

Using BibTeX Recommended

You are highly recommended to use BibTeX to produce your bibliography: it will be both easier and less error prone.

There are two possible bibliography styles: the default, author-year, and the optional style, NumberedRefs, which you would call using

`\documentclass[preprint,NumberedRefs]{JASAnew}` or

`\documentclass[reprint,NumberedRefs]{JASAnew}`

Every `\cite{}` or `\citep{}` will produce a citation and an entry in the bibliography. Each cite must have a matching entry in the .bib database file.

Starting Point: Make the .bib file

Be sure to examine JASA-ReferenceStyles.pdf.

It is important for you to consult this set of examples showing the correct form for bibliography entries.

In the JASA package, sample bibliography files using BibTeX are:
bibsamp1.tex/.pdf for author-year formatting, the default;

and bibsamp2.tex/.pdf, for numerical formatting.

You are advised to look through sampbib.bib, the database file used to produce the example files above. It may help you when you are having trouble getting the database to produce entries that match the specifications in JASA-ReferenceStyles.pdf.

Notice that there is a new field: computercode, seen here as it appears in sampbib.bib:

```
@computercode{sampcode,
key={WAON, 2008},
language={WAON},
title={Version 3.1 User's Manual},
publisher={Cybernet Systems Co., Ltd},
year={2008}}
```

There is also a doi and url field. Examples of these fields are shown in sampbib.bib.

BibTeX steps

Follow these steps

1. Type in `\bibliography{<name of your .bib file>}`.
2. Enter `\citep{}` or `\cite{}` format in your .tex file. The cite label must come from your .bib database file.
   Run LaTeX on your LaTeX file.
3. Run BiBTeX on your LaTeX file.
4. Open the new .bbl file and copy all the contents into your LaTeX file at the end of your article.
5. Comment out the `\bibliography{<name of your .bib file>}`:
   (`%\bibliography{<name of your .bib file>}`)
6. Run LaTeX on your .tex file several more times to produce the citations as well as the bibliography.

(For instance, if your file is called myarticle.tex, BibTeX will produce a file called myarticle.bbl. You should copy the entire contents of myarticle.bbl and drop it into the end of your myarticle.tex file.)

You'll notice that the footnotes will format correctly when you have copied the .bbl file into your .tex file; above the bibliography with the default author-year style, interleaved with the NumberedRefs bibliography style.

Some final advice

- All heads except for `\section{}` should capitalize only the first word, and proper names.
- If you do not wish to pay mandatory page charges, the article's page length should not exceed 12 pages. (see JASA Instructions for Contributors: http://asa.scitation.org/pb-assets/files/publications/jas/jasinfcon.pdf)
  You can estimate the page length by using
  `\documentclass[reprint,12pt]{JASAnew}`
- Figures should be named using this scheme:
  Figure1.eps, Figure2.jpg, Figure3a.ps, Figure3b.ps, etc.

Word count:

It may be helpful to use a word counter for the abstract and for the main body of the manuscript. This can be done by either

1) For Mac users, TeXShop (at least version 3.26) has a line, word and character count under `Edit>Statistics`. No guarantee that it will be 100% accurate.
2) If you use the online tool ShareLatex, you will find it has a built in word counter:
   https://www.sharelatex.com/blog/2015/09/15/word-count.html.

Use TIPA for phonetics characters?

One could add `\usepackage{TIPA}` for help in getting phonetics characters. An article explaining TIPA is found here:

https://www.tug.org/TUGboat/tb17-2/tb51rei.pdf

TIPA is a LaTeX package that provides a set of ASCII shortcuts for getting non-ASCII IPA characters into LaTeX documents. It exists because the programs 'latex' and 'pdflatex' cannot operate on documents that have non-ASCII characters in them. The problem was solved long ago by the introduction of the programs 'xetex' and 'xelatex', which can handle the full range of Unicode character codepoints in source documents.

We suggest using XeLaTeX, which is supported by JASA's online submission system, if your article contains non-ASCII characters. If authors do not wish to use XeLaTeX, non-ASCII characters can be included using the standard LaTeX codes (e.g., \beta, \Sigma, etc.) or an appropriate LaTeX package (e.g., the TIPA package for the International Phonetic Alphabet). For questions about this, please contact Liz Bury at `lbury@acousticalsociety.org` for advice on article submission.

More info here: https://tex.stackexchange.com/questions/36542/how-to-use-phonetic-ipa-characters-in-latex

The article concludes:
"The TIPA method allows for a faster input method at the expense of less readable source."

For more information, please see the following from the Editorial Manager LaTeX guide (http://www.editorialmanager.de/pdf/latex/ARIES-LaTeX-Journal-resources-2017.pdf)

Using Google Scholar

A very useful link to a You Tube presentation on how to make Google Scholar BibTeX entries: https://www.youtube.com/watch?v=SsJSR2b4_qc.

Step by Step instructions for Making a Bib file using Google Scholar

First you must log into your gmail account. (If you don't have one, you can sign up easily, for free). Then go to **`https://scholar.google.com`**. Once there, click on the 'settings' icon at the top of the page. Go to the bottom of the page, and at the 'Bibliography manager' heading click on 'show links to import citations into BibTeX'.

Then, choose a title, for a journal article or book. At the bottom of the resulting entry, you'll see 'Import into Bibtex'. Click this, and a bibtex entry will appear on a new page.

You can copy this entry and drop it into a .bib file on your computer, for example, google.bib. Repeat this procedure for as many entries as you'd like.

After citing the entries you want to appear in your bibliography, you can type in **`\bibliography{google}`**, run LaTeX on your file, run BibTeX using the same file name, and run LaTeX several more times, and violà! there will be your bibliography.

A word of caution: If this seems too good to be true, there is a reason. Sometimes there are mistakes in the translation from the .bib file to the .bbl file, the output of using BibTeX.

For instance, in my experimentation, many words were made lowercase that should not have been; and there terms that could well have been abbreviated that weren't. However, you can edit the .bbl file, and probably will still have saved yourself some trouble over typing in the .bib entry from scratch.

Example of multimedia entry

Please note that this is for multimedia intended to appear inline within the published article.

Here is what a multimedia entry will look like:

```
\multimedia{http://dx.doi.org/10.1121/1.4947423.1}
{Corresponding pulse-compressed echo envelopes
and video recordings from a fluttering luna moth.
Echoes from the wings and body of the moth generally dominate the
acoustic returns, shich vary greatly over consecutive ensonifications
across the wingbeat cycle. File of type ``mp4'' (15.3
MB)}\label{mmtest1}

Here we try cross referencing the multimedia entry: The multimedia
above is Mm.~\ref{mmtest1}.
```

Supplementary material for publication

Any archival supplemental materials to be published with the manuscript (eg., supplementary figures) should be cited in-text and a footnote provided.

An example of reference to supplementary material:

```
The sound files and videos for this and other figures
are included as supplementary materials\footnote{See
Supplementary materials at [URL will be inserted by AIP]
for [give a brief description of the material].}.
```

The contents of the footnote above will appear at the beginning of the bibliography when the 'author-year' documentclass option is used; interleaved with other references otherwise.

File naming conventions

- Supplementary Figure or Text files should be named: SuppPub#.xxx, where # is a number and xxx is the file format extension (SuppPub1.docx, SuppPub2.jpg, etc)
- Supplementary Multimedia files: SuppPubmm#.xxx, where # is a number and xxx is the file format extension (SuppPubmm1.mp3, SuppPubmm2.gif, etc)
- Multimedia files must be named accordingly: MM#.xxx, where # is the number and xxx is the file format extension (MM1.wav, MM2.avi, etc).