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

Welcome to the
Journal of the Acoustical Society of America
LaTeX article preparation system, using JASA 1.2

Tech Support

If you need help after you read this documentation, you may send an email to **lbury@acousticalsociety.org**.
If possible please send a small file demonstrating the problem.
We've made the process of preparing your article for submission to JASA as simple as possible, and hope you'll enjoy the process.

Files in this package, and what they do

JASA.cls	JASA Document class file, Version 1.2
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
figsamp.jpg	Used in sample files
JASAauthyear2.bst	For making bibliography with BibTeX
JASAnum2.bst	
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	Bibliography database for use in sample files
TrackChangesSample.tex/.pdf	See track changes commands and results
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 and in JASAtemplate.tex, for more information when starting to use the JASA package.

Software Requirements

Authors must use revtex4-2. You will encounter an error message if your system is using earlier versions. AMS-LaTeX is required as well for certain documentclass options.

The Editorial Manager supports all LaTeX style files that are included in the standard TeXLive 2020 installation. The complete list of installed style files is available here.

Encoding with UTF-8
There have been some questions from authors about font encoding, and occasionally difficulties with getting a particular character to print. Overleaf suggests (Overleaf advice) that you can try using `\usepackage[utf8]{inputenc}` in the preamble of your document. However, TeX does not know how to typeset all UTF-8 characters. A more modern TeX engine, such as XeLaTeX, can support such unicode characters natively.

Packages included

These packages are called in JASA, for your information, so no need for you to do `\usepackage{<filename>}` to access the commands in any of these packages:

```
\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{ulem}% for underlining
\usepackage{xcolor}%  for color declarations
\usepackage{hyperref}% for hypertext linking
   %% added Feb 2021:
\usepackage[ruled,lined]{algorithm2e} %% algorithm environment, for caption
\usepackage{algorithmicx}
\usepackage{algcompatible}
\usepackage{longtable}%% Tables that continue over columns/pages
\usepackage{rotating}, \usepackage{makecell} %% For rotating column headers
```

In addition, JASA is built on a base of RevTeX4-2.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. !

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 and Reprint Styles

JASA 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 used to see how your article may appear if published: 2 columns, 10 pt fonts.

  (Please keep in mind that if your article is accepted for publication, the publisher would determine its final layout.)

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

Preprint

The basic option

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

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]{JASA}
```

NumberedRefs option

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

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

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]{JASA}
```

No Track Changes with Reprint

Track Changes will only work with the Preprint style.

NumberedRefs option

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

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

And...

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

Title Page Commands

Information about selected commands:

`\title[<running head on every page except title page>]`
`{<Title at top of Article>}`, ie,
`\title[JASA/Sample JASA Article]{Sample JASA Article}`
will use the square bracket argument on the top right hand side of the pages except for the title page.

`\author{}`, `\email{}`, `\affiliation{}` are self explanatory
For alternate affiliation, use `\altaffilition{}`:
`\altaffiliation{Also at: Another University, City, State, Zipcode, Country}`
If needed, enter this command immediately after the appropriate `\author{}` command.

Sample title page

```
\title[JASA/Sample JASA Article]{Sample JASA Article}
\author{Author One}
\author{Author Two}
\author{Author Three}
\affiliation{Department1,  University1, City, State ZipCode, Country}

\author{Author Four}
\email{author.four@university.edu}
\affiliation{Department2,  University2, City, State ZipCode, Country}

\author{Author Five}
\altaffiliation{Also at: Department, University, City, State ZipCode,
Country}
\affiliation{Department3,  University3, City, State ZipCode, Country}
```

Use for Preprint Style:

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

See preprintsample.tex/.pdf, or reprintsample.tex/.pdf to see the commands in the .tex file and the resulting title page.

Math Tips:

1. Be careful with $s delimiting math in text. Manuscripts will not compile because of missing dollar signs. Easily fixed but annoying.
2. Due to complications involving the many packages used in this style, occasionally line numbers will disappear in the paragraph above certain math commands.

   You can fix this by typing `\linenomath` before the math command, which will allow the numbering to continue in the paragraph before the math

```
Text in previous paragraph.
\linenomath
\begin{align}
 2x - 5y &=  8 \\
 3x + 9y &=  -12
\end{align}
```

In Tables, use square brackets for footnotemark and footnotetext

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.

Note: square brackets are used for the argument`\footnotemark[1]` and`\footnotetext[1]`, should be used with numbers. The journal style will convert these to letters.

Appendix Commands

For more than one appendix, the `\appendix` command should be used to start the appendix section of your article, as found in standard LaTeX. After the appendix command is used, every `\section{}` command will start a new lettered appendix, with or without a title.

```
\appendix
\section{}
or
\section{<appendix title>}
```

Single Appendix

If you are only using one appendix you should use the `\appendix*` command which will prevent a letter from being used in the appendix title.

```
\appendix*
\section{}
or
\section{<appendix title>}
```

After the first use of a section command following `\appendix*`, `\section{}` will not produce the word 'Appendix' but will use uppercase text for the section title.

Standard figure environment

```
\begin{figure}[ht]
\begin{center}
\includegraphics[width = .5\textwidth]{figsamp}
\caption{\label{fig:FIG1}{Caption here.}}
\end{center}
\end{figure}
```

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.eps, Figure3b.eps, 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 would determine its final layout.

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

When using the `\fig{}{}{}` command, you can supply facing curly brackets for the third argument, if you don't want to have a lettered label underneath the graphic.

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>}
```

Figcolumn for stacking figures. The number of illustrations you stack is up to you, as long as they fit on the page.

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

Labelling in figline

We can now label and reference separate parts of the figure when using figline, ie, figure 1(a).

To label figures used in `\figline{}` type in your label immediately after the `\fig{}{}{}` command, inside the argument to figline. For example:

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

The same placement should be used for all the kinds of fig environments used in `\figline{}`:

```
\fig{}{}{}\label{}, \leftfig{}{}{}\label{}, \rightfig{}{}{}\label{},
\boxedfig{}{}{}\label{}, \rotatefig{}{}{}\label{}.
```

The resulting reference will include the current figure number and the current letter. For instance, Figure 3(a), or Figure 3(e), etc.

Worked out examples are seen in preprintsample.tex/.pdf, and reprintsample.tex/.pdf.

Labelling outside of figline

Outside of the `\figline{}` environment, you can put the label inside or after the caption as is done in standard LaTeX.

```
\caption{\label{fig:pressure_field} Multiple images on one figure
example (a) image 1, (b-f).}
```

Or,

```
\sidebysidefigures{figsamp}{Describing the first
illustration.\label{sidebysideleft}}/{figsamp}{Describing the second
illustration.\label{sidebysideright}}
```

Using autoref

The `\autoref{}` command is part of the hyperref package. It produces the normal reference, plus the name of the current environment when the label was made; in this case 'Figure'. Note that both the name and number/letter are hyperref'ed.

If `\ref{sidebysideright}` produces 7, `\autoref{sidebysideright}` will produce Figure 7.

nofloatfigure

JASA has a command that allows captions to continue over columns or pages:
`\begin{nofloatfigure}...\end{nofloatfigure}`

It works like the standard figure environment, except that it will place the figure exactly where it is typed in and will accomodate a long caption.

The caption will print where it is typed in and will continue over columns or pages as necessary. References will be hyperlinked as they would with `\begin{figure}\caption{\label{text}}\end{figure}`

See an example in preprintsample.tex/.pdf, or reprintsample.tex/.pdf.

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

Table notes are made with `\footnotemark[<number>]` in the table, and a matching `\footnotetext[<number>]` below the table, one for each footnote mark.

```
...
In& 0.460 & 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}
```

Using dcolumn

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

The call to `\usepackage{dcolumn}` is included in JASA.cls so you don't need to add it explicitly. http://anorien.csc.warwick.ac.uk/mirrors/CTAN/macros/latex/required/tools/dcolumn.pdf will give you detailed information. 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:

```
{\hsize= 2in
\hline
\hline
\begin{tabular}{cD {,}{.}{5.4}}
Expression            & \multicolumn {1}{c}{ Value }\\
\hline
$\pi$                   &      3,1416                  \\
$\pi^{\pi}$             &     36,46                    \\
$\pi^{\pi^{\pi}}$     & 80662,7                      \\
\hline\hline
\end{tabular}
}
```

Expression	Value
π	3.1416
π^{π}	36.46
$\pi^{\pi^{\pi}}$	80662.7

Using Longtable for a table that continues over pages

`\usepackage{longtable}` is included in the JASA.cls, giving you access to the commands for making a table that continues over pages. Here is the syntax for longtable:

```
\begin{center} %% Optionally center table with \begin{center} ...\end{center}

\begin{longtable}{<table preamble>}

\caption{} %% optional caption
   %% Everything between here and \endfirsthead will be used for
   %% column headers for the first page of the table.

<your first header here>

\endfirsthead
   %% Everything between here and \endhead will be used for
   %% column headers for the all the following pages of the table.

<your header for continuing pages here>

\endhead
   %% Everything between here and \endfoot will be used for footers on every
   %% page of the table except for the final one: ie,
\hline \multicolumn{3}{|r|}{{Continued on next page}} \\ \hline

\endfoot
   %% Everything between here and \endlastfoot will be used for
   %% bottom of the table on its final page: ie,
\hline \hline

\endlastfoot
   %% Enter contents of the table here:
Table Text
   %% Then end table with

\end{longtable}

\end{center}
```

Longtable sample for a table that continues over pages

```
An example Long Table:
\begin{center}
\tabcolsep=12pt
\begin{longtable}{|l|l|l|}
\caption{A sample long table.} \label{tab:long} \\
\hline \multicolumn{1}{|c|}{\textbf{First column}} &
\multicolumn{1}{c|}{\textbf{Second column}}  &
\multicolumn{1}{c|}{\textbf{Third column}} \\ \hline
\endfirsthead
    \multicolumn{3}{c}
    {\tablename\ \thetable\ -- \textit{Continued from previous page}} \\
    \hline
\hline \multicolumn{1}{|c|}{\textbf{\itshape First column}} &
\multicolumn{1}{c|}{\textbf{\itshape Second column}}  &
\multicolumn{1}{c|}{\textbf{\itshape Third column}} \\ \hline
\endhead
\hline
\multicolumn{3}{l}{\it(Continued on next page)}
\endfoot
\hline \hline
\endlastfoot
And&So&On\\
...
\end{longtable}
\end{center}
```

See complete Long Table examples in preprintsample.tex/.pdf or reprintsample.tex/.pdf.

There is another, more complex, long table sample in preprintsample.tex/.pdf and reprintsample.tex/.pdf. The second sample longtable in both of these files shows how to rotate column heads, and continue the table over pages, or over columns when using 2 column format.

Making Algorithms

Authors have asked for advice about which algorithm package to use. JASA doesn't take a position on this, and we encourage authors to use whichever package they prefer and are comfortable with using, as long as it is compatible with Editorial Manager.

This example uses commands in **\usepackage{algorithm2e}** which is included in JASA.cls, as is **\usepackage{algorithmicx}** and **\usepackage{algcompatible}**.

This example shows **\begin{algorithmic}...\end{algorithmic}** used within **\begin{algorithm}...\end{algorithm}**.

Note that the commands that are printed in bold are all entered with all caps in the code.

To number line within the algorithmic environment, follow algorithmic with [1], (**\begin{algorithmic}[1]**).

```
\begin{algorithm}[ht]
\caption{Sample code is shown using the algorithmic commands.}
\begin{algorithmic}
\IF {$i\geq maxval$}
    \STATE $i\gets 0$
\ELSE
    \IF {$i+k\leq maxval$}
        \STATE $i\gets i+k$
    \ENDIF
\ENDIF
\end{algorithmic}
\end{algorithm}
```

ALGORITHM 1: Sample code is shown using the algorithmic commands without numbering.

if $i \geq maxval$ **then**
  $i \leftarrow 0$
else
  if $i + k \leq maxval$ **then**
    $i \leftarrow i + k$
  end if
end if

Documentation for the algorithm2e commands is found at
http://tug.ctan.org/macros/latex/contrib/algorithm2e/doc/algorithm2e.pdf
Documentation for the algorithmicx commands is found at
http://tug.ctan.org/macros/latex/contrib/algorithmicx/algorithmicx.pdf
A description of options for the algorithm bundle found here:
http://ctan.math.utah.edu/ctan/tex-archive/macros/latex/contrib/algorithms/algorithms.pdf
You can find documentation for this package at:
http://ctan.mirrors.hoobly.com/macros/latex/contrib/algorithmicx/algorithmicx.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, `\replaced{<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.

How BibTeX works with Track Changes

If you are using bibtex you may be surprised to find that even if you delete a citation with trackchanges, the citation still appears in the bibliography.

The Bibtex process is as follows: when you type in `\citep{<label>}` and run pdflatex, the cite information is sent to the .aux file.

When you run bibtex, the info in the .aux file is used to choose which terms from your .bib file will appear in the .bbl file.

Then, when you next run pdflatex on your file, the .bbl file will be automatically be input, and the terms that were in the .aux file will now appear in your bibliography.

If you later decide to delete the entry, you need to really delete the citation rather than use `\deleted{\hbox{\citep{booksamp1}}}` .

If you use `\deleted{\citep{booksamp1}}`, the .bbl file will NOT be changed, and the entry for booksampl will still appear in your bibliography.

The way to fix this is to delete the citation altogether from your .tex file, run pdflatex, then rerun BibTeX on the file, and your new .bbl file will not have this term, thus your new bibliography will not either.

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. To get an unlettered appendix head use the command `\appendix*` followed by `\section{}` which will produce `Appendix` or `\section{Appendix title}` which will produce `Appendix: Title`, an appendix heading without a letter.

Note: If you use more section heads in an unlettered appendix, remember to use the star form of the section command: `\section*{Title}` which will prevent the term 'Appendix' from appearing as well as the section title.

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 a typed in Bibliography

You will probably find that using BibTeX is a lot less labor-intensive than typing in your entries without using BibTeX.

One way that typing in your own entries is more difficult is in determining the style rules. (When using BibTeX, the .bst files will do this for you.)

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

Two bibliography styles: Author-year and Numbered

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 generally use `\citep{}` for your citations, instead of `\cite{}`. `\citep{booksamp2}` for example, will produce (Anderson, 1983). Optionally, you can use `\citet{}` which will produce the reference with parens around the year but not the name: ‘Anderson (1983)’.

In addition JASA has a new citation command: `\citen{}` which will let the user have a numbered citation where the number is not raised.

For example, “Acoustic simulation tools are investigated in Ref. 1.” The “1” shouldn’t be superscripted, so we use `\citen{<bibitem>}`.

Numbered bibliography

When you have used `\documentclass[preprint,NumberedRefs]{JASA}` 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 of making a bibliography with BibTeX.

Starting Point: Make the .bib file

Sample bibliography files using BibTeX are: bibsamp1.tex/.pdf for author-year formatting, the default; and bibsamp2.tex/.pdf, for numerical formatting.

You may want 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 ReferenceStyles.pdf.

Notice that there are two new functions: computercode, and newspaper, seen here as they appear in sampbib.bib:

Computercode:

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

Newspaper:

```
@newspaper{newspaperSamp,
author={J. Gordinier},
date={September 9},
year={2015},
title={Taking the din out of dining},
publisher={The New York Times},
volume={CLXIV},
pages={D6-D8},
}
```

And examples of using `\url{}` and `\doi{}`:

```
@misc{website,
key={Mars},
note={Information on the Mars Microphone available at\\
\url{http://sprg.ssl.berkeley.edu/marsmic/welcome.html}
(Last viewed April 15, 2008)}}

@article{sampEprint3,
author={A. G. Ramm},
year={2006},
title={Invisible obstacles},
doi={10.1121/1.4947423.1}}
```

These examples are shown in bibsamp1 and bibsamp2.

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[NumberedRefs]{JASA}
```

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

BibTeX steps

Follow these steps

1. Make your .bib file, your bibliography database. See sampbib.bib for an example to follow.
2. Type in `\bibliography{<name of your .bib file>}`.
3. Enter `\citep{}` or `\citet{}` commands in your .tex file. The citation label must come from your .bib database file.
4. Run BiBTeX using the name of your LaTeX file: `bibtex myarticle` for example.
5. Finally, run LaTeX on your .tex file several more times to produce the citations as well as the bibliography.
6. When uploading your files to Editorial Manager, include both the .bib and the appropriate .bst file (for author/year reference style: jasaauthoryear2.bst; for numerical style: jasanum2.bst). Both the .bib and .bst should be uploaded as the “Manuscript (TeX or Word only)” item type.

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]{JASA}`
- Figures should be named using this scheme: Figure1.eps, Figure2.jpg, Figure3a.eps, Figure3b.eps, 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 TIPA only if it is impossible to use xetex or xelatex. This depends on the state of the JASA publishing operation. More information on this topic can be had by writing to **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 https://www.ariessys.com/wp-content/uploads/EM_PM_LaTeX_Guide.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).

Frequently Asked Questions (FAQ)

Using the Template on Your Computer

- The template requires a recent, full version of LaTeX so if you have issues running the template via a LaTeX Compiler on your computer, you may need to update your version or add packages.
- The document class file is based on RevTeX 4-2 (https://journals.aps.org/revtex) so you will need to install this if not already included in the TeX system you are using.
- CTAN (www.ctan.org), which stands for Comprehensive TeX Archive Network, is a helpful resource for finding packages or updates.

Submitting Your Paper to Editorial Manager (EM) Submission System

Requirements for Manuscript and Reference Files:

- Manuscript file: Only 1 .TeX file allowed
  - Preprint document class is required for submission
  - *References can be included within the manuscript file if preferred*
- Reference files:
  - Only 1 .bib file allowed
    - Avoid using underscores (_) in the .bib file as these can cause build issues
    - Attach as "Manuscript (TeX or Word only)" item type in EM
  - Also attach appropriate .bst file
    - For author/year style: jasaauthoryear2.bst
    - For numerical style: jasanum2.bst
    - Attach as "Manuscript (TeX or Word only)" item type in EM

Should I upload the template .cls and .bst files with my submission?

- The JASA.cls and JASA-EL.cls are already integrated/installed in EM.
- If you are attaching a separate .bib file, you should include either jasaauthoryear2.bst or and jasanum2.bst file depending on what reference style you are using.

Why is my paper not compiling properly in the EM submission PDF?

- EM will produce a PDF log if there is a compilation failure. This output will indicate what error(s) are preventing the build and where they are located in the .TeX file.
- Please do not use extra packages unless absolutely necessary. The more extra packages are used, the greater the likelihood of a package clash.
- Tip: search the word "error" in the EM submission PDF log to quickly find what error(s) are preventing the compilation/build.

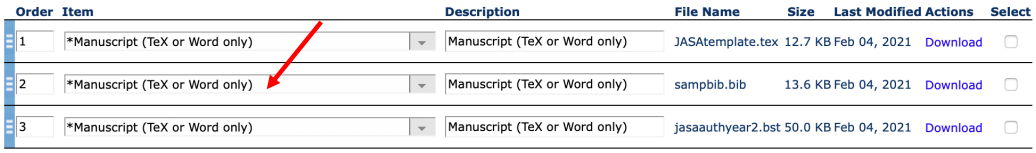
What are common build/compilation errors?

- Figure files have been renamed or changed to a different file format but the corresponding references to the figure file names have not been updated in the manuscript.TeX file itself.
- Subfolder/subdirectories cannot be used in references to figure files in the manuscript.TeX file as EM cannot process subfolders.

Incorrect \includegraphics[width=.6\textwidth]{figures/Figure1.jpg}
Correct \includegraphics[width=.6\textwidth]{Figure1.jpg}

Why are my references missing?

- Manuscript file (.tex) should not have any spaces in the file name
- Please be sure that you attached your .bib and .bst files as the submission item type "Manuscript (TeX or Word only)". Editorial Manager can only process the file if it is attached as this item type.



Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript (TeX or Word only)	Manuscript (TeX or Word only)	JASAtemplate.tex	12.7 KB	Feb 04, 2021	Download	
2	*Manuscript (TeX or Word only)	Manuscript (TeX or Word only)	sampbib.bib	13.6 KB	Feb 04, 2021	Download	
3	*Manuscript (TeX or Word only)	Manuscript (TeX or Word only)	jasaauthyear2.bst	50.0 KB	Feb 04, 2021	Download	

- The .bst file should match the reference style you are using:
  - For author/year style: jasaauthoryear2.bst
  - For numerical style: jasanum2.bst

Why is my XeLaTeX submission not compiling?

- EM should automatically determine the right package to use, but if there are issues, you can include as the first line of your .tex file:
  % !TEX TS-program = xelatex

How do I add "In Press" for in-text citations for bibliographic (author year) style references?

- For example: (Tolstoy, 2010, in press).
  To do this in your manuscript file: \citep[inpress]{tolstoyref}

How do I find out what is included in the EM LaTeX installation?

- EM uses the TeX Live system.
- Please visit the Editorial Manager help file for style files installed and more on LaTeX:*
  https://www.ariessys.com/wp-content/uploads/EM_PM_LaTeX_Guide.pdf

  **Note: this is a general help file and does not account for journal-specific requirements*

MISC

- Scientific Word: Authors using Scientific Word should export their manuscript file as a Portable LaTeX file

Last Update: February 5, 2021