



# Cosponsored Meetings and POMA

## Overview

*Proceedings of Meetings on Acoustics* (POMA) publishes papers from both regular Acoustical Society of America (ASA) meetings as well as ASA-cosponsored meetings and workshops. This document outlines the policies and logistics associated with using POMA to archive papers from cosponsored meetings.

## Cosponsored Meetings

Because POMA is an ASA journal, a meeting must be cosponsored by ASA in order for it to be considered for inclusion and publication in POMA. Cosponsorship forms are found on the ASA's homepage at <https://acousticalsociety.org/meeting-information/>

## Timing

Arrangement for publication in POMA should be discussed with the Editor at least 6 months in advance. Depending on the size of the cosponsored meeting and the journal's other commitments, requests for a shorter lead time may be considered.

## Cost

To partially offset the publication costs, the per-paper charge for cosponsored meetings is \$60, unless the first author is an ASA member then the fee is waived. Fees are handled in one of two ways:

- a) For cosponsored meetings with a required publication in POMA, organizers will work with the POMA Editor and ASA Editor-in-Chief to determine a fixed per-paper fee for publication in POMA. This is to prevent an effective two-tiered registration cost for cosponsored meetings. The percentage of ASA members as likely meeting attendees will be used in determining the per-paper fee and the fee will be paid by the conference organizers to the ASA Office prior to the initial submission date.
- b) For cosponsored meetings where publication in POMA is optional, \$60 per paper for non-member first authors will be invoiced through an outside vendor prior to publication. An invitation to join ASA will be extended as part of the submission author questionnaire.

## Peer Review

Although POMA articles undergo an initial quality check and editor review, POMA distinguishes itself from the other ASA journals in that its review criteria are to ensure a sufficient level of technical clarity and correctness. Additional details are found in the POMA Information for Contributors (<https://asa.scitation.org/pma/authors/manuscript>). POMA does not conduct a full blind peer review of submitted manuscripts.

## Copyright and Prior Publication

All POMA articles, except those prepared by a U.S. or Canadian government employee as part of official duties, are copyrighted by ASA but the author maintains significant rights. Publication in POMA does not constitute "prior publication" as far as the *Journal of the Acoustical Society of America* is concerned. For additional details, see the [Transfer-of-Copyright Agreement](#).



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## Format

Papers from regular ASA meetings are currently flexible format, with a uniform cover page. However, use of available Word and LaTeX manuscript templates is strongly encouraged. Manuscripts are submitted as camera-ready .pdf files. **Cosponsored meeting organizers may submit a customized meeting logo or icon**, along with the exact meeting title to be featured on the automated cover page generated by the POMA editorial office at the time of initial technical check. These items must be sent to the Manuscript Manager ([poma@acousticalsociety.org](mailto:poma@acousticalsociety.org)) at least one month prior to the initial submission date for formatting preparations.

## Volume

Papers will be published within an individual POMA volume established for the meeting. Papers will be grouped within POMA technical areas according to order of publication. Organizers are free to provide additional meeting-specific indexing according to authors, sessions, etc. on their meeting websites by linking to the POMA papers on Scitation. \***New Features: Meeting organizers are encouraged to publish a Meeting Overview that will appear at the top of the Volume. A Table of Contents (ToC) can also be generated by request once all of the papers are published. As an added benefit, this ToC can be emailed to the authors and a wider audience of the POMA/JASA readership.**

## Manuscript Review Board

Per ASA editorial policies, POMA articles are handled and accepted by an approved associate editor. However, because cosponsored meetings may represent an unusual burden for the regular associate editor(s) within a single POMA technical area, the meeting organizers may designate a review board to receive the papers from the manuscript manager. The POMA associate editor may act as a gatekeeper and/or oversee the process to ensure that the spirit of the POMA acceptance criteria is enforced. This is not meant to be a full peer review, but is to simply make the workload manageable for the associate editor(s) and ensure timeliness. Organizers are free to conduct their own reviews outside of the POMA manuscript handling process and then have authors submit the meeting-accepted versions for a technical check by the manuscript manager and confirmation of publication suitability by an associate editor assigned to the specific technical area.

## Logistics

### The anticipated workflow is as follows:

1. Meeting organizers receive ASA cosponsorship.
2. Meeting organizers contact the POMA editor regarding publishing and archiving of the proceedings of the cosponsored meeting.
3. The POMA editor works with the ASA Editor-in-Chief and journal manuscript manager to ensure feasibility of using POMA and to determine per-paper fee (if applicable).
4. A customized logo and meeting information is forwarded by the organizing committee to the manuscript manager.
5. The Editorial Manager software interface is modified by the manuscript manager to open a new article submission portal corresponding to the meeting.
6. The meeting organizers provide the manuscript manager with a list of temporary Associate Editors (if applicable).
7. Organizers will also need to forward a spreadsheet with author information, paper numbers, etc. for valid submissions. This spreadsheet will also contain the review board routing/assignment information for each manuscript.
8. A submission window is agreed upon. Publication charges are paid (if applicable). Papers are submitted through Editorial Manager, handled by the manuscript manager, and assigned to an associate editor.
9. Upon acceptance, each paper is published on the Scitation POMA site, ideally within the two-week timeframe. \*Please note, the publication timeframe may vary depending on overall submission activity.
10. Once all papers are published, a Table of Contents can be prepared by the manuscript manager.

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