# POMA OVERVIEW

[*Proceedings of Meetings on Acoustics* (POMA)](http://scitation.aip.org/content/asa/journal/poma) is an editor-reviewed, open-access, online journal published by the Acoustical Society of America (ASA). Articles originate as papers presented at semiannual ASA meetings or at other cosponsored meetings. Both researchers and practitioners are encouraged to submit manuscripts to [POMA](http://scitation.aip.org/content/asa/journal/poma).

Because of rapid editorial processing, the Proceedings offers a timely venue for viewing the most current work in the broad field of acoustics. All manuscripts are reviewed from the standpoints of clarity and correctness by an Associate Editor and are published online shortly after being accepted.

Articles are published within volumes tied to Society meetings and typically organized by primary topical area: Acoustical Oceanography, Animal Bioacoustics, Architectural Acoustics, Biomedical Acoustics, Education in Acoustics, Engineering Acoustics, Musical Acoustics, Noise, Physical Acoustics, Psychological and Physiological Acoustics, Signal Processing in Acoustics, Speech Communication, Structural Acoustics and Vibration, and Underwater Acoustics.

# POMA POLICIES

## ELIGIBLE SUBMISSIONS

Papers from any prior ASA meeting or from designated cosponsored conferences are eligible for submission to POMA. Coauthor approval must be obtained prior to submission. Verification that the author list is complete and of coauthor approval occurs as part of the editorial process.

## ACCEPTANCE CRITERIA

In principle, any ASA meeting paper, including case studies and preliminary or limited-scope investigations, is suitable for POMA.  The criteria of clarity and correctness are intended to ensure manuscripts reflect the high-quality work presented at ASA meetings. Authors are expected to

* Present their work in clear, grammatically correct English
* Lay out the camera-ready manuscript in a professional manner
* Ensure all figures are readable and attractive
* Provide adequate reference to prior literature used in the work
* Strive for technical correctness. While the level of review does not approach that of JASA, POMA does not intend to publish any paper where the initial premises, reported results, or conclusions are wrong.

Reasons for ultimately rejecting a POMA manuscript include prior publication or copyright violations, promotion of commercial products, technical unreasonableness, or failure to make changes as indicated by the associate editor or manuscript manager.

## COPYRIGHT

Although POMA is open-access, articles published in POMA are copyrighted by the ASA unless authored by a U.S. or Canadian government employee as part of his official duties. The ASA copyright agreement form explains how POMA authors retain extensive rights as to subsequent use of articles, including allowing republication and reposting.

## PRIOR PUBLICATION

Publication in POMA does not constitute prior publication by the Acoustical Society of America’s fully-reviewed journals, Journal of the Acoustical Society of America and its Express Letters.

# MANUSCRIPT PREPARATION AND SUBMISSION

To help authors prepare the article cover page and manuscript files, this document may be used as a template. The checklist used by the POMA manuscript manager in the initial quality review is located at http://acousticsauthors.org under the POMA tab.

## COVER PAGE PREPARATION

As part of the manuscript preparation, authors create a pdf cover page using the MS Word template provided. This is submitted as a separate document. Two items to note:

* The author names, address, and email address must match the submitted metadata. Failure to do so without explanation in the submission comments will trigger a failed quality check and delay processing.
* Do not include bracketed acknowledgments (like is done for ASA meeting abstracts) in the POMA abstract. Acknowledgments are included at the end of the document.

## MANUSCRIPT FORMAT

All manuscripts submitted to POMA must be camera-ready pdf files corresponding to a talk or poster. The paper should look like a proceedings paper from a mainstream technical society. This document may be used as a template and includes a number of formatting styles. Alternatively, authors may visit the POMA website to view recent POMA papers for suitable formats, but should recognize that not every previously published article is still considered acceptable. **Papers that represent a collection of slides with no or little accompanying text will ordinarily require significant revision.**

### Guidelines

The following manuscript guidelines apply:

* File begins with the introduction (cover page already contains author information)
* 8.5 x 11 inch page in portrait orientation
* No page numbers and no headers/footers of any sort. These are added during publication
* 15 pages maximum for the manuscript file
* 1-inch side margins and at least 0.75-inch top/bottom margins
* Font should be 10-12 pt and single-spaced. Times New Roman is used to generate the cover page and manuscript header and footers, but other fonts (e.g., Arial, Calibri, Cambria, Courier) are allowed.
* Figures or tables must be embedded in the pdf file consistent with a camera-ready document, rather than grouped at the end
* Color figures are encouraged
* No active links in the manuscript. Multimedia may be included via a reference to an external link, with the author assuming responsibility for ensuring that the files be readily accessible
* If slides from the talk are to be used directly as figures:
  + Adjust figure resolution to minimize file size while maintaining sufficient quality.
  + No more than two slides per page
  + All header and footer information unnecessary for conveying scientific content should be removed, including logos and slide numbers
  + Each slide should have a figure number and caption, and that figure should be referenced explicitly in the text, as is customary for a written paper.

### Figures, equations, and references

In this template document, there are included text styles for both figure captions and references. An example figure is shown below.



Figure 1. (Left) Distant view of a GEM-60 solid rocket motor firing. (Right) Schematic superimposed on a near-nozzle photograph showing how interference effects from multiple source locations might occur at the same microphone (dashed, black circle).

To reference a figure within the text, this can be done manually or can be done so numbering updates automatically. To take the latter approach, highlight the figure number in the caption, e.g. “1” and create a bookmark. Name the bookmark “Fig1”. Then, where the reference to that figure number appears in the text, a cross reference can be created to the bookmark text. This allows the author to use Figure at the beginning of a sentence and “Fig.” in the middle of sentence and still update the figure numbering automatically. Note that creating a cross reference directly to a Figure will also work, but Word will always reference it as “Figure 1,” even in the middle of a sentence.

Equations should be numbered. For convenience, an example equation that is inserted as a table is included below. Editing this equation and copying and pasting further versions to insert additional equation will allow for easy auto-incrementing of equation numbering with Word 2013 and later. These equation numbers can be referenced in the text by creating a bookmark by selecting the equation number, e.g. (1), and then inserting a cross reference to the bookmark, but not to the “bookmark text.” Instead, create a cross reference to the bookmark, but reference the “paragraph number.” Trying to create a cross reference to an Equation directly will not work with the way these equations are numbered.

|  |  |  |
| --- | --- | --- |
|  |  |  |

As an example, the noise from a rocket plume, depicted in Fig. 1, can be modeled using cylindrical wave functions, such as those described in Eq. (1).

A separate References section should be at the end of the document and labeled References or Bibliography. This allows Google Scholar and other indexing services to locate them. No specific formatting is required, but either of the two JASA formats is preferred. References may be inserted as endnotes just below the “Reference” heading, allowing for easy cross-referencing throughout the document or inserted manually. An example endnote is included here.[[1]](#endnote-2) Subsequent reference to an endnotes is done by creating a cross reference, this time to an “endnote,” such as Ref. 1.

# SUBMISSION

Manuscripts are submitted via <http://www.editorialmanager.com/poma/>. Users new to Editorial Manager must first register for a unique author identification number at <http://orcid.org> and then create an Editorial Manager user account.

# EDITORIAL PROCESS OVERVIEW

1. The author prepares the pdf cover page and manuscript as separate pdf documents.
   1. **Do not upload Word or .tex files to Editorial Manager.**
   2. **Cover page information must match author metadata.**
   3. **It is imperative that page size and margin requirements are followed.**
2. If applicable, coauthor approval should be obtained prior to submission. Coauthors will be required to confirm their approval during the editorial process.
3. The corresponding author logs onto POMA Editorial Manager, fills out the required submission information, and uploads the cover page and manuscript **in pdf format.**
4. The POMA Manuscript Manager performs an initial quality check of the manuscript, in accordance with the checklist.
5. Once the article passes the initial quality review, the assigned Associate Editor reviews the manuscript for clarity and correctness. In unusual cases or for some cosponsored meetings, external reviewers may be consulted.
6. The corresponding author receives an email indicating acceptance, rejection, or required revisions.
7. After acceptance, headers and footers are added to the manuscript and the accepted article appears within the appropriate POMA volume.

# CONCLUSION

A conclusion or concluding discussion should be included.

# ACKNOWLEDGMENTS

Acknowledgments, if any, follow the conclusion section.

# APPENDiX A

Appendices, if necessary, can go here. However, given the scope of a typical POMA article, the use of an appendix would be uncommon.

# REFERENCES

1. G. A. Daigle, “Effects of atmospheric turbulence on the interference of sound waves above a finite impedance boundary,” J. Acoust. Soc. Am. **65**, 45-49 (1979). [↑](#endnote-ref-2)