

# Word Template (Title)

## – The Format of Proceedings (Subtitle) –

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**Abstract** This is a word template file for Transactions on Technical Committee of Psychological and Physiological Acoustics.

**Keywords** Windows, Word, Technical Committee of Psychological and Physiological Acoustics, Template

### 1. Introduction

Authors are requested to prepare a manuscript following the instructions that follows, and to submit it with a PDF format.

### 2. Author instructions

#### 2.1. General

Unless specifically requested, the number of pages should not exceed 6 pages (including figures, tables, references, etc.). Extra charges will be required for pages that exceed the page limit. Authors who expect the page excess are recommended to contact the editor in advance for advice.

In preparing a paper, authors can use this template in MS Word format, or use their favorite software, making sure that the text fits within 18 x 25.5 cm range in A4 size paper.

Papers will be printed in black & white. Authors who wish color prints should contact the editor for advice. Color prints usually require early submission and extra charge (quite expensive).

Use black fonts. The smallest font size should be about 9 points.

#### 2.2. Title, author information, abstract and keywords

The first page of a paper should include title, author information (names, affiliations, postal address, and email address), abstract, and keywords. An abstract should contain about 100 words.

#### 2.3. Main text

The body text and references should be arranged in a double-column format.

### 3. Figures, tables, and photographs

Figures, tables, and photographs should be placed in appropriate positions in the body text. Make sure that they fall within the printing area of the paper. When multiple photographs that are sensitive to printing quality are used, it is recommended to place them clustered in a page. The captions should have the same font size as in the main text.

### 4. References

References should be cited with corresponding numbers (for example [1],[2-4]). References should be listed at the end of the paper as examples that appear at the end of the template.

### 5. Author copies

A copy of the transactions and 30 reprints of the paper will be offered to the author for free of charge. More reprints can be ordered (for a charge) in submission.

### 6. Notes in PDF format

When generating a PDF format paper, it is strongly recommended to use “Adobe Distiller.” All the fonts used in the paper should be “embedded.” It is often the case that our printer does not have font sets that authors use.

## 7. Submission

Unless otherwise instructed, the manuscript should be submitted by email as an attachment (PDF format) to the following address:

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## References

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