PREPARATION OF MANUSCRIPT FOR THE FOURTH COMPUTATIONAL AEROACOUSTICS (CAA) WORKSHOP ON BENCHMARK PROBLEMS

First A. Author[*] (include co-authors on this line if they have the same affiliation)
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ABSTRACT

Authors are required to follow these instructions in preparing their manuscripts for the Fourth Computational Aeroacoustics (CAA) Workshop on Benchmark Problems. These instructions are typed in the same style as the papers of the Proceedings in order to familiarize the authors with the manuscript format.

The abstract should be approximately 200 words.

INTRODUCTION

The proceedings will be published after the conference in 8.5- by 11-inch format. No reduction will be made. Since the conference papers will not be edited or proofread, format your paper according to the guidelines. As a minimum, your paper must be submitted in final hard copy form for inclusion in the proceedings. The maximum length of the papers must not exceed eight (8) pages including figures, tables, references, and appendices for the first problem solved, and four (4) pages for each subsequent solution.

MANUSCRIPT PREPARATION

The manuscript elements have been formatted using the "styles,, capability of Microsoft Word. To use the styles, select the text to which you wish to apply a style, then go to the style box on the toolbar. Click once on the downward pointing arrow to the right, and select the appropriate style. The Microsoft Word template can be found on the website: http://www.math.fsu.edu/CAA4

Title and Author List

The title of the paper should be typed using 14 point, **bold**, CAPITAL LETTERS, Times New Roman font.

The name(s) of the author(s) should be typed using 10 point, **bold**, Times New Roman font. The affiliation(s) and the addresses(es) should be typed using 10 point, Times New Roman font. The title and author list should be centered.

The corresponding author should provide his name, complete mailing address, e-mail address, fax number, and phone number.

Fonts

Use Symbol font for any special or Greek characters. Use Times New Roman font for all text. If submitting a PDF file, embed all fonts.

Paper format

The manuscript should be typed in English. Use 8.5- by 11-inch paper size with left, right, top, and bottom margins of 1 inch. Your report should be typed single spaced, in single column format, using 10 point, Times New Roman font. Each new paragraph should be indented 0.25 in.

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[*] Insert footnote, if applicable.

MAIN HEADINGS (LEVEL 1)

Main headings are to be typed using 10 point, **bold**, CAPITAL LETTERS, Times New Roman font, centered on a separate line. Leave one space above and below main headings.

Level 2 headings

Level 2 headings are to be typed using 10 point, **bold**, Times New Roman, centered on a separate line. Leave one space above Level 2 headings.

Level 3 headings

Level 3 headings are to be typed using 10 point, **bold**, Times New Roman, flush left on a separate line. Leave one space above Level 3 headings.

<u>Level 4 headings</u>.—Level 4 headings are to be typed using 10 point, Times New Roman, flush left, underlined, on the same line as the paragraph. The heading and the paragraph should be separated using an "em,, dash.

Tables and Figures

Figures and tables should be numbered consecutively and be captioned. The caption should be centered above the table or below the figure and typed using 9 point, **bold**, Times New Roman font, centered. It is preferable that figures and tables be placed nearest to the first reference within the text. If figures are placed at the end, try to put figures two (2) per page to reduced the number of pages in the final proceedings. When creating tables in Microsoft Word, use the "Insert Table,, command under the Table pulldown menu.

Graphic and line drawings and photographs should be black and white or grayscale. If an original color photograph or drawing is provided, it will be printed in black and white so make sure no color-coded information will be lost when printed. Color will be maintained only in the electronic proceedings. If figures are not electronic, provide originals. If photos are not electronic, provide original glossies. Onsite authors should reference C-no. or E-no. if applicable. All electronic figures and photos are preferred with a resolution no lower than 150 dpi.

If figures must be provided separately, save them as .eps, .tif, or postscript files.

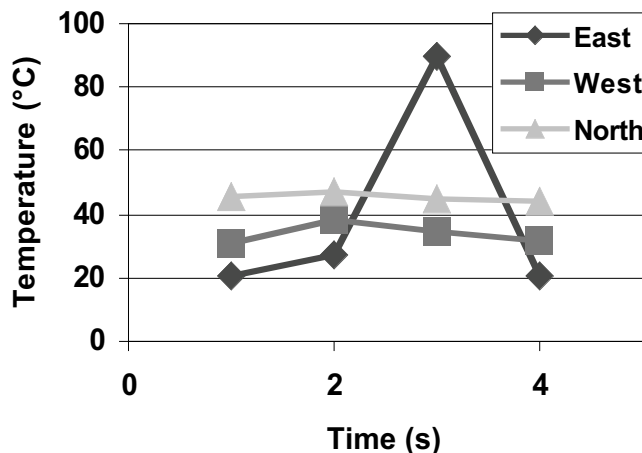**Table 1. Example table legend (9 point, bold).**

Figure 1. Example figure legend (9 point, bold).

Equations

Equations should be centered and numbered consecutively throughout the paper. The equation number should be placed flush right on the same line as the equation.

REFERENCES

References should be referred to in the text in sequence as "(ref. 1),,, "(refs. 2 to 4),, or "as shown in reference 3,, and listed at the end of the main text in the following style:

1. Author, A.B., et al. (if there are more than three authors): Title of Paper. Abbreviated Name of Journal, vol. #, no. #, Month abbreviation Year, pages.
2. Author, A.B.; Author, C.D.; and Author, E.F.: Title of Paper. Title of Proceedings, Sponsor or Publisher, Year, pages.
3. Author, A.B., et al.: Title of Book. Publisher, City, two-character state abbreviation, Year, pages (if entire book is not being cited).

PAGE NUMBERING

The pages should be numbered on the reverse side of the page using a light blue pencil. Include the first author's last name. Do not include page numbers on electronic manuscripts.

SUBMISSION AND DEADLINE

The papers must arrive **not later than December 1, 2003**.

Electronic files will be accepted in Microsoft Word, PDF, or postscript file format only. LaTex users should prepare files using Type 1 fonts and save as a postscript file. Additional information can be obtained from http://www.ctan.org/tex-archive/documentation/beginlatex/html/chapter8.html

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