# Australasian Sound Archive

# Journal Submission Guidelines

### Types and lengths of articles

The Australasian Sound Archive (ASA) publishes several types of articles, including but not limited to:
- full length research articles,
- conference papers,
- review articles,
- feature pieces.

**Research articles** should typically be no longer than **5000 words** including references.
**Conference papers, review articles and feature pieces** should average **2000** – 3000 **words**. Submission length can be negotiated with the Editor.

### Manuscript submission, permissions, and acknowledgements

Submission of a manuscript to ASRA for consideration implies that the work has either not been published or has been previously published in a varied form under a non-exclusive license. *This includes open access publication.*

Permission for submission from all co-authors and responsible authorities (e.g., associated Institute's) is the responsibility of the submitter. **ASRA will not be held legally responsible should there be any claims for compensation.**

For the inclusion of any content that has been published elsewhere (e.g., figures, tables, text, images), it is the responsibility of the Author to obtain permission from the Copyright Owner/s for both the print and online format. **Evidence of such permission must be provided when submitting the manuscript.** It is assumed that submitted manuscripts received without such evidence are the author/s original work.

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organisations should be written in full.

Submission to the ASA is online. Please email the Editor at editor@asra.asn.au to discuss your submission. When emailing, please advise of all items to be included in your submission, e.g., large AV files.

## Manuscript preparation, styling & referencing

Manuscripts should be prepared in electronic format. **Microsoft word is preferred.**

An **abstract/bio of 150-300 words** is required for each submission. It should introduce the article and summarise the contributor's career. The Abstract/Bio should be submitted separately to the manuscript.

All abstract/bio and manuscript **styling and referencing** must adhere to AGPS standards.

**Images** are to be provided in TIFF format, max 300dpi, B&W compatible, and captioned.

Most **Multimedia and other electronic supplementary assets** (e.g., PowerPoints) can be hosted by a suitable platform for broadcast or access. The required format is determined by the type of asset and how it is used in conjunction with the article. Please discuss your needs with the Editor when you make contact about your submission.

ASRA reserves the right to convert, edit, or reformat materials as required for publishing purposes. This includes copyeditors checking for spelling and style. Manuscripts not meeting ASRA's standards for publication will be returned to Authors for further work.

In order to ensure access to all peoples, please provide descriptive captions within your manuscript for each supplementary material. Please ensure visual/video files do not contain anything that flashes more than three times per second.

## Acceptance and payment

Authors will be notified by email of the outcome of their submission. Authors of accepted submissions will receive instruction on the next steps.

ASRA retains the right to reject a submission.

The ASA is published for print and is made available online through RMIT's Informit.

Authors will be provided an opportunity to proofread their work before publishing to check for typesetting, conversion errors, and the completeness and accuracy of the text and associated content and assets. Substantial changes in content are not permitted at the proofreading stage without the approval of the Editor.

It is **free** for authors to publish in the ASA. ASRA **does not remunerate** authors for publications.