

Instructions for citation and bibliographic references

1. References in the text (author(s) and year of publication) are to be cited between parentheses.
2. Direct quotations should be between quotation marks.
3. Indirect quotations (i.e. when the author's idea is explained but not directly quoted) do not use quotation marks or italics. Examples:
 - The research of mufflers was started by Davis (1954).
 - To increase the muffler's acoustical performance, the assessment of a new acoustical element – a reverse-flow mechanism with double internal perforated tubes – was proposed and investigated by this author (Munjal, 1987)...
4. When an author or group of authors has more than one publication in the same year a lower case letter is added to the date. Example:

In two recent studies (Rakowski, 1993a; 1993b) it was suggested that...
5. Multiple author citation. Two authors: both names should be listed in each citation. Example:

(Rakowski, Miyazaki, 2007)

Three or more authors: use the first author's name and "*et al.*" Example:

(Dobrucki *et al.*, 2005)
6. To cite a document produced by an organization, the first time write out the name of the organization in full and give the acronym or abbreviation in square brackets. For subsequent references you may use the acronym or abbreviation. Example:

First time: Sanitary politics (United Nations High Commissioner for Refugees [UNHCR], 2006, p. 35)...

Then: Established politics (UNHCR, 2006, p. 45)...

In the reference list write the full name of the organization.
7. When a source has no identified author, cite the first two or three words of the title (in italics if it is a book, between quotation marks if it is an article) followed by the year and the page. Examples:
 - In the recent book (*Encyclopedia of Physics*, 1993, p. 164)...
 - In the article ("*The relation of pitch ...*", 1979, p. 67) it is held that...
8. The in-text reference should match the start of the reference in the bibliography/reference list.
9. Using quotations in the text may also be as it is shown in the following examples: Examples:
 - "Field measurements of bistatic scattering strength (BSSS) are difficult and expensive to acquire at sea, in real conditions." (Blondel, Pace, 2009, p. 101)
 - Blondel and Pace (2009) held that "field measurements of bistatic scattering strength (BSSS) are difficult and expensive to acquire at sea, in real conditions" (pp. 101)
10. To cite a work that was discovered in another work, observe the following examples:

- Brown (1967), cited by Smith (1970, p. 27), found...
- It was found (Brown, 1967, cited by Smith, 1970, p. 27) that...

11. To cite e-mail messages: if necessary, cite them within the body of the text as a personal communication. Example:

...and this point was conceded (S. Weyna, personal communication, August 22, 2001), ...

Presenting bibliography/reference list

1. Reference list should be arranged alphabetically by author surname. Put all the entries in one long alphabetical list. Number them from 1 to n.
2. Do not list books, journal articles, websites, etc. in separate sections.
3. When an author or group of authors has more than one publication in the same year a lower case letter is added to the date. This letters will be used when citing this source in the text. Example:

- Zou D., Crocker M.J (2009a), *Response of a plate to PZT actuators*, Archives of Acoustics, **34**, 1, 13–23.
- Zou D., Crocker M.J (2009b), *Sound power radiated from rectangular plates*, Archives of Acoustics, **34**, 1, 25–39.

4. Book, encyclopaedia and article titles should be italicized:

Author's surname, initials (year), *Title of the book* [language of publication – if other than English], Edition, if later than the first, Publisher, Place of publication.

Examples:

- American Psychological Association (2001), *Publication manual of the American Psychological Association*, 5th Ed., Washington D.C. [Author].
- *Encyclopedia of Physics* (1993), 2nd edition, McGraw-Hill, New York.
- Varshneya A. (1944), *Fundamentals of inorganic glasses*, p. 111, Academic Press, New York.
- Moore M.H., Estrich S., McGillis D., Spelman W. (1984), *Dangerous offenders: the elusive target of justice*, Harvard University Press, Cambridge.
- Strunk W., White E.B. (1979), *The elements of style*, 3rd Ed., Macmillan, New York.
- Engel Z., Piechowicz J., Stryczniewicz L. (2003), *The fundamentals of industrial vibroacoustics* [in Polish], WIMIR AGH, Kraków.
- Nowicki A. (1995), *Basics of Doppler Ultrasonography*, [in Polish:] *Podstawy ultrasonografii dopplerowskiej*, PWN, Warszawa.

5. List up to six (6) authors. If there are seven (7) or more, list the surname and initials of the first one and then “et al.”

6. Information about Editors of book:

Edited book Editor's surname, initials [Ed.], (year), Title of the book, Edition if later than the first one, Volumes if there are more than one, Publisher, Place of publication.

Examples:

- Crocker M.J. [Ed.], (2007), *Handbook of Noise and Vibration Control*, John Wiley & Sons, Inc., New York.
- Klinke R., Hartman R. [Eds.], (1983), *Hearing – physiological bases and psychophysics*, Springer, Berlin, Heidelberg, New York, Tokyo.

7. Chapter in edited book

Surname of the author/s of the chapter, initials (year), Title of chapter, [in:] Title of the book, Name of the Editor/s Initials [Ed.], pp. start and end of chapter page numbers, Publisher, Place of publication.

Example:

- Rakowski A. (1991), *Context-dependent intonation variants*, [in:] *Music, language, speech and brain*, Sundberg J., Nord L., Carlson R. [Eds.], pp. 203–211, MacMillan Press, London.
- Berlincourt D.A., Curran D.R., Jaffe H. (1964), *Piezoelectric and Piezomagnetic Materials and Their Function in Transducers*, [in:] *Physical Acoustic*, Mason W.P. [Ed.], vol. 1, part. A, pp. 169–270, Academic Press, New York.

8. Journal article

Author's surname, initials (year), Title of the article [language of publication – if other than English], Title of the journal, Volume number(bold face), issue number, start and end page numbers of article.

Write directly page numbers (not preceded by p. or pp.), examples:

- Houtsma A. (2007), *Experiments on pitch perception: Implications for music and other processes*, *Archives of Acoustics*, **32**, 475–490.
- Sęk A., Moore B. C. J. (1995), *Frequency discrimination as a function of frequency, measured in several ways*, *Journal of the Acoustical Society of America*, **97**, 2479–2486.
- Ranachowski P., Rejmund F., Pawełek A., Piątkowski A. (2005), *Studies of cordierite material under compressive load at different temperatures and after thermal shock* [in Polish], *Ceramics*, **89**, 101–115.

9. Conference paper in published proceedings, example:

Rakowski A., Miśkiewicz A. (2002), *Pitch discrimination of low-frequency tones*, *Proceedings of 7th International Conference on Music Perception and Cognition*, pp. 538–540, Sydney.

10. Dissertations in congresses and meetings (unpublished), Example:

- Tucker S. (2003), *An ecological approach to the classification of transient underwater acoustic events: perceptual experiments and auditory models*, Ph.D. Thesis, Department of Computer Science, University of Sheffield.
- Salamon R. (2009), *Contemporary military sonar system*, Dissertation presented during the 56th Open Seminar on Acoustics, OSA 2009, Goniądz, Poland.

11. Electronic sources:

Author's surname, initials (year), Title, Retrieved month, day, year, from Internet address.

If no date is shown on the document, authors should use n.d. (no date). If the author is not given, authors should begin the reference with the title of the document.

If a document is part of a large site such as a university or a government department's website, give the name of the parent organization and the relevant department before the web address.

Do not write the web address (URL) within the text of the paper, it should appear only in the reference Examples:

- Cox T. (n.d.), *Sound quality*, from www.acoustics.salford.ac.uk/res/cox/sound_quality/
- Deciding your future (2000), Retrieved September 5th, 2001, from University of Portsmouth, Careers Service: www.port.ac.uk/departments/careers/plancareer/deciding-your-future.htm
- Alexander J., Tate M.A. (2001), *Evaluating web resources*, Retrieved August 21, 2001, from Widener University, Wolfgram Memorial Library: www2.widener.edu/Wolfgram-Memorial-Library/webevaluation/webeval.htm

12. Audiovisual sources – music:

Author's surname, initials (date of copyright), Title of the song. On: Title of the album [medium of recording], Location: Label (recording date if different from copyright date)

Example:

Puccini G. (1990), *Nessun dorma*, On: Carreras Domingo Pavarotti in concert [CD], Decca, London.