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:
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- 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:


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:


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:


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:


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:


9. Conference paper in published proceedings, example:


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 adress.

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:


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: