

# AUTHOR GUIDELINES FOR DCASE 2025 CHALLENGE TECHNICAL REPORTS

## Technical Report

*John Doe*<sup>\*</sup>

Fictional University  
Computer Science Dept., 2133 Long Road  
Gotham, NY 10027, USA  
john@fictional.edu

*Maria Ortega*<sup>†</sup>

University of the Imagination  
Big Engineering Building, 8765 Dream Blvd.  
New Chicago, IL 60626, USA  
maria@imagination.edu

### ABSTRACT

In order to help authors prepare their technical reports for DCASE 2025 challenge, we compile a list of guidelines and put together two templates for users of both  $\text{\LaTeX}$  and Microsoft Word, which can be downloaded from the website at [1]. These guidelines and templates are modified from those for past ICASSP and WASPAA workshops. The paper can be written using American or British spelling, provided the usage is consistent.

*Index Terms*— One, two, three, four, five

### 1. INTRODUCTION

The guidelines given below include complete descriptions of the fonts, spacing, and related information. Please use this template to produce uniformly looking DCASE 2025 Challenge technical reports. If you have any questions, please email them to [dcase.challenge@gmail.com](mailto:dcase.challenge@gmail.com).

**Please note that headers for challenge and workshop submissions have different header.** Use the appropriate template!

### 2. FORMATTING YOUR PAPER

All technical reports must be submitted as PDF files and must be formatted for white US letter paper (8.5 × 11 inches). Please do **not** use A4-size papers. All printed material, including text, illustrations, and charts, must be kept within a print area of 7.0 inches (178 mm) wide by 8.9 inches (226 mm) high. Do not write or print anything outside the print area. The top margin must be 1 inch (25 mm), except for the title page, and the left margin must be 0.75 inch (19 mm). All *text* must be in a two-column format. Columns are to be 3.29 inches (83.5 mm) wide, with a 0.31 inch (8 mm) space between them. Text must be fully justified.

### 3. NUMBER OF PAGES

You are allowed a total of up to 5 pages for your DCASE 2025 Challenge technical report. The report can also be shorter and does not need to include a literature review. If however you plan to submit the same report as a regular paper to DCASE 2025 Workshop, please structure it as a scientific paper and respect the rules given for the workshop paper formatting. For the workshop submission

you will also have to use the workshop paper template, which has different header.

### 4. PAGE TITLE SECTION

The paper title (on the first page) should begin 0.98 inches (25 mm) from the top edge of the page, centered, completely capitalized, and in Times 14-point, boldface type. The authors' name(s) and affiliation(s) appear below the title in capital and lower case letters. Papers with multiple authors and affiliations may require two or more lines for this information.

### 5. TYPE-STYLE AND FONTS

We strongly encourage you to use Times-Roman font. In addition, this will give the proceedings a more uniform look. Use a font that is no smaller than nine point type throughout the paper, including figure captions.

In nine point type font, capital letters are 2 mm high. **If you use the smallest point size, there should be no more than 3.2 lines/cm (8 lines/inch) vertically.** This is a minimum spacing; 2.75 lines/cm (7 lines/inch) will make the paper much more readable. Larger type sizes require correspondingly larger vertical spacing. Please do not double-space your paper. True-Type 1 fonts are preferred.

The first paragraph in each section should not be indented, but all the following paragraphs within the section should be indented as these paragraphs demonstrate.

### 6. MAJOR HEADINGS

Major headings, for example, “1. Introduction”, should appear in all capital letters, bold face if possible, centered in the column, with one blank line before, and one blank line after. Use a period (“.”) after the heading number, not a colon.

#### 6.1. Subheadings

Subheadings should appear in lower case (initial word capitalized) in boldface. They should start at the left margin on a separate line.

##### 6.1.1. Sub-subheadings

Sub-subheadings, as in this paragraph, are discouraged. However, if you must use them, they should appear in lower case (initial word

<sup>\*</sup>Thanks to ABC agency for funding.

<sup>†</sup>Thanks to XYZ agency for funding.

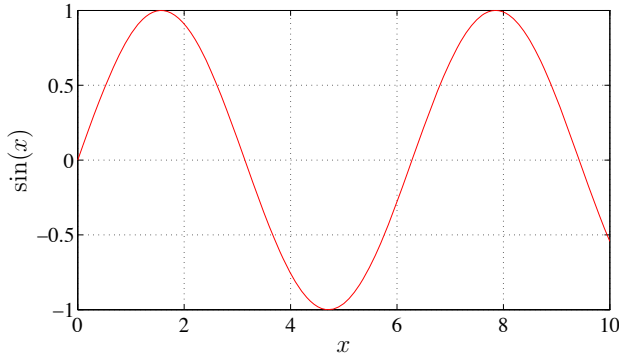


Figure 1: Example of a figure with experimental results.

capitalized) and start at the left margin on a separate line, with paragraph text beginning on the following line. They should be in italics.

## 7. PAGE NUMBERING, HEADER, AND FOOTER

Please do **not** paginate your paper. In addition, please do **not** change and remove the header and footer.

## 8. ILLUSTRATIONS, GRAPHS, AND PHOTOGRAPHS

Illustrations must appear within the designated margins. They may span the two columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Caption and number every illustration. All halftone illustrations must be clear black and white prints. Colors may be used, but they should be selected so as to be readable when printed on a black-only printer.

Since there are many ways, often incompatible, of including images (e.g., with experimental results) in a  $\text{\LaTeX}$  document, an example of how to do this is presented in Fig. 1.

## 9. EQUATIONS

Equations should be placed on separate lines and consecutively numbered with equation numbers in parentheses flush with the right margin, as illustrated in (1) that gives the homogeneous acoustic wave equation in Cartesian coordinates [2],

$$\Delta^2 p(x, y, z, t) - \frac{1}{c^2} \frac{\partial^2 p(x, y, z, t)}{\partial t^2} = 0, \quad (1)$$

where  $p(x, y, z, t)$  is an infinitesimal variation of acoustic pressure from its equilibrium value at position  $(x, y, z)$  and time  $t$ , and where  $c$  denotes the speed of sound.

Symbols in your equation should be defined before the equation appears or immediately following. Use (1), not Eq. (1) or equation (1), except at the beginning of a sentence: “Equation (1) is ...”

## 10. FOOTNOTES

Use footnotes sparingly and place them at the bottom of the column on the page on which they are referenced. Use Times 9-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

## 11. REFERENCES

List and number all bibliographical references at the end of the paper. The references should be numbered in order of appearance in the document. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [3], [4]. For  $\text{\LaTeX}$  users, the use of the Bib $\text{\TeX}$  style file `IEEEtran.bst` is recommended, which is included in the  $\text{\LaTeX}$  paper kit available from the DCASE 2025 website [1].

## 12. ACKNOWLEDGMENT

The preferred spelling of the word acknowledgment in America is without an “e” after the “g.” Try to avoid the stilted expression, “One of us (R. B. G.) thanks ...” Instead, try “R.B.G. thanks ...” Put sponsor acknowledgments in the unnumbered footnote on the first page.

## 13. REFERENCES

- [1] <http://dcase.community/challenge2025/>.
- [2] E. Williams, *Fourier Acoustics: Sound Radiation and Nearfield Acoustic Holography*. London, UK: Academic Press, 1999.
- [3] C. Jones, A. Smith, and E. Roberts, “A sample paper in conference proceedings,” in *Proc. IEEE ICASSP*, vol. II, 2003, pp. 803–806.
- [4] A. Smith, C. Jones, and E. Roberts, “A sample paper in journals,” *IEEE Trans. Signal Process.*, vol. 62, pp. 291–294, Jan. 2000.