

# AUTHOR GUIDELINES FOR DCASE 2025 WORKSHOP MANUSCRIPTS

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**Abstract**—To help authors prepare their manuscripts for submission to DCASE 2025, we compile a list of guidelines and put together two templates for users of both L<sup>A</sup>T<sub>E</sub>X and Microsoft Word, which can be downloaded from the workshop website at [1]. These guidelines and templates are modified from those for ICASSP and past WASPAA workshops, so an experienced author who has published something in these conferences/workshops will find it easy to follow the guidelines and use the templates. Note that the DCASE 2025 style file is now based on IEEEtran.cls, and that there have been many changes to the formatting this year. Please make sure to adhere to the new formatting style.

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

## 1. INTRODUCTION

The guidelines given below, including complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts, are critical to produce the DCASE 2025 proceedings with a more uniform look.

## 2. IMPORTANT REMARK REGARDING THIS TEMPLATE

This new L<sup>A</sup>T<sub>E</sub>X template is by default much tighter and more compact than previous DCASE, WASPAA or ICASSP templates. Vertical spacing around sections, subsections, equations, figures, tables, and captions was tuned to be already quite small by default, and we thus highly discourage the use of `\vspace`.

## 3. FORMATTING YOUR PAPER

All manuscripts must be submitted electronically as PDF files. All manuscripts 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 7.14 inches (181.35 mm) wide by 9.32 inches (236.85 mm) high. Do not write or print anything outside the print area. The top margin from the edge of the paper to the top of a capital T on the first line of text must be 0.71 inch (18.1 mm), except for the title page (see Section 5, the bottom margin must be 1.05 inch (26.6 mm), the left and right margin must be 0.68 inch (17.3 mm). All *text* must be in a two-column format. Columns are to be 3.487 inches (88.57 mm) wide, with a 0.166 inch (4.22 mm) space between them. Text must be fully justified.

## 4. NUMBER OF PAGES

You are allowed a total of 5 pages for your document. Up to 4 pages may contain technical content, figures, and references, while the 5th page may contain only references. This is the maximum number of pages that will be accepted, including all figures, tables, and references. Any document that exceeds the 5-page limit will be rejected. Any document with a 5th page containing anything other than references will be rejected.

An unnumbered footnote that may come in handy.

## 5. PAGE TITLE SECTION

The paper title (on the first page) should begin 0.949 inches, or 24.10 mm, from the edge of the page if using 9pt font (0.984 inches, or 25.00 mm, if using 10pt font). It should be centered, in Title Case, and in Times 17-point if using 9pt font (in Times 20-point font if using 10pt font), regular (non-bold) type. The authors' name(s) and affiliation(s) appear below the title in capital and lowercase letters (i.e., with their customary capitalization). The authors' name(s) should be italicized, and the affiliation upright (non-italicized). Papers with multiple authors and affiliations may require two or more lines for this information.

## 6. TYPE-STYLE AND FONTS

To achieve the best rendering in the proceedings, 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 9pt type (the recommended setting) for the body text. If you wish to use 10pt type font, remove the 9pt option when loading the document class. Note that the abstract, figure captions, and tables are in 8pt font in both cases.

In 9pt type font, capital letters are 2 mm high. **If you use the 9pt size, the interline spacing (i.e., `\baselineskip`) should be 3.9 mm (0.153 inch), and there should thus be no more than 2.57 lines/cm (6.54 lines/inch) vertically.** This is a minimum spacing. Larger type sizes require correspondingly larger vertical spacing. Please do not double-space your paper. True-Type 1 fonts are preferred.

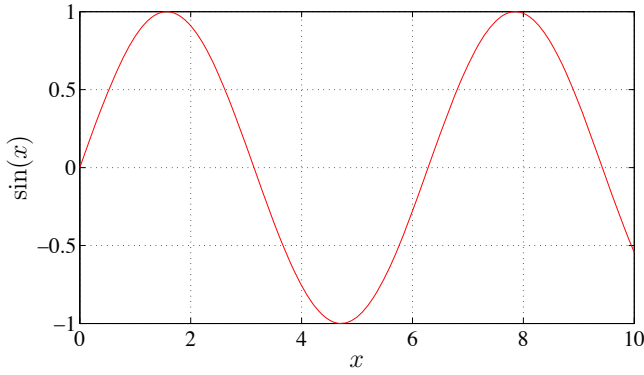
The first paragraph in each section should not be indented, but all the following paragraphs within the section should be indented, as these paragraphs demonstrate.

## 7. MAJOR HEADINGS

Major headings, for example, “**1. INTRODUCTION**”, should appear in all capital letters, bold face, centered in the column. Vertical spacing before the heading should be between 0.055 inches and 0.166 inches in 9pt font, and between 0.062 inches and 0.187 inches in 10pt font; vertical spacing after the heading should be between 0.039 inches and 0.094 inches in 9pt font, and between 0.044 inches and 0.106 inches in 10pt font. Use a period (“.”) after the heading number. Sections can be referenced using Section 7, Section 7.1, and Section 7.1.1.

### 7.1. Subheadings

Subheadings should appear in lowercase (initial word capitalized) in boldface. They should start at the left margin on a separate line. Vertical spacing before the subheading should be between 0.042 inches and 0.138 inches in 9pt font, and between 0.047 inches and 0.156 inches in 10pt font.



**Fig. 1:** Example of a figure with experimental results, where the caption is long and wraps on the next line.

*7.1.1. Sub-subheadings:* Sub-subheadings, as in this paragraph, are discouraged. However, if you must use them, they should appear in lower case (initial word capitalized), indented, with the paragraph text following on the same line, after a semi-colon. The sub-subheadings should be in italics.

*7.1.2. Sub-subheadings should never be alone:* There should never be a unique sub-subsection within a subsection.

## 7.2. Subheadings also should never be alone

There should never be a unique subsection within a section.

## 8. PAGE NUMBERING

Please do **not** paginate your paper. Page numbers, session numbers, and conference identification will be inserted when the paper is included in the proceedings.

## 9. FIGURES

Since there are many, often incompatible, ways to include images (e.g., with experimental results) in a  $\LaTeX$  document, an example of how to do this is presented in Fig. 1. Figure 1 should be used at the beginning of a sentence, and Fig. 1 otherwise.

When inserting PDFs, we recommend using `pdfcrop` to remove unnecessary margins. This will allow you to better fine-tune the size of your figure when inserting it with `\includegraphics`.

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, or markers and line styles should be used to make figures readable without relying on colors.

## 10. TABLES

Table captions should be placed above the table, as in Table 1. We highly encourage the usage of the `booktabs` package for pretty tables and the `siunitx` package to properly format and align numbers in table columns.

## 11. 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],

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

**Table 1:** Some experimental results with SI-SNR in [dB] and WER in [%], in a well-formatted table without unnecessary and unsightly vertical lines.

	Dataset A		Dataset B	
	SI-SNR $\uparrow$	WER $\downarrow$	SI-SNR $\uparrow$	WER $\downarrow$
No Processing	0.0	98.76	0.0	87.65
Baseline	3.2	54.32	4.3	43.21
Proposed	<b>12.3</b>	<b>10.98</b>	<b>23.4</b>	<b>1.23</b>

where  $p(\mathbf{x}, t)$  is an infinitesimal variation of acoustic pressure from its equilibrium value at position  $\mathbf{x} \in \mathbb{R}^3$  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 ...”

## 12. FOOTNOTES

Use footnotes sparingly<sup>1</sup> and place them at the bottom of the column on the page on which they are referenced. Use Times 8-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).

## 13. 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] or [2]–[4]. For  $\LaTeX$  users, the use of the Bib $\TeX$  style file `IEEEtran.bst` is recommended, which is included in the  $\LaTeX$  paper kit available from the workshop website [1].

## 14. 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. Please include acknowledgments only in the camera-ready version, and NOT in the version of the paper submitted for review.

<sup>1</sup>or not at all!

## REFERENCES

- [1] DCASE Website, <https://dcase.community/workshop2025/>.
- [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. ICASSP*, vol. II, Apr. 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.