

Formatting Kit

Please review this material carefully—it contains information that has not previously been included in other SCS author kits.

For additional information on Conferences and Proceedings, contact the SCS office at the address below, or visit the Conferences section of the SCS Website at www.scs.org.

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Manuscript Preparation and Formatting

General Requirements

- In order to make your work available in both print and electronic formats, we require you to follow our formatting and file preparation guidelines.
- **Your paper must be formatted according to the specifications as illustrated on pages 6-8.**
- The quality of your article's appearance in the Proceedings largely depends on the care you take in preparing it. Please check your final file and hard copy for typographical errors and omissions before you submit it.

Layout

- Manuscripts should be two (2) single space columns per page, except for the main title, author information, and large figures and tables.

Length

- The registration fee covers the printing of eight (8) manuscript pages. Additional pages are charged at US \$40 per page.

Headers, Footers, and Page Numbers

- **DO NOT** include any kind of page numbers, headers, or footers. Final page numbers will be inserted by the publisher.

Title of Paper

- Font should be larger in size than body text.
- Type should be centered, bold, and with the first letter of each word capitalized (i.e., initial caps).
- Start title of paper about one inch from top of paper.

Author Information

- Include all authors' names with first names first. Include affiliations, and where appropriate, full street and e-mail addresses.
- Start this on the third line after the title.
- Font should be smaller than title.
- Type should be centered, bold, and single spaced, with the first letter of words capitalized.

Keywords

- A list of no more than five keywords that will identify your paper in indices and databases. Do not use the words "computer," "simulation," "model," or "modelling," since these are all assumed.
- Begin the two-column layout.
- Start the text about three lines below the author information.
- Use the same type as the body text.
- Use boldface for the word "Keywords," then regular text for the keywords themselves.

Body Text

- Use text of about 10 points in size, but never smaller than 8 points.
- **Fonts must** be one or more of the following: Times New Roman, Arial, Symbol, or Courier. These fonts are installed on almost all computers, and are also included with the downloadable template.
- Text can be either flush left or justified.

Manuscript Preparation and Formatting

Headings

- If a heading appears by itself at the end of a page or a column, try to place it with at least two lines of the subsequent text.

Major Headings

- All caps, bold, flush left. Skip one space, then start the text.

Subheadings

- Initial caps, bold, flush left. Start the text on the next line.

Secondary Subheadings

- Initial caps, bold, indented about five spaces. Start text on next line.

Footnotes

- Use footnotes sparingly; endnotes can be substituted.
- Begin two lines below the end of the column. Include a line or underscore between the body text and the footnote.
- Use superscripted sequential numbers, or conventional footnote symbols in the order of asterisk (*), double asterisk (**), dagger (†) and double dagger (‡). In most word processors, the latter two are combination characters.

References

- You can list your references either in a numbered list in the order that the citations appear in the text, or in an alphabetical listing by author name.

Reference Citations in Text

- If using references by numbered list, cite the reference in the paper's body with square brackets around the numeral, e.g., [1], [2-5], etc.
- If listing references by author name, use the following methods to cite them in the body text:

[Smith 1999] Single author

[Smith 1999a] Multiple papers by same author, published in the same year, with the final letter determined by the order in which the citations appear in the text

[Smith and Jones 1999] Two authors

[Smith et al., 1999] Three or more authors

Reference List

- For a numbered list, start each reference with the number inside square brackets.
- For an alphabetical list, start with the primary author's last name.
- Follow general guidelines from the Chicago Manual of Style. Generally:
 - Use initial caps in titles.
 - Use quotation marks around titles of articles, chapters, reports, theses and dissertations.
 - Put titles of books in italic type. If italic is not available, use an underscore.
 - Include page numbers, volume, number and date of periodicals, and publisher when available.
 - Samples of several types of reference listings follow on the next page.

Manuscript Preparation and Formatting

Journal

Obaidat, M.S., 1998, "Artificial Neural Networks to Systems, Man, and Cybernetics: Characteristics, Structures, and Applications, IEEE Transactions on Systems, Man and Cybernetics, 28, no.4, (August): 489-495.

Book

Felker, D.B.; F. Pickering; V.R. Charrow; V.M. Holland; W.L. Harper. 1980. *Data Processing Documentation: Standards, Procedures and Applications*. Prentice-Hall, Englewood Cliffs, NJ.

Book Chapter

Obaidat, M.S., and Sadoun, B. 1999 "Keystroke Dynamics Based Identification." in *Biometrics: Personal Identification in Networked Society*, A.Jain et al, eds., Kluwer, MA, 213-229.

Conference Proceedings

Obaidat, M.S., and M.Rehiel. 1998. "A Performance Evaluation Study of Input Buffering in ATM Switches." In *Proceedings of the 1998 International Symposium on Performance Evaluation of Computer and Telecommunication Systems, SPECTS '98*, (Reno, NV ,July 19-22). SCS, San Diego, CA, 58-66.

Special Publication

National Bureau of Standards. 1976. *Guidelines for Documentation of Computer Programs*. Federal Information Processing Standards Pub. # 38. Govt. Printing Office, Washington, DC, Feb.

Research Report

Iglehart, D.L. and G.S. Shedler. 1983. "Simulation Output Analysis for Local Area Computer Networks." Research Report RJ 4020 (45068). Research Division, IBM, San Jose, CA (Sept.). PhD and MS Theses Miller, J. 1998. "Discrete Event Simulation in Rail Transit Systems." PhD dissertation, University of Central Florida.

Tables and Figures

- Your paper will be printed in black and white, so test print any color figures in black and white to ensure that they are legible.
- Make sure that text and legends in figures are readable.
- If a figure or table will not fit in a single column, extend it across two columns on the same page, or as close as possible to their mention in the body text.
- If you include an EPS, please use one of the standard fonts listed previously. (Body Text)
Also, please outline all fonts used in the EPS.

Table Headings and Figure Captions

- Number figures sequentially, and number tables separately, also sequentially.
- Start the caption with the number of the figure or table.
- When possible, figure captions should appear at the bottom of the figure itself, and table headings should appear at the top.
- A sample caption and heading:

Figure 6. Graph of the output of the first simulation run

Table 2. Comparison of the two methods used for each simulation run

Biography

- Please use the Author Biography form provided in the kit to assist Session/Track Chairs with introductions.
- If space permits, include a brief biography of no more than 300 words for each author at the end of the article to give it greater impact and validity for the audience.

Manuscript Submission

Step 1: Prepare Your Manuscript

- Please refer to pages 2 through 4 for Final Manuscript preparation and formatting instructions.
- Save your file, using your last name, or the first six letters of your last name, as the file name. If you are submitting multiple papers, then use the first five of your last name plus a numeral (e.g., fairc1, fairc2, etc.).

Step 2: Convert to a PostScript File (LaTeX documents only)

- **If your manuscript was created in Word, *do not* convert to a .ps file.** Simply leave it as a Word .doc and continue on to step 3.
- Creating a PostScript file for LaTeX involves using dvips or a close relative.

Step 3: Upload your Manuscript to the SCS Electronic Submission Site

- All manuscripts must be uploaded to the SCS Conference Proceedings Management System. The specific URL for that system depends on which conference / symposium you are submitting to. See the Call for Papers page for a specific conference / symposium for their submission URL. Please follow the instructions and sign up via the SCS Conference Proceedings Management System site.

Step 4: Send Hard Copies to the SCS office (Final Manuscripts only)

- Print out two (2) hard copies of your final paper and send it to the SCS, along with all the required material/forms in the conference Author Kit found on line at www.scs.org. This is a backup measure to help insure that your paper will be printed in case there are any problems with the electronic files.

Text Begins Here
(on subsequent pages)

**Center Title Here (12-14 pts.)
(One to three lines)**

Center
Name of Author(s)
and Affiliation(s)
(One to Five Lines)
(Use Upper and Lower Case)

Text Begins Here
(first page only)

3/4”
4p6

1/4”
1p6

3/4”
4p6

This sheet should act as a guide for the form of your manuscript. *Please keep your spacing as close to these figures as possible, to insure uniformity.* Additional instructions may be found in this packet.

When using A4 paper, the size of the columns and the space between them should remain the same. The left and right margins should be 0.6” or 3p7, and the bottom margin should be 2” or 12p.

This page is only to be used as a reference. The template you download will meet these specifications.

