

## 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](http://www.scs.org).

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The Society for Modeling and Simulation International (SCS)  
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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.
- To format your paper manuscript file, see Sample Formatting pages that illustrate the requested specifications or download templates from <http://www.scs.org/upload/documents/templates/ConferenceSubmissionWORDTemplate.doc> or <http://www.scs.org/upload/documents/templates/ConferenceSubmissionLaTeXTemplate.tar.gz>.
- Set the paper size in your word processor to 8.5 x 11 inch US Letter before doing the final layout
- If you print to a postscript or PDF file, set the paper size in the printer driver to 8.5 x 11 inch US Letter
- If you are using Microsoft Word, select a postscript printer as the default while formatting your paper. You can setup a postscript printer driver such as the Adobe generic postscript driver or the Apple Color LW 12/660 PS **EVEN IF YOU DO NOT HAVE A PHYSICAL POSTSCRIPT PRINTER**
- 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 \$40 (U.S.) 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 one inch from top of paper.

## Author Information

- Include all authors' names with first names first. Include affiliations, and where appropriate, full street and email 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 "modeling," 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.

# Manuscript Preparation and Formatting

## 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 should be justified.

## 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.
- Please number the headings and the subheadings. i.e., **1, 1.1, 1.2, 1.2.1**, etc.
- **1. MAJOR HEADINGS**  
All caps, bold, flush left. Skip one space, then start the text.
- **1.1 Subheadings**  
Initial caps, bold, flush left. Start the text on the next line.
- **1.1.1 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].
- 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 4 through 8 for final manuscript preparation and formatting instructions.
- You may download a template for Microsoft WORD from <http://www.scs.org/upload/documents/templates/ConferenceSubmissionWORDTemplate.doc> or a template for LaTeX from <http://www.scs.org/upload/documents/templates/ConferenceSubmissionLaTeXTemplate.tar.gz>.
- If your manuscript was created in Word, ensure that the printer driver selected when the file is saved is for a PostScript printer and the paper size is US Letter 8.5x11. A PostScript printer driver can be installed even if there is no actual printer attached

## 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. To insure that the PDF file generated from the postscript file prints clearly and is usable for the search index of the Proceedings on CD-ROM, refer to the information at <http://frank.harvard.edu/~coldwell/tetexps.html>.

## Step 3: Convert to an Acrobat PDF file.

- You may convert your manuscript to Acrobat PDF format if you have the necessary software but it is preferable to submit a WORD file as is. The paper size selected for the PDF file must be US Letter 8.5x11 inches.

## Step 4: Upload your Manuscript to the SCS Electronic Submission Web 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 5: Upload Electronic Versions of Copyright, Biography and A/V Forms

- Please upload copies of your copyright transfer form, presenting author's biography and audio-visual request forms (if applicable) to the online submission site when you upload your final paper. NOTE: If you require additional A/V equipment, please follow-up your submission with a phone call to the SCS office to determine what, if any, rental fees may apply.

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)  
(Use multiple columns for multiple authors)

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.

**If you must use A4 paper,** the size of the columns and the space between them should remain the same as for this 8.5x11 paper. 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.

# Center Title Here (12-14 pts. Initial Caps, 1-3 lines)

## Center

Name of Author(s)

And Affiliations(s)

(Use Upper and Lower Case)

(Include email address, preferably as a live hyperlink as [mail@myuni.edu](mailto:mail@myuni.edu) or with mailto://)

If multiple author affiliations, you can use multiple columns

Put Keywords here first, then follow with an abstract and your Body Text. A list of no more than 5 keywords or keyword phrases will identify your paper in indices and databases. Do not use the words “computer”, “simulations”, “model”, or “modeling,” since these are all assumed. Use text of about 10 points in size, but never smaller than 8 points. Use boldface for the word “**Keywords**” then regular text for the keywords themselves as in the following example.

**Keywords:** Discrete event simulation, DEVS, environmental science, decision support systems

Use the same size and font type for the Body Text. 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 this template.

Arial: This is a sample of Arial.

Symbol: αβγδεφγηηθκλμνοπρστυωξψζ

Courier: This is a sample of Courier.

Text can be either flush left or justified.

## Abstract

The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words.

## 1. MAJOR HEADINGS

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

### 1.1. Subheadings

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

#### 1.1.1. Secondary Subheadings

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

If a heading at any level or the first line of the paragraph following a heading appears as the last line of a column, insert a column break or enough returns (End of Paragraph) to make the heading appear at the top of the next column.

If a blank line appears at the top of a column, remove it.

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

### 1.2. 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 (‡).

### 1.3. The Second and All Subsequent Pages

For the format for the second and all subsequent pages of text, see the next page. Double column.

### 1.4. 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 its mention in the body text.

### 1.5. 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

### 1.6. 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.

### 1.7. 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 reference 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 or References

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 can be found in your author kit

Web hyperlinks in references should start with <http://> or <ftp://> and be all on one line if possible. Never hyphenate a hyperlink. If a hyperlink extends over more than one line, try not to have the break be at a dot or dash. Make the hyperlink a live link, if possible, such as [http://www.myuni.edu/~Me/My\\_paper.pdf](http://www.myuni.edu/~Me/My_paper.pdf)

### Biography

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.

# Transfer of Copyright to The Society for Modeling and Simulation International (SCS)

ID #: \_\_\_\_\_

Present title of work: \_\_\_\_\_

Author (s): \_\_\_\_\_

Submitted for Publication to: \_\_\_\_\_  
(conference or publication name)

## Part I: The Primary Author Must Sign This Form

**US Government employees whose work is not subject to US copyright should so certify by signing Part II, below.**

I hereby transfer exclusively to The Society for Modeling & Simulation International (SCS) all rights granted to me by the copyright laws of the United States of America and other countries, subject to the reservations below.

1. The transfer of copyright shall become effective only upon SCS's acceptance for publication of the work.
2. The authors reserve all proprietary rights (such as patent rights) in this work other than the copyright transferred to SCS by this document.
3. After this work has been published by SCS, the author retains the right to republish it in whole or in part in any book of which he is an author or editor and to make personal use of this work in lectures, courses, or otherwise.
4. If the work was performed under a US Government contract or grant, SCS recognizes that the US Government has royalty-free permission to reproduce all or portions of the work, and to authorize others to do so, for official US Government purposes only, if the contract or grant requires.
5. If this work is in the public domain, such as work done for the US Government, I simply authorize its publication.
6. If this work is subject to security clearance, I certify that as of the date below it has been cleared.

I certify that this is my original work and that any references to other works are properly cited and credited.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of primary author

\_\_\_\_\_  
Print name

## Part II: US Government Employee Certification

Authors who are employees of the US Government are not required to sign Part I of this form, but any coauthors outside the US Government are required to sign Part I. Authors whose work was performed under a US Government contract or grant, but who are not Government employees, are required to sign Part I. Signing Part II certifies that ALL authors of the work are employees of the US Government and performed this work as part of their official duties and that the work is therefore not subject to US copyright protection.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of primary author

\_\_\_\_\_  
Print name

# Audio/Visual Equipment Request

## LCD PROJECTOR

LCD data projectors will be provided for each presentation room.

## LAPTOPS

SCS does NOT provide laptops. Please bring your own or arrange to borrow someone else's for your presentation.

## MICROPHONES/AMPLIFICATION EQUIPMENT

This will be available for every meeting room where more than 40 attendees are expected.

## ADDITIONAL EQUIPMENT

Additional equipment, including computers, overhead projectors and VCRs can be made available by advance request only (rental fee may be applicable – please contact SCS for costs).

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## List of Audio/Visual Needs

PAPER ID \_\_\_\_\_

*List Audio/Visual needs:*

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**To help SCS market this conference more effectively, please answer the following questions:**

*Target audience of your paper:*

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*List of Hardware/Software used in your paper:*

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**Vendors you feel will enhance the conference Exhibits Area. Please list company, phone number and contacts.**

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Group: \_\_\_\_\_ Session: \_\_\_\_\_ Day: \_\_\_\_\_

# AUTHOR CERTIFICATION FORM

PAPER ID: \_\_\_\_\_

Paper Title: \_\_\_\_\_

\_\_\_\_\_

Names of authors: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Note: This form must be signed by the corresponding author and be sent along with the signed copyright form, and completed registration form..

We (I) certify that one of the authors of our above referenced paper accepted in the above referenced conference will come to the conference to present the paper.

Name and Signature of Corresponding Author:

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

# AUTHOR'S BIOGRAPHY

PAPER ID: \_\_\_\_\_

**Instructions:** You may use this form or if you already have a biography in your paper. This is simply to provide your session leader with enough information to introduce you. Authors are encouraged to include a brief biography at the end of their paper if space permits.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Present Employer: \_\_\_\_\_

Duties or Job: \_\_\_\_\_

Highlights about your present work:

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Past Employment:

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Education:

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Civic and professional activities, awards etc.:

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Other: \_\_\_\_\_

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Symposium: \_\_\_\_\_ Session: \_\_\_\_\_ Day: \_\_\_\_\_

