

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.
- **There are two ways to format your paper and manuscript file.** One is to download the template available at the manuscript submission Website, <http://scs.proceedingscentral.com> and choose a conference from the pull down bar. You can copy and paste your file into the template. **OR**, save and upload your existing file using the “Sample Formatting” guidelines on page eight. Sample pages in the back of this kit illustrate the requested specifications.
- 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. We cannot replace or correct pages after submission.

Layout

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

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 must be 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

Balci, O. and R.G. Sargent. 1981. "A Methodology for Cost-Risk Analysis in the Statistical Validation of Simulation Models." *Communications of the ACM* 24, No. 4, April:19-197.

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.

Proceedings

Gass, S.I. 1978. "Computer Model Documentation." In *Proceedings of the 1978 Winter Simulation Conference* (Miami Beach, FL, Dec. 4-6). IEEE, Piscataway, NJ, 281-287.

Technical or Research Report

Balci, O. 1985. "Guidelines for Successful Simulation Studies." Technical Report TR-85-2. Dept. of Computer Science, Virginia Tech, Blacksburg, VA, Nov.

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.

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

- For an initial submission, whether it is an abstract, a draft, or the final paper, choose “Submit First Draft.”
- For a final submission of a paper that was first submitted as a draft or as an abstract, follow the directions for submitting a revision. **DO NOT** submit the final paper as a first draft if you have already submitted an abstract or earlier version of your paper. Final papers should have the same number as the first draft or abstract submissions with an “R1” added.
- Enter the metadata screens that follow: Institutions, Authors, Title, Keywords, Abstracts, and Comments. To close one screen and move on to the next, click on the Save and Continue button.
- If you are submitting a revision, click on the title of your paper in the revision section. This will take you directly to the screen where you will upload the final paper.
- Choose “Use the File Manager.”
 - 1) Choose “Browse” to locate/select your manuscript.
 - 2) Choose designation. (Main Body)
 - 3) **Is paper for review? Answer “yes.” Your paper will not be submitted unless you answer that it is for review.**
 - 4) Choose “upload.” When complete, an Upload Confirmation Box will state if the upload was a success or not. Click on the “Close Window” button. Save and Continue.
- Choose “View Your Proof as it will be Seen by Reviewers.”
 - Click on the underlined title.pdf of your manuscript and Adobe Acrobat will open a proof.
 - If satisfied, go back into Proceedings Central and click on the “Close Window” button.
- Choose “Submit Your Manuscript.”
- A confirmation screen will appear giving you a Paper Code. You will also receive an e-mail stating the paper code and title.
- Once you submit you can no longer edit. If you need to make changes, contact the SCS editor at sodegaard@scs.org.
- If you have any troubles during these uploads, choose the Get Support Now button available on every screen to get help.
- Additionally, if your upload takes more than 20 minutes, use the support button to send your Word file to the support team, who will convert and upload the file into your Draft Center for your review.

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.

Sample Formatting

3/4"
4p6

Text Begins Here
(on subsequent pages)

Center Title Here (12-14 pts.)
(Initial Caps, 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.

1"
6p

