



The Society for Modeling and Simulation International

AUTHOR INSTRUCTIONS
2004 SUMMER COMPUTER SIMULATION CONFERENCE
July 25–29, 2004, Hyatt San Jose • San Jose, California, USA

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The Society for Modeling and Simulation International
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DUE DATE: May 23, 2004

Dear Author:

We are pleased to tell you that your paper has been accepted for presentation at this conference and for publication in the Conference Proceedings.

This author's kit will help you prepare and submit your manuscript and give you important information you need. The kit includes:

- A Vital Information list
- Manuscript Preparation Instructions
- Sample Manuscript Pages
- Manuscript and File Submission Instructions
- Audio/Visual Equipment Request form**
- Author's Biography form**
- Transfer of Copyright form**
- Conference Registration form**
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Once you have submitted an electronic copy of your paper to the Conference manuscript web site at <http://scs.proceedingscentral.com>, the above bolded items **MUST** be completed and sent to the SCS office along with two (2) hard copies of your manuscript by May 23 to ensure inclusion in the Proceedings. **Please send the Hotel Reservation form directly to the hotel.**

It is important that you follow the directions in this kit very carefully so we can ensure that your article's publication and your Conference experience go smoothly. Please read and follow all instructions carefully. If you have questions, please contact us at the address or phone number above.

Thank you for your contribution and cooperation. We hope you will find participation in the Conference professionally stimulating and rewarding. Presentation instructions can be found on the SCS web site.

Send the material to The Society for Modeling and Simulation International by trackable mail or courier.

Vital Information

- **Conditional Acceptance**—Final acceptance of your paper is conditional upon an additional review of your paper in electronic form, and upon the SCS receiving from you:
 1. Your final paper in electronic *and* in paper form by the due dates noted previously,
 2. A registration form and payment (or valid purchase order) for at least one of the authors of each paper, and
 3. A signed Transfer of Copyright form.If you send your payment and manuscript to the SCS separately, please include a note with your registration form indicating this.
- **Transfer of Registration**—Although the registration fee is *not* refundable, you can transfer it to someone you designate to present your paper at the Conference if you are unable to attend.
- **Clearances**—If your work must be cleared or approved by your institution, company or government agency before publication, please be sure to secure the written approval and submit it to SCS prior to the due dates, or we will not be able to include your article in the Proceedings. If you have not received approval before the due date, you can discuss with your Chair the possibility of presenting it as a late paper. It will not, however, appear in the Proceedings.
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- **Page Limits**—The registration fee covers the printing of six (6) manuscript pages. Additional pages are charged at US \$40 per page.
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- **Audio/Video Equipment**—Please submit this form with your paper if you need special equipment. SCS cannot guarantee to meet special A/V requests. Availability is limited and reservations are on a first-come, first-served basis. The equipment provided free of charge includes transparency overhead projectors, which are available in each room, and 35mm projectors, which are available only if specifically requested with your registration. All other equipment requires payment to cover rental fees, which are listed on the A/V Equipment Request form.
- **Transparencies and Handouts**—SCS will not be able to print your transparencies or make copies at the Conference. Although some office facilities may be available at the hotel, it is best if you prepare your handouts and transparencies ahead of time.
- **Author's Biography**—This will help your session leader introduce your presentation at the Conference. You can submit your own biographical note, or use the form in this kit.
- **Paper Codes**—All material you submit to SCS should include the paper ID code, which will be assigned *after* uploading your paper to the submission website, <http://scs.proceedingscentral.com>. SCS is not responsible for correspondence or forms submitted without this code.

Note: If you do not receive e-mail notification (with paper code) after submitting your final draft paper to the submission website, your paper has not been completely entered into the system and may not be published. Please go back into your Author Center and complete the process to ensure publication.

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 pulldown bar. You can copy and paste your file into the template.
OR, save and upload your existing file. Sample pages 6-8 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.

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 six (6) 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 SCSC portal on <http://scs.proceedingscentral.com>
- 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.
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 - 3) **Is paper for review? Answer “yes.” Your paper will not be submitted unless you answer that it is for review.**
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- 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

1"
6p

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)

$\frac{3}{4}$ "
4p6

$\frac{1}{4}$ "
1p6

$\frac{3}{4}$ "
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.

$1\frac{1}{4}$ "
7p6



Figure 2. This is a figure that spans across two columns

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MAJOR HEADING IN 12 POINT CAPS

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Subheading in 12 Point Bold Type

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REFERENCES

- [1] You can list your references in a numbered list in order of citation in text, or alphabetically by authors’ names.
- [2] 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.
- [3] 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.
- [4] 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.

Table 1. This is a heading for a table, at the top of the table. Number tables separately from figures.

Heading 1	Heading 2	Heading 3
Text in table	12345	67890
Text in table	1234	6789
Text in table	123	678
Text in table	12	67
Text in table	123	678
Text in table	1234	6789
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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:

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OVERHEADS/ 35MM PROJECTORS

Each meeting room will be equipped with an overhead unit for 8 1/2 x 11 transparencies. 35mm slide projectors will be made available **ONLY BY ADVANCED REQUEST** with the SCS office.

VIDEO EQUIPMENT

Those who wish to make presentations via videotapes must **MAKE ARRANGEMENTS WITH SCS AND PAY FOR THE EQUIPMENT THEMSELVES**. Authors should remember that video equipment and computer projector rental rates are relatively high (\$125-\$300 PER DAY) and the 21" or 25" screens are desirable for use with an audience of over 40 attendees.

LCD PROJECTOR

LCD projectors **must be reserved** with the SCS Office **prior to the conference in order to guarantee availability**.

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

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Speakers bringing microcomputers for demonstration during their session should notify the SCS office *at least four weeks in advance* of the meeting so that a table and power will be available. Speakers who plan to rent a computer system on their own must **MAKE ARRANGEMENTS TO PAY FOR PICK UP, AND RETURN THE EQUIPMENT THEMSELVES**. SCS accepts no liability for this equipment.

List of Audio/Visual Needs

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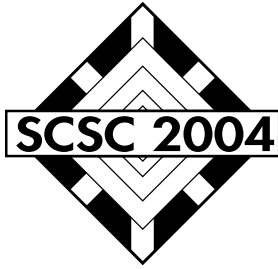
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The Society for Modeling and Simulation International

2004 SUMMER COMPUTER SIMULATION CONFERENCE

July 25-29, 2004

Hyatt San Jose • San Jose, California, USA

AUTHOR REGISTRATION FORM

This registration form must be completed and returned with your manuscript. Registration fee must be guaranteed by receipt of check or credit card number for paper inclusion in Conference Proceedings. Registration is not refundable.

Registration fee includes: attendance at the conference, authors breakfast, a print proceedings or a CD of all papers that were electronically submitted for the SCSC 2004 conference, and any planned all-conference function. Social events and print proceedings are subject to additional fees.

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Please check the appropriate box to indicate your position in the Conference organization

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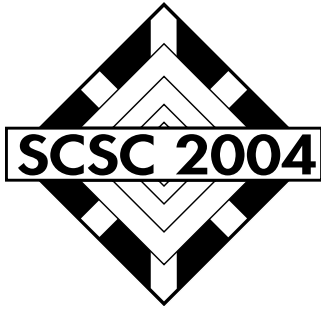
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The Society for Modeling and Simulation International
2004 Summer Computer Simulation Conference
July 25-29, 2004
Hyatt San Jose • San Jose, California, USA

HOTEL RESERVATION FORM

Reservations must be received by July 02, 2004 to qualify for conference rate.
Those received after this date will be accepted on a space available basis only.

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Please reserve accommodations for:

Name: _____

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