

# INSTRUCTIONS FOR PREPARATION OF MANUSCRIPT

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## INTRODUCTION

All conference materials will be based on electronically submitted documents. Both a Word / TeX / RTF / PostScript version and a PDF version must be submitted. Contact [Martina Seidel of SCS Europe BVBA](mailto:ess2004@scs-europe.org) [ess2004@scs-europe.org](mailto:ess2004@scs-europe.org) , if you have problems with that.

The *Proceedings* will be printed by reproducing a print of the manuscripts submitted by the authors. It is important to note that the appearance of your paper in the Proceedings will depend largely upon the care you take in preparing the original manuscript and graphic material. **You are responsible for all proofreading and layout (this should be conform with the authorkit, if not, your paper might not be accepted).**

## FORMATTING THE MANUSCRIPT

1. Manuscripts must be formatted two columns to a page.
2. Choose **Times New Roman** as font for your document.
3. Your text should be **10 point type**. This instruction is printed using the 10 point Times Roman font.
4. The basic page size discussed hereafter, is the **standard European A4-Format page (21 x 29.7 cm)**. Set your paper size to A4, and set the left and margins to 2 cm. Set the top and bottom margins to 2.5 cm. The text must be justified, and divided into two equal columns with 1 cm separation (implying a column width of 8 cm per column).
5. Text should be single-spaced, with double spacing between paragraphs, and with a 3-space paragraph indentation.
6. **The title and author information, on the first page should be centered.** (See further down for

additional information on how to present more than one author to a paper.)

7. Always print out a version on your own computer before sending it to SCS Office in order to check its printability and email a copy to yourself to check portability.

## PREPARING THE PAPER

This section contains detailed instructions that supplement the guidelines on this page. The following distinctions are important. **THIS PHRASE IS IN FULL CAPITALS. This phrase is in boldface type.**

## PREPARING THE FIRST PAGE

Special formatting instructions apply to the first page which contains the title, authors' names , and abstract.

## TITLE OF PAPER

Type the title in capital letters, using a **CAPITAL BOLD** font (Times New Roman Bold 14 points) centered on the page horizontally; 2,5 cm from the top edge of the first page. Space down one line, then type the name of the author (first name first), author's business or school affiliation, and complete address, using upper and lower case letters (and e-mail address if appropriate). Make it a complete mailing address, see at the top of this page and the example on the next page.

## THE TEXT ON THE FIRST PAGE

Insert 3 blank lines between the authors' addresses and the text on the first page.

## EXAMPLE PAPER

Below, an example paper is presented, which contains further information on how to format the paper, how to use pictures, tables, and references.

# EXAMPLE PAPER: A GENERAL MODEL OF INFORMATION TRANSFER

John J. Smith and Mary M. Doe  
Department of Computer Science  
University of Anytown  
Z-1000, Anytown, Anyland  
E-mail: JJSmith@anytown.com

## KEYWORDS

Model,  $\pi$  in the C-Ky, X-Y-Z Analysis.

## ABSTRACT

Begin each paper with an abstract (100-200 words) that summarizes the topic and important results presented in the paper. It should start in the left column, approximately 7cm from the top edge of the paper, and 2cm from the left edge. Include the abstract heading as shown. Use the bold version of your font and type in caps. Skip a line space, then begin the abstract at the left margin. The abstract should preferably not contain formulas, pictures, or references.

## PREPARING THE REMAINING PAGES

For the remaining pages follow the general guidelines below:

## MAJOR HEADINGS

Type in capitals, beginning flush with left-hand margin. Use a bold font. Skip half a line space, then begin.

### Subheadings

Capitalize the first letter of each word, beginning flush with left-hand margin. Use a bold font. Skip half a line space, then begin.

### Secondary Subheadings.

Try to avoid secondary subheadings as much as possible. These should not be necessary in a 6- or 10-page paper. Use the standard font or the italic version of the font (in this case Times Italic 10). Capitalize the first letter of each word. Text follows on the next line, do not skip a line space.

## MATHEMATICAL NOTATIONS AND EQUATIONS

Each displayed equation should be preceded and followed by a half blank line. Display only the most important equations and number only the displaced equations that are explicitly referenced within the text. Within the display enclose the equation number in parentheses and place it flush with the right-hand margin of the column, for example:

$$x(t) = A(t)x(t) + w(t) + u(t) \quad (1)$$

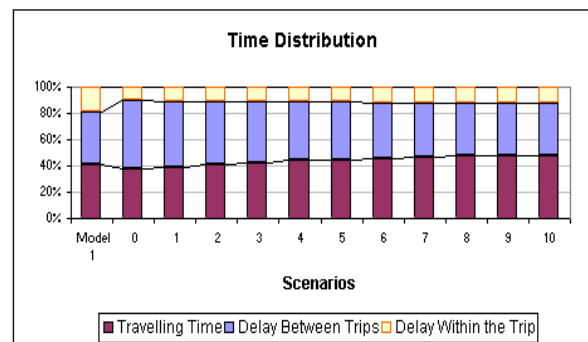
Within the text each reference to an equation number should also be enclosed in parentheses as in this reference to Equation (1) above. The equation should preferably also be 10 point.

## TABLES AND ILLUSTRATIONS

All artwork, captions, graphics, and tables will be reproduced exactly as you submit them. To ensure quality of reproduction, do the following test. **Make a photocopy of a photocopy of the original. If this 2nd copy is still legible, it will be faithfully reproduced in the Proceedings.**

Figures and tables should be centered within a column. A figure or table that is wider than one column may be centered between the columns, but it should not extend beyond the column edges. A figure or table that is wider than both columns should be set landscape. The top of the figure or table should be aligned with the left-column edge and it should occupy the entire page (but not outside the 24,7cm by 17cm rectangle).

Figures and tables are numbered sequentially, but separately using Arabic numerals. Figures should appear following the paragraph on which the figure is first referenced. Center the figure number and the caption under the figure using the following format.



Figures 1: Capitalize Caption with No-Period

Tables should appear in the document following the paragraph in which the table is first referenced. Center the table number and the caption above the table using the following format.

Table 1: Capitalize Caption with No-Period

	R		
mg	3	5	10
5	0,10	0,20	0,05
10	0,15	0,40	0,10
20	0,20	0,80	0,15
30	0,25	1,60	0,20
40	0,30	3,20	0,25
50	0,35	6,40	0,30
60	0,40	12,80	0,35

Captions for figures and tables should be written in *heading style*. That means only important words are capitalized.

**If you include photographs or screendumps insert them electronically or paste electronically them into place. You can use colour illustrations in your text. When using Microsoft Word™ do not anchor your pictures, graphs or illustrations, to a particular location in your text, as when sent electronically this position can shift. Colour will be reproduced only on the CD-Rom version of your paper – make sure that the black/white version of the paper is also readable.**

#### FOOTNOTES AND ENDNOTES

Do not use footnotes or endnotes, instead incorporate such material into the text directly or parenthetically. If you want to acknowledge a grant or support, include an extra acknowledgements section at the end of the paper.

#### REFERENCES

In text, references should be cited by the last name of the author and the year of publication, all in parentheses. The **Reference List** should be organized **alphabetically** by the name of the author, followed by the author's initials, year of publication, and other complete information about the published work. It may **not be numbered**. Only references that may be readily obtained should be cited in the list. Others may be referred to as "personal communication" in the text. In the reference list, **multiple entries with the same author** are arranged **chronologically**. Italicize the name of the publication in which the article is found, or the title itself if a separate publication. For laboratory, company, or government **reports**, all information on how to obtain the report should be included. For Ph.D. and M.S. theses, the institutions granting the degree should be given. **References to proceedings** must include the full name of the proceedings, how to obtain it, year of publication, and page numbers of article cited. A **reference to part of a book** must include the

range of pages in which the material is cited. **Names of periodicals** must be written out in full, and the range of pages cited. **Citing websites** as references should not be done.

#### Examples of References

*In text:*

(Smith 1978) -- one author  
 (Jones and Miller 1983) -- two authors  
 (Arthur et al. 1985) -- more than two authors  
 (Andrews 1982a) -- a trailing lowercase letter should distinguish multiple papers by the same author(s) published during a single year.  
 (Dijkstra 1972; Hoare et al. 1980; Smith and Kim 1984b) -- more references

*In reference List (a 9 point font is standard for the reference list):*

The examples below show what a reference should look like in a journal (Balci and Sargent 1981), for a book (Felker et al. 1980), for a book chapter (Balci and Sargent 1983), in a conference proceedings (Gass 1978), for a special publication (National Bureau of Standards 1976), for a technical report (Balci 1985), and for an internal report (Inglehart and Shedler 1983).

#### REFERENCES

- 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 (Apr), 190-197.
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- Felker, D.B.; F. Pickering; V.R. Holland; and W.L. Harper. 1980. *Data Processing Documentation Standards, Procedures and Applications*. Prentice-Hall, Englewood Cliffs, N.J.
- Gass, S.L. 1978. "Computer Model Documentation". In *Proceedings of the 1978 Winter Simulation Conference* (Miami Beach, FL, Dec.4-6). IEEE, Picataway, N.J., 281-287.
- National Bureau of Standards. 1976. *Guidelines for Documentation of Computer Programs and Automated Data Systems*. Federal Information Processing Standards Publication 38. Government Printing Office, Washington, D.C. (Feb).
- Inglehart, D.L. and G.S. Shedler. 1983. "Simulation Output Analysis for Local Areas Computer Networks." Research Report RJ 4020 (45068), Research Division, IBM, San Jose, CA (Sep).

#### NUMBERING PAGES AND PROCESSING

**DO NOT USE PAGE NUMBERS.** Final page numbers will be inserted by the publisher. If page numbering is on, turn it off.

## HEADERS AND FOOTERS

Do **not** use or set **any** headers or footers in the paper.

## GENERAL GUIDELINES TO IMPROVE THE CONTENTS OF YOUR FINAL PAPER

**Please take note of these comments before writing your paper**

1. Always state the relation with the simulation or related field throughout your **entire** paper. The relation can be threefold: your research is on simulation itself, your research **using** simulation in another field, or your research contributes to the field of simulation.
2. If your paper describes a **method** or a **technique**, always give examples of the **use** of that method or technique. If possible, include (references to) empirical evidence that your method or technique works the way it is supposed to.
3. If your paper describes an **application example**, always point out the **methods** and **techniques** you used to get the results that are described in the paper. Add screen-dumps if possible. Literature references might be sufficient.
4. Give an indication of the current **stage** your work or research is in. Is it still preliminary? Is there a commercially available product on the market? Is your work being applied by others or in other domains?
5. Start your paper with a brief **abstract**. Do not include material in the abstract that will not be described in the paper.
6. Always indicate the **novel aspects** that will be covered in the paper with respect to earlier work of yourself and of others. In what way does your contribution differ from what has been done before?
7. Make sure your **introduction** is appropriate. An introduction should give the general background for your research, and references to general literature on the subject for interested readers.
8. Make sure your **literature** references are correct, and up-to-date. Others will use your paper to find more information on the subject your paper is about. **Do not only use your own references**, but also refer to work done by others.
9. End your paper with **conclusions** and **further research** and recommendations. Your conclusions must be based on the material that can be found in the paper!

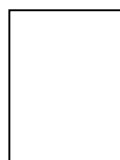
**10. If you are not a native English speaker, have your English corrected before you send in your final paper. If the use of the English language is below standards, your paper might be rejected.**

## AUTHOR BIOGRAPHIES

Please include a brief biography (no more than 300 words) of all authors at the end of the manuscript. The section heading is **AUTHOR BIOGRAPHIES**. This allows the viewing and reading audience to become familiar with the background of the authors, thus giving the paper greater impact and validity.

Start the paragraph devoted to each author's name, without indentation. In boldface **FULL CAPITALS**. If there are multiple authors, separate each paragraph with a blank line. Authors are encouraged to include email and webaddress in the last line of the biography.

If space permits, a small picture of 1.5 x 2 cm can be included as shown below.



**JOHN J. SMITH** was born in Antwerp, Belgium and went to the Free University of Brussels, where he studied chemical technology and obtained his degree in 1973. He worked for a couple of years for the Brussels Chemical Company Actin before moving in 1986 to the University of Anytown where he is now leading a large research group in the field of simulation for X-Y-Z Analysis. His e-mail address is : JJSmith@anytown.com and his Web-page can be found at <http://www.anytown.com/~smith>.

**If you have any questions regarding the preparation of manuscripts, it is best to have them answered now - contact the SCS Office for any clarification.**

## EXAMPLE TITLE PAGES FOR PAPERS WITH MULTIPLE AUTHORS

For papers with multiple authors always group authors from the same institution together, that is, list each institution only once. When authors are from more than one institution center the name and addresses across both columns but within the 24,7cm by 17cm rectangle. Up to three authors - address groups may be at the same height, three may and more than three must be listed at different heights as illustrated in the examples below.

### EXAMPLE WITH TWO AUTHORS FROM THE SAME INSTITUTION

First Name Last Name 1  
First Name Last Name 2  
Complete Address Line 1  
Complete Address Line 2  
Complete Address Line 3  
Complete Address Line 4

### EXAMPLE WITH TWO AUTHORS FROM DIFFERENT INSTITUTIONS

First Name Last Name 1	First Name Last Name 2
Complete Address Line 1	Complete Address Line 1
Complete Address Line 2	Complete Address Line 2
Complete Address Line 3	Complete Address Line 3
Complete Address Line 4	Complete Address Line 4

### EXAMPLE WITH THREE AUTHORS FROM DIFFERENT INSTITUTIONS

First Name Last Name 1	First Name Last Name 2	First Name Last Name 3
Complete Address Line 1	Complete Address Line 1	Complete Address Line 1
Complete Address Line 2	Complete Address Line 2	Complete Address Line 2
Complete Address Line 3	Complete Address Line 3	Complete Address Line 3
Complete Address Line 4	Complete Address Line 4	Complete Address Line 4

### ALTERNATE EXAMPLE WITH THREE AUTHORS FROM DIFFERENT INSTITUTIONS

First Name Last Name 1	First Name Last Name 2
Complete Address Line 1	Complete Address Line 1
Complete Address Line 2	Complete Address Line 2
Complete Address Line 3	Complete Address Line 3
Complete Address Line 4	Complete Address Line 4
First Name Last Name 3	
Complete Address Line 1	
Complete Address Line 2	
Complete Address Line 3	
Complete Address Line 4	

## **EXAMPLE WITH FOUR AUTHORS FROM DIFFERENT INSTITUTIONS**

First Name Last Name 1  
Complete Address Line 1  
Complete Address Line 2  
Complete Address Line 3  
Complete Address Line 4

First Name Last Name 2  
Complete Address Line 1  
Complete Address Line 2  
Complete Address Line 3  
Complete Address Line 4

First Name Last Name 3  
Complete Address Line 1  
Complete Address Line 2  
Complete Address Line 3  
Complete Address Line 4

First Name Last Name 4  
Complete Address Line 1  
Complete Address Line 2  
Complete Address Line 3  
Complete Address Line 4