

FORMATTING KIT

This information has been taken and adapted from the Society for Modeling and Simulation International (SCS) paper submission guidelines and information pertaining to the SCS guidelines can be found at www.scs.org

For additional information on the VMASC and MSVE Student Capstone Conferences and previous proceedings, please go to <http://www.vmasc.odu.edu/academics.html> and look for the 'Capstone Conference' link off to the left hand side.

| | |
|-----------------------------------------|---------------|
| PAPER PREPARATION AND FORMATTING | PAGE 2 |
| PAPER SUBMISSION | PAGE 5 |
| SAMPLE FORMATTING | PAGE 6 |
| SAMPLE PAGES | PAGE 7 |

PAPER PREPARATION AND FORMATTING

1. General Requirements

- a. In order to make your work available in both print and electronic formats, we require that you follow the SCS formatting and file preparation guidelines.
- b. To format your paper manuscript file, see Sample Formatting pages that illustrate the requested specifications or download templates from the SCS site
 - i. <http://www.scs.org/upload/documents/templates/ConferenceSubmissionWORDTemplate.doc>
 - ii. <http://www.scs.org/upload/documents/templates/ConferenceSubmissionLaTeXTemplate.tar.gz>
- c. Set the paper size in your word processors to 8.5x11 inch US Letter before doing the final layout
- d. 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.

2. Layout

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

3. Length

- a. For full papers, please do not submit a paper longer than eight (8) pages.
- b. For abstracts, please do not submit an abstract longer than two (2) pages.

4. Headers, Footers, and Page Numbers

- a. DO NOT include any kind of page numbers, headers, or footers. This is for final publication purposes the editor will insert the corresponding page numbers.

5. Title of Paper

- a. Font should be larger in size than body text.
- b. Type should be centered, bold, and with the first letter of each word capitalized (i.e., initial caps).
- c. Start title of paper one (1) inch from top of paper.

6. Author Information

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

7. Keywords

- a. 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.
- b. Begin the two-column layout
- c. Start the text about three lines below the author information
- d. Use the same type as the body text.
- e. Use boldface for the word "Keywords", then regular text for the keywords themselves.

8. Body Text

- a. Use text of about 10 points in size, but never smaller than 8 points.
- b. Fonts must be one or more of the following: Arial which is installed on almost all computers, and are also included with the downloadable template.
- c. Text should be justified.

PAPER PREPARATION AND FORMATTING

9. Headings

- a. If a heading appears by itself at the end of a page or column, try to place it with at least two lines of the subsequent text.
- b. Please number the headings and the subheadings, i.e., **1,1.1,1.2,1.2.1**, etc.
- c. **1. MAJOR HEADINGS**
 - i. All caps, bold, flush left. Skip one space, then start the text.
- d. **1.1 Subheadings**
 - i. Initial caps, bold, flush left. Start the text on the next line.
- e. **1.1.1 Secondary Subheadings**
 - i. Initial caps, bold, indented about five spaces. Start text on next line.

10. Footnotes

- a. Use footnotes sparingly; endnotes can be substituted.
- b. Begin two lines below the end of the column. Include a line or underscore between the body text and the footnote.
- c. 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.

11. References

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

12. Reference Citations in Text

- a. 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].
- b. If listing references by author name, use the following methods to cite them in the body text:
 - i. [Smith 1999]
 1. Single author
 - ii. [Smith 1999a]
 1. 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
 - iii. [Smith and Jones 1999]
 1. Two authors
 - iv. [Smith et al., 1999]
 1. Three or more authors

13. Reference List

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

PAPER 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.

14. Tables and Figures

- a. If copies of your paper are printed, it will be in black and white, so test print any color figures in black and white to ensure that they are legible.
- b. Make sure that text and legends in figures are readable
- c. 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.
- d. If you include an EPS, please use one of the standard fonts listed previously. Also, please outline all fonts used in the EPS.

15. Table Headings and Figure Captions

- a. Number figures sequentially, and number tables separately, also sequentially.
- b. Start the caption with the number of the figure or table.
- c. When possible, figure captions should appear at the bottom of the figure itself, and table headings should appear at the top.
- d. A sample caption and heading:
 - i. **Figure 6** Graph of the output of the first simulation run
 - ii. **Table 2** Comparison of the two methods used for each simulation run

PAPER SUBMISSION

1. Prepare your paper
 - a. Please refer to the previous pages and specifically pages 6-8 for paper preparation and formatting instructions
 - b. You may download a template for Microsoft Word from
 - i. <http://www.scs.org/upload/documents/templates/ConferenceSubmissionWORDTemplate.doc>
 - c. You may download a template for LaTeX from
 - i. <http://www.scs.org/upload/documents/templates/ConferenceSubmissionLaTeXTemplate.tar.gz>
2. Convert to an Acrobat PDF file
 - a. You may convert your paper to an Acrobat PDF format if you have the necessary software but it is also okay to submit a word file as well.
3. Upload your paper to the Student Capstone Conference Submission System –EasyChair
 - a. All papers and abstracts must be uploaded through the Student Capstone Conference submission system. This system is handled by EasyChair. This requires that the user create an account through EasyChair. For the current/active submission link to EasyChair please see the conference's main website at <http://www.vmasc.odu.edu/academics.html> and look for the 'Capstone Conference' link off to the left.
 - b. EasyChair
 - i. In order to submit as mentioned above, you must register and create an EasyChair account. For more information pertaining to how EasyChair works follow the current/active submission link or go directly to <http://www.easychair.org> for more information.
4. Upon acceptance
 - a. Once accepted into the conference you will be required to fill out an Electronic Versions of Copyright, Biography and A/V forms.
 - i. This form will be provided to you through the EasyChair moderator.
 - ii. Once you have reviewed the form, you will then upload copies of your copyright transfer form to the submission site when you upload your final paper copy.

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.

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 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.

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

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.