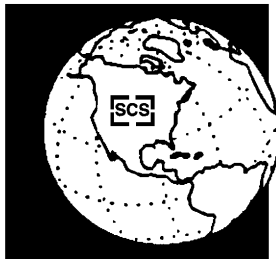


WMC 03



The Society for Modeling and Simulation International [SCS]

**AUTHOR INSTRUCTIONS
2003 WESTERN MULTICONFERENCE**

January 19–23, 2003

Orlando Airport Marriott • Orlando, Florida

Please review this material carefully—it contains information that has not previously been included in other SCS author kits

For additional information on the WMC 2003 Conference and Proceedings, contact the SCS office at the address below, or visit the Conferences section of the SCS Website at www.scs.org.

**The Society for Modeling and Simulation International
4838 Ronson Court, Suite L, San Diego, CA 92111-1800
Tel: (858) 277-3888; Fax: (858) 277-3930 ; E-mail: scs@scs.org**

DUE DATE: November 8, 2002

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. This 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**
- Hotel Reservation Form***

Once you have submitted an electronic copy of your paper to the Conference manuscript website 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 November 8 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 that we can ensure that your article's publication and your Conference experience both work smoothly. Please read and follow all instructions. If you have questions, please contact us at the address or numbers 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 website.

Send the material to The Society for Modeling and Simulation International by traceable 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 SCS receiving from you:
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- **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.
- **Transfer of Copyright**—This form merely grants SCS permission to publish your paper. The Society controls the commercial use of material that we publish, while you or your company retain the right to reuse the work in whole or in part. This form does *not* conflict with material that is in the public domain, such as articles written by government employees or contractors.
- **Page Limits**—The registration fee covers the printing of six (6) manuscript pages. Additional pages are charged at US \$40 per page.
- **Multiple Papers**—If you are presenting multiple papers, please note that the first submission must be accompanied by the full registration fee. Subsequent submissions are charged either at the full registration fee or US \$40 per page, whichever is less.
- **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**—As soon as your paper is fully uploaded to the submission website, <http://scs.proceedingscentral.com> a screen will appear giving you a paper code. All material you submit to SCS should include the final paper ID code. SCS is not responsible for correspondence or forms submitted without this code.

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 (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,” because 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

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 its 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

- 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

In order to prepare Final Manuscripts appropriately for viewing/printing, authors may either use the template provided in the Author Center to format their manuscripts or save their current file in accordance with “Sample Formatting” on page 8 and upload it in PostScript format. Both this template and page 8 conform to the requirements of SCS in the areas of page size, margins, fonts, character size, and layout. If you change the parameters of this template prior to submission, or if your manuscript does not conform, you may be asked to reconstruct the page layout of your paper and resubmit.

Step 1: Prepare Your Final Manuscript

- Please refer to pages 3 through 5 for Final Manuscript preparation and formatting instructions.
- You may download the Word template provided in your Author Center. If you have already created a file in Word or another program, just copy and paste it into the template or save your current file according to the “Sample Formatting” set up on page eight. Note that if you include tables within your text, be sure to use the Insert Table function instead of using tabs and spaces. **Do not use fonts other than those listed at the bottom of page one and documented in the template.**
- Insert your figures into your manuscript file. If they will not fit in a single column, you can spread them across two columns. Refer to the Word Help files if you have problems inserting graphics in a two-column format. You can also put the figures at the end if necessary. Be sure to include figure numbers and captions.
- 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).

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: Log In

- Go to SCS Proceedings Central site at <http://scs.proceedingscentral.com> and choose a conference from the pull-down bar
- Choose “Create an Account” and fill in the personal information.
- Log in using the ID and Password **you** created and click on Author Center.
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Step 4: Upload your Full/Final Manuscript to the SCS Electronic Submission Site

Manuscript Submission

- Choose “Author Center.”
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- 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.
- Choose “Use the File Manager.”
 - 1) Choose “Browse” to locate/select your manuscript.
 - 2) Choose designation. (Abstract, Full, or Final paper)
 - 3) Is paper for review? Answer “yes.”
 - 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.
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- 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! You can upload and test as many “drafts” as you choose.
- 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 5: Send Hard Copies to the SCS office (Final Manuscripts only)

- Print out two (2) hard copies of your final paper and send it to 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.

Text Begins Here
(on subsequent pages)

**Center Title Here (12-14 pts.)
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Center
Name of Author(s)
and Affiliation(s)
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(Use Upper and Lower Case)

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4p6

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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.

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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 TO 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 undesirable for use with an audience of over 40 attendees.

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LCD projectors **must be reserved** with the SCS Office **prior to the conference**.

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

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Instructions: You may use this form if you do not 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.

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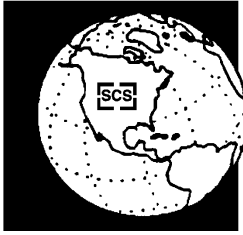
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Authors who are employees of the US Government are not required to sign Part I of this form, but any coauthors outside the US Government are required to sign Part I. Authors whose work was performed under a US Government contract or grant, but who are not Government employees, are required to sign Part I. Signing Part B 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.

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2003 WESTERN MULTICONFERENCE
January 19-23, 2003
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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, a copy of the Proceedings, and a CD of all papers that were electronically submitted for the WMC 2003 conference. Any planned social functions 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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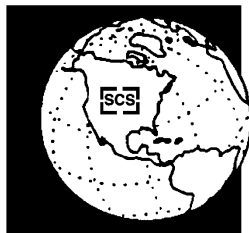
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WMC 03



The Society for Modeling and Simulation International

2003 WESTERN MULTICONFERENCE
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Reservations must be received by December 20, 2002 to qualify for conference rate.
Those received after this date will be accepted on a space available basis only.

Arrival Date: ____/____/____
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Please reserve accommodations for:

Name: _____

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