

# The Society for Modeling and Simulation International (SCS) Author's Kit Guidelines

## Author's Kit Guidelines

**Please review this material carefully—it contains information that has not previously been included in other SCS Author's 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/conferences](http://www.scs.org/conferences)

### 1. Prepare Your Manuscript

- In order to make your work available in both print and electronic formats, we require you to follow our formatting and file preparation guidelines.
- To format your paper manuscript file, download & use an appropriate template from the Conference Paper Templates listed in the Author's Kit Instructions and Forms section.
- Set the paper size in your word processor to 8.5 x 11 inch US Letter before doing the final layout.
- 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, omissions and legibility before you submit it.
- For your final camera ready paper, pdf format *is* required.
- Full papers must be 5 to 12 pages in length and must use one of the new templates. Panel and Tutorial papers may be up to 15 pages in length. A paper must accompany all presentations and tutorials. All papers and poster abstracts will be peer reviewed.
- Visit the conference website for specific information about Tracks and Track Coordinators. Accepted papers will be published in USB version of the conference proceedings which will be copyrighted and widely disseminated. Some of the proceedings of the conference will be listed in the ACM and the IEEE digital libraries.
- After you have completed your paper, visit the specific conference that your paper applies to and submit your paper to the applicable Symposium.

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## 2. Convert to an Acrobat PDF file

- **using Word**
  - The paper size selected for the PDF file must be US Letter 8.5x11 inches.
  - All submitted PDFs must have Type 1 fonts (scalable), not Type 3 (bit-mapped) & all fonts **must** be embedded within the PDF file. To accomplish this:
    - Download the ACM.joboptions distiller settings file (found in this authors kit).
    - Open Adobe Distiller and click on settings.
      - Choose "Add Adobe PDF Settings".
      - Choose the downloaded ACM.joboptions file.
      - Click save.
      - Change the default setting option to "ACM".
      - Exit distiller.
    - In Word, click on the "Acrobat" tab at the top of the window.
      - On the Settings tab change the Conversion Settings to "ACM".
      - Click OK.
      - Click "Create PDF"
- **using LaTeX**
  - All submitted PDFs must have Type 1 fonts (scalable), not Type 3 (bit-mapped) & all fonts **must** be embedded within the PDF file.
  - For instructions on how to accomplish this with LaTeX, please consult ACM's FAQ item number 14 at <http://www.acm.org/sigs/publications/sigfaq#a14>.

## Step 3: Upload your Manuscript to the SCS Electronic Submission Web Site

- For the file name of your final camera-ready paper, please use either **final\_cr\_paper** (i.e. final\_cr\_paper.doc, final\_cr\_paper.docx, final\_cr\_paper.tex, final\_cr\_paper.pdf, final\_cr\_paper.zip). As noted above, pdf format **is** preferred.
- Create a zip file containing all of your files that were used to generate the final manuscript.
  - For Word, this zip file can contain just your .doc or .docx file.
  - For LaTeX, this zip file should contain all component files needed to generate your final PDF (e.g. .tex, .cls, .bib, .bst, .sty files, as well as any/all image files).
- All manuscripts & zip files must be uploaded to the SCS Conference Proceedings Management System (START). The specific URL for that system depends on which conference / symposium

Version: Office Oct 2016

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you are submitting to. See the Call for Papers page for your specific conference / symposium for their submission URL. Please follow the instructions and sign up via the START system site.

### **Step 4: Download, Complete & Upload Forms & Upload Receipt**

- When you upload your final paper to the online submission site from Step 3 you **must** also upload your completed & signed Transfer of Copyright form, your completed & signed Author Certification form, and a copy of your registration receipt. Those two (2) forms are part of this authors kit or can be found on the Author's Kit page of the SCS website.

**Deadline Dates:** Symposium, Posters, Ph. D. Colloquium and Extended Abstracts are listed in the Call for Papers.

**Program Questions:** Contact your symposium's Program Chair and/or General Chair.

**Proceedings Questions:** Contact your symposium's Proceedings Chair and/or Program Chair

**Conference Registration Questions:** Contact the SCS office ([scs@scs.org](mailto:scs@scs.org) or 858-277-3888)