

# The Society for Modeling and Simulation International (SCS) Authors Kit Guidelines & Conference Policies

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## Authors Kit Guidelines

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

### 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 at <http://scs.org/authorskit>.
- 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.
- The registration fee covers the printing of between five (5) & twelve (12) manuscript pages. Additional pages are charged at \$40 (U.S.) per page.
- Visit the conference websites 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. Only papers from the main symposiums will be submitted to the Digital Libraries.



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## Authors Kit Guidelines & Conference Policies

- After you have completed your paper, visit the specific conference that your paper applies to and submit your paper to the applicable Symposium.

### 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 both word template zip files).
    - 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 or how to check if your fonts are all embedded, please see EmbeddingFonts4LaTeX.pdf (found in both LaTeX template zip files).

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

- For the file name of your final camera-ready paper, please use a file prefix of **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).



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- All manuscripts & zip files must be uploaded to the **SCS Conference Proceedings Management System**. The specific URL for that system depends on which conference / symposium 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 **SCS Conference Proceedings Management 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 <http://scs.org/authorskit> page.

**In general, the process for preparing and submitting a conference paper or poster abstract is as follows:**

- Decide whether you will use Word or LaTeX to prepare your document.
- Download the appropriate template zip file.
- Modify those files to produce your submission.
- Visit the specific conference you intend to participate and submit your paper.
- Register for the conference on the specific conference website.
- Upload your final paper & components, your completed & signed Transfer of Copyright form, your completed & signed Author Certification form, and a copy of your registration receipt.

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

**Invitation Letters:** The SCS Office will provide an invitation letter for obtaining a visa for accepted authors or invited attendees. See the <http://scs.org/authorskit> page for a copy of that form.

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

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



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## Conference Policies

- **Discounts.** SCS offers discounts on all conferences for members, full-time students and retirees. Member-only discounts should be automatically applied after you log in during registration. To receive your student or retiree discount, please fill out the appropriate verification form for student or retiree and mail, email or fax the form to the SCS office for approval and to receive your discount code. Students and Retiree qualify for a 50% discount if approved. See the <http://scs.org/authorskit> page for a copy of those forms.
- **Substitution Policy.** Registrants may send a substitute in their place in lieu of requesting a refund. The substitute should be able to answer questions from presentation attendees.
- **Cancellations and Refunds.** All SCS conference cancellations and requests for refunds must be made in writing and sent to the SCS Main Office. Requests may be e-mailed, or faxed (contact information below).
  - Full Refunds – More than 30 Days' Notice. To receive a full refund, SCS must receive written requests no later than 30 days prior to the first day of the conference.
  - 50% Refunds – Less than 30 Days' Notice. Refund requests received within 30 days of the start of the conference will be subject to a 50% refund.
  - No Refunds – Within 2 Weeks. Refund requests received within 2 weeks of the start of the conference will not be eligible for a refund.
  - Author Refunds. Authors who have their papers included in the proceedings are not eligible for a refund. Authors may receive a refund if they withdraw their papers before the paper is included in electronic or hard-copy proceedings.
  - Emergency Illness or Death of Registrant or Immediate Family Member. Refunds may be granted if an attendee is unable to attend the Conference due to a family death, illness, or other extraordinary circumstance. In such a circumstance, the SCS Main Office must be contacted by phone, letter or e-mail as shown below.



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## **The Society for Modeling and Simulation International (SCS) Authors Kit Guidelines & Conference Policies**

SCS will refund fees as soon as possible and no later three (3) weeks after the conference has concluded. To request a refund, contact the SCS Office at:

The Society for Modeling & Simulation International  
Conference Cancellation/Refund Inquiry  
11315 Rancho Bernardo Road, Suite 139  
San Diego, CA 92127

or by email at: [scs@scs.org](mailto:scs@scs.org), Fax: 858-277-3930, Phone: 858-277-3888, <http://www.scs.org>.



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