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INSTRUCTIONS FOR PREPARATION OF MANUSCRIPT

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1. INTRODUCTION

Because of the proliferation of Laser Printers, SCS feels it is now possible to achieve high-quality, camera-ready copy on standard A4 sheets. Call the SCS office (+32) 9.233.77.90, if you have problems with that.

The *Proceedings* will be printed by photo-copying 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 will not be accepted).**

2. FORMATTING THE MANUSCRIPT

1. Manuscripts must be formatted two columns to a page. Use **one side of page only**.

2. Choose **Times New Roman** as font for your printer.

3. Your text should be **10 point type**. This instruction is printed using the 10 point font.

4. Papers must be printed on a laserprinter**, single-sided only**. It is acceptable to use a printer that produces typewriter-quality print-out. Use any good quality bond paper. Printout from many dot matrix printers does not reproduce well and is therefore **NOT ACCEPTABLE**.

5. The basic page discussed hereafter, is the **standard European A4-Format page**. The text must be justified and must be contained within a rectangle of height of 22,5cm and width of 17,5cm, divided into two equal columns with 1cm separation (implying a column width of 9cm). The left and right margins should be 2cm. Except for the first page the top and bottom margins should be 2,5cm.

6. Text should be single-spaced, with double spacing between paragraphs, and with a 3-space paragraph indentation.

7. Manuscript pages must be kept clean. Bad erasure marks or smudges will show up in the printed volume. Correction paint may also be used if applied carefully and completely.

8. **The title and author information, on the first page should be centered**. (See further down for additional information on how to present more then one author to a paper.)

9. Any submission that does not follow the rules will **NOT BE PUBLISHED** in the Conference Proceedings. Fax submissions, for instance, are **NEVER** acceptable.

10. Electronic full paper submissions are only acceptable in Microsoft® Word document, Microsoft® Word RTF format or in PDF format.

11. 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.

12. Always provide one printed clear copy to SCS Europe only, without handwritten references or remarks, next to your emailed version.. **Do not staple your final paper**.

3. 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.**

4. PREPARING THE FIRST PAGE

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

5. 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 the example, which follows further down.

6. THE TEXT ON THE FIRST PAGE

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

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A GENERAL MODEL OF INFORMATION TRANSFER

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KEYWORDS
Model, π 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 not contain formulas or references. (Also include a copy of the abstract in ASCII format on 3 1/2 inch floppy disk for PC compatible with your paper).

1. PREPARING THE REMAINING PAGES

For the remaining pages follow the general guidelines below:

2. MAJOR HEADINGS

Type in capitals, beginning flush with left-hand margin. Use a bold font. Provide numbering but not for Keywords, Abstract, and References. Skip half a line space, then begin.

2.1. Subheadings

Capitalize the first letter of each word, beginning flush with left-hand margin. Maintain numbering of the major heading. 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-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.

4. MATHEMATICAL NOTATIONS & EQUATIONS

Each displayed equation should be proceded 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 equatiuon number in parentheses and place it flush with the right-hand margin of the column, for example:

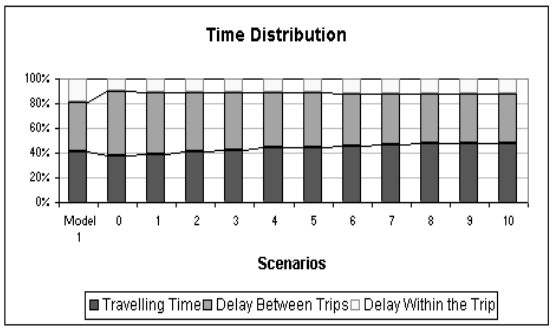
$$x(t) = A(t)x(t) + w(t) + u(t) \qquad (1)$$

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.

5. 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 then 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 22,5cm by 17,5cm rectangle).
Figures and tables are numbered sequentially, but seperately 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. Physically pasted on tables will not be accepted. Center the table number and the caption above the table using the following format.

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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.

6. FOOTNOTES

Do not use footnotes, instead incorporate such material into the text directly or parenthetically.

7. 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).

9. NUMBERING PAGES AND PROCESSING

DO NOT TYPE PAGE NUMBERS. Simply write the sequential numbers and total number of pages to your paper in non-reprographic blue pen or pencil **on the back of each page** (e.g. 1 of 5, 2 of 5, etc.). Final page numbers will be inserted by the publisher.

Print your paper code (assigned by SCS) in the **upper right hand corner on the back of each page** of the original manuscript and **on the front of the first page of all requested copies only if the paper is only sent by normal mail.**. Write the first author's last name in the lower right-hand corner of each page, just above the page numbering. This is for handling and identification purposes only and will not be reproduced.

9. BIOGRAPHY

If space permits, it is worthwhile to include a brief biography (no more than 300 words) of the first author at the end of the

manuscript. The section heading is **AUTHOR BIOGRAPHY**. This allows the viewing and reading audience to become familiar with the background of the author, 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. (also include the biography on the floppy disk in ASCII format and the full paper in the required formats).

PHILIPPE GERIL was born in Ostend, Belgium and went to the University of Louvain, at their Brussels site, where he studied languages and obtained his degrees in 1980 and 1981. After doing his military service, he worked for a couple of years for the Superia Company before moving in 1986 to SCS where he has been working in Cyberspace eversince.

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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 22,5cm by 17,5cm 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
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

EXAMPLE WITH THREE 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

ALTERNATE EXAMPLE WITH THREE 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

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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

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