

INSTRUCTIONS FOR PREPARATION OF MANUSCRIPT

Philippe Geril
Greenbridge Science Park
Wetenschapspark 1, Plassendale 1
B-8400 Ostend, Belgium
E-mail: Philippe.Geril@eurosis.org

INTRODUCTION

Because of the proliferation of good quality printers, EUROSIS feels it is now possible to achieve high-quality, camera-ready copy on standard A4 sheets. Call EUROSIS (+32) 59.255.330, 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).**

Use a **GRAMMAR and SPELLING checker before sending in your paper. BE AWARE that these do NOT WORK on TITLES and other texts in CAPITALS.**

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 paper. When using special fonts (if needed) always embed the special font type in your original document (doc or pdf), in order to make sure they print properly and do not influence the other papers when collating.
3. Your text should be **10 point type**. This instruction is printed using the 10 point font.
4. 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- to 24cm and width of 17,5cm to 18cm, divided into two equal columns with 1cm separation (implying a column width of 8,0cm). The left and right margins should be 1,5 cm to 1,8 cm. Except for the first page the top and bottom margins should be between 2 cm - 2,5cm.
5. Text should be single-spaced, with single or double spacing between paragraphs, and with or without a 3-space paragraph indentation.
6. **The title and author information, on the first page should be centered.** (See further down for additional information on how to present more than one author to a paper.)

- 7 Any submission that does not follow the rules will **NOT BE PUBLISHED** in the Conference Proceedings. Fax submissions, for instance, are **NEVER** acceptable.
- 8 Electronic full paper submissions are only acceptable in Microsoft® Word document and in **PDF format (PREFERRED FORMAT)**.
- 9 Always print out a version on your own computer before sending it to EUROSIS in order to check its printability and email a copy to yourself to check portability.
- 10 **DO NOT** provide an annotated version of the paper.

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.**

PREPARING THE FIRST PAGE

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

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.

THE TEXT ON THE FIRST PAGE

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

The easiest way to prepare your paper is to cut and paste it into the following pages as shown.

A GENERAL MODEL OF INFORMATION TRANSFER

John J.Smith and Mary M.Doe
Department of Computer Science
University of Anytown
B 1000, Anytown,
Belgium
E-mail: JJSmith@anytown.ac.be

THIS IS HOW YOUR FIRST PAGE OF YOUR PAPER SHOULD LOOK LIKE

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 (title only). Skip a line space, then begin the abstract at the left margin. The abstract should not contain formulas or references. (Also include or email a copy of the abstract in ASCII format on CD for PC compatible with your paper).

PREPARING THE REMAINING PAGES

For the remaining pages follow the general guidelines below:

MAJOR HEADINGS

Type in capitals, beginning flush with left-hand margin. Use a bold font. Skip half a line space, then begin.

Subheadings

Capitalize the first letter of each word, beginning flush with left-hand margin. 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 5-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.

MATHEMATICAL NOTATIONS AND EQUATIONS

Each displayed equation should be preceded 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 equation number in parentheses and place it

flush with the right-hand margin of the column, for example:

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

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.

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 than 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 separately 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.

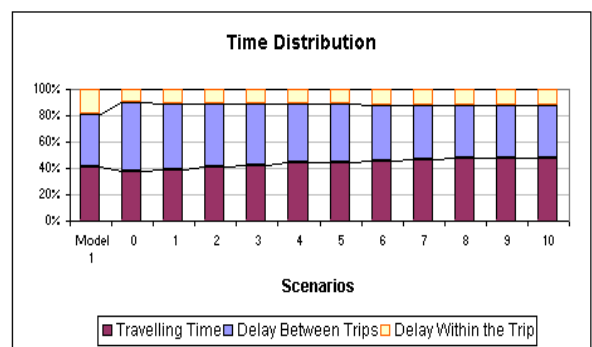


Figure 1: Capitalize Caption with No-Period

Tables should appear in the document following the paragraph in which the table is first referenced. Physically pasted on tables will not be accepted. Centre the table

START YOUR PAPER AS SEEN ON PAGE 2 AS THIS EXAMPLE

number and the caption above the table using the following format.

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. Coloured text is not acceptable. It is also a good idea to insert PAGE BREAKS at the end of each page.

FOOTNOTES

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

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 be avoided, but if necessary placed under a separate second reference listing with the heading **WEB REFERENCES**.

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.
- Balci O. and R.G. Sargent. 1983. "Validation of Multivariate Response Trace-Driven Simulation Models". In *Performance 1983*, A.K. Agrawalla and S.K. Tripathi (Eds.). North-Holland, Amsterdam, 309-323.
- Balci O. 1985. "Guidelines for Successful Simulation Studies". Technical report TR-85-2. Department of Computer Science, Virginia Tech, Blacksburg, Va. (Nov).
- 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).

WEB REFERENCES

Web references should be listed separately under the heading WEB REFERENCES and should be listed in an alphabetical order.

www.eurosis.org

www.google.com

Be aware that webreferences can become defunct, so if you want to give your paper relevancy, longer, then limit the number of webreferences or use generic web addresses or online databases with permanent links.

START YOUR PAPER AS SEEN ON PAGE 2 AS THIS EXAMPLE

NUMBERING PAGES AND PROCESSING

DO NOT TYPE OR ADD PAGE NUMBERS. Final page numbers will be inserted by the publisher.

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.

If there are more than one author change the title to **AUTHOR BIOGRAPHIES**.

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 a disk or CD in text format and the full paper in the required formats if you did not email everything).

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 1985 to SCS and in 2002 to EUROSIS, where he has been working in Cyberspace ever since.

If you have any questions regarding the preparation of manuscripts, it is best to have them answered now - contact the EUROSIS for any clarification.

QUICK OVERVIEW OF YOUR PAPER WORKFLOW

To make it short this is the general paper layout

- 1) Keywords
- 2) Abstract
- 3) Introduction
- 4) Main paragraphs
- 5) Conclusion
- 6) Future Research
- 7) Acknowledgements
- 8) References
- 9) Web references
- 10) Biography(ies)

START YOUR PAPER AS SEEN ON PAGE 2 AS THIS EXAMPLE

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	First Name Last Name 2
Complete Address Line 1	Complete Address Line 1
Complete Address Line 2	Complete Address Line 2
Complete Address Line 3	Complete Address Line 3
Complete Address Line 4	Complete Address Line 4

EXAMPLE WITH THREE AUTHORS FROM DIFFERENT INSTITUTIONS

First Name Last Name 1	First Name Last Name 2	First Name Last Name 3
Complete Address Line 1	Complete Address Line 1	Complete Address Line 1
Complete Address Line 2	Complete Address Line 2	Complete Address Line 2
Complete Address Line 3	Complete Address Line 3	Complete Address Line 3
Complete Address Line 4	Complete Address Line 4	Complete Address Line 4

ALTERNATE EXAMPLE WITH THREE AUTHORS FROM DIFFERENT INSTITUTIONS

First Name Last Name 1	First Name Last Name 2
Complete Address Line 1	Complete Address Line 1
Complete Address Line 2	Complete Address Line 2
Complete Address Line 3	Complete Address Line 3
Complete Address Line 4	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	

START YOUR PAPER AS SEEN ON PAGE 2 AS THIS EXAMPLE

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