

## INSTRUCTIONS FOR AUTHORS OF PAPERS USING L<sup>A</sup>T<sub>E</sub>X

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### ABSTRACT

This set of instructions for producing a proceedings paper for the 2015 Winter Simulation Conference (WSC) with L<sup>A</sup>T<sub>E</sub>X also serves as a sample file that you can edit to produce your submission, and a checklist to ensure that your submission meets WSC 2015 requirements. Please follow the guidelines herein when preparing your paper. Failure to do so may result in a paper being rejected, returned for appropriate revision, or edited without your knowledge.

### 1 INTRODUCTION

This paper provides instructions for the preparation of papers for the 2015 Winter Simulation Conference (WSC) using L<sup>A</sup>T<sub>E</sub>X. There is a companion paper that provides instructions for the preparation of papers using Microsoft Word.

**The easiest way to write a paper using L<sup>A</sup>T<sub>E</sub>X that complies with the requirements is to edit the source file, `wsc15paper.tex`, for this document.** The style of this document is based on the special paper class file `wscpaperproc` which is selected by using `\documentclass{wscpaperproc}`.

An author kit is available online via the [conference website](#) (Winter Simulation Conference 2015). The author kit includes this L<sup>A</sup>T<sub>E</sub>X document and its Microsoft Word companion. It also includes guidelines that you may find helpful for writing a conference paper and for giving a presentation.

This document was typeset using `pdflatex`, which allows you to use certain graphics file types that are not allowed using the outdated `latex-dvips-ps2pdf` route. For more on this issue, see Section 4.4 below.

## 2 GENERAL GUIDELINES

### 2.1 Language

The paper should be prepared using U.S. English in the interest of consistency across the proceedings. Please carefully check the spelling of words before you submit your paper. There are spell checkers for L<sup>A</sup>T<sub>E</sub>X as well. Some examples of software which supports spell checking are TexnicCenter, TexMaker, and TexClipse.

### 2.2 Objectivity

The content of the paper should be objective and without any appearance of commercialism. In general, comparisons of commercial software should be avoided unless they are central to the topic. If a comparison of commercial software is included, it should be based on objective analysis that includes criteria, description of ranking methodology on each criteria, and the rankings themselves to arrive at the conclusion. If an approach other than a detailed objective analysis is used to select the simulation software used for the study being reported, such as, availability of the software, or the familiarity of the analyst with the software, it should be clearly identified.

### 2.3 Paper Submission

You will submit both the source files (text, graphics, bib) for your paper, as well as the paper in Portable Document Format (.pdf), electronically at the [conference website](#) (Winter Simulation Conference 2015).

Your source file(s) should be submitted either as a single .tex file if you only use one file, or as a zipped folder containing ALL files needed to compile.

*In addition to the source file (.tex), include all files necessary to generate your paper, including figures, bibliography files, and any non-standard packages that you use (please try to avoid the use of non-standard packages).* Section 4.4 discusses the inclusion of figures in your paper, as well as requirements for the submission of figure files. Section 5.4 discusses requirements for submitting bibliography files (.bib), if you choose to use BIB<sub>T</sub>E<sub>X</sub>. If you use any non-standard packages, then please include them as well, since they will be needed to generate the final pdf versions of your paper. The final pdfs are generated by the conference proceedings editors.

Please do not include folders like (.svn (Subversion folders) or \_MACOSX) and try to avoid submitting unnecessary additional files. Please do not include previous versions of your tex file.

Zipped folders can be produced using the tar and compress commands on Unix systems, by right-clicking on a folder in Windows XP or later (“send to zip folder”), by right-clicking and using the compress command in Mac OS, or by using an application such as, Winzip, Ultimatezip or WinRAR. Make sure that the files submitted can be compiled without any error. The .pdf file submitted by you allows the editors to ensure that the edited version of your paper conforms reasonably to the appearance that you intended.

You will also need to transfer the copyright of your article to the WSC using the copyright transfer form that will be available via the conference web site at the appropriate time. *In order for your paper to be published by the WSC, you must complete the transfer of copyright.* When you have successfully transferred the copyright, you will receive a receipt (.pdf) . Please email a copy of this receipt to [the proceedings editors](#). If you are unable to satisfy these requirements then you should contact [the proceedings editors](#).

### 2.4 Length Constraints

#### 2.4.1 The Abstract and Keywords

The abstract should be at most 150 words. Since abstracts of all papers accepted for publication in the proceedings will also appear in the final program, the length limit of 150 words for each abstract will be

strictly enforced. The abstract should consist of a single paragraph, and it should not contain references or mathematical symbols. Do not include a list of keywords as they are not used in the WSC proceedings.

## **2.4.2 Length of the Paper**

The page size in the proceedings is 8.5 inches by 11 inches (21.6 cm by 27.9 cm). The overall length of the paper should be at least 5 proceedings pages. Papers should be at most 12 pages, except for introductory tutorials, advanced tutorials, and panel sessions, for which the limit is 15 pages.

## **2.4.3 Font Specification and Spacing**

The paper should be set in the Times New Roman font using a 11-point font size. These settings are automatically applied by the class file for the WSC proceedings used for this document. Please note that the proceedings publisher will convert all papers to the Times New Roman font – thus you are asked not to change these settings in your paper. If you want to use bold Greek symbols you should use the `\bm` package. The paper should be single spaced—that is, 6 lines per inch.

## **2.4.4 Margins**

The width of the text area is 6.5 inches (16.0 cm). The left and right margins should be 1 inch (2.54 cm) on each page. Except for the first page, the top and bottom margins should be 1 inch (2.54 cm).

## **2.4.5 Justification**

Headings of sections, subsections, and subsubsections should be left-justified. One-line captions for figures or tables should be centered. A multiline caption for a figure or table should be fully justified. All other text should be fully justified across the page (that is, the text should line up on the right-hand and left-hand sides of the page).

## **2.5 Headings of Sections, Subsections, and Subsubsections**

Section, subsection, and subsubsection headings should appear flush left, set in the bold font style, and numbered as shown in this document. The WSC style will take care of this if not modified. The headings for the Abstract, Acknowledgments, References and Author Biographies sections are not numbered. To suppress the section numbers, use the `\section*{}` command. Section headings should be set in **FULL CAPITALS LIKE THIS PHRASE**, while subsection and subsubsection headings should be **Capitalized in Headline Style like This Phrase**. The WSC style will take care of inserting one blank line before and after each heading.

### **2.5.1 Paragraphs**

The first paragraph after a heading should not be indented; all other paragraphs should be indented by 0.25 inches. Do not insert additional space between paragraphs. The WSC style will take care of this if not modified.

### **2.5.2 Footnotes**

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

### **2.5.3 Page Numbers**

Do not include page numbers. Page numbers are added when the final pdfs are created.

### 3 FORMATTING THE FIRST PAGE

#### 3.1 Running Heads

The running head in the upper left-hand corner of the first page should read

*Proceedings of the 2015 Winter Simulation Conference*

*L. Yilmaz, W. K V. Chan, I. Moon, T. M. K. Roeder, C. Macal, and M. D. Rossetti, eds.*

This initial running head is left-justified and set in the 11-point italic font style. It is automatically provided by the class file.

Running heads on the second and subsequent pages should contain the last names of the authors, centered and set in the 11-point italic font style. For example, running heads for papers with varying numbers of authors would appear like *Yilmaz* (single author), or *Yilmaz and Chan* (two authors), or *Yilmaz, Chan, and Moon* (three authors), or *Yilmaz, Chan, Moon, and Roeder* (four authors). These are created by using the macro

```
\WSCpagesetup{LastName1, LastName2, and LastNameLastAuthor}
```

defined in the class file. Please use this macro to set up the running heads, as it sets further parameters important for the correct layout of the document.

The author names are listed in the same order as they appear on the title page, which is the same order the author biographies are provided. These entries **do** need to be changed by the authors in the `\WSCpagesetup` command in the source for this file. Please give all author names, do not leave out any author names, and do not use et al.

#### 3.2 Title and Authors

Center the title of the paper across the page and set it in bold **FULL CAPITALS** so that the top edge of the title begins 1.5 inches from the top of the page. The correct placement is automatically done by the class file as well. Just use the `\title` and `\maketitle` commands as it is done in the source of this document. Multiline titles should have about the same amount of text on each line.

There should be 2 blank lines between the title and the authors' names (will be inserted by the class file if the `\author`, `\title`, and `\maketitle` commands are used).

Each author's name should be capitalized and centered on a new line, with the author's first name first and no job title or honorific. Insert 1 blank line between the author's name and address. The organization or institution that the author is affiliated to should be typed first. Next type the complete street address, without abbreviations, followed by the city, standard two-letter state or province abbreviation, postal code, and country. The address should be centered and capitalized, except for the country, which should be set in FULL CAPITALS. Do not include email addresses on the cover page; these are provided in the author biographies (See the first page of these instructions.) For papers with multiple authors, the authors should be listed in order of decreasing contribution, with authors from the same institution grouped together if possible. Different formats for multiple authors are shown as examples in Figures 3 through 6 at the end of this document. There should be 2 blank lines between the author names and the text of the paper.

You should use the `\author` command to enter author names, separated using the command `\and` — see the source for this document.

### 4 FORMATTING SUBSEQUENT PAGES

For the remaining pages, the top margin should be 1 inch (2.5 cm).

#### 4.1 Mathematical Expressions in Text and in Displays

Display only the most important equations, and number only the displayed equations that are explicitly referenced in the text. To conserve space, simple mathematical expressions such as  $\bar{Y} = n^{-1} \sum_{i=1}^n Y_i$  may be incorporated into the text. Mathematical expressions that are more complicated or that must be referenced later should be displayed, as in

$$s^2 = \frac{1}{n-1} \sum_{i=1}^n (Y_i - \bar{Y})^2.$$

If a display is referenced in the text, then enclose the equation number in parentheses and place it flush with the right-hand margin of the column. For example, the quadratic equation has the general form

$$ax^2 + bx + c = 0, \text{ where } a \neq 0. \quad (1)$$

In the text, each reference to an equation number should also be enclosed in parentheses. For example, the solution to (1) is given in (2) in Appendix A.

If the equation is at the end of a sentence, then you should end the equation with a period. If the sentence in question continues beyond the equation, then you should end the equation with the appropriate punctuation—that is, a comma, semicolon, or no punctuation mark.

#### 4.2 Displayed Lists

A displayed list is a list that is set off from the text, as opposed to a run-in list that is incorporated into the text. The bulleted list given below provides more information about the format of a displayed list.

- Use standard bullets instead of checks, arrows, etc. for bulleted lists.
- For numbered lists, the labels should not be arabic numerals enclosed in parentheses because such labels cannot be distinguished from equation numbers.

#### 4.3 Definitions and Theorems

Definitions, theorems, propositions, etc. should be formatted like a normal paragraph with a boldface heading as shown in the examples below. Number these items separately and sequentially. You may choose not to separately number theorems, propositions, corollaries, etc., as opposed to the example below where corollaries and theorems are numbered together. Search the source of this document to see how these environments were defined. The key command is `\newtheorem`. Do not use a period after the definition, theorem, corollary or proposition number.

**Definition 1** In colloquial New Zealand English, the term *dopey mongrel* is used to refer to someone who has exhibited less than stellar intelligence.

**Theorem 1** If a proceedings editor from New Zealand accidentally deletes his draft of the author kit shortly after completing it, he would be considered to be a dopey mongrel.

**Corollary 2** One of the proceedings editors is a dopey mongrel.

#### 4.4 Figures and Tables

Figures and tables should be centered within the text and should not extend beyond the right and left margins of the paper. Figures and tables can make use of color since the WSC produces electronic proceedings. However, try to select colors that can be differentiated when printing in black and white in consideration of vast majority of people using such printers. Figures and tables are numbered sequentially, but separately, using arabic numerals.

Each table should appear in the document after the paragraph in which the table is first referenced. However, if the table is getting split across pages, it is okay to include it after a few paragraphs from its

first reference. One-line captions are centered, while multiline captions are left justified. The captions appear *above* the table. See Tables 1 and 2 for examples.

Table 1: Table captions appear above the table, and if they are longer than one line they are left justified. Captions are written using normal sentences with full punctuation. It is fine to have multiple-sentence captions that help to explain the table.

Creature	IQ	Diet
dog	70	anything
cat	75	almost nothing
human	60	ice cream
dolphin	120	fish fillet

Table 2: Counting in Maori.

English	Maori
one	tahi
two	rua
three	toru
four	wha

Each figure should appear in the document after the paragraph in which the figure is first referenced. One-line captions are centered, while multiline captions are left justified. Figure captions appear below the figure. See Figures 1 and 2 for examples.

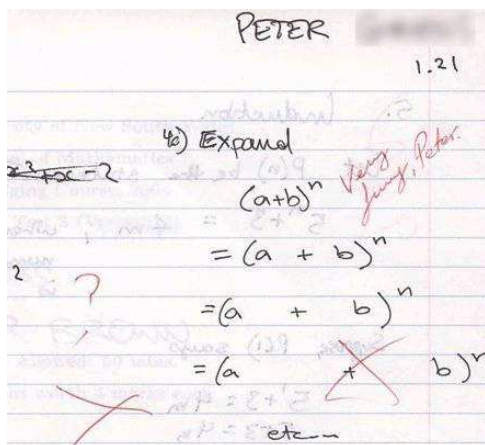


Figure 1: An unusual answer to a question.

References to tables and figures identified by number are capitalized. For example, “We see in Table 5 that...” and “We see in the previous table that...” are both correct. Be sure to use the `\label` command within the figure or table environment and refer to the associated figure or table using `Table~\ref{labelgiven}`. Please do not use hard coded figure/table numbers. This is error prone, and the references will not be hyperlinks.

Please ensure that your graphics files use standard fonts (Times New Roman, Symbol, etc.) or that those are embedded in the final figure files. If they are not embedded, and if the font is not available on the editor’s computer, then the font will not be included in the final PDF. This may lead to a problem with displaying the final PDF file on computers without an appropriate font. At best you select a format which allows to embed the fonts in all non bitmap figure files.

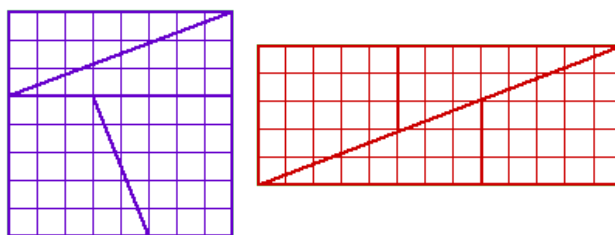


Figure 2: The area of the square is 64 squares, while that of the rectangle is 40 squares, yet they are made of the same pieces! How is this possible?

Including graphics files in your document can be complicated. Brace yourself! In general you have 2 options. Either (a) all of your files are .ps or .eps files, or (b) none of your files are of those types, and instead you use .jpg, .png or .pdf files. But there are tools to convert these formats into one another. The main difference between the formats is how they store the images and how well suited they are for specific graphics. You can choose between bitmap and vector graphics. Bitmap graphics are well suited for photographs (jpg is very common here) or for screenshots (PNG is a lossless encoding in contrast to jpg, and is thus better suited for all those cases where you have sharp edges in your graphics). Vector graphics are the encoding to be chosen for all kinds of drawings (diagrams, charts, ...). In contrast to bitmap formats, they can be scaled to any size without any loss of sharpness. This makes it possible to read such graphics even if two pages are printed on one sheet of paper, or if the documents are read electronically. So what to choose for your  $\text{\LaTeX}$  document? As a rule of thumb you should always prefer PDF or PS and EPS. In general these three encodings can contain both, bitmap and vector graphics. But there is no need (and no use) to convert your bitmaps to any of these.

If you follow Option (a), then you should use the outdated `latex - dvips - ps2pdf` route for generating a pdf file. You may run into a problem if using both the `hyperref` package and the `graphicx` package; there seems to be a clash there. In that case, you might either not use the `hyperref` package and continue to use `graphicx`, or continue to use the `hyperref` package and use the `epsfig` package in place of the `graphicx` package. If you persevere with `hyperref` then be sure to use the appropriate version of the `\usepackage` command; see the preamble in the source of this file for details. See also Section 4.5 below. It is important to note that if you remove the `hyperref` package, then you have to deal with the correct formatting of hyperlinks on your own.

If you follow Option (b), then you must use the `PDFLaTeX` command to generate your pdf file, as was done with this file. `PDFLaTeX` is meanwhile the standard — so option (b) should become normal. The final file format is PDF.

Whatever option you choose: if you include figures via `includegraphics`, then please do so without the file ending (e.g., `skip.pdf`, `.ps`, ...).

## 4.5 Hyperlinks

A *hyperlink* specifies a web address (URL) or an email address. The use of hyperlinks allows authors to give readers access to external electronic information, such as a dynamic simulation or animation. The use of hyperlinks is at the discretion of the author(s). But please note: hyperlinks (to web pages) might not work forever (web pages might be removed), and thus using hyperlinks intensively may make a paper (or parts thereof) less useful in future. If enough information is provided in the main body of the paper to enable searching for the cited content in any case and if the inclusion of the web address does not hurt the appearance of the paper, then the web address can be included in the main body of the paper itself.

**While the use of hyperlinked text is encouraged in the main body of the paper, it is recommended that corresponding web addresses and other identifying information should be provided in list of references.** For example, instead of spelling out the web address of the conference website, one would

refer to the [conference website](#) (Winter Simulation Conference 2015), and the corresponding entry in the reference section will spell out the associated web address and other relevant information such as author(s) and/or the organization that published the content. This would allow readers to search for the content using the author(s), organization, etc. in case the actual web-address is changed. This also allows for a cleaner appearance of the main body of the paper.

Each hyperlink should be set in Times New Roman, 11-point font size. Hyperlinks are *not* underlined.

A live hyperlink (or hot link)—that is, a hyperlink that will activate your web browser and take it to an external web site or that will activate your email software for sending a message to a specific email address—should be colored blue. You have already seen examples of such hyperlinks in this paper. Non-live hyperlinks that is, the hyperlinks that are included for the readers information but do not actually invoke the reader’s web browser or email software, should be colored black. To use live hyperlinks in a proceedings paper, use the `hyperref` package. If you are using PDFLaTeX to generate your pdf file then, as was done for this file, you should add the following as the last `\usepackage` command in the preamble.

```
\usepackage[pdftex,colorlinks=true,urlcolor=blue,citecolor=black,
anchorcolor=black,linkcolor=black]{hyperref}
```

On the other hand, if you are using the traditional `latex - dvips - ps2pdf` route, then users of MiKTeX or PCTeX for Windows should add the command

```
\usepackage[dvips,colorlinks=true,urlcolor=blue,citecolor=black,
anchorcolor=black,linkcolor=black]{hyperref}
```

as the last `\usepackage` command in the preamble, while users of Y&Y TeX should add the command

```
\usepackage[dvipsones,colorlinks=true,urlcolor=blue,citecolor=black,
anchorcolor=black,linkcolor=black]{hyperref}
```

as the last `\usepackage` command in the preamble. (In general the `\usepackage` command above that works for MiKTeX running on a Windows system should also work for most implementations of L<sup>A</sup>T<sub>E</sub>X running on a Unix or Apple system.) Thus the hypertext link [conference website](#) (Winter Simulation Conference 2015) to the WSC website can be established by the command

```
\href{http://www.wintersim.org}{conference website}
```

This is especially important since WSC papers are filed in the IEEE Xplore digital library, which does not allow hyperlinks, so for that purpose the hyperlinks are removed. Therefore it is recommended to add all hypertext references to the `.bib` file and to refer to them from the text as it is done in the example above. All live hyperlinks still appear in the CD of the proceedings and in other repositories. If the authors use hyperlinked text in the main body of the paper, they must ensure that each hyperlink includes a citation (e.g., (WSC 2015) following the hyperlinked text “conference website” in Section 1), a corresponding entry is provided in the list of references, and the associated web address displayed for the hyperlink is complete and correct so that a reader who has only a hard copy of the paper can still access the cited material by typing the relevant part of the displayed text of the hyperlink into the address bar of a web browser. If the authors opt for including the web address in the main body of the text itself, they must ensure that the hyperlink is complete and correct for the same reason.

If you use the package `hyperref` as suggested here, and if you use citation commands to handle references, then your citations will become hyperlinks (as in this document).



## 4.6 Citing a Reference

To cite a reference in the text, use the author-date method. Thus, Chien (1989) could also be cited parenthetically (Chien 1989). For a work with four or more authors, use an abbreviated form. For example, a work by Banks, Carson, Nelson, and Nicol would be cited in one of the following ways: Banks et al. (2000) or (Banks et al. 2000).

Parenthetical citations are enclosed in parentheses ( ), not square brackets [ ]. The items in a series of such citations are usually separated by commas. If an item in the series of parenthetical citations contains punctuation because (for example) it refers to a work with three or more coauthors, then all items should be separated by semicolons.

The following is a list of correct forms of citations:

- Brown and Edwards (1993),
- (Brown and Edwards 1993),
- (Brown and Edwards 1993, Smith 1997), and
- (Arnold, Brown, and Edwards 1992; Brown and Edwards 1993; Smith 1997; Brown et al. 1997).

The following is a list of incorrect forms of citations:

- Brown and Edwards [1993],
- (Brown and Edwards, 1993),
- (Brown and Edwards, 1993; Smith, 1997), and
- (Arnold Brown and Edwards 1992, Brown and Edwards 1993, Smith 1997)

For further details, please refer to *The Chicago Manual of Style* (The University of Chicago Press 2010). In Section 5 you can see how correct citations can easily be achieved by using `BIBTEX`.

## 4.7 List of References

Place the list of references after the appendices. The section heading is **REFERENCES**, and it is not numbered. List only references that are cited in the text. Arrange the references in alphabetical order (chronologically for a particular author or group of authors); do not number the references. Give complete references without abbreviations. To identify multiple references by the same authors and year, append a lower case letter to the year of publication; for example, 1984a and 1984b.

Use hanging indentation to distinguish individual entries. Do not insert additional space between references.

You can enter the references using (a) *BIB<sub>T</sub>E<sub>X</sub>* as discussed in Section 5, (b) using the environment `thebibliography` via the `\bibitem` and `\cite` commands, or (c) the `hangref` environment as shown below. Please note that neither (b) nor (c) are recommended. These alternatives may mean extra work for you and the editor during the editing process. Option (c) means in addition that the references will not be hyperlinks — as the proceedings are electronic proceedings this is not recommended at all.

*Whatever you do: the list of entries/items need to be included in your submission! And it needs to be included in such a way that the document can be compiled by the editor.*

To use `hangref` you would enter the following lines.

```
\begin{hangref}
\item The first reference goes here, and if you happen to have enough
information on the line you will be able to
  see how the second and if you really have lots of text to be displayed
later lines of the reference are indented.
\item The second reference goes here,
```

and once again later lines are indented if you have a sufficient amount of words in the text block.

```
\item Further references appear here.  
\end{hangref}
```

The output looks as follows.

The first reference goes here, and if you happen to have enough information on the line you will be able to see how the second and if you really have lots of text to be displayed later lines of the reference are indented.

The second reference goes here, and once again later lines are indented if you have a sufficient amount of words in the text block.

Further references appear here.

The bibliographic style for a journal article is:

<Surname of first author>, <First author initials>, <Initials and surnames of other authors>. <year>. <Capitalized article title in quotes>. <*Journal Name in Headline Italics*> <Volume number>: <page numbers>.

The format for other types of reference can be inferred from the examples in the references, which include:

- a technical report (Chien 1989),
- a proceedings article (Cheng 1994),
- a journal article (Gupta, Nagel, and Panchapakesan 1973),
- a book by 2 authors (Hammersley and Handscomb 1964),
- a chapter in a book (Schruben 1979),
- an unpublished thesis or dissertation (Steiger 1999),
- a book with no identified authors (The University of Chicago Press 2010), and
- a document available on the web (WSC Foundation 2011).

Again, please refer to *The Chicago Manual of Style* (The University of Chicago Press 2010) for further details and examples. Please note that the examples given in the reference section of this document are based on the 16th edition of *The Chicago Manual of Style*. Authors may use the style based on the 15th edition of the manual that they have been using in the papers for the past Winter Simulation Conferences at their discretion. However, the two styles should not be mixed. Clarity and consistency should be your primary concern.

Be sure that references to past WSC proceedings, such as Cheng (1994) include the necessary information such as *Proceedings of the xxxx Winter Simulation Conference*, following by the list of editors, then the page number range for the paper and finally the publisher information, Piscataway, New Jersey: Institute of Electrical and Electronics Engineers, Inc.

Template for a bib entry of a (yyyy) Winter Simulation Conference proceedings paper:

```
@Inproceedings{(!!Provide a unique key here!!),  
author = {aaaa},  
title = {tttt},  
year = {yyyy},  
pages = {n-m},  
booktitle = {Proceedings of the yyyy Winter Simulation Conference},  
editors = {eeee},  
address = {Piscataway, New Jersey},
```

```
publisher = {Institute of Electrical and Electronics Engineers, Inc.}
}
```

Please do not add any additional attributes.

## 5 USING BIB<sub>T</sub>E<sub>X</sub>

Using BIB<sub>T</sub>E<sub>X</sub> for referencing is the recommended way. Indeed, the references in this document were generated using BIB<sub>T</sub>E<sub>X</sub>, so the source for this document serves as an example of how to use BIB<sub>T</sub>E<sub>X</sub> to meet the WSC formatting requirements. One benefit of using BIB<sub>T</sub>E<sub>X</sub> is that bibliography formatting and referencing can be greatly simplified: the correct citation and reference list style is automatically created. We assume that you already know how to use BIB<sub>T</sub>E<sub>X</sub>. Software to manage BIB<sub>T</sub>E<sub>X</sub> files, for example JabRef (Java based), can support you on managing and creating valid bib files. *Please open your bib file with a software like JabRef BEFORE you submit your final version. Experience shows that almost all manually edited bib files contain duplicated bib keys (which means a random selection of references), broken entries which usually lead to missing bibliographic information, invalid keys, and last but not least invalid tokens in bib files. Bib files DO NOT support comments. BIB<sub>T</sub>E<sub>X</sub> should not report any error for your final submitted document.*

The BIB<sub>T</sub>E<sub>X</sub> input file `wsc.bst` and the L<sup>A</sup>T<sub>E</sub>X macros found in `wscbib.tex` are required, but are included in `wsc15papersty.tex`, so no other files (apart from your bibliography) are required. The macros in these files have been tested with L<sup>A</sup>T<sub>E</sub>X. They are not intended for use with L<sup>A</sup>T<sub>E</sub>X 2.09, which is obsolete. The file `wsc.bst` is essentially the same as `chicago.bst`, a file found on many L<sup>A</sup>T<sub>E</sub>X distributions, but is modified to be more compatible with WSC format requirements.

The simplest way to write a WSC article that uses BIB<sub>T</sub>E<sub>X</sub> is to take the source file for this document, and modify it to generate your article. The file `wsc15paper.tex` requires the file `wsc15papersty.tex`, which contains, among other things, `wsc.bst` and `wscbib.tex` that are needed for BIB<sub>T</sub>E<sub>X</sub>.

### 5.1 Set Up the BIB<sub>T</sub>E<sub>X</sub> Input Files

BIB<sub>T</sub>E<sub>X</sub> requires a bibliography style file (extension `.bst`) and a bibliography database file (extension `.bib`). This is achieved using

```
\bibliographystyle{wsc}
\bibliography{demobib}
```

just before the AUTHOR BIOGRAPHY section. The file `demobib` in the `\bibliography` command should be replaced with the base names of your BIB<sub>T</sub>E<sub>X</sub> `*.bib` files that you use for your bibliography. BIB<sub>T</sub>E<sub>X</sub> is then run as usual to create a bibliography file (`*.bbl`).

### 5.2 Use the Citation Macros

There are a number of macros available to cite references in the L<sup>A</sup>T<sub>E</sub>X source document. The `\cite` macro can be used to give a list of references in parentheses. For example,

```
\cite{law:simulationc,cheng:queuehetero}
```

results in the citation (Law and Kelton 2000, Cheng and Kleijnen 1999). A reference that functions as a noun is created with the `\citeN` macro. For example,

```
\citeN{law:simulationc} say \ldots
```

*LastName1, LastName2, and LastNameLastAuthor*

results in: Law and Kelton (2000) say ...

Citations within parentheses do not need the extra parentheses provided by the above citation commands. To suppress the inclusion of extra parentheses, use the `\citeNP` macro. To obtain (Cheng and Kleijnen 1999, Law and Kelton 2000), for example, use:

```
(\citeNP{cheng:queuehetero},  
\citeNP{law:simulationc}).
```

When there are four or more authors, the name of the first author should be given along with the text “et al.” This can be achieved with the `\shortcite` macro. To obtain (Banks et al. 2000), for example, use:

```
\shortcite{bcnn:simulation}
```

The macros `\shortciteN` and `\shortciteNP` are also available to obtain ‘et al.’ when a citation with many authors is used as a noun.

For further information on the available commands for citing, search for `\cite` in the file `wscbib.tex`, or consult the file `chicago.sty`. The commands for making  $\text{\LaTeX}$  work with `wsc.bst` are very similar to those used in the standard  $\text{\LaTeX}$  file `chicago.sty`.

### 5.3 Generate the Bibliography File

Run  $\text{\PDFLaTeX}$  (or  $\text{\LaTeX}$ ), then  $\text{\BIBTeX}$ , and then  $\text{\PDFLaTeX}$  two more times. Running  $\text{\PDFLaTeX}$  the first time creates the `.aux` file. Running  $\text{\BIBTeX}$  creates the `.bbl` file. Running  $\text{\PDFLaTeX}$  again (twice) fixes the bibliography and citation references.

### 5.4 Include the Bibliography File in Your Submission

Be sure to include your `.bib` file(s) or your `.bbl` file as part of your submission. If you only include the `.bbl` file, then please verify that you include the most up-to-date version reflecting changes during the editing process by rerunning  $\text{\BIBTeX}$  one last time before submission. Please be aware that submitting the `.bbl` file instead of the `.bib` file means extra work for the editing team and for you, as any changes to the reference list need to be done by you in this case. You can use, e.g., JabRef to create a minimal `.bib` file based on your bibliography and the document (see “Tools”, “New subdatabase based on aux file”). Please open and save the file before every submission with a software like JabRef — to see whether the file is correct and to check for duplicated entries and/or bib keys in the file.

## 6 AUTHOR CHECKLIST

We strive for a consistent appearance in all papers published in the proceedings. If you used the template and styles within this author’s kit, then almost all of the requirements in this checklist will be automatically satisfied, and there is very little to check.

Please **print a hard copy of your paper**, and go over your printed paper to make sure it adheres to the following requirements. *Thank you!*

1. Abstract
  - (a) 150 or fewer words.
  - (b) No list of keywords.
2. Paper Length
  - (a) At least 5, but no more than 12 pages (15 pages for papers in the introductory and advanced tutorial tracks, and for panels).

- (b) Page size is letter size (8.5" × 11", or 216mm × 279mm).
- 3. All text is in 11-Point Times New Roman.
- 4. The paper has been spellchecked using US English.
- 5. Spacing and Margins
  - (a) Single spaced.
  - (b) Left and right margins are each 1 inch.
  - (c) Top and bottom margins are each 1 inch except first page.
  - (d) First page has 1.5 inch margin from the title to the top of the page, and a 1 inch bottom margin.
- 6. Section Headings
  - (a) Left justified and set in **BOLDFACE ALL CAPS**.
  - (b) Numbered, except for the abstract, acknowledgments, references and author biographies.
  - (c) Subsection headings are not set in all capitals.
- 7. No footnotes or page numbers.
- 8. The running head on the first page is as given in the template file, and the running head on subsequent pages is the surnames of the authors.
- 9. The title is in **11 POINT BOLDFACE ALL CAPS**
- 10. Multiple authors are formatted correctly, with email addresses and other information in the Author Biography section.
- 11. Equations are centered and any equation numbers are in parentheses and right-justified.
- 12. Figures and Tables
  - (a) All text in figures and tables is readable.
  - (b) Table captions appear above the table. Figure captions appear below the figure.
  - (c) Fonts are embedded in all non bitmap figures.
- 13. Citations and References (using `BIBTEX` is recommended)
  - (a) Citations are by author and year, and are enclosed in parentheses, not brackets.
  - (b) References are in the `hangref` style, and are listed alphabetically by the last name(s) of the author(s).
- 14. Author biographies are one paragraph per author.
- 15. Hyperlinks
  - (a) Hyperlinks will work as of the date of December 2015.
  - (b) Live hyperlinks are blue.
  - (c) URLs are given in the references section and are properly cited.
- 16. Include all files necessary to generate your paper, including
  - (a) Figures (either all in `.ps` or `.eps` format, or all in `.jpg`, `.png`, or `.pdf` format — see Section 4.4),
  - (b) Bibliography files, if used `.bib` files. Please avoid providing `.bbl` files — see Section 5.4),
  - (c) check whether all files included are correctly referenced by trying to compile the archived submission on your own, and
  - (d) any non-standard packages you use.

After verifying that your paper meets these requirements, please go to the final submission page linked on the [conference website](#) (Winter Simulation Conference 2015) and submit your paper. Be sure to complete the transfer of copyright and email a copy of your `.pdf` receipt to [the proceedings editors](#) in the process. Thank you for contributing to the WSC!

## ACKNOWLEDGMENTS

Place the acknowledgments section, if needed, after the main text, but before any appendices and the references. The section heading is not numbered. These instructions are adapted from instructions that have been updated and improved by proceedings editors and several other individuals, who are too numerous

to name separately (our apologies, but it is necessary), since the first set of instructions were written by Barry Nelson for the 1991 WSC.

## **A APPENDICES**

Place any appendices after the acknowledgments and label them **A**, **B**, **C**, and so forth.

The solution to (1) has the form

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \text{ if } a \neq 0. \quad (2)$$

## **B GETTING HELP**

If you need help in preparing your paper, contact the proceedings editors. You can reach the entire team by writing to our unified point of contact at [wsc15proceedings@gmail.com](mailto:wsc15proceedings@gmail.com).

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## **C OFTEN OBSERVED MISTAKES**

The following list comprises the most common sources of error that had to be corrected by previous editors. Please make sure to go through the following list and check that your paper is formatted correctly:

1. The paper can be *at most* 12 pages long (15 for tutorials and panel sessions). Longer papers cannot be published.
2. Paper title and section titles are in ALL CAPS, subsections capitalize the first letter of important words. Please use the templates to use correct indents and spaces.
3. Paper is letter format, not DinA 4 format. Please use the required margins (different on page 1 from the following pages).
4. Use the correct running heads! Use the proceedings editors and chairs on page one, and use the last names separated by commas for the other pages. Don't forget that the last Last Name is preceded by “, and ”
5. Double check the citation format!
6. Don't forget the “author biographies” section!
7. Double-check that figures and tables are referenced in the text and have the correct caption format!

8. Double check that the author section after the title is formatted correctly: the number of organizations defines the number of blocks, the number of blocks defines the layout.
9. In the heading on the title page, country names should be in ALL CAPS.
10. The first line of each paragraph is indented, with the exception of the first paragraph of a section or subsection.
11. There should be extra lines before and after enumerations, lists, etc.

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*LastName1, LastName2, and LastNameLastAuthor*

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*LastName1, LastName2, and LastNameLastAuthor*

First Name Last Name 1  
First Name Last Name 2

Institution  
Street Address 1  
Street Address 2  
City, ST Zip, COUNTRY

Figure 3: Example title page heading with 2 authors from the same institution.

First Name Last Name 1

First Name Last Name 2

Institution 1  
Street Address 1  
Street Address 2  
City, ST Zip, COUNTRY

Institution 2  
Street Address 1  
Street Address 2  
City, ST Zip, COUNTRY

Figure 4: Example title page heading with 2 authors from different institutions.

First Name Last Name 1

First Name Last Name 2

Institution 1  
Street Address Line 1  
Street Address Line 2  
City, ST Zip, COUNTRY

Institution 2  
Street Address Line 1  
Street Address Line 2  
City, ST Zip, COUNTRY

First Name Last Name 3

Institution 3  
Street Address 1  
Street Address 2  
City, ST Zip, COUNTRY

Figure 5: Alternate example title page heading with 3 authors from different institutions.

*LastName1, LastName2, and LastNameLastAuthor*

First Name Last Name 1	First Name Last Name 2
Institution 1	Institution 2
Street Address Line 1	Street Address Line 1
Street Address Line 2	Street Address Line 2
City, ST Zip, COUNTRY	City, ST Zip, COUNTRY
First Name Last Name 3	First Name Last Name 4
Institution 3	Institution 4
Street Address Line 1	Street Address Line 1
Street Address Line 2	Street Address Line 2
City, ST Zip, COUNTRY	City, ST Zip, COUNTRY

Figure 6: Example title page heading with 4 authors from different institutions.