

# **SIMSXVII - Instructions for authors submitting manuscripts.**

**DEADLINE FOR SUBMISSIONS: 30<sup>TH</sup> SEPTEMBER 2009**

## **IMPORTANT:**

**Please read these specific instructions very carefully.  
Failure to do so could result in your article being rejected.**

## Preparing your manuscript

Space in the Proceedings is very limited. Invited papers are allowed 6 journal pages and Contributed papers (oral and posters) are allowed no more than 4 journal pages. A journal page accommodates approximately 800 word equivalents. The allowed space must contain title, abstract, all figures, tables (~300 to 400 word equivalents per figure or table) and references.

Use a standard font of the 12-point type: Times, Helvetica, or Courier is preferred. It is not necessary to double-line space your manuscript. Tables must be on separate pages after the reference list, and not be incorporated into the main text. Figures should be uploaded as separate figure files. Include an **abstract** of no more than 250 words and up to ten **keywords** that describe your paper for indexing purposes. Authors must upload a signed Copyright Transfer Agreement form and apply for permissions if reusing previously published material. Forms for this purpose and further information on journal style can be accessed through the links below.

- [Copyright and Permissions](#)
- [English Editing](#)
- [Presentation of Papers](#)
- [Reference style and EndNote](#)
- [Citing EarlyView Articles](#)
- [Chemdraw rules](#)
- [Conventions used by SIA](#)

## Submitting your manuscript online

### **Step 1**

Visit the following URL – <http://mc.manuscriptcentral.com/sia>

### **Step 2**

If you do not already have an account in Manuscript Central click on the “Create Account” button in the top right corner of the page.

### **Step 3**

When finished creating your account, click “Main Menu”. From the “Main Menu” then click the “Author Center” link.

### **Step 4**

Within the “Author Center” click the link that reads “Click [here](#) to submit a new manuscript”.

## The submission process

Creating a manuscript is a simple 7-step process. Authors must follow these specific instructions.

Screen 1 – In the “Manuscript Type” field select “SIMS proceedings paper” (see screenshot (A) overleaf).

(A)

Manuscript Type

req Manuscript Type: Select...

req Title

Preview Special Characters

Press Control-V (or Cmd-V) to Paste

Complete your title, running head and abstract details then select the special issue option from the drop down menu. Answer “yes” to the special issue question (see screenshot (B) below).

(B)

req Abstract (Limit 250 words) Special Characters

Press Control-V (or Cmd-V) to Paste

req Is this submission for a special issue? Select...

Yes No

Next

**Screen 2** – Enter your keywords

**Screen 3** – Enter your co-author information

**Screen 4** – Complete your preferred referees.

**It is mandatory in this screen that you provide 2 preferred referees.**

**Screen 5** – Type SIMSXVII into the “Special Issue Information” field.  
Type ‘J GARDELLA’ into the Editor Field  
(see screenshot (C) below)

(C)

Special Issue Information

req You answered that this submission is a candidate for special issue. Please enter the special issue title.

SIMS XVII

Editor Selection

req Please enter the name of the Editor you are submitting to.

J GARDELLA

**Screen 6** – Make sure you upload your production ready files – PDFs are not acceptable. Refer to the instructions to authors for allowable file formats. <http://www3.interscience.wiley.com/cgi-bin/jabout/2009/ForAuthors.html>

**Screen 7** – Be sure to check the PDF proof generated by ScholarOne Manuscripts to ensure that your manuscript renders adequately. After you have checked it press the blue submit.