

SCS PUBLICATIONS POLICY

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Introduction to SCS

SCS is the world's premier professional society devoted to modeling and simulation (M&S). We serve individuals and organizations in more than 150 countries around the world. Our membership includes individuals from industry, government and academia whose interests span all aspects of M&S.

We are a 501(c)3 non-profit organization with four primary business areas: membership, publications, conferences and education. Our primary focus, though, is on service. We strive to provide M&S professionals a dynamic community where they can expand their knowledge and their participation in the profession.

Our Mission is to promote the use of modeling and simulation in ever expanding application areas through education and providing a forum where the scientific basis for its foundations can be enriched through education and research.

Our Vision is to be the premier society for the M&S community and the place where people who develop, teach, study and use M&S technologies get together to share ideas, build customer bases, network and together push forward the boundaries of the M&S enterprise.

SIMULATION

Transactions of the Society for Modeling and Simulation International

SIMULATION is the monthly refereed transactions of the leading society devoted to advancing the discipline and profession of modeling and simulation. An archival journal in both print and electronic form, it consists of distinct sections--one devoted to theory, the other to applications. Published articles must have a clear relevance to general modeling and simulation issues. In addition to its archival mission, the journal aims to help professionals and researchers, particularly those involved in multidisciplinary projects, apply advances in modeling and simulation theory, methodology and technology to their application areas. The principal focus of SIMULATION is on research papers, however, comprehensive review and tutorial papers that explain methodological topics in modeling and simulation are also within the scope of the journal, and will be reviewed both for technical quality as well as understandability to the general reader.

The Journal of Defense Modeling and Simulation: Applications, Methodology, Technology

JDMS is a quarterly refereed archival journal devoted to advancing the practice, science, and art of modeling and simulation as it relates to the military and defense. The primary focus of the journal is to document, in a rigorous manner, technical lessons derived from practical experience. The journal also publishes work related to the advancement of defense systems modeling and simulation technology, methodology, and theory. The journal covers all areas of the military / defense mission, maintaining a focus on the practical side of systems simulation vice pure theoretical applications. JDMS, which is available in both print and electronic forms, consists of distinct sections—theory and applications.

SPECIAL ISSUES

SCS regularly publishes special issues of both our peer-reviewed journals. To view a list of special issues for either journal, please check our web site at [SCS.org](http://www.scs.org).

People who are interested in proposing a topic for one of our special issues must contact the journal's editor.

Information for Special Issues (SI) Guest Editors (GE)

Section I – General information

1. Write a Call for Papers. For example, see the SCS web site at <http://www.scs.org>. Click on Publications, Simulation, Call for Papers.
2. Send the CFP to the SI Editor, Editor-in-Chief, and Managing Editor, for approval. The proposal will be discussed by the SI Committee. As a result, you might get an acceptance, rejection, or suggestions for modifications in the wording. After approval, the Call for Papers will be posted to the SCS and Sage Publications web sites, and you can use it for your own advertisement.

Section II –Policies

1. Simulation does not have SIs devoted to conferences. Nevertheless, we encourage top conferences to identify important areas of research and to organize a SI in the area.
2. When the SI proposal is accepted, it gets posted on SCS's website, with an Open Call. The SI CFP should consider enough lead time to allow everybody to submit a paper.
3. People proposing a SI **cannot submit a paper to the SI**; they act as the coordinators and editors only. Also, it is recommended **not to have authors at arms-length** of the SI-GE.
4. SI papers submitted as extended versions of Conference Papers can only have 30% of overlap with the original submission (i.e., the SI-GE must check that the authors are not sending similar copies of the same work; Journal papers should be elaborate and extended versions than the Conference versions).
5. The SI contents are published under the coordination of the SI Editor and the Journal Editor, who will give the SI-GEs feedback and help with any issues.

6. All papers must be reviewed by at least 2 reviewers, and checked by the SI-GE. Then, the SI Editor checks the final version and gives suggestion to accept/reject to the Editor-in-chief.

7. In certain cases, extended versions of Conference papers in a given area can be considered for a SI. In that case, the SI-GE can coordinate a fast-track review process for the best papers. The SI-GE will do an open call (as discussed earlier), but s/he can contact the authors of the best conference papers and invite them to submit their work (nevertheless, everybody can submit a paper to the SI). If the SI-GE provides detailed review records for the Conference, s/he can fast-track the review of those papers. To do so, the SI-GE must coordinate the review process with the SI Editor, which will include:

- a. One extra reviewer (not at arms length of the authors or the SI-GE)
- b. A review done by the SI-GE
- c. A review done by the SI Editor

Notes:

- if the SI Editor submits a paper to a SI, his/her job is done by the Editor-in-Chief. If the Editor-In-Chief submits a paper, it is handled by the SI Editor. In case of a submission by both, the VP Publications will be in charge of doing the 3rd review.
- other papers (i.e., those not submitted to the conference, or those whose review records do not exist or are insufficient) require 3 independent reviewers and they are processed as any other paper
- the fast-track process will give the advantage to get the authors of conference best papers with early feedback, more chances to change/modify their papers, and earlier response of the results of the evaluation process (although publication will occur only when all the papers – those from the conference and those not from it - are fully evaluated and ready for publication)

8. The SI committee checks every paper before sending acceptance/rejection notes to the journal Editor. The Editor-in-Chief has the final decision on acceptance/rejection of papers for Simulation. In any part of the process, the SI + EiC can request further reviews, if it is considered that the quality of the reviews obtained is not sufficient.

Section III – SI setup process

1. Send a list of persons who may be interested in submitting papers to the Managing Editor, who will send invitation letters through ScholarOne, our manuscript submission system.
2. You will receive an automatic e-mail when authors submit papers through ScholarOne. The e-mail is generated when the EIC selects you as the Associate Editor for the paper.
3. The e-mail will contain instructions on how to access your Associate Editor dashboard so that you can select reviewers for the paper. The authors have been instructed to provide the names of three to five preferred reviewers. You may use

these names or select reviewers from the ScholarOne data base. You should select more than the three required, to ensure that three will be obtained in a timely manner.

4. Automatic reminder letters are sent to invitees, and the Managing Editor will also monitor this. You are encouraged to also send e-mail reminders if necessary.
5. After the reviewers have accepted, they will receive automatic reminders to return their reviews. This, too, will be monitored by Managing Editor.
6. You will receive a notice when each review has been returned, so that you can read the reviews.
7. After all reviews are returned, you will receive a notice to make a recommendation on the paper. You may recommend accepting the paper as is, accepting after minor changes are made, accepting after major changes are made, or rejecting. You can also immediately reject a paper if it is out of scope or has unfixable problems. You may solicit the advice of the EIC
8. on this. Please review the review process also on the SCS web site (<http://www.scs.org/pubs/simulation/reviewProcess.html>). This contains a nice graphic of the review process.
9. After papers are accepted, the authors are asked to send in final papers. These are then sent to Sage Publications, who edit and style the papers. The Managing Editor works with the Production Editor at Sage with regard to what papers will be published in the SI. Because of space limitations, occasionally not all papers submitted for a SI can go in one issue. Often, there are second parts to an issue. Occasionally, some papers, especially those that have been in the review process much longer than the others, will be published in regular issues.
10. <http://www.scs.org/pubs/simulation/specialIssuePolicies.html> provides more details about the review process.

The managing editor is always available for assistance with regard to any of the procedures above.

Author Guidelines

SUBMISSION GUIDELINES THROUGH SCHOLARONE

All manuscripts submitted for publication will be critically reviewed for their relevance to journal objectives, technical quality, significance and readability.

Submission Website

<http://mc.manuscriptcentral.com/simulation>

Sole Publication Policy and the Review Process

Papers submitted for publication must be original. Manuscripts are accepted for review on the strict understanding that the same work is not pending publication, or under review, by another periodical journal; that it will not appear subsequently in another periodical journal without the permission of The Society; and that its submission for publication is approved by all of its authors and by the institution where the work was performed. The editors of Simulation notify their referees in advance that by accepting a manuscript for review, they also accept an obligation to maintain confidentiality of the manuscript's contents; this obligation ends only when the manuscript becomes lawfully available to them through another channel without an obligation of confidentiality.

Submission

Language and Length: All manuscripts must be submitted in English. There is no restriction on the length of submitted manuscripts. Note: publication of lengthy papers may be delayed, as the length of the paper acts as a disincentive to the reviewer to undertake the review process.

Single Page Description: In order to facilitate the finding of appropriate referees for the manuscript, full-length papers should be accompanied by a separate single-page description. This description should answer the following question: What is the most closely related work by others and how does this work refer to your topic? Please list 3 references.

Footnotes/Endnotes: The use of The Vancouver Manual of Style is required. Authors may use either footnotes or endnotes in the paper.

References: The references should be grouped in a section at the end of the text and should include:

- surname and initials (use et al. in cases where the number of authors is greater than three)
- full title of paper

- journal title
- volume and number
- inclusive page numbers
- year of publication

If in doubt, authors should always write the journal title in full. References to a book should include:

- author's surname, followed by initials
- title of book
- editors (if any)
- volume number/edition (if any)
- inclusive page numbers
- name of publisher
- place of publication
- year of publication

Proofs: Authors are responsible for ensuring the accuracy of the manuscript (whether original or revised) before final submission. One set of proofs is sent to the corresponding author before publication; any changes and approvals should be returned promptly. The publishers reserve the right to charge for any changes made at the printer's proof stage (other than printer's errors), since the insertion or deletion of a single word may necessitate the resetting of whole paragraphs.

Reprints: One complete copy of the journal and 25 reprints of the article are sent free of charge to the corresponding author of each contribution. Extra copies can be ordered at prices shown on the reprint order form, which is sent with the proofs.

Online Submission Process

Once the paper meets the submission requirements listed above, the paper may be uploaded to <http://simulation.manuscriptcentral.com>. To enter the site, create an account and log in. To upload the paper, follow the displayed instructions. Notification of successful submission will be sent. Once a paper has been submitted, it can no longer be edited. All manuscripts must be submitted through the online system.

If no notification is received or if further assistance is required, please contact: Managing Editor, The Society for Modeling and Simulation International at editor@scs.org or (858) 277-3888.

Who May Submit

Area editors and associate editors are not restricted from submitting manuscripts to *Simulation*, and are encouraged to do so. An Editor-In-Chief (EIC) may not submit manuscripts for publication in regular issues of *Simulation*, and should not publish papers in special issues, except in the case of invited papers (e.g., conference papers invited for a special issue). Guest editors of special issues are discouraged from submitting papers to the special issue that they are editing.

Manuscript Handling

Final decisions and communication with authors are made by the EIC handling the submission. The identity of the area editor, associate editors, and referees is not made known to the author. Manuscripts requiring "major revision" may go through one round of revision and re-review. If the result of that revision is not "accept" or "request minor revision," the manuscript will be rejected.

Acknowledgements

Referees will normally be acknowledged by publishing their name in the final issue of the journal each calendar year. Guest editors are encouraged to acknowledge referees that reviewed papers for their special issue in the forward written for the special issue.

Relationship to Conference Publications

It is permissible to republish portions of manuscripts that had previously appeared in conference proceedings, however, the version appearing in Simulation should be significantly different from the version appearing in the conference proceedings. The journal version need not necessarily include new results; it may include additional examples, further explanation of ideas and data, etc. As a general rule, 30% or more of the journal publication should be different from what appeared in the conference publication.

Sample Acceptance Letter

We are pleased to inform you that your manuscript has been accepted for publication in *Simulation: Transactions of the Society for Modeling and Simulation International*.

Please note the general guidelines below with regards to submission of your article. The attached copy checklist will help you in preparing your manuscript for final submission. If you have any questions, please let me know.

The files must be in an editable form, even if you submitted a PDF file previously for the review process. Figures and tables should be in separate files. See the attached Artwork Guidelines for further details. If you have any questions, please notify our Managing Editor.

Please note that the reference style follows the Vancouver style: they are listed numerically in order of appearance in the text, and they appear in the text with their number only; e.g., ¹

If your manuscript includes equations, please do not insert equations as figure files, since this would require our typesetter to reset them. They should ideally be coded in Word using, if necessary, Equation Editor or MathType.

Please include appropriate keywords for your article.

Please include the e-mail and postal address of the corresponding author.

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Thank you for this valuable contribution to our Journal.

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If you are in doubt, please ask for advice from SAGE or the journal editor.

SIGNATURE

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Please check the box below.

Once checked and submitted this represents your electronic signature.

If you are required to submit an addendum by your employer or research funding body, please continue to accept and submit the form and make your request via [email](#) indicating the name of the Journal and the title of your paper.

For any other queries relating to copyright policies or permissions at SAGE, please visit our [Journal Author Gateway](#).

Author Guidelines - Artwork

Illustrations, pictures and graphs should be supplied with the highest quality and in an electronic format that helps us to publish your article in the best way possible. Please follow the guidelines below to enable us to prepare your artwork for the printed issue as well as online.

1. Checklist for ensuring proper submission of artwork:

Resolution: Images should be supplied with a resolution of at least **300 dpi**, line art with 600 dpi.

Accepted Formats: TIFF, EPS or PDF. MS Office files (Word, Powerpoint, Excel) are also accepted provided they meet certain conditions. For more information, see section 3 below.

Color: Please note that color images will be published in color online and black and white in print (unless otherwise arranged).

Therefore, it is important that you supply images that are legible in black and white as well (i.e., by using color with a distinctive pattern or dotted lines). The captions should reflect this by **not** using words indicating color.

Dimension: Check that the artwork supplied matches or exceeds the dimensions of the journal. Images can **not** be scaled **up** after origination.

Fonts: The lettering used in the artwork should not vary too much in size and type (usually sans serif font as a default).

2. Artwork on disk:

If you cannot submit the artwork electronically, you may send a disk via postal mail. Acceptable formats include: CD-ROM, 3.5" disk, JAZ disk or ZIP disk. Figure captions should be submitted with the original main text. Please always supply hard copies along with the disk or accompanying e-mails detailing the content.

3. Word files (Word, Excel, Powerpoint)

Microsoft Office is essentially a family of applications that can be used to produce a variety of document types, including written documents, spreadsheets, presentations, and databases. Although we prefer artwork files in **TIFF, EPS** or **PDF** formats, we are also aware that a number of authors already (for convenience) submit their artwork in Microsoft Office formats; therefore, we will continue to support these submission types now and in the future.

Checklist for submitting Microsoft Office files:

Resolution: Images should be supplied with a resolution of at least **300 dpi**.

Dimension: Once you have imported/inserted an image into a Microsoft Office application, do not change its size

Fonts: Please use only 'truetype' fonts, i.e., Arial, Courier, Helvetica, Symbol, Times.

For more information on Microsoft Office, please visit <http://www.microsoft.com/office>.

English Language Editing Services

Authors who would like to refine the use of English in their manuscripts might consider utilizing the services of a professional editing provider, such as the following services:

SPi (www.prof-editing.com) offers professional editing services to authors of journal articles in the areas of science, technology, medicine or the social sciences, specializing in editing and correcting English-language manuscripts written by authors with a primary language other than English.

Bioscience Editing Solutions (www.bioscienceeditingsolutions.com) was founded by a small group of PhD graduates of Columbia. Its editors are native English speaking PhD or MD graduates and include active academic or industry researchers who publish regularly.

BioScience Writers (www.biosciencewriters.com/) provide science editing and proofreading services, specializing in revising, editing and proofreading scientific and medical research documents.

SAGE has no affiliation with and makes no endorsement of these companies. An author's use of these services in no way guarantees that his or her submission will ultimately be accepted. Any arrangement an author enters into will be exclusively between the author and the service, and any costs incurred are the sole responsibility of the author. For additional editing services, visit the Editorial Freelancers Association (www.the-efa.org).

Roles and Responsibilities

SIMULATION Editorial Board

The editorial board is responsible for handling the processing of submissions to regular issues. This board includes:

- **Editor-in-Chief (EIC).** EIC is responsible for assigning associate editors as well as coordinating the editorial activities to make final decisions regarding the suitability of manuscripts for publication in the journal and communicating this decision to the author(s). EIC's term is for three years, renewable by request from the SCS Vice-President for Publications.
- **Special Issues Editor (SIE).** The role of the SIE includes working with the board to make suggestions for special issue topics and their potential contents, identifying critical topics in which to create special issues, and mentor guest editors throughout the peer review process
- **Associate Editors (AE).** Each associate editor is responsible for collecting reviews for submissions, and providing a recommendation to the EIC based on these reviews. Associate editors are encouraged to promote the journal, e.g., by proposing and supporting the development of special issues. An associate editor's term will last for two years, but he/she may be invited by the EIC to continue in this position for one or more additional terms.
- **Editorial Advisory Board.** The advisory committee provides general advice and feedback to those responsible for the operation of the journal, especially the EIC and SCS Vice-President for Publications. The purpose of this committee is to provide a means for key individuals in the journal's operation to obtain expert advice from leaders in the M&S community concerning strategic directions and policies implemented by the journal.

In general, it is expected that some members of the editorial board will rotate out and new members will rotate onto the editorial board when board memberships are renewed.

[Special issues](#) are handled by guest editor(s) in consultation with the SIE. Details of the review process will vary according to the context of the special issue, but will adhere to the general principles used in regular issues to ensure high quality through the peer review of submissions. Final approval concerning publication of all manuscripts must be granted by the EIC.

SCS Managing Editor Responsibilities and Duties

- I. Simulation –
 - A. Answer e-mail inquiries from authors, reviewers, the EIC, and others
 - B. Monitor the ScholarOne data base
 - C. Send accepted papers to Sage Publications; identify SCS members. Assist with production
 - D. Work with EIC regarding Associate Editors
 - E. Compile a monthly status report
 - F. Keep track of papers for Special Issues and set up stubs to invite authors
 - G. Work with the person in charge of the SCS web site, assisting when necessary
 - H. Perform special tasks on occasion
 - I. Be organized
 - J. Enter published dates in ScholarOne each month after journal published
 - K. Keep track of papers that have failed the plagiarism threshold

- II. JDMS –
 - A. Answer e-mail inquiries from authors, reviewers, the EIC, and others
 - B. Monitor the ScholarOne data base
 - C. Send reminder letters to authors, reviewers, associate editors, etc. as needed
 - D. Work with Publications, the JDMS publisher
 - E. Send final papers from authors to Sage Production via ScholarOne; identify SCS members
 - F. Work with EIC regarding Associate Editors
 - G. Compile a monthly status report
 - H. Keep track of papers for Special Issues
 - I. Through ScholarOne, monitor copyright forms from authors
 - J. Encourage author submissions by sending broadcast e-mails, etc.
 - K. Enter published dates in ScholarOne each month after journal published
 - L. Perform special tasks on occasion
 - M. Keep track of papers that have failed the plagiarism threshold

Specifics:

Simulation**IA. Answer e-mail inquiries from authors, reviewers, the EIC, and others:**

Check e-mail daily and answer inquiries from authors, associate editors, reviewers, the EIC, the Director of SCS, and others. E-mail is Outlook provided by SCS. For example, the authors have questions regarding their submissions, status of the reviews, and requesting extensions for their revisions. Associate editors have questions

regarding using the system. See Appendix for details on how to use the ScholarOne system to determine answers for these and other questions. Cut and paste e-mail messages from Outlook and put in Audit Trail of applicable manuscript files, if necessary.

IB. Monitor the ScholarOne data base:

Check the ScholarOne database daily and check in any newly submitted manuscripts. www.manuscriptcentral.com/scs/simulation. User name is xxxxx, password is xxxxx Click on Managing Editor Center. Under the Admin Queue, click on Awaiting Admin Checklist. Click on Select under Take Action. View Details. Check the title to see if it has not been submitted before (authors may try to resubmit a manuscript that was rejected previously). Read Author's Cover Letter to determine if the paper is for a Special Issue. Note at bottom of page that the paper is for an SI. You may need to change the manuscript number to an "S." Go to Edit on the Manuscript tab and change number. Check first to find the next number in the sequence.

Check the plagiarism report to see if the paper failed and by how much. Note this in the notes section and flag the manuscript with an X in a pink circle. If the paper failed to go through the plagiarism check, download the PDF that was generated by the system and upload it as a supplementary file. Then choose that file to run through the check.

Then, click on PDF. Scroll through the paper to ensure that it is all there and there are no unreadable portions. Check to ensure that the figures are legible and are all there. Figures and tables can be at the end or embedded in the article. If acceptable, click on the Complete Checklist tab on the upper right-hand side of the screen. Then, click on Manuscript is ready for review. Then click on approve. The paper then goes to the Screening Editor, then to the EIC for assignment of the ASE. If the EIC is not assigned automatically, do so manually. If the paper is for a special issue, assign the Associate Editor who is in charge of the SI. E-mail the EIC, with a cc to the AE, that the paper is for a SI and that you have assigned the AE.

Maintain the ScholarOne data base, including updating user information, e.g., for change of user's e-mail addresses; editing templates, e.g., changing acceptance letters to update submission guidelines; fixing problems, e.g., if a reviewer clicked on the wrong button and wants to change his decision. The ME acts as a troubleshooter when anyone has a problem with the system. If she/he does not have the answer, she/he can ask the ScholarOne Help Desk. Periodically check for duplicate users and merge the accounts into one. Also, periodically check for "stuck" manuscripts; i.e., those that the authors have tried to submit but ran into problems and did not let the ME know. Also the time for revisions to manuscripts may have expired. The ME should ask the authors if they still wish to submit a revision. If they do, change the date for submission of the revised paper. The procedure for this is below:

Run a search: "Only show manuscripts where the option to revise has expired" option in the "Filter Options" section of the Advanced Manuscript Search.

IC. Send accepted papers to Sage Publications and assist with production:

After papers are accepted, it is the MEs responsibility to get them to Sage Publications online. The authors receive an automatic acceptance letter asking them to send in an editable paper to the ME. When the ME receives the paper, the ME then uploads it to ScholarOne and then sends it through the Production Editor dashboard to the Production Editor @ Sage. Note if the paper is for a SI, for the medical section, or for a regular issue. Identify SCS members for Sage. Below is the procedure for sending the papers to Sage:

Find the paper through searching for the manuscript ID or other method. Select, view details, Click on the Manuscript Files tab on left-hand side. To the right of the main article, click Edit Details. Upload later version of file. Browse to find article, which you have saved to your desktop or other location. Then click Upload. Click on Browse to upload additional files such as figures, biographical sketches, etc. Select a file designation, then click Upload. After all files are uploaded, click on the PDF at top of screen and check to make sure the file uploaded correctly. Then, go the Main Menu and click on Production Center. Click on Awaiting Production Checklist. Select Production Checklist and check off the items on the checklist. Click on Checklist Complete. click on Export, Papers to Sage.

Work with Sage to ensure that papers for SI's are put in the proper issue and that the guest editor's Introduction is included. Ensure that the EIC, and the SI Editor approve running order of papers before publication.

ID. Work with EIC regarding Associate Editors:

The EIC is in charge of selecting Associate Editors and may ask the ME to send a bulk e-mail to invite them, or to provide them with instructions. A bulk e-mail is sent through ScholarOne. The first thing to do is to write the letter: Click on e-mail templates from the Managing Editor's dashboard, then select System E-mails. Click on Add Template. Compose the letter, Save, then click on Active. Back under the ME dashboard, click on Broadcast E-mails. Perform a Search using the criteria given. Select the e-mail template that you just created. Then click Schedule Search. ScholarOne will get back to you with the results of the search. (often immediately). After the results are in, send the e-mail following the directions.

The ME updates the Associate Editors on ScholarOne as directed. From the ME dashboard, perform an Advanced User Search. On the Search results, click on Edit. Scroll down to the roles & permissions to edit these. Click on Edit. Make the changes. Put in a Start Date and an End Date. A Soft End Date allows the person to finish any papers that he/she is assigned to before they are no longer allowed access to that role. Click Save after making changes.

Notify Sage of any changes to the Associate Editors.

IE. Compile a monthly status report:

At the end of each month, the ME prepares a status report. See Appendix B. At this time, the ME sends reminder e-mails to anyone she/he sees is in arrears with their duties, such as reviewers returning reviews or Associate Editors selecting reviewers. Send the report to the Executive Director, the EIC, the VP of Publications and the President of SCS.

IF. Keep track of papers for Special Issues and set up stubs to invite authors:

Notify the EIC when a paper received is for a SI. The Special Issues Editor is in charge of special issues. Send a cc of any correspondence concerning SI's to him/her. The ME assists in preparing the announcement for the web site and sends to the person in charge of the SCS web site when it has been approved. The ME should make a list of the invited authors and keep track of the papers that have been submitted and accepted. The ME notifies the Production Editor at Sage which papers should be placed in the SI.

The ME should set up a special account on ScholarOne for the SI.

Ask the authors for an email address that is different from the one they use on SO. Set up gmail accounts for special issue editors if necessary. The accounts should be named, for example, SI Alternative Energy, Guest. When the SI is complete, but waiting publication, change the first name from Guest to Awaiting Publication. When published, change to Published.

The stubs are made in the ScholarOne data base for the invited authors (those the SI editor suggests). See ScholarOne instructions for making stubs. With the stubs, the invited authors can click on Invited Manuscripts from their Author Dashboard. This helps keep track of the papers. See Appendix E for Procedures for Special Issues (SI Editor).

IG. Work with the person in charge of the SCS web site, assisting when necessary:

Occasionally the SCS web site will need to be updated, and the ME notifies the person in charge of the SCS web site when this needs to be done, or at the direction of the EIC or others. The SCS website links to the Sage Publications website, so updates need to go to Sage. If the SCS website needs updating, use their contact online.

Also, work with the person in charge of the web site at Sage to send Call for Papers for both JDMS and SIM. Procedure is as follows:

Send the approved CFP to the person in charge of the SCS web site, who will post the CFP. An example is:

<http://scs.org/simulation/specialissues?q=node/133>

(it includes links for submission, and other links).

The page with Special Issues is here:

<http://scs.org/simulation/specialissues>

(and there is another one for JDMS)

Once the CFPs are ready at SCS.org, the list should be sent to the ME for proofreading and editing if necessary. The person in charge of the SCS web site, or the ME, will then send the LINK to SAGE.

There should be only ONE version of the CFP.

IH. Perform special tasks on occasion:

Often the ME is requested for perform special tasks from the EIC, the Director of SCS, or Sage personnel. An example is a request from Sage at the end of the year to compile a list of reviewers in order to publish a thank you to them in Simulation. To do this list, run a report from ScholarOne (legacy reports) Reviewer Summary, choose the last column for the dates from January 1 to December 31 of that year. The other dates can be for two years to allow for all papers that were submitted, but reviews not completed until that year. Then export to a csv file (which is an Excel file). In Excel, cut and paste the column for reviewer name. Send this to Sage.

II. Be organized

Make folders on your computer desktop for Simulation, JDMS, and JDMS papers. Place documents such as To Do List, Sim Status Report, Sim copyright and Sim copy checklist, this ME duties, and JDMS papers files in appropriate folder. Do the same for e-mail letters that you want to keep. Delete e-mails after action taken, but do not empty deleted file folder.

IJ. Enter published dates in ScholarOne each month after journal published.

Go into Production Center, Issue Management, Add an issue. For description, fill in Fill in volume and issue no. (just 7 and 2)

Go into each manuscript and fill in the issue.

IK. Keep track of papers that have failed the plagiarism threshold

ScholarOne sends accepted papers through a second-party plagiarism check. If a paper fails, the ME is notified. The ME notifies the EIC is notified. The author is asked to revise

the paper. Then, the paper is run through another check. However, the paper must be resubmitted, as the system will not recheck a paper with the same number.

ScholarOne sends accepted papers through a second-party plagiarism check. If a paper fails, the ME is notified. The EIC is notified. The author is asked to revise the paper. Then, the paper is run through another check. However, the paper must be resubmitted, as the system will not recheck a paper with the same number.

JDMS

IIA. Answer e-mail inquiries from authors, reviewers, the EIC, and others (see IA)

IIB. Monitor the ScholarOne ScholarOne data base (See IB)

IIC. Send reminder letters to authors, reviewers, associate editors, etc. as needed. ScholarOne sends automatic letters; however, if the appropriate people have consistently not responded, or are very late, send personal reminder letters with a copy to the EIC. It may be necessary to ask the EIC to send the reminder.

IID. Work with Production Editor of Sage at Sage Publications, the JDMS publisher. This will involve determining which papers go in each issue and "chasing" the author if necessary.

IIE. Send final papers from authors to Sage Publications via ScholarOne. See IC. Also check Sage's online first (<http://sim.sagepub.com/pap.dtl>) and SMART (<http://journals.sageapps.com/SMART/login.aspx?ReturnUrl=%2fSMART%2fdefault.aspx>).

For references: **References**

JDMS follows the Vancouver style of referencing. References should be listed in order of appearance in the text and at the end of the manuscript. Citations in the text should be added as numbered notes throughout the text, and numbered in the list at the end of the manuscript.

Titles of papers should be given in their original language and, if possible, they should be followed by a translation into English in parentheses.

(Book example):

1. Grigg, N.S. (1996). Water Resources Management, New York: McGraw-Hill, pp. 8-11.

(Conference Proceedings example):

1. Pokrajac, D. (2000) Oil infiltration in the vicinity of a shallow groundwater table. In: Bjerg, P.L., Engesgaard, P., & Krom, T.D. (eds.): Groundwater 2000. Proceedings of the International Conference on Groundwater Research, Copenhagen, 6-8 June, pp. 17-18. A.A. Balkema, Rotterdam, NL

(Scientific journal example):

1. Parkpain, P., Sreesai, S., & Delaune, R.D. (2000) Bioavailability of heavy metals in sewage sludge amended Thai soils. *Water, Air and Soil Pollution*. Journal Name, 122: 163-182

(Web site reference example):

1. Patton, S. (2004) Toxic trespass. *Our Planet*, 15(2) 24-26. From UNEP, Publications (2004): <http://www.ourplanet.com/imgversn/152/patton.html> (accessed July 18, 2007)

IIF. Work with EIC regarding Associate Editors

The EIC selects the associate editors in similar fashion as the EIC of Simulation. A bulk e-mail may be sent to a list asking the Associate Editors to renew (note: the terms Area Editors and Associate Editors are basically interchangeable. However, Associate Editor is the current preferred usage). The ME updates the ScholarOne data base when necessary to keep the Associate Editors files up to date. There may be changes to the e-mail address, etc. as well as the roles (reviewer, associate editor, author, etc.)

IIG. Compile a monthly status report (see IE)

IIH. Keep track of papers for Special Issues (see IF). Set up special accounts on ScholarOne for guest editors of special issues. As of now, ask editors for another email address than the one they regularly use, and set it up as Guest Editor (last name), title of special issue as first name.

III. Keep track of author copyright forms through ScholarOne

IIJ. Encourage author submissions by sending broadcast e-mails, etc

IIK.

Enter published dates in ScholarOne each month after journal published. Go into Production Center, Issue Management, Add an issue. For description, fill in

April 2010: vol. 7, no. 2.

Fill in volume and issue no. (just 7 and 2)

Go into each manuscript and fill in the issue.

IIL. Set up special accounts on ScholarOne for guest editors of special issues. As of now, ask editors for another email address than the one they regularly use, and set it up as Guest Editor (last name), title of special issue as first name.

IIM. Perform special tasks on occasion.

IIN. Keep track of papers that have failed the plagiarism threshold

ScholarOne sends accepted papers through a second-party plagiarism check. If a paper fails, the ME is notified. The EIC is notified. The author is asked to revise the paper. Then, the paper is run through another check. However, the paper must be resubmitted, as the system will not recheck a paper with the same number.

Appendix A.

Answers to Author questions.

Q. I can't submit a revision; the system won't let me in.

A. Go into the ScholarOne data base looking for the paper under the ID number or author name. Under Manuscript Information, scroll down to the Revision due on ____, then click to change the date so that the author has more time to submit the revision.

Q. Could you please send me a copy of the reviews for the simulation paper? We need to change the corresponding author. Balogh went back to Hungary in June and we have real trouble communicating with him.

A. I found the paper through the author's name and changed the contact author to the new person. Then I went into the Audit Trail and found the decision letter. I forwarded it to the new person.

Q. I received a reject decision on my paper, but the comments from the reviewers' are for another paper.

A. I rescinded the EICs decision (with his approval) and notified the author that everything was now o.k. (The problem may have been because of the similarity in MS ID No.

Q. I received a Reject and Resubmit decision for my JDMS paper. What is the date for resubmission?

A. You have 180 days to resubmit. The paper will go through the review process as a newly submitted paper.

Q. How long will the review process take?

A. The length of time for the review process, of course, varies greatly, depending on how easily the editor can find referees willing to review the paper, and then on the schedule of the referees. The process has been taking on average, four months.

Q. Is there a charge for color figures?

A. We do print color figures, yes, online they are free but to print in the journal it is at the following cost:

1 page	£50/\$79.06
2-3 pages	£250/\$395.28
4-6 pages	£300/\$474.33
7-9 pages	£350/\$553.39
10-12 pages	£400/\$632.44

Appendix B.

Sample Simulation Status Report

Simulation Status Report – V.M. Pate - 9/24/2008
(Bold type means updated from last report)

Example Special Issues in Progress:

I. Roy Crosbie – 4 papers are at Sage now (Basaran, Xiang, Mazumder, and Vargas). Karen Miu's was just accepted 8/26. The others will go in a part II of the SI or a regular issue.

1. T-08-0054 - Dale Word – minor revision due 9/29/08.
2. T-08-0027.R1 – Ferdinanda Ponci – Waiting one reviewer's scores due 9/2 (Note: this was a minor revision). The two in said accept w/no changes.
3. T-08-0125 – Waiting two reviewers' scores (due 9/23)
4. A-08-0122 – Waiting three reviewers' scores (due 9/23, 9/24 and 10/9)

II. Kalyan Perumalla – PADS 07 –

1. T-07-0073.R1 - Asynchronous Event-Driven Particle Algorithms – Sent to Sage (they will hold for the SI)
2. T-07-0074 - Interlock Simulation Framework and Its Applications, Onggo – Awaiting two reviewers' scores, reminders sent
3. T-07-0076.R1 - Parallel Hybrid Network Traffic Models, Liu – One reviewer agreed, another said accept w/no changes, and one has not responded to invitation (automatic e-mails sent, last one was 7/29. (Note: this was a minor revision) – Perumalla sent reminders.
4. T-07-0077.R1 – I asked Levent 9/2 if it needs another round of reviews since it was a minor rev. decision.
5. T-07-0078 – Major revision is due on 12/9/08 (too much time to change. Shall we change this?)

III. Gabriel Wainer (gabriel.wainer@sce.carleton.ca) - papers due 4/1/08, pub. Fall 08 –
Note: There should be a way to speed this up.

1. T-08-0040 – Rejected 8/19.
2. T-08-0084 – Alessandro Fasso – make recommendation (I sent reminder to Wainer 6/30 and 7/11 and 9/2.
3. T-08-0082, Antonello Monti – Wainer needs to make a recommendation.
4. A-08-0089 – Taekyu Kim – Two reviews in (minor and major), one review due 7/15. Sent a letter to Luo 9/2.
5. A-08-0087 – Wainer STILL needs to make a recommendation. reminder sent 7/11 and 7/31 and 8/29.
6. T-08-0093 - Greg Zacharewicz – 2 reviews returned, accept no changes and major. Mikel Petty's review is overdue, reminders sent.
7. T-08-0090 – Maria Vieira.- Wainer needs to make a recommendation. Sent reminder 9/2.
8. T-08-0088 – Chih Chun Chen – Major revision due 1/15/09.

IV. SI On Multi-Paradigm Modeling: Concepts and Tools – Juan de Lara (Pieter)

- 1.T-08-0071 – Holger Giese - Need to make a recommendation – reminder sent by Yilmaz
- 2.T-08-0065.R1 – Tamas Meszaros – Minor revision – I sent letter to Yilmaz asking about the need for another round of reviews 9/2)
- 3.T-08-0061 – Karsai (Major revision – due 2/17/09)
- 4.T-08-0060 – Brisolara (rejected)
- 5.T-08-0057 – Hardebolle (awaiting recommendation (all in: minor, no and reject) (I sent reminder 9/2)

- 6.T-08-0041 – Lei (Rejected)
- 7.T-08-0072 – Riveria (Ready for recommendation – reminder sent 9/2.
- 8.T-08-0051 – Mayer & Hessam (Major rev. due 2/19)
- 9.T-08-0081 – Voeten (Major revision is due Jan 26)
9. T-08-0080 – Voeten – (minor rev. due 10/29)
10. T-08-0076 – Asztalos (Major rev. due 2/17)
11. T-08-0045 – Risco-Martin (minor rev. due 10/1/08)
12. T-08-0063 – Sagar - (major revision due 15 Jan 09.
13. T-08-0077 – Balogh (recommendation 2 days overdue)
14. Hans Vangheluwe – I wrote him again on 9/2 that we now accept PDF files, so hopefully he will submit his paper.

Other papers in System by Associate Editor:

Paul Barton

1. A-08-0004 – Major rev. due 8 Dec.
2. T-08-0049 – One review in (reject), 2nd overdue – sent reminder 8/21.
3. T060037.r1 – Accepted 7/31

Peter Bunus (he has done a good job but is out of papers)

Yinong Chen – he is good

1. A-08-0026 – Major revision due on 12/26.

Franco Davoli

1. T-07-0069 – major revision due on 9/29/08.
2. A-08-0070 – 6 invited (3 declined, 1 agreed, others not responded).Davoli sent reminders 8/25 and 8/30.
3. A-08-0108 – 9 invited, 1 agreed, 6 declined

John Fowler – Fowler sent e-mail saying he would take care of these soon.

1. T-07-0088 – Major revision due on 12 Nov.
2. T-07-0065.R1 – 2 invited, 1 agreed.
3. A-08-0083 – Withdrawn 8/28 – Fowler said paper was more suited to another journal.
4. A-07-0063 – was Balci's – Awaiting reviewers' scores, 2 agreed, due 10/13 and 12.
5. T-07-0091 – was Balci's. Fowler needs to make a recommendation
6. A-08-0107 – Three reviewers invited 8/27, 1 agreed, 1 declined.

John Hamilton

1. T-08-0136 – submitted 8/22.

Helen Karatza

1. A-08-0119 – (Yilmaz asked if she would process this paper, and she agreed 8/4. One reviewer said accept (minor)
2. A-08-0102.R1 – 2 reviews needed. 1 agreed. Bernie Zeigler not responded to 7 Aug invitation.
4. A-08-0117 – 3 invited, 2 agreed, 1 declined, 2 returned (accept w/minor)

Xiaolin Hu

1. T-08-0135 – Awaiting reviewers' scores – not due until 6, 9 and 11 Oct.

Franziska Kluegl

1. A-08-0002 – Two reviews in (minor), need 3. one declined, Catholin declined. Three others invited by Kluegl, one declined, two haven't responded yet. on 8/4 I asked Kluegl to invite more. He has invited 7 now.
2. T-08-0032.R1 – Minor. Sent letter to Yilmaz re. minor.
3. A-07-0085 – Minor rev. decision – due 9/22.
4. T-08-0078 – New. Kluegl already invited 3 and 3 agreed. Reviews due end Sept and early Oct.

Jie Liu

1. T060044.R2 – DOES THIS NEED TO GO THROUGH ANOTHER ROUND? Revision 1's decision was for a minor revision. I sent Yilmaz a query 9/2.

Robert ScholarOneGraw

1. A-08-0138 – submitted 8/24.

Charles ScholarOneLean

1. T-08-0023 – Wainer recommended rejection. I asked ScholarOneLean 6/30/08 and 8/4/08. I asked Yilmaz about it 9/2.
2. A-08-0064 – Charles ScholarOneLean is 4 days overdue on making a recommendation on this. He is now 33 days overdue. I reminded him again 8/29.

3. A-08-0013 – Susan O’Hara has been reminded several times to respond to invitation. I e-mailed ScholarOneLean again 8/29 to invite others. Two reviews are in: Minor and reject.
4. A-08-0096 – Rejected
5. A-08-0118 – 3 invited, 2 agreed.

Rui Moreira

1. A-08-0028 – Major rev. due 12/15
2. A-08-0074 (Yilmaz nds to make dec. – Moreira recm’d major)
3. A-08-0055 Yilmaz nds to make dec. – Moreira recm’d major)
4. A-08-0052 Yilmaz nds to make dec. – Moreira recm’d reject)
5. A-08-0109 – 36 days overdue to select reviewers – reminder sent 9/2.
6. A-08-0099 – Moreira nds to make recommendation

Pieter Mosterman

1. T-07-0033 – Major revision due Jan. 3, 09 (this paper was Balci’s)

James Nutaro

1. T-08-0134 – submitted 8/7. 2 reviewers invited, 1 agreed.

Ernest Page

1. T050101.R2 – Accepted 12 Aug. – Sage has
2. T-07-0093.R1 – Major rev. received 8/16.
3. T-08-0067 – Major rev. due 2/9.
4. T-08-0113 – 3 invited, 3 agreed, 1 returned.

Mikel Petty –

1. A-07-0055, Major rev. due 12/16
2. T-07-0092 – Major rev. due 2/27.
3. A-07-0042.R1 – 3 invited, 2 agreed, one (Colley) invited 29 Aug.

Hessam Sarjoughian

1. T-07-0084 – Major rev. due 10/3.

Charalabos Skianis –

1. A-08-0115 – 32 days overdue to select reviewers - reminded 8/17 by automatic e-mail.
2. A-08-0103 – invited 6, 1 agreed, 3 declined, reminders sent

Jonathan Sprinkle

3. A-08-0085 – Accepted 8/13 – Sage has
4. T-07-0087.R1 – Invited 3, but he didn't send out the letters. I asked him if he wanted me to do so.

Jeffrey Stein

1. A-07-0029 – Major revision due 10/17.
2. A-07-0067 – Major revision due 9/11.
3. A-08-0114 – 32 days overdue to select reviewers – Reminded automatic e-mail 8/17.

Georgios Theodoropoulos

1. T-08-0022 – Two reviews returned (reject and major). Dennis Moen agreed, review due 9/21.
2. A-08-0056 – One review in (minor), two are 2 days overdue.
3. T-08-0106 – 6 invited, 3 agreed, 1 in (reject), others due 10 and 16 Sept.

Carl Tropper

1. T-08-0007 – Minor rev. due 9/28.

Brian Unger

1. A-08-0104 – Invited 4, 3 agreed, 2 returned, (reject and major). Reminders sent to Dan Chen

Gabriel Wainer

1. A-08-0131 – Not for his SI. – 6 invited, 2 agreed. 1 returned. (accept/no changes)
2. A-08-0112 – Not for SI - submitted 8/21. 2 invited, 1 agreed.
3. A-08-0111 – 5 invited, 3 agreed, 3 declined, 3 returned! (4 needed), 1 accept/no changes, and two rejects
4. T-08-0092 – 7 invited, 1 returned (reject)

Phillip Wilsey

1. A-08-0006 – Major revision due on 11/5/08.
2. T-08-0001 – Two reviews are in (both Minor). Third reviewer agreed (Chetlur), due 9/12. We gave up on Turner
3. T-06-0081.R1 – 3 invited, 2 agreed, 1 review in (minor), other due 19 Sept., Robert Klenke reminded auto. to respond to invitation.

4. T-08-0062 – Two in (minor and major), one overdue, reminder sent 9/2

Levent Yilmaz

1. A-08-0128 – 5 invited, 2 declined. Three have not responded. Invited 8/6
2. A-08-0127 – 7 invited, 4 agreed, 3 declined. Reviews due Oct.
3. A-08-0129 – 4 invited, 3 agreed. due 18 Sept.
4. A-08-0130 – 5 invited, 2 agreed, due 9/30 and 9/28.
5. T-08-0123 – 3 agreed, due 10, 11, and 12 Sept.
6. T-08-0124 – 3 agreed, due end Sept.

Procedures for Special Issues (SI) related to Conferences:

1. Simulation DOES NOT have SI devoted to conferences. Nevertheless, we encourage top conferences to identify important areas and organize a SI in the area.
2. You can identify a general topic of interest, and propose a SI on a particular area with contacts to your conference topics
3. The SI committee reviews your proposal. As a result, you might get an acceptance, rejection, or suggestions for modifications in the wording
4. If the SI proposal is accepted, it gets posted on SCS's website, with an Open Call for everybody. The SI CFP should consider enough lead time to allow everybody to submit a paper.
5. People proposing a SI cannot submit a paper to the SI; they act as the coordinators and editors only. Also (although this is non-mandatory) it is recommended to not have authors at arms-length of the SI editors.
6. SI papers submitted as extended versions of the Conference Papers can only have around 30% of overlap with the original submission (i.e., the SI editor must check that the author is not sending 2 very similar copies of the same work; Journal papers should be elaborate and more extended versions than the Conference versions).
7. The SI contents are published under the coordination of the SI Editor and the Journal Editor, who will give the Special Issue editors feedback and help with any issues.

What about the Conference Papers? What advantage do your Conference Paper Authors get?

We coordinate a fast-track review process for the best papers suggested

by the Conference organizers. The process is as follows:

1. Once the papers have been accepted, you submit the Conference review records for the papers to the SI committee. According to these records, item 3. below could be different.
2. The procedure for papers not submitted for the conference consists of:
 - Identifying 3 reviewers (minimum)
 - Obtaining 3 good quality reviews
 - Follow the rest of the process for the Simulation journal
3. Instead, for the best conference papers, the process is:
 - Identifying 1 extra reviewer
 - Obtaining 1 good quality review + 1 more review done by the SI Editor
 - The SI committee checks every paper before sending acceptance/rejection notes to the journal Editor
 - The Journal Editor does the same
 - In any part of the process, the SI + JE can request further reviews, if it is considered that the quality of the reviews obtained is not sufficient. That is, these papers are going to be accepted/rejected faster than the rest, and your authors will have more time to fix problems and improve the quality of the paper, if needed.

Gabriel A. Wainer
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Phone: 1-613-520-2600 x 1957
<http://www.sce.carleton.ca/faculty/wainer.html>

Associate Editors

Associate Editors. Each associate editor is responsible for collecting reviews for submissions, and providing a recommendation to the EIC based on these reviews. Associate editors are encouraged to promote the journal, e.g., by proposing and supporting the development of special issues. An associate editor's term will last for two years, but he/she may be invited by the EIC to continue in this position for one or more additional terms.

Guest Editors

1. Write a Call for Papers. For example, see the SCS web site at <http://www.scs.org>. Click on Publications, Simulation, Call for Papers.
2. Send the CFP to the SI Editor, the Editor-in-Chief, and Managing Editor, for approval. After approval, the papers will be posted to the SCS and Sage Publications web sites.
3. Send a list of persons who may be interested in submitting papers to the ME, who will send invitation letters through ScholarOne, our manuscript submission system.
4. You will receive an automatic e-mail when authors submit papers through ScholarOne. The e-mail is generated when the EIC selects you as the Associate Editor for the paper.
5. The e-mail will contain instructions on how to access your Associate Editor dashboard so that you can select reviewers for the paper. The authors have been instructed to provide the names of three to five preferred reviewers. You may use these names or select reviewers from the ScholarOne data base. You should select more than the three required, to ensure that three will be obtained in a timely manner.
6. Automatic reminder letters are sent to invitees, and the ME will also monitor this. You are encouraged to also send e-mail reminders if necessary.
7. After the reviewers have accepted, they will receive automatic reminders to return their reviews. This, too, will be monitored by the ME.
8. You will receive a notice when each review has been returned, so that you can read the reviews.
9. After all reviews are returned, you will receive a notice to make a recommendation on the paper. You may recommend accepting the paper as is, accepting after minor changes are made, accepting after major changes are made, or rejecting. You can also immediately reject a paper if it is out of scope or has unfixable problems. You may solicit the advice of the EIC on this. Please review the review process also on the SCS web site (<http://www.scs.org/pubs/simulation/reviewProcess.html>). This contains a nice graphic of the review process.
10. After papers are accepted, the authors are asked to send in final papers. These are then sent to Sage Publications, who edit and style the papers. The ME works with the Production Editor with regard to what papers will be published in the SI. Because of space limitations, occasionally not all papers submitted for a SI can go in one issue. Often, there are second parts to an issue. Occasionally, some papers, especially those that have been in the review process much longer than the others, will be published in regular issues.

11. <http://www.scs.org/pubs/simulation/specialIssuePolicies.html> provides more details about the review process.
12. The managing editor is always available for assistance with regard to any of the procedures above.

Reviewers

Clicking on the Details or Score Sheet tabs will make those screens active.

- The **Details** tab contains the manuscript type, keywords or attributes the author associated with the manuscript, and the date submitted. You can still view the title, status, id number, time in review, and links to the manuscript files at the top of the table.
- The **Score Sheet** tab contains the score sheet for the journal. Based on journal specifications, this score sheet may include specific manuscript questions or ratings, a recommendation field, comments to the author, comments to the editor, and the ability to attach a file.

Viewing the Manuscript

There are two ways for you to view the manuscript assigned to you. You can click either of the "PDF" links at the top of the table and print the resulting PDF proof. You can also read directly from the screen by clicking the "HTML" link at the top of the table and viewing the resulting HTML proof.

Completing the Score Sheet

To complete the score sheet, respond to all fields. When filling out the score sheet, please remember the following things:

- **Comments to Editor:** Use this space to transfer to the Editor the basis for your recommendation for acceptance or rejection. These comments will NOT be conveyed to the author.
- **Comments to Author:** Use this space to convey specific feedback to the author on your recommendation. Please do NOT reference the Comments to Editor field as the author will not have direct access to those comments.
- **Special Symbols:** As with other plain text transmissions, such as e-mail, your use of special symbols is restricted. Please use symbols that are found on your keyboard and plain text notations, such as (^) for superscript. For example, you will not be able to use the symbols for Greek letters. You will need to spell these out. If you will be repeatedly using a Greek letter, you can re-define the symbol (e.g. G = gamma) at the beginning of the section in which you will be using it.
- **Attaching Files (where active):** To attach a file, you need to click on the "Browse..." button, locate your file, and click the "Attach" button. After the file is successfully uploaded into the database, the screen will refresh, showing the user's uploaded file in the "Files Attached" list. The file can be downloaded by clicking on the file name, or unattached by clicking the "Unattach" icon next to the file name. You can also specify whom the file is intended for (Author & Editor or Editor Only) by clicking the appropriate radio button.

- **Submitting Your Review:** There are three buttons at the bottom of the page: "Save as Draft" saves the score sheet without sending it to the editor, "Submit" saves the score sheet and sends it to the editor, and "Print Saved Version" opens a pop-up window with a printable version of the most recently saved score sheet.

Score Sheet:

Evaluation	
CONTENT	
1. Are the application of modeling and simulation methods clearly motivated?	
67305	<input type="radio"/> N <input checked="" type="radio"/> Y <input type="radio"/>
Yes	
<input checked="" type="radio"/>	No
If no, please identify the points where the motivation lacks clarity.	
67306	<input type="radio"/> N <input type="radio"/>
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	
<input checked="" type="radio"/> Y	<input type="radio"/>
67306	257860
2. How would you rate the impact of the results achieved for the application area?	
67307	<input type="radio"/> N <input checked="" type="radio"/> Y <input type="radio"/>
Very High	

<input type="radio"/>	Significant
<input type="radio"/>	Noticeable
<input type="radio"/>	Unclear
Could you please shortly explain your opinion?	
67308	N
<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>	
Y	257865
67308	

3. Is the paper logically and technically correct?	
67309	<input type="radio"/> N <input checked="" type="radio"/> Y <input type="radio"/> Yes
<input type="radio"/>	Appears to be, but didn't check completely.
<input type="radio"/>	No
If no, could you please describe the incorrect parts of the paper and make suggestions how these parts can be corrected.	
67310	<input type="radio"/> N
<input type="radio"/> Y	<input type="radio"/> 257869
67310	

4. How would you describe the technical depth of the paper?	
67311	<input type="radio"/> N <input checked="" type="radio"/> Y <input type="radio"/> Superficial
<input type="radio"/>	Suitable for the non-specialist
<input type="radio"/>	Appropriate for a worker in the general field of the paper
<input type="radio"/>	Suitable only for an expert

5. Is the coverage of the topic sufficiently comprehensive and balanced?

67312

N

Y



Yes



No

If no, please identify which parts of the topic are missing or superficially treated:

67313

N

Y

257876

67313

If certain parts are greatly overstressed, please identify which ones:

67314

N

Y

257877

67314

PRESENTATION**1. Are the title and abstract appropriate?**

67316

N

Y



Yes

<input checked="" type="radio"/> No	
If no, could you please describe why the title and / or abstract appear to be misleading?	
67317	N
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	
Y	257880
67317	

2. Does the introduction clearly state the background and / or motivation in terms understandable to the non-specialist?			
67318	N	Y	<input checked="" type="radio"/> Yes
<input checked="" type="radio"/> No			
If no, could you please identify where the introduction should be clarified?			
67319	N		
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			
Y			257883
67319			

3. Are the references or bibliography appropriate and complete?			
67320	N	Y	<input checked="" type="radio"/> Yes

No

If no, please provide references or research areas with which the present work should be included and compared with.

67321

N

▲

▼

◀

▶

257886

Y

67321

4. How would you rate the overall organization of the paper?

67322

N

Y

Satisfactory

Could be improved

If it can be improved, how?

67323

N

▲

▼

◀

▶

257889

Y

67323


5. Is the English satisfactory?


67324

N

Y

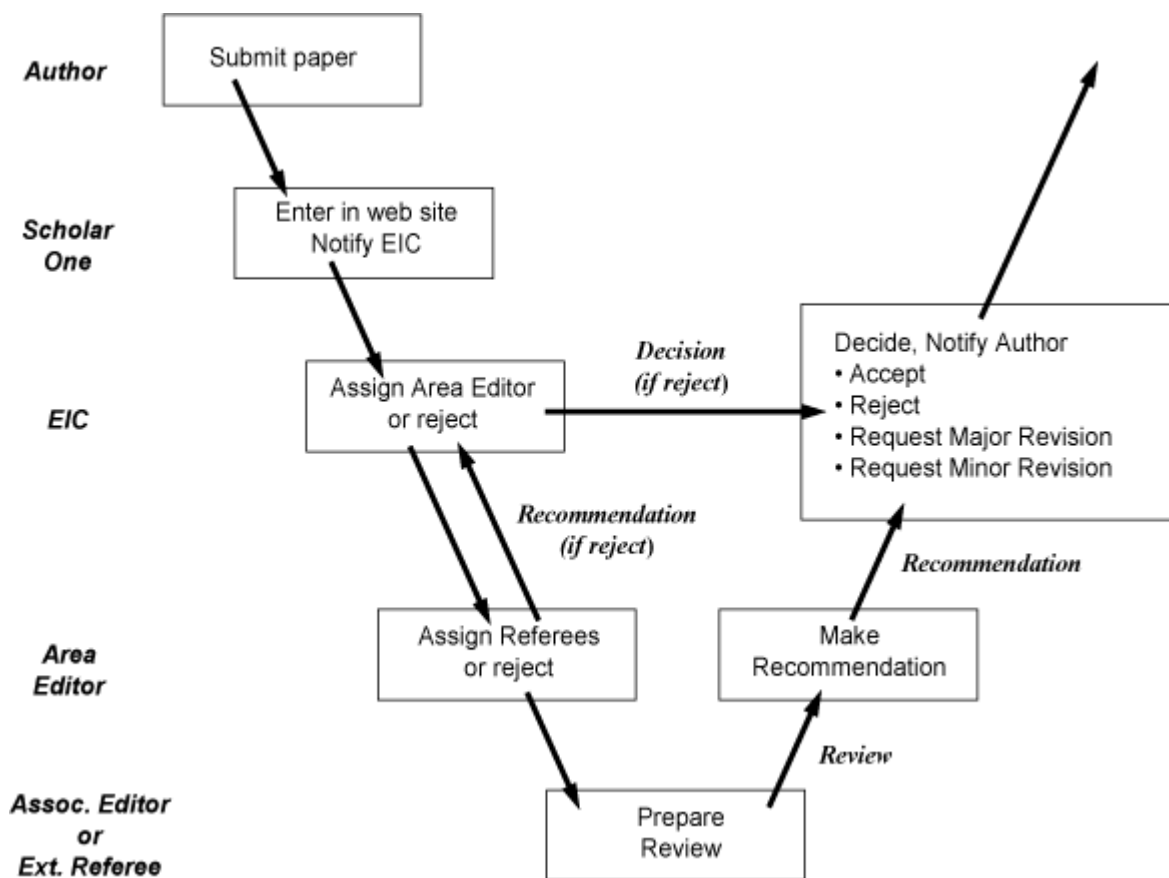
Yes

<input type="radio"/>	No, but can be easily polished.
<input type="radio"/>	No, very poor
<input type="text" value="5455115"/>	
<input type="text" value="null"/> Recommendation	
<input type="radio"/>	Accept With No Changes
<input type="radio"/>	Accept If Certain Minor Revisions Are Made
<input type="radio"/>	Author(s) Should Prepare A Major Revision For A Second Review
<input type="radio"/>	Reject
Comments	
Confidential Comments to the EIC	
Please summarize briefly the contribution of the paper to the state-of-the-art of modeling and simulation from your point of view:	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	
Additional comments and suggestions for the author(s)	
If you have further comments and suggestions for the author(s) please use as much space as you need.	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	
<input type="text"/>	
Attach a File	Files attached
 Attach	<ul style="list-style-type: none"> No files have been uploaded.

Save as Draft Submit  Print Saved Version

Review Process

The review process for manuscripts submitted to regular issues of Simulation is depicted in Figure 1. Authors submit manuscripts electronically to the ScholarOne Manuscript Central web site, and indicate whether the principal contribution of the work lies in the application or methodology section. The manuscript is then assigned to the corresponding Editor-In-Chief (EIC), but may be reassigned if both EICs agree it is more appropriate for the other to handle the submission. If the EIC determines the submission is suitable for review, it is assigned to an area editor. The area editor also checks that manuscript is suitable for review, and assuming it is, assigns referees and requests review of the submission. Based on these reviews, the area editor provides a recommendation to the EIC. The EIC makes a final decision regarding the submission, and notifies the author.



Before entering the reviewing process manuscripts are checked to assure they have sufficient merit to be sent out for refereeing. Manuscripts that are out of scope, or contain other obvious problems that preclude publication are rejected early in the process in order to avoid placing extra workloads on the referees.

The evaluation of your paper contains all information sent by the referees (normally three, minimally two) and concludes with putting your paper in one of the following categories:

- **Accepted.** No revisions are necessary, and the paper is being accepted for publication.
- **Minor revisions requested.** No additional refereeing will be necessary; the EIC and/or area editor will normally check that requested minor revisions have been satisfactorily completed. Manuscripts falling in this category are essentially ready for publication, modulo minor modifications such as fixing grammatical errors, clarifying details of the presentation, including additional references, etc. Any change that would require additional research by the authors (e.g., additional experiments) would normally be considered a major revision. Authors are requested to provide a revised version of manuscripts and a description of how each reviewer concern was addressed (or why the concern was not addressed) within three months of the request.
- **Major revisions requested.** Extensive changes or additions in the reported research itself or its presentation are required. Such manuscripts will go through a second round of refereeing, normally with the same set of reviewers as the original submission. Submissions normally undergo at most one round of major revision. Authors are requested to provide a revised version of manuscripts and a description of how each reviewer concern was addressed (or why the concern was not addressed) within six months of the request. Please note: after a major revision the paper should be acceptable or should require only minor revisions, otherwise it will be rejected.
- **Rejected.** Submission of a revision will be treated as a new submission. Please note that the current acceptance rate in Simulation is below 25%. Therefore please carefully read the submission guidelines before submitting a paper to the journal.

We strive for a turn-around-time of 3-4 months. However, in some cases this can not be achieved due to delays in finding reviewers - so to speed up the reviewing process please suggest suitable reviewers for your paper.

Publishing with Sage Publications

Both SIMULATION and JDMS are published by SCS in cooperation with Sage Publications, Thousand Oaks, California.

The current contact for sending manuscripts is Ailene Kanabe for both JDMS and SIMULATION. The Managing Editor works with these people to decide which papers go into which issue, to ensure that the published material is correct, and to contact authors when necessary.

The steps for sending papers to Sage are as follows:

1. After a paper is accepted, the author is sent an automatic letter advising that the paper has been accepted. He or she is asked to submit a final paper. This paper must be in an editable form, such as a Word document, so that the editors can format and edit the paper, or it can be a PDF zip file, which our site is now configured to accept. If the paper is not a Word document, such as a text file, a PDF must accompany it. The authors are also asked to send the ME the figures and tables in separate .eps files..
2. After the paper is received by the ME (through regular email), the ME uploads the paper to ScholarOne.. The ME then goes into the Production Center and sends the paper to Sage. See the ME duties for more detail.
3. The ME notes on the production checklist advising that a paper has been sent via ScholarOne and notes if the paper is for a regular issue or for a special issue, and which SI it is.

Sage Publication Report for SIMULATION

Attached is the 2010 Publishing Report from Sage Publications.



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Development Canada

Recherche et développement
pour la défense Canada

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www.drdc-rddc.gc.ca

DRDC SL 2013-017

AUTHORITY TO USE COPYRIGHT MATERIAL

1. Submitted herewith is a paper entitled:

Solving the Impediment Induced Variable Shape Covering Problem

By the Author(s):

Arbour, Benoit; Massel, Paul, of Defence R&D Canada

For publication in:

The Journal of Defence Modelling and Simulation

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- iii. reproduce, perform, transmit and otherwise communicate the content of the Work in presentations.

5. This authorization will provide you with all the scope for action you require, but it does not effect transfer of the copyright itself.

I, the publisher, agree to the above.

I, the publisher, disagree with the above.

Paul Massel

Chairperson
DRDC Document Review Panel

Date:

10 Sept 2013

J M Courteau

(Publisher Signature)

(Publisher title) *ELC*

Organization *SCS*

Date: *10/14/13*

Sage Editor Guidance

Dear all,

I am writing with some important guidance relating to Publication Ethics, that I'd like to ensure you're aware of. At SAGE, we take all issues of ethics, transparency and integrity extremely seriously, as I'm sure you do. As such we view it as an important duty of care to keep our publishing partners informed of ethical issues that can affect the reputation of both Editors and their Journals. Specifically, we wanted to provide some information and guidance on addressing the potential abuse of the preferred reviewer system by unscrupulous authors or third party agencies

Background

Let me begin with a little context: As you may be aware, we retracted 60 papers from one of our journals, *Journal of Vibration and Control* (JVC) last year. In that case, an author had used the 'Recommended Reviewer' functionality to provide 'fake reviewer' accounts. These looked to be *bona fide* names of relevant experts in the field, but the email addresses accompanying them were bogus, and set up by the author so that he could review his own papers. The investigation was extremely detailed and took almost a year to complete; we carefully followed the Committee on Publication Ethics (COPE) guidelines and involved the Editors in a great deal of investigative work, communicated extensively with authors, reviewers and their Institutes, and checked thoroughly before we ultimately issued the retractions. Responding to inquiries from the media about the investigation and its result was also time-consuming but the feedback we received was that we acted diligently and with integrity.

See: <http://www.sagepub.com/press/2014/july/1.sp>

The outcome of that investigation extended even beyond the retractions we issued; the integrity of the academic record was unfortunately compromised, and one of the authors was dismissed from his Institute.

Although attempts to mislead the academic community in this way are extremely rare, unfortunately JVC is not an isolated case. SAGE is not alone in this; several other publishers have seen other instances of such practices (see **Appendix II**). Indeed, there has recently been a spate of instances where fake email addresses have been used to provide positive reviews across the publishing industry. Some have described this practice as a form of identity theft.

As BioMedCentral note in one of their latest releases, some peer review rigging appears to have been organised via third party agencies, who may have managed the submissions on the author's behalf; Authors may have paid for services, and unwittingly subjected themselves to ultimate retractions and reputational damage:

<http://blogs.biomedcentral.com/bmcblog/2015/03/26/manipulation-peer-review/>

We can't tell you with any certainty whether your journal is vulnerable or not; we have to assume all high quality journals, in which authors would love to publish - as their promotion and careers can be enhanced by doing so - could potentially be vulnerable.

This letter is not intended to alarm you – we know that the vast majority of authors, Editors and reviewers act in good faith and hold themselves to the highest ethical

standards. However, we recognise that it is our responsibility to make you aware of this issue, and, as partners, to provide any guidance we can to assist you in spotting potential abuse of the system.

Actions taken by SAGE

Some Publishers have taken the step of removing the recommended reviewer functionality from their online submission sites. At present, we have chosen not to do so across the board, as we know that many of our Editors highly value legitimate suggestions, especially for papers in very specialised areas.

However, in an effort to heighten awareness of best publishing practices amongst authors who are perhaps less well-informed, we have introduced clear guidance about what constitutes potential conflicts of interest when nominating reviewers during the submission process. We have also updated the text of email invitations to potential reviewers asking them to review [the COPE guidelines for reviewers](#) prior to accepting or declining an invitation, and again included this same link on the reviewer scoresheet itself so that reviewers also have access to that information as they are completing their review.

As a further immediate step, we are amending the instructions for authors for all our journals to indicate that authors must only submit Institutional email addresses for any recommended reviewer they may wish to nominate (See **Appendix I**). It is not possible for us to enforce this within the submission system and authors may still choose to submit alternative email addresses. We appreciate that many researchers legitimately use non-Institutional accounts, but we strongly encourage you and your editorial teams to take some additional steps to verify such identities before proceeding with the review process or accepting articles for publication – whether this is a recommended reviewer or existing user within your reviewer database.

Advice for Editors

In your role as Editor, the following ‘tips’ may be useful, although we realise that some aspects may require a little extra time, and will never be 100% ‘failsafe’. We fully appreciate that the vast majority of authors and reviewers act with great integrity, and we are enormously indebted to them. However, given the very significant potential consequences, we would also like to help you in reducing your journal’s exposure to any unscrupulous practices that may exist.

We suggest that you might consider the following steps to minimise risk to yourself and your journal, as follows:

- Watch out for extremely rapid review or reviews that recommend acceptance without providing sufficient detail or specific feedback
- Watch out for duplicate reviews (ie identical reviews from two different reviewer identities for the same manuscript)
- Avoid inviting reviewers at the same Institution as the author
- Best practice would suggest that decisions should not be made solely on the basis of recommended reviewers, and that at least one reviewer sourced independently be used on each paper

- Be particularly wary of using non-Institutional email addresses that include numbers or additional letters, eg [FIRSTNAME.SURNAMEb@address](#) or [INITIAL.SURNAME152@address](#)
- Some individuals have verified ORCID accounts which can be found at <http://www.ORCID.org>

If a recommended reviewer does not have an Institutional email address, and you are concerned about a reviewer's authenticity or would like to perform a spot check, you might wish to follow the steps below:

- Search for the reviewer's name and Institution to find their Institutional email address
- Search for the reviewer's email address in a search engine; a fake email address will not be registered anywhere and is unlikely to appear in results
- Search for the reviewer's publication history; is this email address used as their corresponding email for their publications? If not, contact the email address they have published with and use this when inviting them to review
- For reference, here's a list of internet country codes and top-level domains and domain extensions: http://en.wikipedia.org/wiki/List_of_Internet_top-level_domains

Please remember that you are under no obligation to invite any recommended reviewers (or to avoid inviting any 'non-preferred reviewer') for any paper.

If you are interested in reading about some more real life cases, please see **Appendix II**. I'd be more than happy to discuss any of this with you at any time. We ask that you circulate this to any of your Associate Editors/ Editorial Board members/ anyone who makes reviewer selections or decisions for their awareness

Appendix I: Revised instructions to authors re recommended reviewer nominations

To indicate your recommended and/or opposed reviewers, enter the reviewer's information into the textboxes below and click the appropriate designation button. Recommended reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript.

Please be aware of any conflicts of interest when recommending reviewers. Examples of conflicts of interest include (but are not limited to) the below:

- The reviewer should have no prior knowledge of your submission
- The reviewer should not have recently collaborated with any of the authors
- Reviewer nominees from the same institution as any of the authors are not permitted

When entering information for your recommended and/or opposed reviewers please ensure that you provide a valid institutional email address for each individual. Please note that the Editors are not obligated to invite any recommended/opposed reviewers to assess your manuscript.

Appendix II: Further reading

A case report from COPE articulating a particular Editor's experience and his actions:
<http://publicationethics.org/case/author-creates-bogus-email-accounts-proposed-reviewers>

BMC/ Other Publishers:<http://retractionwatch.com/2015/03/26/biomed-central-retracting-43-papers-for-fake-peer-review/>

Nature news: <http://www.nature.com/news/publishing-the-peer-review-scam-1.16400>)
<http://english.caixin.com/2015-04-02/100797148.html>

<http://retractionwatch.com/2014/11/26/the-peer-review-scam-how-authors-are-reviewing-their-own-papers/>

<http://www.iflscience.com/health-and-medicine/dozens-scientific-papers-withdrawn-probably-more-come>

<http://retractionwatch.com/2014/12/19/elsevier-retracting-16-papers-faked-peer-review/>

An article articulating 4 reasons for support of the principle of peer review, and some of the options that Publishers are looking into:

http://www.researchinformation.info/news/news_story.php?news_id=1862

SAGE also sponsor two Peer Review Workshops organised by Sense About Science targeted at Early Career Researchers. For more on *Peer Review: The Nuts and Bolts* workshop please visit <http://www.senseaboutscience.org/pages/prworkshops.html>

As you may know, the Journals are both members of COPE (<http://publicationethics.org/>) and the site provides excellent guidance on terms of best practice, workflows and also case studies, which may be of use to you. In particular, COPE urges great caution when accepting reviews from unvalidated email addresses.