

Author Guide for ThaiSim Proceedings

How to prepare and submit your **paper** to the proceedings of ThaiSim conferences



- ◆ The abbreviation for **manuscript** is **ms**.
- ◆ **Paper** refers to an oral presentation at a **conference** or to a written piece appearing in a **conference** proceedings.
- ◆ **Article** refers to a piece published in a **journal**.

Dear ThaiSim Author

We hope that you will share your work with others. You can do this, in English or in Thai:

- **orally** at the annual **conference**, and
- in **written** form
 - in the conference **proceedings** or
 - in the international **journal** called
Journal of Simulation/Gaming for Education and Development – SG4ED.

By sharing your work, you will contribute to the development of simulation/gaming worldwide and of own skills and expertise.

This guide is for the **conference proceedings**. If you wish to submit an article to the above journal, then you will need to obtain the *SG4ED Guide for Authors*, available on the ThaiSim web.

Your paper is your responsibility. The proceedings editors cannot do your paper for you! **You are responsible** for all aspects of your paper: quality content, rigorous research methods, correct statistics, formatting, presence of all elements (title, name, keywords, etc.), good writing, headings, reference style (APA), graphics, clarity, correct English, etc.

This guide is designed to help you share your work more easily, by giving you guidance on how to shape your paper so that it has a greater probability of being accepted for publication in the proceedings. For more information on the next ThaiSim conference, see the web site – www.thaisim.org.

Conference proceedings

This is a collection of papers delivered, and accounts of sessions run, at the annual ThaiSim conference.

Proposal (abstract). In order to have a paper appear in the proceedings, you must first get your conference proposal (abstract) accepted. You cannot submit a paper for the proceedings if you do not present at the conference. To do your conference **proposal**, please see the *ThaiSim Conference Proposal Guidelines*, available elsewhere on the ThaiSim web site (www.thaisim.org).

Submission. After your conference proposal has been accepted, you may submit your **full paper** to appear in the proceedings. If a sufficient number of quality contributions are sent in, the CD proceedings may be made available, either at the conference itself or shortly after.

Deadlines. Consult the web to know the **deadlines** for submitting your full paper. If you miss a deadline, then your paper will not be accepted.

Accept; Modify; Reject. Your paper will be reviewed. Three possible outcomes of the review are given in the following table:

Paper accepted as is.	This means either (a) that small changes are required (e.g., typos), or (b) that no changes are required. If (a), then make the changes. In both cases, reformat your paper so that it contains all the elements indicated in this guide, and send it to the proceedings editor.
Paper accepted with changes .	This means that you are required to make more or less extensive changes to your paper. In this case, make all the changes required, and indicate these by including the reviews and your responses at the start of your file, as indicated below. If you do not make the required changes, your difference of opinion must be carefully justified in your responses to reviewers. Insufficient change or unjustified no change will result in rejection. After you have made all the changes, reformat your paper so that it contains all the elements indicated in this guide, and send it back to the proceedings editor.
Paper rejected.	No appeal can be lodged for a rejected paper. However, you may receive the reviewers' comments, but this is not automatic.

Quality. Always remember that a paper is destined for **readers**; it is not about you. Make sure that you write as if the reader were more important than you! A good **quality** paper will reflect well on **you** – and conversely too. To reach good quality, we suggest that you follow this *Guide*, as well as other writing and publication guides that you will find on the internet.

By following this guide completely, you will increase the likelihood of your paper being accepted for publication in the proceedings. Again, adhering to all the **requirements** in this guide will help you to get published. However, remember that content is the most important aspect. Your content must be of minimal quality for your paper to be accepted. To allow reviewers and readers to see the quality of your content, the quality of your writing must be high.

Always keep in mind that the **quality** of your paper (content and form) will determine whether or not it is accepted for publication. The closer your paper follows this **guide**, the more likely it is that it will be accepted for inclusion in the proceedings.

Ms ID & filename

Inside your email, you should include the following elements:

1. Your **ms ID** – see filename indications below on how to do your ms ID;
 - You must use the ms ID in the **subject line** of every email.
 - The ms ID does **not** include the filename extension (.doc).
2. Your **name**, affiliation, **email** contact, telephone;
3. The **title** of your paper (see notes below on how to do a title);
4. A short **statement** indicating that your proposed paper will be submitted **exclusively** to the ThaiSim proceedings. You may not submit your proceedings to more than one publication.
5. A second short statement giving **permission** to ThaiSim to publish your paper in the conference proceedings.

Your ms file should conform exactly to the following patterns:

- ◆ **Filename:** The filename for your paper must follow this pattern exactly:
 - **tsprocYYYY_Name_y1_keyword1-keyword2.doc** (for submitted **draft**)
 - **tsprocYYYY_Name_f_keyword1-keyword2.doc** (for **final** version)
 - For example, you are Dr *Smith*, you run a session at *ThaiSim2011* and you submit a paper to the proceedings on the topic of *debriefing* in *science* simulations. Your filename will be:

- [tsproc2011_Smith_v1_debrief-science.doc](#)
 - Please note the difference between underscore `_` and hyphen `-`.
- ◆ Do **not** use Thai or any accented characters in filenames, only basic ASCII.
- ◆ **MS Word**: Write your paper in MS Word (version 2003, with **.doc** extension, **not** .docx).

Audience, topic

- ◆ The **audience** for your paper includes faculty members, teachers, researchers, practitioners, professionals and graduate students. Remember to write as if the **audience** is more **important** than you!
- ◆ The **topic** of your paper must be related to the use of simulations, games, role-play, computerized simulation, digital games, and experiential learning for improving learning and teaching, for professional purposes, in Thailand or around the world, or for the development of Thailand and other countries.

Languages

- ◆ The **body** of your article will be written either in **English** or in **Thai**. The **body** starts after the keywords, and ends after the references. Any appendices will also be in one of those two languages.
- ◆ All other elements (title, name, affiliation, abstract, keywords, bio, contact details, etc.) must be done in **English**.
- ◆ The **references** will be in English or Thai according to the original source.
- ◆ We encourage you to submit your ms in **English** so that it will be read by people from around the world.
- ◆ **Correct English and Thai** is your responsibility. The higher the quality of your writing, the greater the chance your paper has of being accepted.
- ◆ **Draft**. If your paper is in English and you are a non-native speaker, your **draft** must be edited and corrected by high level Thai or native **English speaker** before being submitted for review. If necessary, obtain help from a professional writer.
- ◆ If your paper contains language errors, it may be rejected. Grammar mistakes will disqualify your paper.
- ◆ If your article is in Thai, the English parts (e.g., abstract) must be in perfect English.
- ◆ **Final**. Once your article has been accepted for publication, you will need to get the **final** version **corrected once again** by an educated native speaker.
- ◆ Please note that just because someone speaks native English does **not** guarantee that they will be a good corrector of your ms. We strongly recommend that you find a well educated English speaker (native or Thai) who has **already published**.
- ◆ In any case, you will need to give correctors a copy of this guide.

Length = 5k (normal) to 6k (exceptional)

- ◆ The maximum length of papers is **5000** words, as measured using the MS Word statistics tab. In exceptional cases, you may go up to 6000 words (absolute maximum), but only with prior permission from the editor. The shorter your paper, the more likely it is to be accepted.
- ◆ **Word count** includes all matter (abstract, body, references).
- ◆ The count does **not** include reviewers' comments, your responses, and the cover page.
- ◆ You may also include appendices counting up to 2000 words extra. These will be printed in small font size.

Structure & references

- ◆ Research articles should use the usual sections, such as introduction, literature review, method (experiment, subjects, equipment, instruments, procedures, data analysis), results, discussion, limitations, future research, conclusions.
- ◆ All articles should be clearly **structured**, with plenty of **headings** and sub-headings.

Literature: It is essential to cite relevant **literature**.

- ◆ The best source of simulation/gaming literature is *Simulation & Gaming: An Interdisciplinary Journal* <http://sg.sagepub.com/>.
- ◆ You will also find a useful bibliography here: <http://www.unice.fr/sg/resources/bibliographies.htm>.
- ◆ Look here too: <http://www.thaisim.org/resources/articles.htm>.
- ◆ <http://www.eric.ed.gov/> is the world's biggest education database.
- ◆ Articles in Thai can easily cite English sources (using English names).

Tables & figures

- ◆ You are encouraged to include as many **tables** and **figures** (diagrams, flow charts, drawings, pictures, photographs, etc.) as possible, as long as they are relevant to the content of your article.
- ◆ Usually, a table or figure will allow you to use fewer words in your text.
- ◆ Word count (see above) includes tables, but not figures. Tables with figures count less; tables with words count normally.

Graphics must be inserted from jpeg or tiff files:

- ◆ Provide **low** resolution graphics for **drafts**,
- ◆ Provide **high** resolution graphics for your **final** version,
- ◆ Insert tables and figures in your word file in the place where you wish them to appear.
- ◆ **Captions** for figures are not included in the graphics file itself, but **in the text** of the body.
- ◆ The word *Figure* is not abbreviated in the text, except if it is parentheses: (Fig. 2) (Figs. 4-7).
- ◆ Figures may be in colour. Make sure that they are of high contrast.

Tables must be in a simple format, not spanning more than one A4 size vertically-oriented page.

- ◆ Make sure that complex **tables** are exactly as you wish them to appear. The editorial team will not be responsible for errors of content or formatting.
- ◆ Tables must be prepared in **10-point** Times New Roman font.
- ◆ **Captions** for tables and figures must be as **short** as possible, **above** the table or figures. Tables and figures are **numbered** independently and consecutively (using Roman numerals).
- ◆ All tables and figures must be mentioned in the text, such as *As Table 3 shows ...*
- ◆ List all abbreviations in tables and figures alphabetically and place them below the table.
- ◆ Examples of a table and a figure are provided in the sample ms below.

Permission

- ◆ You must **acknowledge** (cite the reference) of all material (text and figures) obtained from another source. You must obtain **permission** to reproduce or modify substantial portions of already published work from other sources.
- ◆ “Substantial portion” usually means
 - more than about 750 words from a **book**, 500 words from a journal **article**, even if you wrote the source book or article, and
 - a single **table** or **figure**, even if you created the original table or figure. In practice, for tables and figures, it should be ok simply to cite the source, without obtaining permission.
- ◆ Note that permission is almost always **granted**, so you should have no worries there. Send permissions to the Editor before or with the draft version.

- ◆ More information and permission forms can be found here:
 - <http://www.unice.fr/sg/authors/permissions.htm>
 - <http://www.sagepub.com/authors/journal/permissions.sp>
 - <http://www.uk.sagepub.com/journalsPermissions.nav?null&crossRegion=asia>
- ◆ If you need permission to reproduce substantial extracts from *Simulation & Gaming: An Interdisciplinary Journal*, write directly to [simulation.gaming |@| gmail STOP com](mailto:simulation.gaming@gmail.com), providing the full reference and the actual text for which permission is being sought.

Style, page setup & quality writing

- ◆ **APA.** Prepare your paper according to the *APA Publication Manual*. You can find simplified summaries of this on the internet:
 - <http://webster.comnet.edu/apa/>
 - <http://owl.english.purdue.edu/owl/resource/560/01/>
 - <http://www.rpi.edu/web/writingcenter/apa.html>
 - <http://library.osu.edu/sites/guides/apagd.php>
 - <http://www.lib.berkeley.edu/instruct/guides/apastyle.pdf>
 - <http://www.unc.edu/depts/wcweb/handouts/apa.html>
 - <http://www.apastyle.org/>
- ◆ Special formatting is required for games. See <http://www.unice.fr/sg/authors/references.htm>.
- ◆ **Page setup:** A4 format, 2cm margins (top, bottom, sides). No running heads, but include **page number** flush right in the top right-hand corner.
- ◆ Do **not** right justify. **Left justify** all elements (except main headings, which are centred).
- ◆ **All text should be unformatted**, except for specific items, as indicated below:
- ◆ For English use **12pt Times Roman** throughout, even for titles and headings. In Thai use **Angsana New**.
- ◆ Exceptionally, you should use *italics* and **bold** for specific things (such as *book titles* or **headings**).
- ◆ **Two spaces** after full stops (periods). Always put two spaces after a full stop (period), unless it is the end of a paragraph.
- ◆ Use **one carriage return** for a **new paragraph**. Use one hard carriage return for a new line, for example after a quote. Do not use soft carriage returns.
- ◆ Line spacing is **1.2 lines** throughout.
- ◆ Set your inter-paragraph **spacing** to 6pts (set spacing before and after paragraphs to 3pts for each).
- ◆ Keep your paragraphs and sentences short. Use simple language.
- ◆ Include the **“that”** for subordinate phrases. Do not use abbreviations (such as *don't*).
- ◆ Distinguish clearly between *that* defining clause, and *which* non-defining.
- ◆ Use the **active voice** (say “I did research”, and not “research was done”). Use the **first person** singular if it is you as an individual saying.
- ◆ Avoid the use of *there is* and *there are*. (They are a form of passive and often indicate lazy writing.)
- ◆ Do not start sentences with *And* or *But*; use *In addition* and *However*.
- ◆ Spell out **numbers** stating a sentence and for ten or less.
- ◆ Use British or American **English** throughout. Do not mix the two.
- ◆ Follow the advice about **good writing**: <http://www.unice.fr/sg/authors/writing.htm>
- ◆ For **statistics**, provide degrees of freedom in the parentheses for each *F*-ratio, *t*-ratio, and *r*. You must provide degrees of freedom and *N* in parentheses for each Chi-square. Keep only 2 digits after each decimal. You can use more than two digits after decimals for significance levels.
- ◆ All units must use the metric system – especially the SI system.

Draft & final manuscripts

A draft ms and a final ms are different. A **draft** ms is for reviewing and must be **anonymous**. The **final** ms must contain the **reviewers' commentaries** and **your responses**. The table below shows the structure and contents of each type of ms. Items with ~~strike through~~ should not be included.

Draft ms (v1 & v2)	Final ms
Reviewers' comments	Reviewers' comments on draft ms, plus your response to each comment
Cover sheet	Cover sheet
Title	Title
Author, Affiliation, Country	Author. Affiliation, Country
Abstract. Keywords	Abstract. Keywords
Body	Body
Acknowledgements	Acknowledgements
Declaration of Conflicting Interests	Declaration of Conflicting Interests
Funding	Funding
References	References
Bios + contact details	Bios + contact details
Appendices	Appendices

Submit your ms to the proceedings editor indicated on the relevant ThaiSim conference web page:

Sample ms

A sample ms is provided below. **Please make sure that you include all items as indicated below.** The notes in the **right** hand column are provided to help you do your paper (you should not include these in your ms!). **If items are missing or done incorrectly, your paper will be rejected.**

Item N°	Manuscript items	Notes
	<p style="text-align: center;">Include green items <u>only</u> in the accepted <u>final</u> ms. Do <u>not</u> include green items in a <u>draft</u>.</p>	<p style="text-align: center;">for sample ms opposite (These additional notes are not of course to be copied into your ms.)</p>
1	<p>Ms ID</p> <p>Reviewer 1: Comment A Your response to reviewer's comment 1A</p> <p>Reviewer 1: Comment B Your response to reviewer's comment 1B</p> <p>Reviewer 2: Comment A Your response to reviewer's comment 2A</p> <p>Reviewer 2: Comment B Your response to reviewer's comment 2B</p> <p>+++++</p>	<p>You will not, of course, be able to include this section in your first draft ms, simply because your ms will not yet have been reviewed.</p> <p>You must include this section for all subsequent draft ms, and also the final ms.</p> <p>Reviewers' comments and your responses will be deleted from your final ms before the article is published.</p>
2	<p>Ms ID</p> <p>Overall word count – to nearest 100 words Word count for abstract – to nearest 10 words Date sent to editor</p> <p>Main author</p>	<p>Cover sheet. Supply a cover sheet as indicated opposite.</p> <p>As this is in green (opposite), include this only in the final version. Do the cover sheet exactly as indicated here.</p>

Full name in English __
Affiliation & Dept __
Email __
Alternate email ____
Mobile phone (include country code) __
Other phone (include country code) __
Fax __

2nd author
Full name __
Etc.

+++++

Overall word count does not include the reviewers' commentaries, your responses and the cover sheet.

The main author is the contact person. Other authors will not get email from the editors. The main author must correspond with their co-authors.

3

Debriefing games: Some useful techniques

The title of your paper should be chosen for accuracy, appropriateness, succinctness and flair. **Shorter** titles are best. **Sub-titles** should be used where appropriate. Use **lower-case** letters in the title, except for words that are always capitalised. Use only common, standard abbreviations, such as UNESCO.

4

Marijani Jonesmithdupont
University of Gaming, Thailand
Anne Dupont
University of Simulation, France

Author
Affiliation (university or company, not dept), Country – in italics.

5

The abstract must be the epitome of **clarity**; it is written in tight but clear language. It gives potential readers a precise and easily-accessible **overview** of the article, so that they can decide immediately on the article's potential relevance to their interests. It **summarizes** the main points and their interrelations in a structured manner. It also indicates the main **conclusions**. It should be both informative and suitable for abstracting services. **Clarity** and **succinctness** are more important than style and flow (prose) here. **Short** sentences achieve both these objectives. **Active** sentences are best; split infinitives are to be avoided, as are 'there is/are' structures. The abstract should normally be **150 to 250** words. Consult APA for more help.

Abstract. Follow the advice opposite.

For longer abstract text, use the start of the main body of your ms - see below.

You can also do a **structured abstract**, maximum 300 words. See <http://informationr.net/ir/hartley2.html> for some useful discussion, especially about structured abstracts. The article is reproduced [here](#).

6

Keywords: control; human-computer interaction; interaction; ISAGA'94; participation patterns; participant perceptions; research perspectives; SIMSOC; simulation/gaming; United Nations

For keywords, use **alpha order**; **semi-colon** separation; **lower case**, as above, unless otherwise required. Include as **many** keywords as reasonably necessary. If in doubt, add more rather than fewer, e.g., an article with the keyword *pollution* might also warrant the keywords *environment*, *environmental protection*, etc. Indicate number of words in the cover sheet (above).

7

This is where your main text starts. The first section of the main text should be fairly short, with NO heading (the paper title serves as the heading). The objective of these first paragraphs is to

After the keywords, write a general **introduction** and **invitation to read** for your article, but with no heading.

introduce the reader to the main concepts, ideas, organization, objectives, rationale, problems and so on of the article.

Although these first few paragraphs do not constitute an abstract, some of the information in the abstract may be re-stated here, but in a less stylistically-tight and propositionally-condensed form, and perhaps providing more detail about some of the most important issues and topics addressed. This section thus also clearly states the main objectives of the paper and at least summarizes the main conclusions/findings. It also provides some background and some preliminary data and/or analysis.

This section is thus much more of an invitation to read than is the abstract; it should engage the reader's curiosity at the outset, encouraging her or him to read on. These few, probably short, paragraphs say to the reader: "Hey, you should read this paper because ...". It may also include an interesting anecdote, to catch the readers attention.

See the text opposite for indications on how to write these first paragraphs.

8

Level one heading

It is after your first main heading that the nitty gritty of your discussion starts. Headings should be kept as short as possible, giving them more impact. Use lower case whenever possible. Use many headings; avoid long stretches of text without headings.

From here on, use a maximum of three levels of heads (main headings, sub-headings and minor headings) as described below. However, avoid only one sub-heading within a main-heading section; and also a single minor heading under a given sub-heading.

End notes [1] are indicated with brackets. No foot notes. See below.

This is the start of your first main section, using a level one heading. Your level one heading should be centred and **bold**. Extra space above.

9

Level two heading

Followed by your text. For a new paragraph, use just one single return, as below.

This is a new paragraph.

This is the start of a new sub-section, under a level 2 heading. Your level two heading should be flush left and bold. Extra space above.

10

Minor heading

Followed by your text.

This is the start of a new minor sub-section, under a level 3 heading. Your level three heading should be *indented* with a tab and **bold italic**. Extra space above.

11 The rest of your text. Keep sentences short; active voice; avoid “there is/are”; use relatives “that / which” correctly; say “I say **that** it is”, not “I say it is”. See above and the check list for more details.

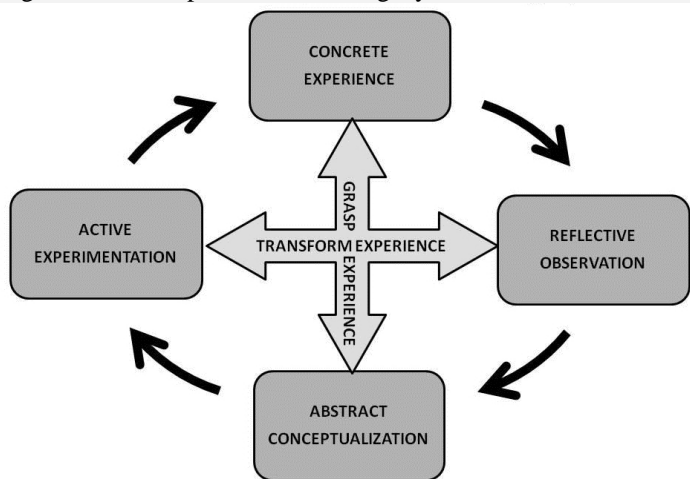
12 Table 1: Interaction and control in computerized simulation.

	CAS	CBS	CCS	CDS
	Assisted	Based	Controlled	Determined
Control	Salut	Ciao	Tarra	Bonjour
Interaction	A+	Hello	Howdee	Bye

Adapted from Crookall et al (1986).

Example of a table. Use minimum number of simple horizontal lines. Set the table flush left. Leave all cells white. Use 10pt font size text and title.

13 Figure 1: The Experiential Learning Cycle.



Source: Kolb & Kolb (2009), reproduced here with permission.

Example of a figure. Do not put a margin round the figure. Set the figure flush left. Do not allow text to flow round the figure. Size the figure so that it is the most readable.

If the figure is obtained or adapted from another source, indicate reference in the usual manner. If possible, obtain permission and send permission to the editor.

A suitable and as short a **title** as possible should be placed before each table or figure. Source, if any, to be provided.

14 Notes

1. For more details on the three-level system of headings, see elsewhere in this document.
2. Make sure all notes correspond to their correct numbers in the text.
3. Make sure that a note is really necessary, and that it cannot be placed in the text.

Endnotes. 10pt. Make sure that note numbers correspond to numbers in the text. Each note is a complete paragraph, numbered and indented. Numbers in the text are put in square brackets (same size as text), as in [3].

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Acknowledgements

We would like to thank ...

Acknowledgments should be made here, in a footnote, for example, to colleagues. Also, if you have been particularly pleased with the help that you have received from your reviewers or native readers, you may wish to mention this here.

16

Funding

This article was supported by a grant, N° 123456789, provided by ...

Details of grants and other financial support related to the writing of your article or to the research giving rise to the article. If none, say something like: No funding was received for the research or the writing of this article.

17 References

Greenblat, C. S. (1987). *Designing games and simulations: An illustrated handbook*. Newbury Park: Sage Publications.

INTERWORD. Computer Concepts. (1986). Hemel Hempstead: Computer Concepts (Gaddesden Place, Hemel Hempstead, Herts HP2 6EX, UK).

Lakin, M. & Costanzo, P. R. (1975). The leader and the experiential group. In Cooper, G. (Ed.) *Theories of group processes*. London: Wiley.

SIMSOC. (3rd Edition.) Gamson, W. A. (1978). New York & London: The Free Press (c/o Macmillan, 866 Third Avenue, New York, NY 10022, USA).

Teach, R. D. (1990). Profits: The false prophet in business gaming. *Simulation & Gaming: An International Journal*, 21,(1) 12-26

Put into italics the appropriate items (mostly book titles, journal titles). Consult APA style for all reference types, for example the web pages indicated above.

Note that GAMES and software titles are in all caps, listed alphabetically according to their name, in with authors.

18 Bios

Lea R. Ning has been hooked on games for many a year. At this point write a short bio-statement, which might include any of the following (or other) items:

Follow the format given here exactly. Include hyperlinks for email addresses and web links. If single author, then

degrees, recent publications and simulation/games designed, current research, training, personal interests, activities, association responsibilities, noteworthy accomplishments, a favourite short quote. Contact: Department of Game Engineering, University of Learning, 678 Model Street, Box 9009, Playville, SG 12345-9009, Playland; telephones +33 (0)4.29.19.09 (w) & +99 101-010-0102 (h); fax +60 909-090-9090; lm@unl.edu; <http://www.here.me>.

Sim Ulation likes paddling games and has written the world's all-time best-seller on the subject, called New Games for Old Paddlers. Bio-statements should be **less than 100 words**, and certainly no longer than 150 words, per author. Start a new paragraph for each author. Do not use titles, but mention (if you must) key degrees. Contact: Institute for Watery Studies, Pond University, ..., ..., Simland; telephone +44 (0)1305-889-352; su@iws.su; <http://www.there.me/site>.

use heading "Bio". This section is in 10pt.

Maximum length for each bio = 99 words.

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Appendix 1: Subtitle

You may provide text and other material in an appendix. Generally, an appendix will contain text and material that is not suitable for the main article text. Remember that all appendices are counted in the word count for your article.

Appendices are in 10pt. Extra space before. Each appendix has a short subtitle as follows:

Appendix 2: Pictures used in the game

Appendix 2: Subtitle

Thank you for your interest in publishing in ThaiSim proceedings

If you see any **mistakes** in this guide, or
if you think of ways to make it **easier** to follow,
please write to [tsj.editorial |@| gmail.com](mailto:tsj.editorial@gmail.com)