

# Application Guidelines of Papers for the International Symposium on City Planning 2010

The International Affairs Committee, The City Planning Institute of Japan

## 1. Content

Papers must be written in English and the contents must be appropriate to the main theme of the Symposium or a research paper, discussion paper, or report concerning a city planning subject such as planning, design, analysis, survey, projects, and other topics. They must present definite conclusions and be previously unpublished with independent and complete findings. As for the content of papers, fields of adjudication, prohibition of duplicate submissions and submission of previously published papers, and so on, see Articles 2-5 of the Application Rules of Papers.

## 2. Qualifications of Applicants

In principle, it is expected that applicants (and joint applicants) should be members of The City Planning Institute of Japan (hereinafter "CPIJ"), or members of a contracting organization designated in Article 2 of the Application Rules of Papers, at the time of paper submission for the first screening review. Applicants who are nonmembers of CPIJ at the time may have their entry accepted by completing an application for fiscal 2010 membership and submitting the necessary form along with payment of membership fees by March 29, 2010 (Monday).

In the case of a joint submission, only one applicant may be listed as the primary author, and that person may not be listed as the primary author on any other joint submission; designated speakers are also not allowed to present more than one paper. This does not prevent a joint applicant other than the primary author from acting as the speaker. Note that joint applicants to an entry may not be added once the application has been registered.

## 3. Adjudication Method

The International Program Committee (hereinafter "the Committee") established within the International Committee, CPIJ, will judge whether received papers are to be accepted or rejected. The adjudication of papers will take place in two phases. At the first phase, the Committee designates two outside professional referees for each paper submitted for the first screening review. On the basis of their judgments, the Committee adjudicates each paper to be accepted, conditionally rescreened, or rejected. At the second phase, the Committee adjudicates the conditionally rescreened papers to be accepted or rejected through the final screening review. As for the adjudication criteria, please see Article 8 of the Application Rules of Papers.

Note that as a general rule, notification of results will be given in Japanese.

## 4. Application and Adjudication Process

### 4-1 Registration of Papers

In accordance with the Registration Guidelines of Papers, a registration form for the paper must be submitted and a registration fee of ¥5,000 paid by February 15, 2010 (Monday).

### 4-2 Application for the First Screening Review

Applicants who completed the registration must send a paper's data for the first screening review to CPIJ via e-mail as an attachment file in PDF format by March 29, 2010 (Monday). If the e-mail file size exceeds 5.0 MB, please use a file forwarding service or record the data of the first screening manuscript (PDF format) on an appropriate media, such as CD-ROM, and submit by post. In the case of postal mail, only items postmarked before March 29, 2010 (Monday) and received by CPIJ by April 1 (Thursday) will be accepted.

Altering the registered information, including the title and abstract, is not allowed as a general rule. It will be decided to accept the paper submitted for the first screening review or not in due form after confirmation of their formats according to these rules the Application Guidelines of Papers, and the Writing Guidelines of Papers.

When a paper has been accepted, an adjudication fee of ¥10,000 should be transferred to the specified transfer account described in the notification of acceptance by May 31, 2010 (Monday).

#### **4-3 Notification of Results of the First Screening Review**

All the papers received properly will be adjudicated to be accepted, conditionally rescreened, or rejected, and the result will be notified to the contact author in early June. Applicants whose papers have been accepted must submit the final paper's data and necessary documents described in the notification by June 21, 2010 (Monday).

#### **4-4 Application for the Second (Final) Screening Review**

Applicants whose papers have been judged to be conditionally rescreened must submit the revised paper's data and necessary documents described in the notification by June 21, 2010 (Monday).

#### **4-5 Notification of Results of the Second (Final) Screening Review**

All the papers reviewed at the second (final) screening will be adjudicated to be accepted or rejected and the result will be notified to the contact author in the middle of July.

After the second (final) screening review, the Committee may require a further but minor revision even to an accepted paper.

### **5. Others**

See Article 9 of the Application Rules of Papers for the prescriptions of submission, publication, copyrights, and presentation.

### **6. Submission and Contact**

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