

Application Rules of Papers for the International Symposium on City Planning

International Affairs Committee, The City Planning Institute of Japan

1. Application of the Rules

The rules prescribed here are applied to the application of Papers for the International Symposium on City Planning edited by The City Planning Institute of Japan (hereinafter “CPIJ”).

2. Qualifications of Applicants

In principle, applicants (and joint applicants) should be individual members or incoming members of CPIJ, or members of an overseas organization which has a formal exchange agreement with CPIJ, at the time their papers are submitted for the first screening review. Here, an “overseas organization which has a formal exchange agreement with CPIJ” means the Korea Planners Association, Taiwan Institute of Urban Planning, and Urban Planning Society of China.

3. Content of Papers

Papers must be written in English and the contents must be a research paper, a discussion paper, or a report which satisfies one of the definitions below, concerning a city planning subject such as planning, design, analysis, survey, project, and other topics. Research papers, etc. must present definite conclusions and be previously unpublished with independent and complete findings. Discussion papers and reports should have novelty and originality that makes a certain intellectual contribution.

In addition, if papers quote or reprint any text, data, or diagrams from previously published research or reports, all sources must be clearly cited.

Research paper: a theoretical or empirical research paper with originality which clearly presents its objectives, methods, measures, and conclusions, etc.

Discussion paper: an essay with originality which clearly presents its premises, logics, and conclusions; it should have a significance in academic discussions.

Report: a report about (a) distinctive plan(s), design(s), project(s), etc. which presents new findings. It is further categorized into a case report and a survey report.

Case report: a report about (a) distinctive plan(s), design(s), project(s) which clearly and objectively presents the subject’s objectives, viewpoints, and content as well as the author(s)’s conclusions; it should make a new, original, and intellectual contribution to city planning.

Survey report: a report about (a) distinctive survey(s) which clearly and objectively present the survey(s)’s objectives, subjects, and conclusions; it should provide new and original information to city planning.

4. Prohibition of Duplicate Submissions and Submission of Previously Published Papers

1) Papers that are identical to currently submitted papers or to papers that have already been published will not be accepted for submission to the collective papers of CPIJ and other academic bodies (if the paper is to have adjudication for the whole content).

Here, an identical paper is defined as a paper in which, regardless of the language used, crucial components (research objectives, methods, results of data analyses, figures and tables, arguments, conclusions, etc.) that are presented as a new, original, and intellectual contribution greatly duplicate the contents of other papers written by the same author. If a paper is judged to be a duplicate submission, any further screening is canceled at that point. The submission will be treated as "not received" if the paper is at the format confirmation stage, or "rejected" if it is at the screening stage.

2) However, this does not apply to previously published papers that have been reformatted or rewritten specifically for the Symposium, papers of which copyright are possessed by the applicant(s), and papers of which documented permission to use them is given to the applicant(s) by the copyright owner(s) if they fall under at least one of the following two categories:

(1) Publications which have not had adjudication for the whole content at the time of contribution (except a portion or entire volume of an academic book).

(2) Internal publications such as:

---those published in the Reports of CPIJ;

---those published in a magazine or else as an advance report, reference material, trial discussion, or note, etc.;

---those presented as a synopsis, reference material, poster, or else at a symposium, research presentation meeting, international conference, etc.;

---internal publications such as university bulletins, discussion papers, research facility reports, corporation technical reports, etc.;

---product reports of research contracted by the state or a municipal government, corporation, or other institution;

---those internally published at a university or else such as an undergraduate thesis, master's thesis, doctoral dissertation, or product of lectures.

5. Unacceptability of Serially Numbered Papers

Since a paper is supposed to be highly independent and complete, it will not be accepted when a paper's title is serially numbered like "1st" or "2nd."

6. Writing of Papers

1) Papers for first screening and final papers: Manuscripts should be written in accordance with these rules, the Application Guidelines of Papers, and the Writing Guidelines of Papers.

2) English expression: All text in a paper, including figures and tables, should be written in English. There should be no mistakes in spelling or grammar, and appropriate literature and materials should be referred to so that widely accepted terminology is used.

3) No further revision of a final paper will be allowed unless required by the Institute.

7. Application of Papers

1) Application of papers for the Symposium should be made in accordance with the Application Guidelines of Papers.

- 2) Requirements for simultaneous submission of multiple papers by the same applicants are prescribed in the article “Qualifications of Applicants” of the Application Guidelines of Papers, etc.
- 3) It will be decided to accept submitted papers 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 and going through the adjudication. The decision will be notified to the contact author subsequently in Japanese.

8. Adjudication of Papers

- 1) The International Program Committee established within the International Affairs Committee of CPIJ will judge whether the received papers are to be accepted or rejected. The results will be notified to the contact author subsequently in Japanese.
- 2) One field for adjudication should be filed by the author for his/her own papers from the following 13 fields.

Table: Fields for Adjudication

| No. | Fields |
|-----|---|
| 1 | Urban Theory, Urban Planning, History of Urban Planning |
| 2 | National Planning, Regional Planning, Rural Planning |
| 3 | Urban General Plan, Urban Comprehensive Plan |
| 4 | Urban Development, Residential Environment |
| 5 | Disaster Prevention, Environmental Issues |
| 6 | Traffic, Transportation and Urban Infrastructure |
| 7 | Green Area Planning, Urban Tourism |
| 8 | Landscape, Landscape Design |
| 9 | Housing and Land Issues |
| 10 | Administration, Institutional System, Participation, Education |
| 11 | Urban and Regional Analysis, Analytical Methodology |
| 12 | Discussion on Planning, Design, Projects, Case Study, Survey Report |
| 13 | Others |

- 3) In the adjudication of papers, the following points will be especially emphasized. In addition, papers may not be accepted when they are found to be written with incomprehensible text or frequent spelling mistakes, or when they are found to be insufficient in citing quotations or reprinting from other precedent research or reports. In the 12th field, papers should have novelty and originality that make a certain intellectual contribution. And it is important to be useful to research and the practice of city planning in many countries, including Asian countries. Reported scarcity or difficulty in obtaining information and data will be taken into consideration.
 - (1) appropriateness of research perspective;
 - (2) appropriateness and clearness of problem consciousness;
 - (3) suitability of issue identification and originality of focal points;
 - (4) originality and suitability in employed concepts and approaches;

- (5) reasonableness of discussions and arguments, reliability of methods and results, and adequacy of proof;
- (6) applicability and creativity in conclusions or proposals;
- (7) contribution of new findings to the progress in urban planning, timeliness, and pioneering challenges.

4) Papers that require revision of their contents should comply with the provisions of the Application Guidelines of Papers and other regulations.

5) When revising contents, the authors should respond appropriately to the recommended revision opinions. In principle, it is not allowed to revise portions of the paper other than those that have been recommended. However, when the compression of other data is necessary in order to respond to the recommended revision opinions, please state so clearly in the reply. Please note also that if the compression is judged to be inappropriate, the resubmitted paper may not be accepted.

9. Other Notes

1) Submission and notification: In principle, all data should be in PDF format and sent attached with an e-mail.

2) Publication: Accepted papers will be published in that fiscal year's *Journal of International City Planning*. They will be printed in black and white.

3) Registration and adjudication fees: These fees should be paid in accordance with the Application Guidelines of Papers of the relevant fiscal year.

4) Copyright: In accordance with the Copyright Rules, the copyrights of accepted papers shall be entrusted to CPIJ and editing rights and publishing rights shall belong to CPIJ.

5) Presentation: For all works published in the *Journal of International City Planning*, the speakers will be required to present their respective papers orally in English at the Symposium of the relevant fiscal year.

Inquiries:

The City Planning Institute of Japan, International Symposium Papers Office

West Bldg. 6F, 1-10-1 Chiyoda-ku, Tokyo, Japan 102-0082

Tel.: +81-3-3261-5407, Fax: +81-3-3261-1874

E-mail: sympo10@cpj.or.jp, URL: <http://wwwsoc.nii.ac.jp/cpij/>

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

The City Planning Institute of Japan, International Symposium Papers Office

West Bldg. 6F, 1-10-1 Chiyoda-ku, Tokyo, Japan 102-0082

Tel.: +81-3-3261-5407, Fax +81-3-3261-1874

E-mail: sympo10@cpj.or.jp, URL: <http://wwwsoc.nii.ac.jp/cpij/>

Registration Guidelines of Papers for the International Symposium on City Planning

International Affairs Committee, The City Planning Institute of Japan

1. Application Sheet Form

Download the formatted Application Sheet from The City Planning Institute of Japan (hereinafter "CPIJ") website and fill it out as required in the "Notes" below. No handwriting is accepted.

2. Registration and Deadline

Send a completed Application Sheet to CPIJ via e-mail **no later than February 15, 2010 (Monday)**. If any of the required information is not provided, the registration fee is not paid, or registrations do not conform to the Application Rules of Papers, Application Guidelines of Papers, and Registration Guidelines of Papers, papers may not be accepted. After registration, no amendments on the Application Sheet will be accepted.

3. Registration Fee

The registration fee of ¥5,000 should be transferred to the account below **by February 15, 2010 (Monday)**:

Name of Bank: The Bank of Tokyo-Mitsubishi UFJ, Ltd., KOJIMACHI Chuo Branch

Branch No.: 015 (4-1 Kojimachi, Chiyoda-ku, Tokyo)

Account No.: 0096589

Account Holder: The City Planning Institute of Japan

The following Postal Transfer Account is also available, but please use it only when a bank is not accessible.

Account No.: 00110-4-151509 TOKYO

4. Submission and Contact

The City Planning Institute of Japan, International Symposium Papers Office

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E-mail: sympo09@cpj.or.jp, URL: <http://www.soc.nii.ac.jp/cpij/>

<Notes>

(1) Paper's Title: Write in English.

(2) Keywords: Give 3 to 6 words in English.

(3) Field of Adjudication: Referring to Article 8 of the Application Rules of Papers, choose the appropriate field and fill in its number.

(4) Abstract: About 300 words in English. No attachment of figures or tables is allowed.

(5) Membership ID(s), Name(s) of Author(s), and Affiliation(s): Membership ID(s)^{note1}, name(s) of author(s), and affiliation(s) should be filled out in English. The primary author should be listed first and the designated presenter's name should be preceded by an asterisk (*). The primary

author and the designated presenter need not be the same person, but neither will be allowed to be the first author nor the presenter of any other papers (see Article 2 of the Application Guidelines of Papers). The author's affiliation should include the academic department of the university or college or the department of the company or other organization.

Note 1: Those who are nonmembers at the time of registration can leave the space blank. See Article 2 of the Application Guidelines of Papers.

(6) Contact Author and Contact Address: Designate the contact author among the author(s). Fill out the contact information (postal address, telephone number, e-mail address).

If the contact address is in Japan, please write it in Japanese.

Writing Guidelines of Manuscripts for the International Symposium on City Planning

International Affairs Committee, The City Planning Institute of Japan

1. Format

Refer to the sample layout on the CPIJ website; use A4 size paper (all margins, top, bottom, left, and right, should be 30mm size) and print within the printing area (150mm in width, 237mm in length). Page numbers and line numbers should be given in the paper for the first screening review only.

2. Volume

Lay out each page with one column and 45 lines. Keep the paper volume between 6 to 10 pages, including figures and tables. A paper longer than 10 pages will not be accepted.

3. Language

All text in the paper, including figures and tables, should be written in English. There should be no mistakes in spelling, grammar, etc. Terminology that is widely accepted should be used; check with glossaries, the English-language websites of national and local governments, English-language pamphlets, etc. for reference. If the source of a reference or quotation is literature written in non-English languages, including Japanese, cite the literature's information in English or Roman letters.

Please note that papers with incomprehensible text or frequent spelling mistakes may not be accepted.

4. Composition and Layout

4-1 Composition

Papers should be written according to the following order: title, author(s), affiliation(s), abstract (around 300 words), keywords (3 to 6), main body (figures, tables), notes (if any), and references, quotations.

4-2 Letters

All text, including mathematical formulas and letters in figures and tables, should be written with a word-processing software. Handwritten papers are not accepted. Be careful when using such specially designed letters as shown below, since the letters may possibly turn into garbled characters.

etc.

4-3 Title, Abstract, Keywords, and Main Body

Use "Times New Roman" for the font. The title should be in 12 point size and the rest in 11 point as a general rule. Print within the printing area with both right and left ends of lines aligned. Make at least single line spacing at the end of each section.

4-4 Figures, Tables, and Photos

Papers are printed in black and white. All figures, tables, and photos, therefore, should be clear and legible when printed in black and white. Tables must be numbered sequentially and have the title centered above the table. Figures and photos must be numbered sequentially and have the title centered under the figure. The measurement units employed in the table must be indicated.

4-5 Notes, References, and Quotations

Describe all sources clearly when any of the text, data, diagrams, etc. are quoted or are reprinted from a previously published research or report.

Letters in a smaller size can be used as long as they are legible: at minimum, use 9 points and 0.5 spacing between lines.

When notes should be given, put the relevant reference number, (1), (2), or (n), in superscript above the relevant word. Notes should be placed collectively in order right above the references.

References should be limited to those notably related to the paper. Put the relevant reference number, 1), 2), or n), in superscript above the relevant word. Using the examples below, references should be placed collectively at the end of the paper in order of reference or alphabetical order.

Independent Book (1): Author(s) (Christian era year of publication), Book's name, Page number(s) of reference, Publisher's name.

Independent Book (2): Author(s) (Christian era year of publication), Paper's name, Editor's name, Book's name, Page number(s) of reference, Publisher's name.

Magazine: Author(s) (Christian year of publication), Title, Magazine's name, Volume number, Page number(s) of reference, Publisher's name.

URL: Author(s), Producer(s), Page title, Language, Address (mandatory in the case of on-line use), latest accessed date.

5. Submission

Be sure to submit the manuscript in PDF format.

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