

# 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 must present definite conclusions and be previously unpublished with independent and complete findings.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.

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