

# 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.

#### **Inquiries:**

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