

# Application Rules 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 for papers for the International Symposium on City Planning in 2013 (hereinafter "ISCP2013"), edited by The City Planning Institute of Japan (hereinafter "CPIJ").

## 2. Qualifications of Applicants

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 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

ISCP2013 calls for papers with a particular focus on resilient and sustainable cities. Regarding this topic, extended abstracts and full papers should be submitted as the outcomes of planning research and case studies. These papers must be previously unpublished, however those which are a reorganization of published papers with independent and complete findings may be submitted, but only if these copyrights are clear.

## 4. Application and Schedule

### 4-1 Submission of Abstract for the Screening

Between March 25<sup>th</sup> and April 5<sup>th</sup> of 2013, the following documents should be sent to CPIJ via e-mail.

- 1) Abstract for the screening: It should be written according to the writing guidelines of CPIJ. It should be a maximum of two pages of A4 size, with the title, name of authors, keywords (three to six), and text. It is acceptable to include figures, tables and references if necessary (within the two-page limit).
- 2) Application form: It can be downloaded from CPIJ's website. Handwritten submissions will not be considered.

5,000 JPY as the adjudication fee should be transferred to the account below by 5th April, 2013 (Friday):

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 uses it only when a bank is not accessible.

Account No.: 00110-4-151509 TOKYO

### 4-2. Abstract Review and Acceptance

The International Program Committee established within the International Affairs Committee of CPIJ reviews e-mailed abstracts, and notifies applicants whose abstracts are accepted by the end of April of

2013. The Committee reviews based on the following principles.

- 1) Application rules.
- 2) Relation to the topic of the 2013 symposium: Resilient and Sustainable Cities.
- 3) Academic appropriateness of text.
- 4) Appropriateness of English writing

#### **4-3. Submission of Extended Abstract and Full Paper**

Applicants whose abstracts have been accepted must submit either an extended abstract or a full paper via e-mail. Contents of these final documents must be based on the abstracts screened.

- a) Extended abstract: It should be written according to the writing guidelines of CPIJ. It should be a maximum of four pages of A4 size of title, name of authors, keywords (three to six), and text. It is acceptable to include figures, tables and references if necessary (within the two-page limit).
- b) Full paper: It should be written according to the writing guidelines of CPIJ. It should be a maximum of 8 to 24 pages of A4 size, with the title, name of authors, keywords (three to six), text with figures and tables, acknowledgement, and references (within the 8-24 page limit).

After submitting either of the two documents above, amendments will be allowed only if the committee decides it is necessary.

#### 5. Others

- 1) All the communications between applicants and CPIJ should be in Japanese. If an applicant has not received any notifications from CPIJ within three days of the submission deadline, the applicant should contact CPIJ.
- 2) Extended abstracts will be printed and distributed at ISCP2013. However, full papers will be available on a website managed by CPIJ.
- 3) Copyrights of the extended abstracts and full papers are owned by CPIJ according to CPIJ's copyright rules.
- 4) Applicants who have had either an extended abstract or full paper accepted must make an oral presentation in English at ISCP2013.

[Contribution to *Urban and Regional Planning Review*]

CPIJ will begin publishing *Urban and Regional Planning Review* annually as a new international journal in electrical format within the fiscal year of 2013. We strongly encourage anyone who has interests in writing academic papers in English to contribute to *Urban and Regional Planning Review*. Papers presented in ISCP2013 may be submitted to this journal in accordance with the guidelines which will be issued by CPIJ.

#### **Inquiries:**

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