

Writing Guidelines for the International Symposium on City Planning 2014

International Affairs Committee, The City Planning Institute of Japan

1. Format

Refer to the paper layout on the CPIJ website; use A4 size paper (all margins, top, bottom, left, and right, should be 30mm size) including figures and tables, and write within the printing area (150mm in width, 237mm in length).

2. Volume

- a) Abstract for the screening: It should be a maximum of two pages of A4 size. It is acceptable to include figures, tables and references if necessary (within the two-page limit).
- b) Extended Abstract: It should be a maximum of four pages of A4 size. It is acceptable to include figures, tables and references if necessary (within the two-page limit).
- c) Full paper: It should be a maximum of 8 to 24 pages of A4 size.

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.

4. Composition and Layout of Papers

4-1 Composition

It should be written in the following ways.

- a) Abstract for the screening: There should be the title, name of authors, abstract, keywords (three to six), and affiliation and e-mail address on footer. It is acceptable to include figures, tables and references if necessary.
- b) Extended Abstract: There should be the title, name of authors, abstract, keywords (three to six), and affiliation and e-mail address on footer. It is acceptable to include figures, tables and references if necessary.
- c) Full paper: On the first page, there should be the title, name of authors, abstract, keywords (three to six), and affiliation and e-mail address on footer. From the second page, there should be text with figures and tables, acknowledgement, and references.

4-2 Letters

All text, including mathematical formulas and letters in figures and tables, should be completed using word-processing software. Handwritten papers are not acceptable. Due to the incompatibility of some aspects of word-processing software, some characters, as shown below may possibly be rendered illegible.

①②③④⑤ I II III IV V i ii iii iv v 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

Tables must be numbered sequentially and have the title centered above the table: Table-1 (title). Figures and photos must be numbered sequentially and have the title centered under the figure: Figure-1 (title), Photo-1 (title). All the tables, figures, and photos quoted from a previously published research or report must be referenced. The measurement units employed in the table must be indicated.

4-5 Notes, References, and Quotations

Describe all sources 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 may 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 together in order directly 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, and should be placed together at the end of the paper in order of reference or alphabetical order. For references which do not have an English title, they need to be translated into English by the author, and written along with the English title. For more details, the website of Standards of Information of Science and Technology (SIST)

(http://sti.jst.go.jp/sist/pdf/SIST_booklet2011.pdf) may be helpful.

[Stipulation method]

- a.) Paper: the author(s) name, paper's name, year of publication, volume (issue), stipulated page, and language.
- b.) Independent book: the author(s) name (year of publication), book's name, stipulated page, place of publication, and language.
- c.) Website: the author(s) name, title of website, URL, latest accessed date

5. Submission

Be sure to submit the manuscript in PDF format.

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