

Writing Guidelines for the International Conference of Asian-Pacific Planning Societies 2020

International Affairs Committee, The City Planning Institute of Japan

1. Format

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 written within 2 pages of A4 size.
- b) Short Paper: It should be written within 4 pages of A4 size.
- c) Full paper: It should be written from 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

In principle, using the template on the website of CPIJ, it should be written in the following ways.

- a) Abstract for the screening: There should be the title, name of authors, text (including Introduction, Methodology, Findings and Conclusion). It is acceptable to include figures, tables, notes and references if necessary. Authors affiliation and e-mail address of the corresponding author should be written on the footer of the first page.
- b) Short Paper: There should be the title, name of authors, abstract (around 200words), keywords (3 to 6), text with figures and tables, notes, acknowledgement (if necessary) and references. Authors affiliation and e-mail address of the corresponding author should be written on the footer of the first page.
- c) Full paper: On the first page, there should be the title, name of authors, abstract (around 400words), keywords (3 to 6), and authors affiliation and e-mail address of the corresponding author on footer. From the second page, there should be text with figures and tables, notes, acknowledgement (if necessary), references and appendix (If necessary).

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

Use "Times New Roman" fonts. The title should be font 14points size in the center of the first page. The first letter of each word should be capitalized by following the capitalization rules.

4-4 Abstract, Keywords, and Main Body

"Times New Roman" font 11points size is recommended for the abstract or paper. The fonts in each chapter title should be in bold type. The main text should be aligned in the full justification. Keep at least a single line between each section.

4-5 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.

4-6 Notes and References

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. References should be prepared in a format according to the reference type shown below:

If the reference is an article;

- 1) Okabe, A., Y. Asami and F. Miki (1985), "Statistical Analysis of the Spatial Association of Convenience-Goods Stores by Use of a Random Clumping Model" *Journal of Regional Science*, 25, 11-28.
- 2) Higo, Y., H. Mori and M. Taniguchi (2014), "Change from "Concentrating in core areas" to "Refining core areas": Critical study of a facile compact city policy", *Journal of City Planning Institute of Japan*, Vol. 49, No. 3, 921-926 (in Japanese)
- 3) Yamada, C., T. Terada, T. Tanaka and M. Yokohari (2016), "Directions for Vacant Lot Management in the Outer Suburbs of the Tokyo Metropolitan Region" *Urban and Regional Planning Review*, Vol. 3, 66-84, <https://doi.org/10.14398/urpr.3.66> (cited 5 Nov. 2018)

If the reference is a book;

- 4) Ishida, Y. (2004), "*Japanese Modern Urban Planning from 1868 to 2003*" (日本近現代都市計画の展開 1968-2003), Tokyo: JICHITAI-KEINKYUSYA(自治体研究社)
- 5) Ben-Akiva, Moshe and S. R. Lerman (1991), "*Discrete Choice Analysis: Theory and Application to Travel Demand*", Cambridge, MA: MIT Press

If the reference is a chapter of a book;

- 6) Asami, Y. (2000), "Improvement of Residential Environment in Urbanized Areas: Renovation of Housing Policy and City Planning" K. Hagihara (ed.), *City and Habitation: Reflection on Land, Housing and Environment*, Tokyo Metropolitan University Press, pp.119-150.

If the reference is a website:

- 7) City Planning Institute of Japan, <http://www.cpij.or.jp/> (in Japanese)

- 8) "Low Carbon City Development Guidance" Ministry of Land, Infrastructure, Transport and Tourism, <http://www.mlit.go.jp/common/000191810.pdf>, accessed on 5 Nov. 2018

5. Submission

Manuscript should be in PDF format.

Inquiries and Submission

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