**Title [Times New Roman, 14 font size, Bold, Centered]: Subtitle [If necessary]**

(Note: The first letter of each word should be capitalized by following the capitalization rules)

Author A\*, Author B\*and Author C\*\*

< Keep at least 2 lines between author and abstract.>

***Abstract***

Abstract should be written in around 200 words and with 11 font size, Times New Roman, both end justification and single line spacing. It ought to explain well summarized objectives, methodology and findings.

< Keep at least a single line between Abstract and keywords.>

***Keywords****: This section should contain 3 to 6 keywords separated by commas. [Times New Roman, 11 font size, italic]*

< Keep at least 2 lines between keywords and introduction.>

**1. Introduction** **[Times New Roman, 11 font size, bold]**

General Guidelines: Short Paper should be composed of the sections of abstract and keywords, introduction, methodology, findings, conclusion and references. Short Paper shall be written with Times New Roman font, 11 font size, both end justification and single line spacing. Page margins are formed regarding the A4 page size and are 30mm wide from the right, left, top and bottom. Short Papers are to be one column of 45 lines per page and should not exceed 4 pages including the references and pages should not be numbered.

Short Papers can contain tables, figures and photos. Figures and photos should be numbered sequentially (e.g., Figure 1) and the caption should be placed under the figure or photos. As for the tables, they should also be numbered sequentially (e.g., Table 2) and the caption should be placed the above. All the tables, figures and photos quoted from a previously published research or report must be referenced.

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Introduction: The introduction section should contain the background, scope and objective of the paper. It also reviews the pertinent literature.

< Keep at least a single line between each section.>

**2. Title of Section [Times New Roman, 11 font size, bold]**

The methodology must be clearly stated and described in sufficient detail or with sufficient references. The author shall explain the research question, describe the research framework and the methods applied in detail. It should be furthermore highlighted why research objectives are relevant to theory and practice, and why selected method(s) are suited for the problem.

< Keep at least a single line between each section.>

**2-1. Title of sub section (If necessary) [Times New Roman, 11 font size, bold]**

< Keep at least a single line between each section.>

**2-2. Title of sub section (If necessary) [Times New Roman, 11 font size, bold]**

< Keep at least a single line between each section.>

**3. Title of Section [Times New Roman, 11 font size, bold]**

The arguments and findings are described in detail in this section.

< Keep at least a single line between each section.>

**x. Conclusions [Times New Roman, 11 font size, bold]**

Conclusions should include the principles and generalizations inferred from the results, any exceptions, problems or limitations of the work, theoretical and/or practical implications of the work, and recommendations for further research.

< Keep at least a single line between each section.>

**Acknowledgements (If necessary)**

< Keep at least a single line between each section.>

**Notes (If necessary)**

Should notes be given, put the relevant note number, (1), (2), or (n), in superscript above the relevant word. Notes should be placed together in order directly above the references. Letters in a smaller size may be used as long as they are legible: at minimum, use 10 font size and 12pt line space.

< Keep at least a single line between each section.>

**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 in local languages after 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-KENKYUSHA(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