

Writing Guidelines for the International Conference of Asian-Pacific Planning Societies 2025

International Affairs Committee, The City Planning Institute of Japan

1. Format

Use A-4 size paper and write within the print area (150 mm in width, 238 mm in length). All margins, top, bottom, left and right, should be 30 mm. Papers should use a single column with 44 lines per page.

It is strongly recommended that authors use the template (MS-Word) on CPIJ website.

2. Volume

a) Abstract for the screening review: It should be prepared in 2 pages.

b) Short Paper: It should be prepared in 4 or 5 pages.

c) Full paper: It should be prepared from 8 to 20 pages.

3. Language

All text in the paper including figures, tables and references should be written in English. There should be no mistakes in spelling and grammar etc. Terminology that is generally accepted should be used. Particularly when translating Japanese systems, policies, plans, etc. into English, authors should explain in the main text or notes to let international participants accurately understand them.

4. Composition and Layout of Papers

4-1 Composition

In principle, using the template on CPIJ website, the abstract for the screening review and the papers should be organized as follows.

a) Abstract for the screening review: There should be the title, author name, 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) Papers (Short paper or Full Paper): The first page should contain only the title, authors' names, affiliation, abstract (around 200 words), keywords (3-6), and the corresponding author's e-mail address. 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 prepared by using the one-byte alphanumeric characters. Handwriting is not acceptable. Due to the incompatibility, platform-specific characters (circled numbers and Roman numerals, etc.) cannot be used.

4-3 Title

The title should be 14 points size of Times New Roman aligned in the center. Capitalize the title by following the APA (American Psychological Association) capitalization rules.

4-4 Abstract, Keywords, and Main text

The abstract, keywords and main text should be described by the 10 points size of Times New Roman. The main text should be aligned in the full justification. Details such as font size of chapter titles and spacing before and after paragraphs should be confirmed in the template.

4-5 Figures, Tables, and Photos

Tables must be numbered sequentially and have the captions centered above the table: Table-1 (title). Figures and photos must be numbered sequentially and have the caption centered under the figure: Figure-1 (title), Photo-1 (title).

4-6 Notes and References

If notes are to be given, the appropriate reference number, (1), (2)... (n), should be placed in superscript above the appropriate word in the main text. Notes should be placed together in order directly above the references.

References should follow APA referencing style and be listed in alphabetical order. However, if the bibliographic information for a non-English document, such as Japanese, is not available in English, it should be translated into English by the authors and provided in both English and the original language.

For references that have been assigned a Digital Object Identifier (DOI), include its URL.

Cite all sources when quoting or reprinting text, data, figures, etc. from previously published research or reports. The authors are responsible for any problems caused by quoting or reprinting text, data, figures etc. used in the paper.

References should be listed by the 10 points size of Times New Roman.

5. Submission

The manuscript should be in the PDF format. However, CPIJ would request authors to submit Final manuscript of a file (MS-Word recommended) before converted into the PDF file upon necessity.

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