

# Application Rules for the International Conference of Asian-Pacific Planning Societies 2023

International Affairs Committee, The City Planning Institute of Japan

## 1. Application of the Rules

This rules are applied for papers for the International Conference of Asian-Pacific Planning Societies 2023 (ICAPPS2023), co-organized by the City Planning Institute of Japan (CPIJ).

## 2. Qualifications of Applicants

The first author and the presenter should be individual or incoming members of CPIJ, or members of an overseas organization which has the formal exchange agreement with CPIJ, at the time of paper submission for the screening review. Here, overseas organizations which have the formal exchange agreement with CPIJ include the Korea Planning Association (KPA), Taiwan Institute of Urban Planning (TIUP), Urban Planning Society of China (UPSC), Vietnam Urban Planning and Development Association (VUPDA), Singapore Institute of Planners (SIP) and Hong Kong Institute of Planners (HKIP).

## 3. Content of Papers

ICAPPS2023 calls for papers related to urban and regional planning. In particular, papers that focus on “***Sustainable Preservation and Promotion Planning of the Values of Historical Cities in the New Context***” are welcomed. Short paper or full paper should be submitted as the outcomes of planning research and case studies. These papers must be previously unpublished, however those which are re-edited published paper with independent and complete findings may be submitted, but only if these copyrights are clear.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 Review**

**From 1st to 10th April of 2023**, these two documents should be sent to CPIJ via e-mail.

- a) Abstract for the screening review: Authors should prepare abstract by following the writing guidelines of CPIJ. It should be written in 2 pages of A4 size, with the title, author name, and text. It is acceptable to include figures, photos, tables and references if necessary.
- b) Application sheet: Authors should download the sheet from CPIJ's website.

Authors should pay the adjudication fee of 5,500 JPY through bank transfer to the account below by 10th April, 2023:

Name of Bank: MUFG Bank, Ltd., KOJIMACHI Chuo Branch  
Branch No.: 015 (4-1 Kojimachi, Chiyoda, Tokyo)  
Account No.: 0096589  
Account Holder: The City Planning Institute of Japan

The following Postal Transfer Account is also available, but please uses this account only when the bank is not accessible to you.

Account No.: 00110-4-151509 TOKYO

#### **4-2 Abstract Review and Acceptance**

The International Affairs Committee of CPIJ reviews submitted abstracts and notifies applicants the result of abstract screening review by the end of April, 2023. The Committee reviews based on the following principles;

- a) Application rules
- b) Academic qualification
- c) Quality of English writing

#### **4-3 Submission of Short Paper or Full Paper**

Applicants whose abstracts have been accepted can submit either a short paper or a full paper via e-mail **by 4th June, 2023**. Contents of those papers must be based on the abstract screening review. Then, the applicants are supposed to respond appropriately to the revisions requested by the committee.

- a) Short paper: authors should prepare a short paper by following the writing guidelines of CPIJ. The volume is 4 or 5 pages of A4 size.
- b) Full paper: authors should prepare a full paper by following the writing guidelines of CPIJ. The volume is from 8 to 20 pages of A4 size.

After submitting either of the two documents above, paper revision will be allowed only if the committee requests it. Please note that the submitted PDF file will be published without further proofreading.

#### **5. Miscellaneous**

- 1) All the communications between applicants and CPIJ will be made in Japanese. If an applicant has not received any notification from CPIJ within three working days after the submission deadline, the applicant should contact to CPIJ for confirmation.
- 2) Papers will be published in the Proceedings distributed at ICAPPS2023.
- 3) Copyrights are owned by CPIJ according to the copyright rules of CPIJ. However, authors are responsible for any problems caused by the figures, tables, photographs, etc. used in the paper.
- 4) Authors who have accepted for abstract screening review must make a presentation in English at ICAPPS2023.

#### **Inquiries:**

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