

Application Rules for the International Conference of Asian-Pacific Planning Societies 2024

International Affairs Committee, The City Planning Institute of Japan

1. Application of the Rules

These rules are applied for papers for the International Conference of Asian-Pacific Planning Societies 2024 (ICAPPS2024), 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

ICAPPS2024 calls for papers related to urban and regional planning. In particular, papers that focusing on “**Connected Cities: Communities, Walkability, and AI**” are welcome. 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 These papers must be previously unpublished, however those that are re-edited published paper with independent and complete findings may be submitted, but only if these copyrights are clear.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 2024, 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 2024:

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 2024. It is either an acceptance, a conditional acceptance, or a rejection. 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 or conditionally accepted may submit either a short paper or a full paper via e-mail **by 2nd June 2024**. Contents of those papers must be based on the abstract screening review. Applicants must respond appropriately to revisions requested by the committee if their abstracts are conditionally accepted. Note that insufficient response to them may result in a rejection.

- 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 ICAPPS2024.
- 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 an presentation in English at ICAPPS2024.

Inquiries:

<p>International Affairs Committee, The City Planning Institute of Japan E-mail: icapps@cpij.or.jp, URL: https://www.cpij.or.jp/</p>
