**Guidelines for authors submitting papers to URPR: a template to follow**

**First Author1, Second Author2 and Third Author3\***

1 First affiliation, Address, City and Postcode, Country

2 Second affiliation, Address, City and Postcode, Country

3 Third affiliation, Address, City and Postcode, Country

**Abstract** Insert your abstract text. A well-prepared abstract should allow the reader to quickly and accurately identify the basic contents of the paper. Summarize the contents of the paper and have around 200 words. The font size should be set to 10 points. Articles should include the following sections—abstract and keywords, introduction, methodology, findings, conclusion, and references. Write the article on A4 size in Times New Roman font, 10 points, and with both end justification and single line spacing. Set the page margin to 30 mm on all sides (left, right, top, bottom). Papers should use a single column with 45 lines per page and the word limit is up to 8,000 words not including the references. Pages should not be numbered. Figures and photographs should be numbered sequentially (e.g., Figure 1) and the captions should be placed under the figures and photographs. As for the tables, they should also be numbered sequentially (e.g., Table 2), and the captions should be placed above. All tables, figures, and photographs quoted from a previously published research or report must be referenced.

**Keywords*.*** *This section should contain 3 to 6 keywords separated by commas. [Times New Roman, font size 10, italic]*

# 1 Introduction [Times New Roman, font size 12, bold]

Urban and Regional Planning Review (URPR) is an interdisciplinary journal for urban and regional planning. It publishes reviewed manuscripts in electric format; the first issue was published in 2014.

## 1.1 Research areas [Times New Roman, font size 11, bold]

Articles for URPR should be theoretical or contain empirical research outcomes, written in English, not only by academicians but also by practitioners. They are expected to have original content and should not have been previously published, nor should they be simultaneously reviewed by another academic journal.

## 1.2 Accepted types of paper

Objectives, research methodologies, and conclusions must be logically consistent, and the conclusion, in particular, must highlight not only previously unknown findings but also new themes for further research in urban and regional planning.

 We have the review system twice a year (in June and December) after receiving a contributed manuscript. It may take six months at the longest for the editorial board to reach a final decision regarding acceptance. Accepted ones will be formally published in electric format on the J-Stage website [https://www.jstage.jst.go.jp/browse/urpr/-char/en].

 URPR accepts papers that are written in clear and understandable English. Authors whose native language is not English are requested to have their work checked by an English-speaking colleague prior to submitting the paper. When accepting manuscripts for publication, the editor may request improvement in English. The editor retains the right to decline manuscripts that fail to satisfy these criteria.

## 1.3 Review Policy

The peer review process is an important step in any academic journal and is critical for its success and prestige. This publication is no exception and, to this end, the editorial board contributes to the transparent peer review process. Our manuscripts go through a blind review process by at least two reviewers.

# 2 Before submitting a paper to URPR

Some guidelines regarding the manuscript are outlined below:

## 2.1 Conflicts of interest and Ethics

All authors willing to submit a paper to URPR have to disclose any conflicts of interest regarding the work described in the paper or any potential situation that may lead to it.

　　If at least one of the authors is in a state of conflict of interest in relation to the contents of the submitted manuscript, it will be clearly stated after publication is decided.

In conducting any of the surveys described in the submitted manuscript, research ethics should be properly upheld. In particular, for those that correspond to human research or those that require informed consent, the necessary procedures should be completed before submission.

## 2.2 Submission declaration

All authors who submit a paper to URPR declare that the work described has not yet been published previously nor in appreciation elsewhere and also that this publication is authorized by all the authors and responsible authorities involved. There is no double submission, plagiarism, self-plagiarism, fabrication, or theft other than the author's own academic dissertation (graduation thesis, master's thesis, doctoral dissertation).

 URPR also assumes that in case of acceptance, the paper will not be published in any form or any language without the written consent of the copyright holder (CPIJ).

## 2.3 Copyright

Authors who publish in this journal should agree to the following terms.

 The copyright belongs to CPIJ. The submitted manuscript does not infringe copyrights or any other rights of a third party.

 If any concern is raised by the journal or a third party, the above confirmations can be made in a form that can be clearly proved in writing or by the statements of the persons concerned.

 The board of URPR also suggests a further reading of the J-Stage available online.

## 2.4 Submission

The submission process is entirely online using the journal website（EM website. Authors who want to submit a paper should follow the instructions available online.

# 3 Preparing a paper for URPR

This document serves as an instruction file for authors willing to submit a paper to URPR, hence should be used as a template as it outlines the correct format and layout required for all URPR papers.

## 3.1 Structuring a paper

There are many interesting resources online that may help authors to structure their papers.

Title

Abstract

Keywords

Introduction

Related work

2-4 Main sections

Results

Conclusions (and future work)

Acknowledgments

References

Appendix

## 3.2 Authorship and acknowledgments

In principle, the manuscript should be submitted by the corresponding author. Otherwise, the person who submits should obtain the consent of the corresponding author before submission. The manuscript has to obtain consent from all those who have contributed in advance, regarding whether or not the name of each co-author should be displayed, their order, and the notation in the acknowledgments. The corresponding author should also obtain consent from all co-authors regarding their responsibility for the contents of the manuscript.

 If the cost of all or part of the research in the manuscript is covered by any grant, the specific name(s) of the grant(s) should be stated clearly in the manuscript after the publication is decided.

## 3.3　　　About the File Format

The papers will be published in PDF format. The authors must submit their papers in an MS Word file. Any common word processor can save the file in this format.

##  About the Layout and Style

This file already has URPR-defined styles for each type of content if the MS Office Word processor is used. You should select the text and style according to its type. For instance, this text should be defined as a URPR text.

In case you are not using the MS Word processor you can follow the following instructions.

The name of the author(s) and the text, in general, should be set to 10 points font size, single line spacing, and justified. Abstract and Keywords should be set to 10 points. The font used should be set to Times New Roman. Authors may use italics to emphasize words, and bold and underlining should be prevented. If papers do not comply with this format, authors may be asked to resubmit.

**Headings.** Headings should follow this template and are summarized in the following table**:**

**Table 1.** Font sizes of headings. Table captions should always be positioned *above* the tables and set to 9 points font size with no paragraph space after.

|  |  |  |  |
| --- | --- | --- | --- |
| **Heading level** | **Example** | **Font size** | **Paragraph space** |
| 1st-level heading | **1 Introduction** | 12 point, bold | 12 pts. after and before |
| 2nd-level heading | **2.1 Printing Area** | 11 point, bold | 9 pts. after and before |
| 3rd-level heading | **Headings.** Text follows … | 10 point, bold | 3 pts. after and before |
| 4th-level heading | *Remark.* Text follows … | 10 point, italic | 3 pts after and before |

**Figures.** Figures must be numbered and their captions should be placed *below* the image and set to a font size of 9 points. Authors are responsible for the quality of the figures inserted but URPR strongly advises using images that have quality enough for printing purposes (at least 300 dpi). Please avoid the use of shading and be reasonable with the size of text and width of lines, the figure must be undoubtfully legible, thus contrast should be as pronounced as possible. Please attend to the following example:



**Fig. 1.** Figure as an example. This is a figure consisting of different types of lines.

**Formulas**. The formulas within the text should be in a separate line and centered. The displayed expressions should be numbered in the caption, which should be set in the same line as the formula, enclosed in parentheses, and right-margined as the following example:

**a2 + y2 = z (1)**

**Citations**. Please ensure that all the references cited in the text are also listed in the reference list. When citing the paper, authors should use the author-date style, which means including in the text and between curved brackets, the last name of the authors and the date – for example (Ishida, 2004).

**Acknowledgements.** If the authors want to dedicate a chapter to acknowledge something or someone, they should structure the paper such that the acknowledgment appears before the References section.

**Appendices.** If there are any appendices to be included in the paper, they must be presented after the references with the heading “Appendix.”

# 4 References Guideline

For referencing citations, URPR follows the APA Style, available online (http://www.apastyle.org/index.aspx). The reference list should be arranged alphabetically. We have provided some examples of different types of referenced documents (books, scientific journal articles published in an electronic journal, Book editor(s); chapters with own author, scientific journal articles in a printed journal, and a URL):

# 5 Checklist for submission

URPR provides the following list of items to be checked in order for authors to submit a paper to URPR (we have provided an example for use of bullets and numbering at different levels):

Contact information (EM)

E-mail

Postal address

Keywords

All figure and table captions

References are according to the template provided and cited in the text

The paper has been spellchecked and grammar-checked

References are in the correct format for URPR (APA Style)

Any material with copyright has been authorized by the owner

References

Hu, Y., Wood, J. F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy*. Journal of Computer-Mediated Communication*, *10*(1), 38-48. DOI: 10.1111/j.1083-6101.2004.tb00231.x

Okabe, A., Y. Asami, & 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.

Higo, Y., H. Mori, & 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*, *49*(3), 921-926. (in Japanese)

Yamada, C., T. Terada, T. Tanaka, & M. Yokohari (2016). Directions for Vacant Lot Management in the Outer Suburbs of the Tokyo Metropolitan Region, *Urban and Regional Planning Review*, 3, 66-84, https://doi.org/10.14398/urpr.3.66

If the reference is a book:

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). (in Japanese) Ben-Akiva, Moshe, & 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:

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

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