

# Application Rules for the International Conference of Asian-Pacific Planning Societies 2019

International Affairs Committee, The City Planning Institute of Japan

## 1. Application of the Rules

The rules prescribed here are for papers for the International Conference of Asian-Pacific Planning Societies 2019 (hereinafter "ICAPPS2019"), edited by The City Planning Institute of Japan (hereinafter "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 their papers are submitted for the screening review. Here, overseas organizations which have the formal exchange agreement with CPIJ include the Korea Planning Association, Taiwan Institute of Urban Planning, Urban Planning Society of China and Vietnam Urban Planning and Development Association.

## 3. Content of Papers

ICAPPS2019 calls for papers with particular focus on "*Peace, Prosperity and Planning*". Regarding this topic, short paper and 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 These papers must be previously unpublished, however those which are re-edited published paper with independent and complete findings may be submitted, but only if these copyrights are clear.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

**Between 1st April and 10th April of 2019**, the following documents should be sent to CPIJ via e-mail.

- a) Abstract for the screening: It should be written according to the writing guidelines of CPIJ. It should be written within 2 pages of A4 size, with the title, name of authors, and text. It is acceptable to include figures, tables and references if necessary.
- b) Application form: It can be downloaded from CPIJ's website. Handwritten submissions will not be considered.

5,000 JPY as the adjudication fee should be transferred to the account below by 10th April, 2019:

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 it only when a bank is not accessible.

Account No.: 00110-4-151509 TOKYO

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

The International Affairs Committee of CPIJ reviews e-mailed abstracts, and notifies applicants whose abstracts are accepted by the end of April of 2019. 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 must submit either a short paper or a full paper via e-mail **by 9th June, 2019**. Contents of these final documents must be based on the abstracts screened.

- a) Short paper: It should be written according to the writing guidelines of CPIJ. It should be written within 4 pages of A4 size, with title, name of authors, keywords, text and references.
- b) Full paper: It should be written according to the writing guidelines of CPIJ. It should be written from 8 to 24 pages of A4 size, with the title, name of authors, keywords, text with figures and tables, acknowledgement, and references.

After submitting either of the two documents above, amendments will be allowed only if the committee decides it is necessary. Otherwise, please note that the submitted PDF file will be published without further proofreading.

### **5. Others**

- 1) All the communications between applicants and CPIJ should be in Japanese. If an applicant has not received any notification from CPIJ within three days of the submission deadline, the applicant should contact CPIJ.
- 2) Short Paper will be printed the whole sentence, Full Paper will be printed the only first page on proceedings and distributed at ICAPPS2019, while full papers will be distributed in digital format.
- 3) Copyrights of the extended abstracts and full papers are owned by CPIJ according to CPIJ's copyright rules.
- 4) Applicants who have had either an extended abstract or full paper accepted must make an oral presentation in English at ICAPPS2019.

#### **Inquiries:**

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