**The title should be 14 points size of Times New Roman aligned in the center: Capitalize the title by following the APA capitalization rules**

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

1 First affiliation

2 Second affiliation

3 Third affiliation

**Abstract** Use A4 size paper and write within the printing area (150mm in width, 238mm in length). All margins, top, bottom, left and right, should be 30 mm. Papers should use a single column with 44 lines per page, short paper should be prepared in 4 or 5 pages and full paper should be prepared from 8 to 20 pages, both including the references. The first page should contain the title, author name(s), affiliation(s), abstract (around 200 words), keywords (3 to 6). E-mail address of the corresponding author should be put on the footer of the first page. From the second page, there should be text with figures and tables, notes, acknowledgement (if necessary), references and appendix (if necessary). All text in the paper including figures, tables and references should be written in English with no mistakes such as spelling, grammar. Note that terminology generally accepted should be used considering international readers. Particularly when translating Japanese systems, policies, plans and so on into English, authors should make brief explanation. 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 both end justification.

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

# 1 Introduction [1st-level headings: Times New Roman, font size 12, bold]

ICAPPS2023 calls for papers related to urban and regional planning. The papers focusing on the Congress theme “Sustainable Preservation and Promotion Planning of the Values of Historical Cities in the New Context” are welcomed. Both 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 These papers must be previously unpublished.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 papers which are re-edited published paper with independent and complete findings may be submitted only if the copyright issues are clear.

## 1.1 Submission of Short Paper or Full Paper [2nd-level headings: Times New Roman, font size 11, bold]

Those authors whose abstracts have been accepted can submit either a short paper or a full paper via e-mail no later than **4th June, 2023**. Those papers must be prepared based on the abstract screening review. The authors would be requested 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 submission of your short or full paper, paper revision will be allowed only if the Committee requests it. Please note that the submitted PDF file will be published without further proofreading. Thus the Committee recommends author should complete proofreading before submission.

# 2 Preparing a paper [Times New Roman, font size 12, bold]

It is strongly recommended that authors overwrite this template for your paper preparation to avoid editing issues.

## 2.1 Composition

Both Short and Full Papers should be composed of the sections of abstract and keywords, introduction, methodology, findings, conclusion and references.

## 2.2 Letters

All text, including mathematical formulas and letters in figures and tables, should be prepared by using the one-byte alphanumeric characters. Due to the incompatibility, some characters such as “①②③④⑤” “Ⅰ Ⅱ Ⅲ Ⅳ Ⅴ” “ⅰ ⅱ ⅲ ⅳ ⅴ” would cause editing issues even if they are installed in your computer. Handwriting is not acceptable either.

## 2.3　　　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 both end justification.

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

**Table 1.** Style of Headings

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | Text follows … | 10 point, bold | 3 pts. after and before |
| 4th-level heading | *Remark.* Text follows … | 10 point, italic | 3 pts after and before |

## 2.4　　　Tables, Figures, and Photos

Tables must be numbered sequentially and have the caption centered above the table: Table-1 (title). And figures and photos must be numbered sequentially and have the caption centered under the figure: Figure-1 (title), Photo-1 (title). The authors must pay careful attention to the copyright of the tables, figures and photos in the paper. Describe sources when the tables, figures and photos are quoted or reprinted from another publication including websites. The authors are responsible for any problems caused by the figures, tables, photographs, etc. used in the paper.

## 2.5 Notes and References

When the author use notes, put the relevant reference number, (1), (2)… (n), in the text above the relevant word. Notes should be listed in this order before the references.

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

Describe all sources when any of the text, data, diagrams, etc. are quoted or are reprinted from a previously published research or reports.

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

# 3 The File Format for submission

Paper should be submitted in the PDF format. For editing reasons, upon necessity, CPIJ would request authors to submit Short Paper or Full Paper of the raw file (MS-Word recommended) before converted into the PDF file.

# 4 Submission to URPR

You can submit this paper to Urban and Regional Planning Review. Please confirm [the URPR website](https://www.cpij.or.jp/urpr/guide_for_authors.html) carefully for submissions. The writing guidelines for URPR and ICAPPS seems almost the same, however there are some differences, such as the volume, between the writing guideline of URPR and that of ICAPPS.

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