

Writing Guidelines for the International Conference of Asian-Pacific Planning Societies 2024

International Affairs Committee, The City Planning Institute of Japan

1. Format

Use A4 size paper and write within the printing area (150 mm in width, 238 mm in length). All margins, top, bottom, left and right, should be 30 mm. It is strongly recommended that authors use the template (MS-Word) on the CPIJ's website.

2. Volume

- a) Abstract for the screening review: It should be prepared in 2 pages.
- b) Short Paper: It should be prepared in 4 or 5 pages.
- c) Full paper: It should be prepared from 8 to 20 pages.

3. Language

All text in the paper including figures, tables and references should be written in English. There should be no mistakes in spelling and grammar etc. Terminology that is generally accepted should be used. Particularly when translating Japanese systems, policies, plans, etc. into English, authors should explain in the main text or notes to let international participants accurately understand them.

4. Composition and Layout of Papers

4-1 Composition

In principle, using the template on the CPIJ's website and follow the rules in the template, the abstract and short/full papers should be organized in the following ways.

- a) Abstract for the screening review: There should be the title, author name, text (including Introduction, Methodology, Findings and Conclusion). It is acceptable to include figures, tables, notes and references if necessary. Authors affiliation and e-mail address of the corresponding author should be written on the footer of the first page.
- b) Short Paper: On the first page, there should be the title, author name, affiliation, abstract (around 200 words), keywords (3 to 6). E-mail address of the corresponding author on footer. From the second page, there should be text with figures and tables, notes, acknowledgement (if necessary), references and appendix (If necessary).
- c) Full paper: On the first page, there should be the title, author name, affiliation, abstract (around 200 words), keywords (3 to 6). E-mail address of the corresponding author on footer. From the second page, there should be text with figures and tables, notes, acknowledgement (if necessary), references and appendix (If necessary).

4-2 Letters

All text, including mathematical formulas and letters in figures and tables, should be prepared by using the one-byte alphanumeric characters. Handwriting is not acceptable. Due to the incompatibility, some characters, as shown below may possibly be rendered illegible.

①②③④⑤ I II III IV V i ii iii iv v etc.

4-3 Title

The title should be 14 points size of Times New Roman aligned in the center. Capitalize the title by following the APA (American Psychological Association) capitalization rules.

4-4 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 the full justification. Details such as font size of chapter titles and spacing before and after paragraphs should be confirmed in the template.

4-5 Figures, Tables, and Photos

Tables must be numbered sequentially and have the caption centered above the table: Table-1 (title). Figures and photos must be numbered sequentially and have the caption centered under the figure: Figure-1 (title), Photo-1 (title). Describe sources when the tables, figures and photos are quoted or reprinted from a previously published research or reports. The authors are responsible for any problems caused by the figures, tables, photographs, etc. used in the paper.

4-6 Notes and References

When notes should be given, put the relevant reference number, (1), (2)... (n), in superscript above the relevant word. Notes should be placed together in order directly above the references.

References should follow to APA referencing style and be listed in alphabetical order. 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.

5. Submission

Manuscript should be in the PDF format. However, CPIJ would request authors to submit Short Paper or Full Paper of a file (MS-Word recommended) before converted into the PDF file upon necessity.

Inquiries and Submission

International Affairs Committee, The City Planning Institute of Japan

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