



# Schedule and Procedures

## IMPORTANT CALL FOR PAPERS' DATES

**24 April:** Deadline for submissions of Abstracts

**25 April - 3 May:** Open to the General Rapporteur and his Congress Team only.

**11 May:** Authors will be informed of selection by e-mail.

**11 May – 15 June:** The Platform will be open to all selected authors.

Everyone, including General Rapporteur and his Congress Team, will have the opportunity to obtain an overview of all chosen papers on this secluded Internet area, called 'Authors and Congress Team Platform'. Rapporteurs might communicate with invited authors and give input and advice for the final paper.

**10 July:** Deadline for submission of full paper

**as of 11 July:** No further revisions of Final Papers will be possible.

**11 – 15 July: Closed for reconstruction by the webmaster and Secretariat.**

**From 16 July onwards:** All web visitors will have access to the 'ISO CaRP Case Studies Platform'.

**29 July – 15 August:** The ISO CaRP Secretariat edits all invited final papers for inclusion in the Congress CD-ROM which will be distributed to all registered Congress participants.

## SUBMISSION PROCEDURES

**SUBMISSION:** The entire procedure (Abstract – Selection – Full Paper) takes place ON-LINE..

**ABSTRACTS:** Should be submitted to one of the Parallel Sessions. They are expected to address some of the questions mentioned in the themes and objective. The abstract should summarise the central theme and content of the work (300 words, i.e. 2000 characters including spaces). Insertion of graphics is not permitted. ISO CaRP requests that authors strictly comply with the procedures for abstract submission in view of a possible invitation for presentation at the Congress itself (parallel sessions).

**SHORT OUTLINE:** Authors must add a brief outline of no more than 50 words to their abstract.

**SELECTION:** With the assistance of his team of Rapporteurs, the General Rapporteur will review all abstracts and allocate the chosen ones to a Parallel Session (this may differ from the author's original preference).

**FINAL PAPERS:** If an abstract is chosen for presentation, the author will be invited to send the "full" version of the paper, and will be provided with guidelines on format, fonts, maximum number of pages, and possible insertion of images. Authors should strictly follow these editing guidelines for papers in view of a possible inclusion in the ISO CaRP Congress Proceedings and Planning Journals. Only papers edited in compliance with the ISO CaRP guidelines will be accepted.

**CD ROM:** Only selected papers will be published on a CD ROM and distributed to all registered Congress participants.

**LANGUAGE:** Abstracts have to be submitted in English. After selection, papers may be submitted in the author's language as long as the author – if also invited for presentation in one of the parallel workshops – secures

simultaneous translation by a colleague in English. An English translation as a hard copy at the presentation itself is a condition sine qua non.

**CONGRESS LANGUAGE:** English is the official language for all Congress business. Simultaneous translation (Turkish/English) will be provided during the Opening Session and Keynote Presentations only.

**CONGRESS PROCEEDINGS:** The annual congresses and their findings are the most important sources for ISoCaRP's internationally recognised publications. After the Congress papers will be selected for inclusion in the Congress Proceedings. Copyright for any work published by ISoCaRP remains with the Society. Thus authors must ask for prior permission in writing from ISoCaRP if they intend to publish their work elsewhere.

**PLANNING JOURNALS:** ISoCaRP has relations with several international Planning Journals. The publishers are interested in the final papers presented at ISoCaRP congresses. Possible publication in a journal is on recommendation by the Congress Team (copyright , procedure, etc. directly between author and publisher).