



Schedule and Procedures

IMPORTANT CALL FOR PAPERS' DATES

Before 30 April: Open for submissions of Abstracts

1 May – 30 May: Open to the General Rapporteur and his Congress Team only.

1 June: Authors will be informed of selection by e-mail.

2 June – 15 June: Closed for reconstruction by webmaster

16 June – 30 July: 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 preferably by e-mail and give input and advice for the final paper.

1 August – 19 August: Closed for reconstruction by the webmaster and Secretariat.

No further revisions of Final Papers will be possible.

From 20 August onwards: All web visitors will have access to the 'ISoCaRP Case Studies Platform'.

As of 1 August: the ISoCaRP Secretariat will begin editing 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 on this website.

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

INTRODUCTION: Authors must provide their abstract with a brief outline of no more than 50 words.

SELECTION: With assistance from 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 the format, fonts, maximum number of pages, and possible insertion of images. Authors should take care to be in accordance with these guidelines with a view to a possible inclusion in the ISoCaRP Congress Proceedings. Only edited papers will be accepted.

CD ROM: All abstracts and the invited final papers will be available 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 or provides the English translation as a hard copy at the presentation itself.

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

CONGRESS PROCEEDINGS: The most important sources for ISoCaRP's internationally recognised publications are our annual congresses and their findings. The target readership is congress and seminar participants, as well as those who wish to join ISoCaRP as a result of their interest in our work. After the Congress, papers may be selected for inclusion in the Congress Proceedings. Copyright for any work published by ISoCaRP remains with the Society. Thus, authors must seek prior permission, in writing, from ISoCaRP if they wish to publish their work elsewhere.