



ISOCARP
Knowledge for better Cities

International Society of City and Regional Planners

Congress Policy 04:
GUIDELINES FOR AUTHORS

ISOCARP Congress Policy 04 Guidelines for authors
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To be updated to maintain currency.

Comments and questions are welcome: isocarp@isocarp.org.

Please check for the latest version.

International Society of City and Regional Planners

The Congress

ISOCARP welcomes Congress papers and projects by city and regional planners and interested individuals from related disciplines from all over the world.

ISOCARP's annual World Congress focuses on a planning theme of foremost international interest. The theme of the 2015 Congress is *Cities save the World. Let's reinvent planning*. Twelve cities in the Netherlands, Belgium and Germany will host 2-day interactive workshops on topical themes before the conclusions and lessons learnt of the workshops will be debated at the plenary in Rotterdam.

You are invited to make a professional contribution to one of the 12 workshops (see Call for Papers).

All authors first submit an abstract to the online platform. They may submit abstracts for papers, research results, but also practical experiences, pilot projects, spatial strategies, plans, or case studies. Authors may request that their paper be peer reviewed. Instructions for writing and submitting an abstract are given in Instructions for abstracts, below.

When the General Rapporteur advises authors that their proposed paper/project has been accepted for the Congress, papers/projects must be submitted to the online platform by the respective deadline.

All selected and presented papers/projects are published online in the Congress *Proceedings*. In addition, presentation slides are made available on the ISOCARP website after the Congress. Authors are encouraged to publish their paper elsewhere, acknowledging that it was first presented at the 51st ISOCARP Congress.

Call for papers

About a year prior to the Congress the General Rapporteur issues the Call for Papers. This outlines the theme and topics for the Congress, and any special events and subjects for which papers and proposals are invited. The Call for Papers is published on the ISOCARP website and is widely distributed.

Congress Team

Due to the fact that there are 12 workshops in 2015, the Congress Team comprises 25 members: the General Rapporteur, 12 international and 12 local co-rapporteurs. Individuals representing the skills, diversity and geographical distribution of ISOCARP members, and reflecting gender equality, are nominated to join the Team by the General Rapporteur, approved by the Local Organising Committee, and recommended to the Executive Committee by VP Congress.

The primary function of the Congress Team is to ensure that submitted papers/projects are selected on merit, organised into coherent parallel sessions, and delivered in sessions that run to time and generate

lively discussion amongst those present.

Each pair of Co-Rapporteurs:

- assists the General Rapporteur in the selection of papers/projects;
- manages a workshop;
- communicates with and assists the authors in their workshop;
- writes the introductory reports for their workshop;
- manages and chairs the sessions – to keep the presentations to time and to encourage discussion of the topic and the issues raised in the papers – and briefly introduces speakers;
- maintains a brief record of the outcomes of the session, for inclusion in their report to the General Rapporteur;
- reports to the General Rapporteur on the outcomes of their workshop, to be incorporated in the General Rapporteur's report to the final plenary of the Congress.
- Co-rapporteurs are supported in their tasks by young planning professionals.

Online submission platform

ISOCARP provides authors and presenters at the ISOCARP Congress with an online platform for the submission of abstracts and papers/projects.

Authors will be guided through a number of steps in submitting their abstract. After finalisation of the Congress program, the website becomes a public platform giving delegates and others information on who is speaking and presenting at the Congress, and access to the papers to be delivered at the Congress.

Instructions for abstracts

In submitting an abstract for the ISOCARP Congress, authors provide the following:

- Name, position, institutional affiliation (if any) and contact details for each author
- If more than one author, name of *corresponding author* (all emails will be addressed to this author)
- The *title* of the proposed paper/project
- The *chosen workshop*
- Whether or not the author requests *peer review*
- A brief *synopsis* of the paper/project for printing in the Congress Program (not more than 50 words)
- *Agreement* with the terms of these *Guidelines for authors and invited speakers*
- *Agreement* for author information to be published by ISOCARP, and grant of a non-exclusive licence to ISOCARP to make use of and publish the subsequent Congress paper and presentation.

The abstract itself is in English. It is text only, with no images, figures or tables. It is between 300 and 600 words (up to a limit of 4000 characters with spaces). ISOCARP welcomes papers from all circumstances and traditions, and from citizens, students, practitioners and planning officials as well as researchers and academics. However, to enable the General Rapporteur to make a reasonable assessment of the appropriateness of the proposed paper for the specific Congress, the abstract should include the following components:

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- A brief description of the “problem”: the project, proposition or research question that is the subject of the paper/project; or a brief description of the place, issue or planning approach addressed in the paper.
- Background – for example, basis in theory, policy framework, governance context, economic conditions – for the project or planning work.
- An outline of the principal results, outcomes, findings and lessons.
- Finally, a note about the extent to which the work is (or is not) generally applicable.

Allocation of papers to workshops

With the assistance of the Congress Team, the General Rapporteur selects the most appropriate papers/projects for the Congress, and in some cases gives advice for the completion of the contribution.

Where an author requests that the paper be peer reviewed, the General Rapporteur assigns a number as the author’s ID, so that the author is not otherwise identified when the paper is submitted. These papers are reviewed by two members of the review panel. The General Rapporteur then advises the author whether the paper will be identified in the program as peer-reviewed or not, and whether any revisions are suggested or required. Being peer-reviewed or not has no effect on the scheduling of a paper.

Style and format for papers

Authors are requested to adhere strictly to the Congress style and format for their paper.

The language is English. Before being submitted, Congress papers should be edited to achieve a language quality consistent with scholarly standards. Papers not meeting this standard will not be accepted or will be returned for revision and resubmission.

Images, figures and tables, and their captions with details of the sources of data and figures, should all be embedded in the document. The style for citing references is the Harvard style (author *and* date *in the citation*; author, date, title of chapter/article, title of book/journal, publisher/volume *and* page numbers *in the alphabetical list of references at the end of the paper*). Notes should be avoided, but if necessary should be in the form of numbered endnotes listed at the end of the paper; footnotes should not be used.

Most Congress papers are around ten pages in length (when formatted in accordance with the instructions below). Length should not normally exceed twelve pages, and size should not exceed 2 MB.

To maintain consistency in the Congress Proceedings, papers should conform to the following format:

- Application: MS Word
- Page size: A4
- Margins: 2.5 cm on all sides
- Header and footer margins: 1 cm
- Header in 10 point Arial: Author’s Name, Short Title of Paper, ‘51st ISOCARP Congress 2015’

- Footer in 10 point Arial: Page number, centred
- Text: 11 point Arial
- Main title: 14 point Arial Bold
- Beneath title in 11 point Arial: Given and FAMILY names of author(s) in either order, with FAMILY name in upper case (capitals); affiliation if any (organisation, agency, institution, etc.); country.
- Beneath title in 11 point Arial (*peer-reviewed paper*): Author ID from the General Rapporteur.
- Next, either the *synopsis* or a shortened *abstract* may be included, but not both.
- Headings: 11 point Arial Bold; subheadings italic.
- Images, figures and tables: captions and sources of data below the graphic, with sources of all data and figures, in 10 point Arial italic.

Format for projects, case studies, realised projects, strategy plans etc.

The 50th anniversary congress aims to include contributions from participants in different forms, not only formal papers. Projects, case studies, etc. are welcome. They should include a short summary about planning background, project objectives, location, client(s), programme, design team, results and benefits from realised project, expected implementation, timetable, etc. in the same format as the formal papers (see above). These contributions should be accompanied by plans at appropriate scales, pictures of sites and realisations, or anything else of relevance. Files should not exceed 2 MB each.

Making contributions at the congress

This congress differs from all the previous ones. All congress participants are expected to contribute actively to the workshops organised by 12 hosts in 12 different cities.

The 12 workshops are conceived as interactive events at which participants are exchanging and sharing their experiences, including those contained in their written contributions (papers, projects, case studies, etc.). The workshops are using a wide variety of methodologies which do not suit formal presentations. It is up to each workshop team to decide how to make use of the contributions.

Besides that, the Young Planning Professionals (YPP) will extract highlights from all the contributions as input to the workshop discussions and conclusions. Together with the syntheses of the workshops produced by the co-rapporteurs in cooperation with the YPP they will constitute inputs to the feedback on the workshops at the plenary sessions of the congress, as well as to the synthesis of the General Rapporteur. The YPP will have a particular task to contribute graphic material toward the feedback of the workshops at the plenary sessions, including a poster showing the key findings of the workshop. Other (audio) visual material, including provided by the authors of papers, projects, case studies, etc. can also be displayed at the ‘market stalls’ at which each city is exhibiting their workshops and related material during

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the whole duration of the congress plenary.

Like previous ISOCARP congresses the 50th anniversary one offers the same combination of scientific content, diverse perspectives and collegiality. The 2015 congress welcomes planners – young and old, north and south, east and west, practical and theoretical, technical and artistic, famous and unknown, generalist and specialist, teacher and learner, and all those with a keen professional interest in the development, maintenance and improvement of the built environment and its liveability.