



**ISOCARP**  
Knowledge for better Cities



## **GUIDELINES FOR AUTHORS AND INVITED SPEAKERS (2017)**

**Based on ISOCARP Congress Policy 05 Guidelines for authors and invited speakers (2014)**

**Issue 02.1, January 2014, updated Jan. 2016 and Jan. 2017**

To be updated to maintain currency.

Comments and questions are welcome: [isocarp@isocarp.org](mailto:isocarp@isocarp.org).

Please check for the latest version.

## The Congress

**ISOCARP and OAPA welcome Congress contributions by city and regional planners and interested individuals from related disciplines from all over the world.**

For the 2017 Joint Conference (53<sup>rd</sup> ISOCARP Congress) the following submissions are possible:

### 1.Submission of a session proposal:

Formats other than the traditional presentations are encouraged, including: point/counterpoint, panel discussions, single speaker, moderated debate, interactive workshops, etc. The sessions will be 75-90 minutes and the number of presenters in each should be limited accordingly.

### 2.Submission of a paper:

Academic contribution consisting of paper and presentation.

### 3.Submission of a case study, project, practical experience, or research:

Contribution to the planning practice consisting of presentation. Submitting a paper is optional, but highly recommended.

**For all three options authors first submit an abstract to the online platform.** Instructions for writing and submitting an abstract are given in Instructions for abstracts.

When the Conference Committee advises authors that their proposed contribution has been accepted for the Congress, papers, case studies, projects, detailed session descriptions should be submitted to the online platform by the respective deadline. All papers submitted and presented at the Congress are published online in the Congress *Proceedings*. Session and case study abstracts will also be included. Each year ISOCARP strives to have the *Congress Proceedings* indexed in Conference Proceedings Citation Index within Web of Science. 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 ISOCARP Congress. After the congress selected contributions will be published electronically with ISBN number, together with the congress summary.

Invited speakers (generally presenting to plenary sessions or special events) are encouraged to follow the same process, and in any event to submit a paper, a summary and/or their presentation slides for inclusion in the Congress *Proceedings*.

## Call for contributions

The Conference Committee 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 Contributions is published on the OAPA and ISOCARP websites and is widely distributed.

## ISOCARP paper platform: Online submission

**ISOCARP provides intending authors and presenters at the ISOCARP-OAPA Joint Conference with an online platform for the submission of abstracts and extensive contributions (in English).**

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 contributions to be delivered at the Congress.

## Instructions for abstracts

**In submitting an abstract for the ISOCARP-OAPA Joint Conference, 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
- The *topic* to which the contribution most closely relates
- A brief *synopsis* of the contribution 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 and OAPA welcome contributions from all circumstances and traditions, and from citizens, students, practitioners and planning officials as well as researchers and academics. However, to enable the Conference Committee to make a reasonable assessment of the appropriateness of the proposed paper for the specific Congress, the paper/case study abstract should include the following components:

## Guidelines for authors and invited speakers

- A brief description of the “problem”: the project, proposition or research question that is the subject of the paper; 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.
- Reference to two or more scholarly or official works, locating the project in a specific discipline, intellectual tradition, and/or planning context.
- A brief indication of the methods used in carrying out the work described in the paper.
- 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 contributions to tracks

The conference committee selects the most appropriate contributions for the Congress, advises authors of acceptance or otherwise, and in some cases gives advice for the completion of the contribution. Accepted contributions will be presented at the Congress. Contributions will be published in the online Congress *Proceedings*. Only contributions from registered authors will be published. While the author’s views regarding the appropriate track, topic or session for the paper are taken into account, allocation to a session is governed by the overall mix of papers, and may change when the schedule is finalised immediately before the Congress to achieve the best balance of topics and sessions.

Authors of papers presented at the Congress are encouraged to subsequently submit their paper for publication in scholarly journals, magazines, reports and other publications, provided that this is accompanied by a statement to the effect that the paper was first delivered to the Joint OAPA-ISOCARP Conference/53<sup>rd</sup> ISOCARP Congress in Portland, Oregon, USA, in 2017.

### Style and format for papers

**Authors are requested to adhere strictly to the Congress style and format for their paper, to facilitate its inclusion in the Congress *Proceedings*.**

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.

The Congress *Proceedings* will be published immediately prior to the Congress. ISOCARP editors may make minor modifications, and if necessary may reduce the size and/or number of images, figures and tables to meet size constraints.

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

- Application: PDF
- 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, ‘Joint OAPA-ISOCARP Conference/53rd ISOCARP Congress 2017’
- 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.
- 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.

### Dates and deadlines

**Reviewing, programming and publishing about 100 Congress papers requires a great deal of team work and cooperation, leading to a rich and enjoyable Congress for authors and delegates alike. To achieve this outcome, the deadlines indicated on the congress website have to be followed.**

### Finally, what it’s all about: presenting at the Congress

ISOCARP Congresses strive to achieve a good balance between the presentation of formal, informative contributions and lively discussion and debate among those attending the sessions. Depending on the session, keynote and invited speakers may be asked to

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\* The FAMILY name -- used in indexes, and in lists of authors and delegates -- determines alphabetical order.

## Guidelines for authors and invited speakers

speak for 20, 30 or 40 minutes, allowing time for questions and discussion. In panels and forums, speakers may be asked to make brief initial contributions of 5-8 minutes. In the tracks, authors are asked to limit their presentation to 10 minutes. In all cases, the Conference Committee will liaise with speakers and discuss with them the format of their session.

Authors are welcome to speak with or without notes, and with or without presentation slides (Powerpoint, Prezi etc). Where slides are used, their primary purpose should be to *supplement the spoken word with maps, images, figures and tables*, and they should be few in number (10 to 20, even less). If slides contain text, the content should be limited to key words and headings, and should be visible from the back of the room. When using slides, authors should be aware of the tendency for their delivery to be “driven by Powerpoint” (rather than the other way around), and specifically should avoid reading out the text on the screen. Dynamic and engaging presentations are encouraged, these should be short interventions to present the results of work and inspire discussion afterwards.

For session proposals formats other than the traditional presentations are encouraged, including: point/counterpoint, panel discussions, single speaker, moderated debate, interactive workshops, etc.

### **Presenting at an ISOCARP Congress is a highly enjoyable and rewarding experience.**

Fellow authors come from all parts of the world to share their knowledge and experience, and to learn from colleagues in situations both similar to and very different from their own. The delegates are there to gain insights into cutting edge planning around the world, and to make and renew friendships with planners in other cities, countries and cultures. An ISOCARP Congress offers a unique combination of scientific content, diverse perspectives, and collegiality. The most rewarding way to be part of this is to give a paper in one of the paper sessions. We hope that these Guidelines for authors and invited speakers help to make this opportunity a reality, and that we can welcome 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!

Jeremy Dawkins, Vice President Congresses, December 2012  
Updated by Slawomir Ledwon, Vice President Congresses,  
Jan. 2014, Jan. 2016 and Jan. 2017