



ISOCARP
Knowledge for better Cities

International Society of City and Regional Planners

Congress Policy 05:

**GUIDELINES FOR AUTHORS AND INVITED SPEAKERS
(2016)**

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

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To be updated to maintain currency.

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

Please check for the latest version.

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The Congress

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

ISOCARP International Planning Congress focuses on a planning theme of foremost international interest. ISOCARP has held congresses on vital topics in the field of city and regional planning since 1965, combining a unique triple perspective in theory, policy and practice. Congresses have been held around the world, from Istanbul to Dalian, from the Azores to Sydney, from Guadalajara to Jerusalem.

As well as the concurrent sessions for submitted papers, the Congress program includes plenary sessions with keynote speakers; Young Planning Professionals (YPP) and Urban Planning Advisory Team (UPAT) presentations; semi-plenary technical seminars, partners' and special sessions; an exhibition; and side events. These sessions are complemented with technical tours, post congress tours and social events such as receptions and dinners.

All authors first submit an abstract to the online platform. Instructions for writing and submitting an abstract are given in Instructions for abstracts, below.

When the General Rapporteur advises authors that their proposed paper has been accepted for the Congress, papers 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*. 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 a selected of papers will be published on a CD Rom or USB (box) with ISBN number.

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 papers

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.

ISOCARP paper platform: Online submission

ISOCARP provides intending authors and presenters at the ISOCARP Congress with an online platform for the submission of abstracts and papers, in English.

The Congress website – containing the full Call for papers, information on speakers, events and tours, and background on the host country – also has a platform for the submission of abstracts and papers.

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
- The *topic* to which the paper most closely relates
- Whether or not the author requests *peer review*
- A brief *synopsis* of the paper 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 and the Congress Team to make a reasonable assessment of the appropriateness of the proposed paper for the specific Congress, the abstract should include the following components:

- 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

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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 papers to tracks

With the assistance of the Congress Team, the General Rapporteur selects the most appropriate papers for the Congress, advises authors of acceptance or otherwise, and in some cases gives advice for the completion of the paper. In special cases the General Rapporteur may also move the paper to a track different from the one that was indicated by the author.

A selection of accepted papers will be presented at the Congress. Papers will be published in the Congress *Proceedings*, an electronic document (with ISBN) distributed at the Congress on CD or USB drive, and on the ISOCARP website. Only papers from registered authors will be published. While the General Rapporteur takes account of the author's views regarding the appropriate track, topic or session for the paper, 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 52nd ISOCARP Congress in Durban, South Africa, in 2016.

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, so it is essential that papers for inclusion in the *Proceedings* are ready for publication. 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, '52nd ISOCARP Congress 2016'
- 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.

Of course, the General Rapporteur will always consider requests for consideration based on special and unforeseen circumstances – but no-one can necessarily count on the General Rapporteur being able to help. It's much better to plan to be ahead of the schedule at every stage!

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

Finally, what it's all about: delivering the paper at the Congress

ISOCARP Congresses strive to achieve a good balance between the presentation of formal, informative papers and lively discussion and debate among those attending the paper sessions. Depending on the session, keynote and invited speakers may be asked to 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 paper sessions, authors are asked to limit their presentation to 10 minutes. In all cases, the General Rapporteur and/or session Co-Rapporteurs 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.

Delivering a paper to 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 and Jan. 2016