

Instruction for Authors for Submission of Articles and Reports

The Association of Rural Planning

The Association of Rural Planning (hereinafter, ARP) invites the submission of articles and reports to be published in the Journal of the Rural Planning (Issues No.1 – No.4 and the Special Issue). The Submission Guidelines apply to the submissions to all issues.

The “Outline of Detail Guidelines for Special Issue” concerning the closing date, etc. will be published separately every year.

1. Categories of manuscripts

The author must select one from the following categories at the time of the submission.

In regard to the issue of the author's choice for the publication, a categorical change is allowed even after the evaluation has started if it is from the Special Issue to the Issues No.1–No.4.

(1) Issue categories

✓Issues No.1–No.4

The invitation for submission, the evaluation, and the decision to accept a manuscript are carried out at any time, and accepted manuscripts will be published in the latest issue (except for the Special Issue). There is about a month's leeway for revision. After a manuscript is accepted, anyone who wishes may present orally at the Autumn Conference described below provided that he/she meets the requirement.

✓Special Issue (published once a year)

Every year, special issue submissions are welcomed until a certain closing date in mid-May, and results are posted till the time from mid- to late-September. Although the period to decide acceptance is clear, the period for revisions after acceptance is slightly short, i.e., 2–3 weeks. The authors of the accepted articles/reports will be obliged to give an oral presentation at the research presentation meeting of the ARP's Autumn Conference held in the relevant year.

If a decision for acceptance is not made by mid-September, publication of such articles/reports will not be made in the Special Issue of the relevant year. If the author wishes, the evaluation can be continued for publication in the Issues No.1–No.4 (called continued evaluation).

(2) Categories of evaluation

✓Articles (peer-reviewed): articles of academic value

✓Reports (peer-reviewed): reports on case studies/investigations concerning planning/designs/projects with findings that will contribute

to the development of rural planning

(3) Language categories

✓Japanese (include an abstract of around 250 words in English)

✓English (an abstract in English is required, but a Japanese abstract is not needed)

2. Manuscript formatting

(1) Creation of manuscripts

Manuscripts including figures, tables, etc. should be prepared according to the Manuscript Preparation Guidelines. (Those prepared improperly can be rejected.) For the convenience of editing, in principle, manuscripts should be created on Microsoft Word.

(2) The number of pages

The standard number of pages is six (6). However, up to a total of ten (10) pages will be accepted at the time of the submission. In addition, the number of pages will not be limited when the author needs to further add pages to a revised manuscript in response to the points brought up during evaluation.

(3) Colored manuscripts

For both the Issues No.1–No.4 and the Special Issue, it is possible to publish manuscripts in color if the authors wish. The authors should apply for color publication at the time of the submission, and the evaluation of the manuscript will be carried out as it is with color figures/tables. However, the author cannot cancel color publication after the evaluation has started.

The authors who do not wish to publish manuscripts in color should submit them with figures and tables created in black and white.

3. Submission of manuscripts

(1) The method of submission and the submission address

Manuscripts should be submitted by email to the Review Committee of the Association of Rural Planning (arp_submission [at] ruralplanning.jp). The subject should be “Manuscript for submission (the name of the lead author).”

Additionally, the email should be sent by CC to all the co-authors of the relevant manuscript (for the confirmation of the authorship).

If it is not possible to submit by email, contact the Review Committee in advance.

(2) The format of the files

In principle, manuscripts should be submitted as Microsoft Word files. Please also submit a PDF file of the relevant manuscript to review for garbled or

blurred letters. In addition, submit the following: the submission transaction file (a Microsoft Excel file, downloaded from the home page of the Association), the checklist for the submission. (Please print and complete by hand then submit as a PDF or JPG file.)

The manuscripts and associated files should be named “the name of the lead author.docx,” “the name of the lead author.pdf,” “the name of the lead author.xlsx,” etc.

After a manuscript has been accepted for publication, the author will be asked to send the file of the original figures of the figures in the main body separately (jpg, gif, wmf, etc.)

4. The qualification for submission, the method of evaluation, the date of the receipt of a manuscript, the date of the acceptance for the publication, copyright, etc. are in accordance with the “Submission Guidelines” (revised on March 16, 2019).

5. Costs

Authors may submit manuscripts at no charge.

The following will be borne by the author if his/her manuscript is accepted for publication after the evaluation. Please refer to the separate table for the rates. In the case of unpaid expenses, the manuscript may be withheld from the Journal or Rural Planning.

- ✓Publishing fee
- ✓Charges for extra pages when a manuscript has more than six pages (in principle)
- ✓Cost for color printing
- ✓Cost for editing when a file was not created on Microsoft Word at the time of submission
- ✓Cost for a professional correction of figures, tables,

etc. for printing.

6. Other

(1) If you have difficulty in creating Microsoft Word files in a format that conforms to the Manuscript Preparation Guidelines, such as line spacing, font-size settings, column settings, chart pasting, etc., the ARP Office will conduct the work on your behalf for a fee before the submission. Please refer to the separate table for the rates.

Submit to the Review Committee files such as those of the main body and the references created by referring to the formats in the Manuscript Preparation Guidelines, and submit the file of the figures prepared likewise by referring to the Manuscript Preparation Guidelines. However, for the convenience of the procedure, give yourself about two weeks to apply from the day you plan to submit the manuscript.

(2) After a manuscript is accepted for publication, the ARP Office may modify the submitted files in order to regulate the formats.

(3) If you did not receive a notice of receipt from the ARP Office within one week of the submission of the manuscript, contact the Review Committee.

(4) If you have any questions about these procedures, please contact the Review Committee.

7. Additional rules

Last revised on March 16, 2019

The rules will be effective from April 1, 2019.

【Separate Table】 Costs paid by the authors

1. Before submission

Description	Rate	Remarks
Creation of Microsoft Word files that comply with the Manuscript Preparation Guidelines (if requested by author)	2,000 yen per created page	The author should create the files for the main body, figures/tables, an English abstract, citation, etc. and send them separately.

2. After acceptance for publication

Description	Rate	Remarks
Publication fee	0 yen	For both the Issues No.1–No.4 and the Special Issue
Charges for extra pages	10,000 yen per extra page	Charged from the 7 th page. For example, if a printed manuscript has ten pages, the total cost will be 40,000 yen.
Cost for color printing	50,000 yen per color page	For example, if an article has six pages of which two are color and four are black and white, the total cost will be 100,000 yen.
Cost incurred for editing non-Microsoft Word files	Actual cost	The cost fluctuates according to the cost born by the ARP Office.
Cost incurred when a professional correction was made to figures/tables for printing	Actual cost	Same as above

3. Additional rules

The table is effective from April 1, 2019.