

# Submission Guidelines

The Association of Rural Planning (ARP)

Enacted on May 22, 1982

Last revised on March 07, 2020

The submission guidelines apply to articles and reports submitted for publication in the *Journal of Rural Planning* (hereinafter, “the ARP Journal”; it is composed of Issue No.1 to No. 4 and the Special Issue). The guidelines for the submission of articles and reports, drafting manuscripts, etc. will be established separately.

## 1. Outline

The ARP Journal invites the submission of articles and reports on academic and technical matters related to rural planning. Both articles and reports will be accepted based on peer review and reviewer evaluation.

## 2. Qualification for the submission

The lead author and corresponding author of an article or a report must be a member of the Association (a regular member, an associate member, or a prospective member who will apply for membership at the time of the submission) in order to submit to the ARP Journal. However, the co-authors can include non-members.

## 3. Types and categories of manuscripts

Article: articles of academic values

Reports: reports on case studies and investigations concerning planning/designs/projects with findings that will contribute to the development of rural planning.

Manuscripts in both categories can be submitted in Japanese as well as in English.

## 4. Evaluation procedure

### (1) Method of evaluation

The acceptance of articles and reports will be decided by the review committee based on the result of peer reviews by two or more reviewers selected by the review committee.

### (2) Evaluation criteria

(a) Content: the accuracy and validity of the thesis, the originality of the task setting and the research method, the validity of the survey method and the analysis method, the reliability of the data, the originality of the result and its pioneering and innovative nature on rural planning.

(b) Representation: the appropriateness of the title, the clarity of the description, the appropriateness of terms

and expressions, the clarity of the diagrams/tables and the appropriateness of their titles, and the appropriateness of the citations.

### (3) The date received and the date accepted

The date received is the day when the manuscript has been confirmed as appropriate in terms of format and other elements by the review committee and the evaluation starts.

The date accepted is the day when the review committee accepts the manuscript for publication in the ARP Journal as a result of the evaluation.

## 5. Prohibitions

### (1) Prohibition of double submission

In principle, the articles and reports must not have been published before. The following are not permitted: double submission with articles that have been peer reviewed by other academic societies; double submission to Issues No.1 – No.4 and/or the Special Issue.

However, the following points (a)–(e) can be rewritten in terms of the content, the structure, etc. and submitted.

(a) Articles/reports presented without being reviewed at a Spring Conference, etc. Articles/reports published in the ARP Journal as a “Discussion”, a “Review”, etc.

(b) Articles/reports published as theses without peer review or reviews for other academic societies.

(c) Articles/reports presented as summaries or materials at a symposium, a research presentation, an international conference, etc.

(d) Articles/reports internally published in university bulletins and for research institutions, etc.

(e) Reports on the result of research commissioned by local governments, organizations, etc.

### (2) Prohibition of serial form

Both articles and reports must be prepared as an independent manuscript for each article. Manuscripts composed of divided parts of a long article submitted in serial form are not considered as independent articles.

### (3) Notes on authorship

The authors of articles/reports must satisfy all of the following criteria (a)–(d).<sup>1)</sup>

(a) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;

(b) Drafting the work or revising it critically for important intellectual content;

- (c) Final approval of the version to be published;
- (d) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In regard to the names of the authors, the order, and the corresponding author at the time of submission, it is not permitted to add or delete names or change the order after the manuscript has been revised or accepted for the publication.

## 6. Other

### (1) Objections

If there is an objection to the evaluation result of “not accepted,” the authors can appeal the decision within 4 weeks of the date of the notification of the result by submitting a document specifying the reason to the “Proofreading Committee” of the Association.

### (2) Copyright

The copyright for the articles and reports published in the ARP Journal belongs to the authors. Also, the ARP will manage the copyright on their behalf. However, this is not the case when the authors use their works published in the ARP Journal for other purposes.

## 7. Additional rules

These rules will become effective from April 1, 2020.

The description of the corresponding author in the accepted manuscript shall apply from the Vol. 39, Issue 1.

## References

- 1) Japan Society for the Promotion of Science, Editing Committee (2016) "For the sound development of science—the attitude of sincere scientists (Text Version)" Maruzen Publishing, Tokyo, p. 50