

## 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 Studies.

### 1. Categories of manuscripts

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

#### (1) 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

#### (2) 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 not be received.) 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. Submission of manuscripts

#### (1) The method of submission and the submission address

Manuscripts should be submitted through Editorial Manager for Journal of Rural Planning Studies by a first or corresponding author. (<https://www.editorialmanager.com/arp/default1.aspx>)

If it is not possible to submit by the Editorial Manager, contact the Review Committee ([arp\\_submission\[at\]rural-planning.jp](mailto:arp_submission[at]rural-planning.jp)) .

#### (2) The format of the files

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.

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 August 2, 2022).

## 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. In the case of unpaid expenses, the manuscript may be withheld from the Journal or Rural Planning Studies.

✓ Charges for extra pages when a manuscript has more than six pages (Charged from the 7th page and 10,000 yen per extra page).

## 6. Other

- (1) On the review process, submit the revised manuscripts by referring to the formats in the Manuscript Preparation Guidelines.
- (2) After a manuscript is accepted for publication, the author will be asked to send the file of the original figures in the main body separately (jpg, gif, wmf, etc.) and the ARP Office may modify the submitted files in order to regulate the formats.
- (3) If you have an objection to the final evaluation as “rejected”, you may ask to the proofreading committee of ARP (arp\_info[at]rural-planning.jp) by email with the reason of the objection.
- (4) If you have any questions about these procedures, please contact the Review Committee.

## 7. Additional rules

Last revised on August 2, 2022

The rules will be effective from August 2, 2022.