Submission Guidelines

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1. Content and Structure for the Research Paper

1.1. Abstract
The abstract should give a brief overview of the article content. It is afterwards published as a manuscript synopsis, so please be careful when writing this short piece of text – the readers might be either encouraged to dig further into the text or deterred by the quality of this short introductory note. Please include the main findings, briefly summarised, and preceded by the short introductory note that explains the research context and significance. It is not recommended to use references in the abstract. It is recommended to include no more than 200 words in this part of the final submission.

1.2. Paper Quality
Research paper is an academic contribution to the specific field, discipline and/or topic.

Research Papers counts between 3000 and 5000 words, including the manuscript and references. The text should be accompanied by tables and figures for the clarity of presentation. It might also contain photographs presenting a case study context. When applicable, please add acknowledgements and information about the research funding.

The manuscript should have an explicit focus and a clear organisation. After the introduction, ending with a brief paragraph on paper structure, the background research should be presented, including a succinct overview of the scholarly literature and/or applied research in the field, relevant for the subject of the paper. This is followed by an explicit explanation of the methodology applied. Further, after presenting the case study (if applicable), the core part of the paper should indicate the research results. The next sections present discussion of the research outcomes, concluding remarks and, optionally, plans for future investigations.

For the Research Paper it is obligatory to submit the final version until 15 September 2021, while presentation can be submitted before the Congress.

1.3. Research Paper Presentation
Presentation slides should have the following sequence:
- First slide: Track name, Name of author(s) and paper title
- Summary Slide
- Aim of research, focus, study and methodology
- Content of the research
- Final Slide: Conclusions and Lessons Learned (should also include some points specifically reflecting the links with congress/track topic);

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.
2. Content and Structure for the Case Study Report

2.1. Case Study Presentation
Case study report is a professional contribution to the planning practice focused on elucidating a specific project, proposal, plan, design, existing or work-in-progress development. Submitting a Case Study Report is optional and a PowerPoint presentation usually suffices. Nevertheless, it is still highly recommended.

For obligatory presentation we are highly recommending following presentation structure:

- First slide: Track name, Name of author(s) and project title
- Summary Slide
- Context of the Project
- Project focus and the overview
- Expectations and planned future projects (how your project will evolve in next years or your future initiatives)
- Conclusions and Lessons Learned (should also include some points specifically reflecting the links with congress/track topic);

2.2. Case Study Report
Case study report counts between 2000 and 3000 words, including the manuscript and references. The text should be accompanied by tables and figures for the clarity of presentation. It might also contain photographs presenting a case study context. When applicable, please add acknowledgements and information about the research funding. The manuscript should have an explicit focus and a clear organisation. We suggest the following structure:

- The starting problem addressed by the project
- Explanation of the context (socio-political, economic, etc.) the project is embedded within
- The project approach (e.g. multidisciplinarity; PPP; step-by-step approach, etc.)
- The results of the project
- Broader project impact
3. Structure for the Session Proposals and Special Sessions

Link to the Session Proposal/Special Session template

For Session Proposals and Special Sessions a detailed concept note/Terms of Reference providing the following information, among others, is necessary. There is no word limit for the concept note/Terms of Reference. There is no need to include the abstract in this submission.

We suggest the following structure:
• Context/Background
• Short Description of the session
• Objectives of the session
• Format of the session
• Programme/Agenda (including the names of facilitators, session speakers and/or panellists)

4. Tips for paper submission

4.1. Language
It is the authors’ responsibility to make sure the language quality is acceptable; please carefully check for the spelling and grammar faults. Using qualified proofreading in case of the non-native speakers is highly recommended. Please make sure that the text is pleasurable to read.

4.2. References
Please use the “Harvard style” of references (in Mendeley - Harvard Reference style 1). Use approximately 20 to 60 references for paper submissions.

• Book: Author surname(s), initials(s), (Year published) Title. Edition. Place of publication: Publisher.

• Edited Book: Editor surname(s), initial(s). (eds.) (Year Published). Title. Edition. Place of publication: publisher.

• Chapter in an Edited Book: Editor surname(s), initial(s). (Year Published). ‘Title of chapter’ in editor(s) surname(s), initials(s) (eds.) Title of book. Edition. Place of publication: publisher, page numbers.

• E-Book: Author surname(s), initial(s). (Year Published), Title. Edition. E-book format [e-book reader]. Available at URL or DOI (Accessed: day month year)

• Journal Article: Author surnames. (year) ‘Title of article’, Title, volumes (issue, season etc), page numbers.

• Online Journal: Author surname(s), initial(s). (Year) ‘Title of article’, Title of journal, volume(issue/season) [online]. Available at: URL or DOI (Accessed: day month year)

• Newspaper Article: Author surname(s), initial(s). (Year) ‘Article Title’, Newspaper Title (edition), day month, page number(s).
4.3. Filling the template
You must use the ISOCARP templates without altering margins, paragraph styles or fonts. Please fill in your name and title in the Header by double clicking on it. Do not add or modify anything in the Footer and margin settings.

Above 'Main Title', leave only the category of your paper: Research Paper / Case Study Paper / Session proposal.

Please limit the main title up to 20 words. Please fill in the authors' names as in the example below.

4.4. Use of the paragraphs - template
Use the existing styles and fonts without changing the setting. The paragraph styles in the template contain:

- 'Title' (Calibri Light, 22pt) and 'Subtitle' (Calibri Light, 18pt)
- 'Abstract' (Calibri, Italic, 10pt) for abstract text and keywords
- 'Heading 1' (Calibri, Bold, 14pt) or 'Heading 2' (Calibri, Bold, 12pt) for the title of paragraphs and subparagraphs
- 'Normal' for major text (Calibri, 10,5pt)
- 'Reference Paragraph' for the list of references (Calibri, 10,5pt)

4.5. Placing the figures - template
Remember to give a title or a short description to images, figures, and tables included in the text.

Keep in mind also adding the source of all data and figures. Use 'Insert Caption' tool available in the menu after right mouse click.
5. Tips for the presentation

5.1. The Presentation Time and Schedule
The congress team will arrange a presentation schedule according to tracks and sessions. It is very important to be brief and respect the schedule. The general advice is to be focused and to summarise the most important findings only. This is intended to keep sufficient time for discussion.

5.2 Effective Congress Presentation
At the ISOCARP World Planning Congress 2021 not all presentations will have the same format and length, but we would like all presentations to be engaging, highly communicative and especially based on the principle of ‘sharing knowledge’ and learning across roles and cultures. In order to prepare an effective presentation, the Congress would like to give the following suggestions:

1. Stick to the ISOCARP length and formatting guidelines for your presentation. The complete guidelines and templates can be found here. If you are expected to give a short presentation and take part in a debate, make sure your presentation focuses on your specific viewpoint and be ready to expand during the debate. If you have been selected as a Keynote Speaker, make sure that your presentation is lively and has a clear message.
2. Many ISOCARP Congress delegates are experts in their own field and very interested in hearing new ideas, stimulating content, new research: in short something that matters to them. Please make sure that you use your presentation for ideas worth sharing.
3. Typically, the content of a paper contribution is too long and complex for a presentation at Congress: it is necessary for you to cover key messages and essential material only in your presentation, inviting the audience to read the rest in the paper itself.
4. Include maximum a slide and a few words to introduce yourself as an individual, stating your place of work and your interests. Providing a list of your titles or a summary of your career should be avoided.
5. While the template for the Full Paper and Summary Slide is mandatory, ISOCARP allows you to use any formatting of your choice for the Presentation, including your logo. However, do not include in your presentation any marketing material, nor standard information about the organisation you are working for or standardised project work: The Congress is about sharing knowledge and not self-promotion.
6. Thanks and acknowledgements are normally not necessary and it is better to enter into the core of the presentation directly. If necessary, you could include your thanks in a final slide at the end, so that they do not come in the way of an engaging start.
7. Illustrations and graphs are normally better than words. Long paragraphs should be avoided. Spend a few minutes by Googling something like “Tips for Effective Presentations” or “Best PowerPoint Presentations” for tips and advice.

5.3. Suggested format of the presentation
A template for the presentation slides is provided and can be used by author as a guidance (not mandatory). It is recommended that each slide has a footer with the author’s name, contact information (email), page number and title of the paper. Suggested format of the presentation is 16:9. Text on slides should be limited and in the form of bullet points and keywords.

As an alternative, other visual presentations may be used, such as slideshow, Prezi, video etc.
It is also recommended to use a summary slide to give the overview of the presentation. This slide should show the project/research findings, location and key points. This summary slide can be found on the provided presentation template.

5.4. Filling the suggested template

ISOCARP template have already prepared layout for slides:
1. Introduction Slide
2. Summary Slide
3. General Slide

To edit the layout slide footnote:
1. Enter the Slide Maste option
2. Edit the text field in the Slide Master on each slide