

Town Planning Review Contributor Guidelines

Presentation of your paper

Full-length papers should be 7-9,000 words long (including notes and references) while shorter reports on current research topics should be 2,500-3,000 words long.

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Papers must include an abstract of c. 100 words, and should also include a contents sheet listing all main and sub-headings as they appear in the text, with page numbers indicated for each section, and a page listing the name(s) of author(s), full professional postal addresses, current affiliation and research/ practice interests.

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Abstract

Your paper should begin with an abstract of about 100-150 words. Abstracts appearing in TPR/IDPR are held in bibliographical databases and should allow users of these to make an informed decision as to whether your paper will be of relevance and interest to them. Do not include any references in your abstract.

Headings

You may normally use up to three levels of heading in the text to help guide readers around your paper.

Conventions

Use -ise/-isation endings rather than -ize/-ization (e.g. realisation, authorise etc.).

Use English spelling rather than American (centre, not center etc.) except for American proper names (e.g. Kennedy Space Center).

Use italics for emphasis, not bold or underlining.

Use bullets in the text to break up lists and the like, rather than a), b), c) etc. Use single quotation marks.

Dates should be in the form of 'day month year', e.g. 10 May 1998, not May 10 1998 or 10th May 1998 or 10 May, 1998 or 10.5.98.

When using abbreviations or acronyms, spell them out in full on their first use (except for universally known ones such as UK, USA, NATO etc.). Do not use full points within abbreviations or acronyms.

Figures and tables

Maps, diagrams, charts and photographs should be referred to as 'Figures' and should be numbered in a single sequence in the order in which they are referred to in the paper. To show where in the text you would ideally like the figures to appear, please put 'INSERT FIG. 1 HERE' at the appropriate point.

- 1. All figures should have brief descriptive captions.**
- 2. Figures should be supplied digitally, as separate tiff, eps or jpg files, at a resolution of 300dpi and at a size appropriate to the page size of the journal (ie, not larger than 5 inches by 7 inches).**
- 3. Please do *not* embed figures within the Word document of the paper itself – figures submitted in this manner *cannot* be used.**
- 4. Please note that the *Review* is printed in black and white, and all illustrations, including charts and graphs, should be designed to be suitable for reproduction in black and white.**

Tables should be numbered in a single sequence in the order in which they are referred to in the paper. To show where in the text you would ideally like the tables to appear, please put 'INSERT TABLE 1 HERE' at the appropriate point. **All tables should be supplied as tables in Word, so that the text might be edited by the copy-editor.**

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Quotations

Quotations in the text of more than 30 or so words should be pulled out of the text and indented, using indents, not tabs. They should have a line space above and below them. Indented quotations should not be put in quotation marks. Italicise only those parts of the quotation that were in italics in the original, unless you specifically want to stress part of a quote, in which case you should add '(emphasis added)' after the quotation.

References

TPR/IDPR uses the author–date system of referencing. Please avoid using footnotes wherever possible. However, where their use is unavoidable, please use superscript numbers within the text corresponding with the number of the relevant footnote.

References in the text should be made in the following ways: As Scott (1996) points out, this may not be so.

However, this might not be so (Scott, 1996).

(Jones, 1995, 17; Smith, 1998)

(Jones, 1995; 1997)

For a reference with three or more authors, name only the first with et al. Do not use 'ibid.' when referring to the same work twice in succession.

You must make sure that all references which appear in the text are given in full in the references section. Where there is more than one reference to the same author for the same year, they should be listed as 1995a, 1995b etc.

The references section should be a continuous alphabetical list. Do not divide the list into different sections (books, reports, newspaper articles etc.). Where there is more than one reference to the same author, that author's references should appear in chronological order, with references to that author in conjunction with others coming after the last reference to the author alone. For example:

JONES (1992)

JONES (1994)

JONES and CAMPBELL (1989)

Websites

Online resources should be listed in a format similar in the following examples:

GRANT, M. (1999), *Planning as a Learned Profession*,
<http://www.planning.haynet.com/refe/docs/990115.htm> (accessed 27 January 1999).

UN HIGH LEVEL TASKFORCE ON THE GLOBAL FOOD SECURITY CRISIS
(2008), *Comprehensive Framework for Action*, New York, NY,
www.un.org/issues/food/taskforce/Documentation/CFA%20Web.pdf (accessed 12 September 2010).

RAFAELLI, M. (1997), *The Family Situation of Street Children in Latin America: A Cross National Review*, Lincoln, NE, University of Nebraska,
<http://digitalcommons.unl.edu/psychfacpub/104> (accessed 11 May 2007).

[*Please note that access dates are required for all Web references.*]

Books

The order of information should be as in the following examples: CASTELLS, M. (1978), *City, Class and Power*, London, Macmillan. FALUDI, A. and VOOGD, H. (eds) (1985), *Evaluation of Complex Policy Problems: Case Studies and Reports*, Delft, Delftsche Uitgers Maatschappij.

Journal papers and book chapters

The order for references to articles/chapters of books should be as in these examples:

DAVIDOFF, P. (1965), 'Advocacy and pluralism in planning', *Journal of the American Institute of Planners*, **28**, 331–38.

DROR, Y. (1986), 'Planning as fuzzy gambling: a radical perspective in coping with uncertainty', in D. Morley and A. Shachar (eds), *Planning in Turbulence*, Jerusalem, The Magnes Press, 247–81.

Do not include the issue number of the volume in which an article appears (i.e. do not use '**28** (3) 331–38').

If referring to a chapter in a book that appears elsewhere in the references, use the convention:

NEWMAN, D. and APPELBAUM, L. (1992), 'Recent ex-urbanisation in Israel' in Golanyi et al. (eds), 20–29.

Papers/working papers/reports etc.

These need an explanation of what they are in parentheses after the title. The title can be in inverted commas or in italic, depending on whether the work was published or not (published, use italic; not published, use inverted commas). For example:

SMITH, J. (1995), 'Contemporary urban transport' (paper delivered to the Conference on Urban Transport, Bristol, 14-15 September).

SMITH, J. (1995), 'Contemporary urban transport' (unpublished PhD thesis), Bristol, University of Bristol.

SMITH, J. (1995), *Contemporary Urban Transport* (Working Paper No. 5), Chelmsford, Essex County Council.

SMITH, J. (1995), *Contemporary Urban Transport* (report to the Working Group on Urban Transport), Chelmsford, Essex County Council.

When the authoring/editing body is generally referred to in its abbreviated form, it should appear in the references following the convention:

BMA (BRITISH MEDICAL ASSOCIATION) (1998), *Health and Environmental Impact Assessment: An Integrated Approach*, London Earthscan.

In this way, references in the text can be kept short (BMA, 1998).

Gift authors are discouraged

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