



***ICCCASU VI:
Publication Submission Guidelines***

Welcome & Objectives

Purpose of this meeting:

- Walk contributors through how to submit to the Online Journal
- Clarify format requirements and deadlines
- Ensure all authors are confident in the process

Two publication paths

- Springer Book – **English only**, email directly to Kalan
- Online Journal – **English**, **French**, or **Chinese** submit via website

About the *Journal*

The *City Development: Issues and Best Practices* Journal is a diamond open access, peer-reviewed academic platform that welcomes contributions addressing the challenges and innovations in urban development across the globe — especially in developing contexts.

The journal supports English and French submissions and is committed to publishing high-quality research and practical insights. It is open to academics, professionals, students, and policymakers.

Link to journal submission page: <https://uottawa.scholarsportal.info/ottawa/index.php/CDIBP>

General Submission Requirement

Authors must ensure the following before submitting:

- The manuscript is original and **not under review elsewhere**
- File format: **.doc, .docx, .rtf, or OpenOffice Writer**
- **All identifying information** (author names, affiliations, acknowledgements) must be **removed** from the main file for **double-blind peer review**
- Text is **double-spaced, 12-point Times New Roman, single-column**, using **italics** (not underlining)
- **Figures and tables** are embedded **in-text**, not at the end
- All **references use Harvard style**, and URLs are provided where applicable
- A **title page** (submitted separately or added after review) includes:
 - Title
 - Author names and affiliations
 - Corresponding author's email
 - Running head

Submission Process – Online Journal

- **Register** or **log in** on the journal website.
- Prepare your manuscript in **Word, OpenOffice, or RTF**.
- **Ensure anonymity**: Remove all author identifiers for blind peer review.
- **Provide**:
 - Title
 - Abstract (150–250 words)
 - Keywords
 - Manuscript
 - Any visuals embedded in-text
 - Reference list with URLs where applicable
- Upload your manuscript via the online system.

Article Type – Full-Length Article

- **Purpose:** New experimental or theoretical research
- **Word Count:** Up to **8,000 words** , inclusive of all content (main text, references, tables, footnotes, captions).
 - Tables and figures should be limited to what is necessary to support the narrative.
 - Use footnotes sparingly
- **Structure:**
 - Introduction
 - Methodology
 - Results
 - Discussion
 - Conclusion

Article Type – Review Article

- **Purpose:** Provide a comprehensive synthesis of academic research on a specific topic related to city development.
- **Word Limit: Up to 10,000 words**, inclusive of all content (main text, references, tables, footnotes, captions).
 - Tables and figures should be limited to what is necessary to support the narrative.
 - Use footnotes sparingly
- **Structure:**
 - Introduction explain relevance
 - Methodology
 - Discussion
 - Conclusion & Future Directions

Article Type – Book Review

- **Purpose:** Provide a critical evaluation of a recent publication relevant to city development, assessing its value to scholars, practitioners, or policymakers.
- **Word Limit:** Up to **2,000 words**, inclusive of all content (main text, references, footnotes, captions).
 - Use footnotes sparingly.
 - **Structure:**
 - Citation
 - Introduction
 - Summary of Content
 - Critical Evaluation
 - Contribution to the Field

Article Type – Short Communication

- **Purpose:** Share brief, self-contained research studies that are complete and of interest to the journal's readership.
- **Word Count:** Up to **3,000 words**, inclusive of all content (main text, references, tables, footnotes, captions).
 - Tables and figures should be limited to what is necessary to support the narrative.
 - Use footnotes sparingly.
- **Structure:**
 - Title
 - Abstract
 - Introduction
 - Materials and Methods
 - Results
 - Discussion/Conclusion

Article Type – Opinion Piece

- **Purpose:** Express a personal viewpoint on an issue related to city development, intended to provoke discussion.
- **Word Count:** Up to **1,500 words**, inclusive of all content.
 - Referencing is encouraged where appropriate (Harvard style).
 - Use footnotes sparingly.
- **Structure:**
 - Title
 - Introduction
 - Conclusion
 - Author Info

Article Type – Case Study

- **Purpose:** Provide a detailed analysis of a specific urban event, project, or phenomenon to derive insights for theory or practice.
- **Word Count:** Up to **5,000 words**, inclusive of all content.
 - Use footnotes sparingly.
- **Structure:**
 - Title
 - Abstract (max 150 words)
 - Introduction
 - Case Description
 - Analysis
 - Discussion/Conclusion

Springer submissions

- While there are no specific guidelines for structure regarding submissions for Springer, authors are encouraged to use the submission guidelines for the journal article as an example.
 - **General submission requirements still apply**