

# INSTRUCTIONS TO AUTHORS

## ***Pre-publication Status***

Articles must be original and unpublished works by the author/s. Works to be submitted should have been written not more than 5 years prior to the date of submission to the JURP.

In case an article was previously published in another journal, appropriate document/s indicating that the requisite permission for the republication of the article, and any conditions for said permission, have been complied with shall be submitted upon acceptance of the article for publication.

## ***Journal Subject/Content***

All articles to be published in the journal shall be studies covering topics of immediate and long-term concern for the urban and regional planning practice, are grounded in sound theoretical and practical analytical frameworks; and of good quality that will stand up to the scrutiny of a peer-review process.

## ***Language***

The articles to be submitted shall be in English.

## ***Manuscript Preparations***

### ***General***

Articles to be submitted for publication in the JURP should be typed single-spaced on one side of a letter size (8 ½" x 11") bond paper, between 10 to 15 pages in length including tables, figures and other annexes in Microsoft Word format.

Use Arial font in the following sizes for the text:

- 16 pt bold, centered for the Title
- 12 pt bold, italicized for the Author's Name
- 11 pt for the Abstract
- 11 pt italicized for Keywords
- 10 pt italicized for Author's affiliation and contact details
- 11 pt bold, aligned left for the Headings
- 11 pt italicized, aligned left for the Subheadings
- 11 pt justified for the Body
- 11 pt for figure/ table labels
- 9 pt for figure/ table source
- 9 pt italicized, aligned left for references

The document shall bear the following margins: 1.2 inches (top), 1 inch (left and right side) and 0.7 inch at the bottom.

Article should be accompanied by a Cover Page along with a Manuscript Submission Form (downloadable at SURP Website) bearing the following:

- Title of the Article
- Date of Submission
- Author's full name, current position, institutional affiliation with full address contact numbers and e-mail address

Articles should be laid out using the template provided by the Research and Publications Office which bear the official journal identifier and format for the publication (downloadable at SURP Website);

### ***Abstracts***

A 150-200 word paragraph that outline the objectives of the research, as well as its scope and conclusions should be submitted along with the article.

### ***Keywords***

3-10 keywords should also be submitted for indexing and access purposes.



## **Texts**

The paper will be organized as follows:

1. Title, authors' information, abstract and keywords
2. The chapters of the main text
3. Endnotes
4. List of References
5. List of Figures with captions and sources,
6. List of Tables with sources

## **Sections**

The body will be divided in chapters. Adding sections and subsections under each chapter to organize the flow of the discussion will be left at the discretion of the Author/s. Chapter titles are typed in bold capitals and aligned left (for example, **INTRODUCTION**). In case the author will make use of sections, these must be typed in bold typeface (for example, **Background of the Study**). Subsections must be underlined (for example, Sample Size).

## **Citations and References**

All texts lifted or directly quoted from references are to be indented and italicized.

Use endnotes, numbered consecutively using superscript Arabic numerals.

References should be cited using the author and year format, i.e. Cruz (1986), while the complete list of references cited should be at the end of the manuscript, following the standard APA bibliographic format:

### **Sample APA Bibliographic Entries:**

#### **Book:**

Serote, E.M. (2004). *Property, patrimony, and territory: Foundations of land use planning in the Philippines*. Quezon City: UP SURP and UP PLANADES.

#### **Article in journal:**

Cabrido, C.A., Jr. (1999). Ebbing coasts coastal area planning. In *Philippine Planning Journal*, 30, 2, 1-12.

## **Article in newspaper:**

Pagsanghan, J. (13, July 2008). Evaluating RP's asset reform. *Philippine Daily Inquirer*. pp. A14.



## **Unpublished thesis or dissertation:**

Juanico, M. B. (2007). *The selectively linked autocircuits model (SLAM): An alternative response to the development problematic of developing countries*. Unpublished doctoral dissertation, University of the Philippines School of Urban and Regional Planning.

## **World Wide Web text:**

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from [http://www.cc.gatech.edu/gvu/user\\_surveys/survey-1997-10/](http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/)

## **On-line newspaper article:**

Bonabente, C. L. & Avendaño, C. O. (2008, July 22). 14.5M experienced hunger, says SWS. *Philippine Daily Inquirer*. Retrieved August 5, 2008, from <http://newsinfo.inquirer.net/inquirerheadlines/nation/view/20080722-149870/145M-experiencedhunger-says-SWS>

## **Figures and Tables**

Have all diagrams, maps and photographs labelled as figures and numbered consecutively in the text of the report.

All figures should be numbered in Arabic numerals (1.1, 1.2, 2.1, 2.2, etc). For figures, place figure numbers and headings below the table/figure and position source information and notes below. For tables, the table numbers and headings are placed on top while the source information and notes are provided below.

## **Illustrations**

Authors should include camera-ready, high-resolution images (preferably 300 dpi) separately from the document. Pictures should be in JPEG, TIF, or PNG format.

Line drawings must be of good quality, with all letterings, graph lines and point on graphs sufficiently large and clear to allow for reproduction and scaling without loss of detail when reduced to or enlarged to the size suitable for publication.



## **Equations**

Equations should be written with the same word processor that was used for the rest of the text for it to be legible. For example:

$$U^a(t^a, c^a) = \alpha \sum_i \frac{U_{it}^a(t_i^a)}{\lambda} + \sum_i \int_p^q U_{ic}^a(c_i^a, \omega) d\omega$$

## **Submission**

Authors must check if they have complied with the submission requirements listed below. Contributions will be returned if they do not comply with the journal format and requirements.

1. Contributors should submit soft copy of the paper laid out using the standard template (may be downloaded from the UP SURP website) via [jurppublish@gmail.com](mailto:jurppublish@gmail.com) in both Word Format and PDF format;
2. Article should be accompanied by a cover letter and a completed submission form which may be downloaded from the UP SURP website;
3. Contact number and e-mail address of corresponding author should be indicated on the title page and cover letter;
4. Authors should submit a copy of their biodata/ curriculum vitae;
5. All pages are numbered (paging will start after the cover page);
6. Double spacing throughout the title page, abstract, text, references, tables, figure legends, and so on;
7. Standard format of reference citation and listing;
8. All references cited in the text listed in the reference section; and,
9. Further inquiries may be sent to:

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