

***Journal of Planning Education and Research (JPER)***  
**Guidelines for Submission of Accepted Manuscripts**

Please review these instructions before submitting the final version of your accepted manuscript electronically. Publication will be delayed for papers that do not meet the criteria laid out in these guidelines. All of the files referred below are available at *JPER*'s Manuscript Central site (<http://mc.manuscriptcentral.com/jper>) via the link "Instructions and Forms."

**Text**

All text material should be in one Microsoft Word file, including title, abstract, keywords, all authors' affiliations and contact information including indication of corresponding author, brief biographical sketches (see format below) for all authors, acknowledgments, main text, endnotes, and references.

A second file should contain all tables, figures and figure captions (or separate files for each figure, as appropriate). See below for guidelines on tables and figures.

If an appendix is relatively short and very pertinent to the paper, it can be included at the end of the main text. However, if it is longer or supplementary to the text, it can be placed in an online supporting file. Please indicate files that are intended for online supporting information and label with "\_online\_supp" in the title.

Authors should utilize common type styles such as Times New Roman (12 point). Text should be double-spaced throughout, and please avoid using passive verb forms wherever possible. Try not to use special formatting such as page breaks (in the main text), section breaks (except with different page orientations), headers, or footers. Format pages as 8.5x11" in size and in portrait orientation. Endnotes should be kept to a minimum, and discursive endnotes are discouraged. Please do not use endnotes for reference purposes.

**Headings**

Please use initial caps only, and keep all heading left aligned (no indentation). Do not use numbered or lettered headings. Technical/scientific headings—4.1, 4.2, and so on—should not be used. For a first-level heading, use bold font. For a second-level heading, use italics. Use a third-level heading only when absolutely necessary. Example:

**First Level Heading**

*Second Level Heading*

**Title, abstract and keywords**

Ensure that the main phrase for your topic is in your article title. The title should be descriptive, unambiguous, accurate, and it should read well. The abstract should be about 100 words and summarize the purpose, methods, and major findings of the paper. Try to repeat key descriptive phrases in the abstract while writing naturally, to facilitate online searches. Choose carefully five or so key words or phrases by which your article can be indexed in periodical references. These key words should appear alphabetized. For more tips, see "[Title and Abstract Guidelines: How to Maximize Web Discoverability of Published Articles.](#)"

## Citations and references

JPER uses Chicago Author-Date Style of reference (See [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)). All in-text citations should be included in the reference list; and all references should have in-text citations. References should be cited in the text using the author's last name, year of publication, and page numbers where appropriate. For example, (Turner and Murray 2001), (Wheeler 2000, 130), (Florida Department of Environmental Regulation 1987, 129-43). Page numbers are necessary whenever a specific argument or finding, rather than the general focus of a work, is cited. The full list of references should be typed in alphabetical order and double-spaced at the end of the article.

Interviews directly informing your article do not need to be cited in references. Please provide some basic information about the interview subject—i.e., their name or a pseudonym, their job or position, a date if pertinent, etc.—at the point at which they are quoted, in the text, in an endnote, or in an appendix listing all interview subjects.

## Author contact information and brief biographical sketch

Please follow the format below in providing this information for all authors, in order to help us avoid errors during the production process. The corresponding author usually is the first author.

1<sup>st</sup> author's institutional affiliation, city, country  
2<sup>nd</sup> author's institutional affiliation, city, country  
3<sup>rd</sup> ....

Corresponding Author:

Name, physical address, and country

Email:

Bios

Jane Doe is an associate professor in the Department of Urban and Regional Planning at Excellent University. Her research interests include economic development and modeling, spatial analysis and GIS, and urban visualization.

John Doe author is a professor in the Department of Urban and Regional Planning at Excellent University. His research interests include economic development and urban revitalization.

## Tables

All tables should be mentioned explicitly and in numerical order in the text. Use call-outs (e.g., "Table 1 here") within the text to indicate the location for each. Tables should be formatted in table form with separate columns and rows, each on a separate page, captioned and numbered sequentially. Prepare tables with a minimum of horizontal rules; usually three are sufficient (one at top, one below column headings, and one at foot). Do not use vertical rules. For tables created in Excel, please make sure the tables are embedded into the text document by using the "Paste Special" command and as "Microsoft Excel Worksheet Object." Position table number and heading above the table, and place source(s) and note(s) immediately below it. See Table 1 for an example of preferred table format (based on Das and Takahashi, 2009).

**Table 1.** Cost Sharing in Slum Networking Project (SNP) Pilot Project (in Indian Rupees)

Project Component	AMC		Slum Household		Private Sector (Arvind Mills)		NGO (SAATH)		Cost per Household	
	Rs.	%	Rs.	%	Rs.	%	Rs.	%	Rs.	%
Physical development	2,000	33.3	2,000	33.3	2,000	33.3	–		6,000	100.0
Community development <sup>a</sup>	700	70.0	–		–		300	30.0	1,000	100.0
Physical survey	30	100.0	–		–		–		30	100.0
Design and consultancy	120	100.0	–		–		–		120	100.0
Establishment	230	69.7	–		100	30.3	–		330	100.0
Community corpus	–		100		–		–		100	100.0
Total project cost	3,080	40.6	2,100	27.7	2,100	27.7	300	4.0	7,580	100.0

Source: Slum Networking Cell, Ahmedabad Municipal Corporation.

Note: AMC = Ahmedabad Municipal Corporation; – = no contribution for the said item by that stakeholder. At the time of the pilot project in 1996, US\$1.00 was around 40 rupees.

a. This amount was sufficient to run the community development program in Sanjay Nagar for one year. SAATH decided to continue for two more years with its own funds.

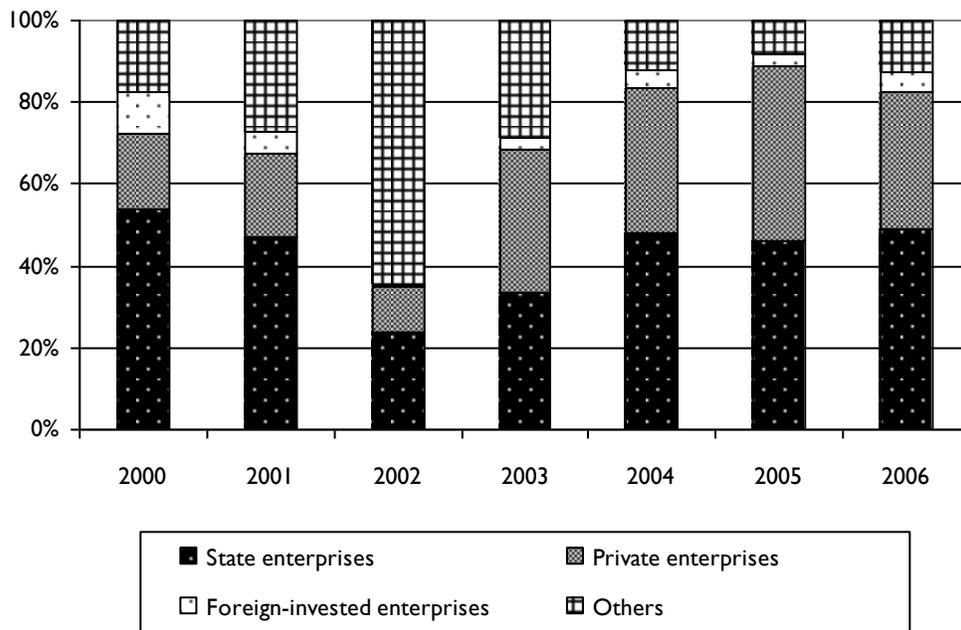
## Figures

**General guidelines:** All figures should be mentioned explicitly and in numerical order in the text. In the final submission, figures are *not* to be embedded in the text file. Upload high-resolution figures in a separate file, or as separate native files (with format in which the original figures are created, such as Excel), with place markers for each in text (e.g. “Figure 1 here”). Ensure that the figures are presented in the exact way that they should appear in the final printing. For instance, if one figure contains the collage of three maps, you need to arrange them and other graphic elements (e.g., legends and scale bar) in an appropriate layout (say in Adobe Illustrator).

**Figure caption:** Generally, figure title will be incorporated into the figure caption and will appear outside and below the figure. Figure captions should *not* be a part of the graphics in the native files. All captions will be typeset, and should be submitted on a separate page including source(s) and note(s) at the end of the text file.

**Text within figures:** The lettering used in figures (e.g. legends, axis labels, and scale bar) should be in Gill Sans font type, and must be sufficiently large to be easily read at final print size (no smaller than 6 point and no larger than 12 points in final print size – usually about a quarter of letter-sized paper). Ensure that you observe appropriate cartographic lettering placement. See Figure 1 for an example of preferred figure format.

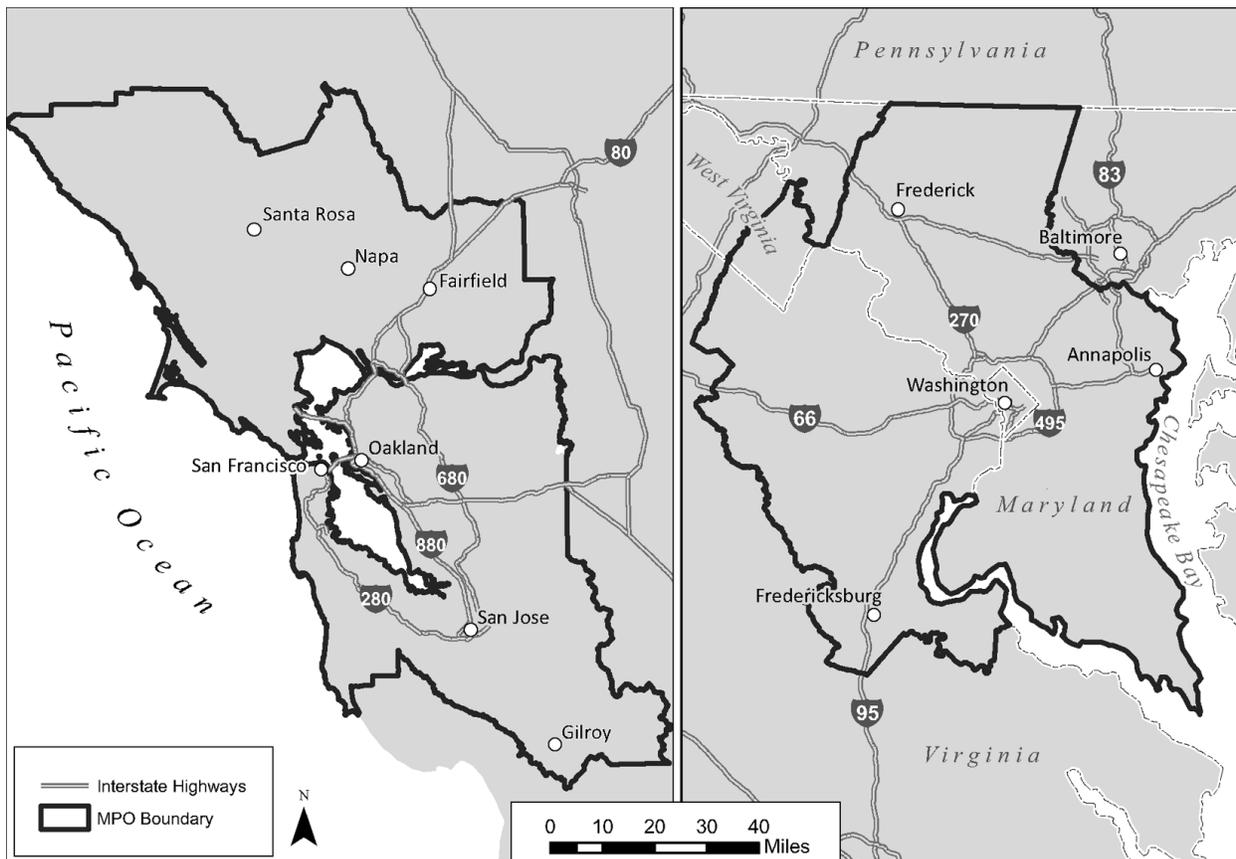
**Format of graphics:** We prefer all graphics (line art, maps and photographs, but *not* Excel figures) to be submitted digitally in EPS (Encapsulated Postscript) and TIFF (Tagged-Image File Format), but can accept high-resolution files in BMP, JPER and GIFF. For graphics created in GIS software, the preferable format would be EPS. Graphic formats such as PDF and images produced in PowerPoint or imported into a Word document are *not* acceptable for high-quality printing. See Figure 2 for an example of preferred graphic format (from Grengs and others 2010).



**Figure 1.** Share of technology transfer contracts between universities and enterprises, 2000-2006 (percent)

Sources: Ministry of Education (2001-2007).

Note: Private enterprises also include collective enterprises, and enterprises with mixed share-holding.



**Figure 2.** Study area boundaries for San Francisco and Washington, D.C., metropolitan regions

**Image resolution:** Original images should be supplied with a resolution of at least 300 dpi. For scanned images, line art (black and white) should be at 900ppi and photos should be scanned with a resolution of at least 300ppi. Note regarding color mode: Images supplied in color will be published in color online and black and white in print (unless authors pay an extra fee for printing in color). Therefore, it is important to supply images that are comprehensible in black and white (e.g., by using color with a distinctive pattern or dotted lines). Also, captions should not refer to color.

**Grey scale:** Screen tints and area pattern fills should clearly distinguish various graphic elements through visual hierarchy. Typically, graphics should not have more than six (6) tints. To insure distinction among screen tints, we suggest the following percentages:

2 tints: 30%, 50%

3 tints: 10%, 25%, 50%

4 tints: 10%, 20%, 50%, 80%

5 tints: 10%, 20%, 40%, 60%, 100%

6 tints: 10%, 15%, 25%, 40%, 60%, 100%

### **Permissions**

If your manuscript contains substantial portions of previously published material, or your tables or figures are borrowed from other sources, **you are responsible for obtaining written permission from the copyright holder(s) and for any costs entailed for such use.** This includes photo permissions from original photographers and releases from individuals recognizable in photos. ***Failure to obtain permissions can significantly delay production.*** For details, refer to file titled “Sage Permission Guidelines.”

### **Exclusive License to Publish**

Before we can publish your article, you must sign an electronic Exclusive License to Publish (ELP) form in Manuscript Central. A link to this form will be sent to you immediately after the editors issue a final acceptance letter for your article. The form also will be available at your Author Center under the current manuscript.

### **Availability**

Please inform us of any time periods within the next year when you will be on vacation or otherwise unavailable. Provide alternative contact information if necessary.

### **Data Sharing**

At SAGE, we are committed to facilitating openness, transparency and reproducibility of research. Where relevant, *JPER* encourages authors to share their research data in a suitable public repository subject to ethical considerations and where data is included, to add a data accessibility statement in their manuscript file. Authors should also follow data citation principles. For more information please visit the SAGE [Author Gateway](#), which includes information about SAGE’s partnership with the data repository Figshare.