

AACIP Planning Journal - Article Submission Criteria March 2009

1. Content and Length

The AACIP Planning Journal offers opportunity for publication of original works that are both community-based and research oriented, and relevant to Alberta, Nunavut and the Northwest Territories. Types of submissions include case studies, analysis of events and/or trends, profiles of notable planners, projects or programs, overviews of best practices and guidelines, book reviews or excerpts, and opinion pieces for our “Commentary” section.

Feature article content is encouraged to include but not be limited by the following:

- Context
- Issues
- Goals
- Approach
- Challenges
- Successes
- Obstacles overcome
- Lessons learned
- Transferability

Typical feature articles range from 1,000 – 1,500 words in length, whereas book reviews and commentary articles range from 300 – 500 words. All other types of submissions typically range from 500 – 1,000 words.

2. Body

File Format

Submissions should be provided to the AACIP Planning Journal Committee in a MS Word file format and sent as an email attachment to the AACIP Planning Journal Committee c/o aacip.planning.journal@gmail.com. If submission by email is not possible, please contact the Planning Journal Committee at (780) 644-4542 to make other arrangements.

Images

Authors are encouraged to provide photos, maps, tables, figures and other graphics with their submissions. All images must have a resolution of 300 dpi to be published (colour images preferred). All accompanying images should be provided at the greatest resolution possible and sent as an email attachment in any of the following formats: tif, jpeg, xls, pdf, or eps. If your image is greater than 10 MB please contact the committee at aacip.planning.journal@gmail.com to make other arrangements.

Ensure all images are sourced with the date and name of the person(s) who created them. All photos containing people must have written consent for use of the photo from the individuals shown.

Biographical Statement

Biographical information, no more than a couple of sentences, about the author(s) should be provided with each submission and include the author's full name, applicable professional and/or academic designations, job title, place of employment, and contact information.

3. Writing Style & Citations

The AACIP Planning Journal encourages the use of plain English and minimal planning jargon. Submissions should be presented with a minimum of elaboration, be succinct and to the point.

References and Citations

Accuracy is crucial and all facts should be double checked before submitting the content. All references and citations shall be formatted in a list of references according to the Chicago Manual of Style, University of Chicago Press.

More information on the following web site:
<http://www.chicagomanualofstyle.org/tools.html>

4. Review Process

The AACIP Planning Journal Committee will review each submission based on the above criteria, quality, content, and relevance to the planning profession. Based on this review, the AACIP Planning Journal Committee will select which submissions will be published and, where applicable, suggest edits to the author to improve readability. The author will have final review before publication and submissions will not be published without the approval of the author.

Please note not all content submitted will be published. Where appropriate, consideration will be made for publication in subsequent issues during that calendar year.

5. Contacts

Please direct any questions or comments to the AACIP Planning Journal Committee at aacip.planning.journal@gmail.com or (780) 644 - 4542.