

Editorial & Submission Guidelines, and the Instructions for Authors

Journal of Urban Society

Editorial and Submission Guidelines

1. About the Journal

The *Journal of Urban Society* is an online journal published annually by the **Urban Resilience Research Center** (hereafter referred to as **UReC**), **Osaka Metropolitan University**.

2. Aims & Scope

The journal aims to promote research on urban issues and facilitate the sharing of knowledge by publishing scholarly works related to urban studies and urban problems.

3. Editorial Management

The editing process of the journal is managed by the **Urban Society Editorial Committee** (hereafter referred to as the "**Editorial Committee**"), appointed by **UReC**. The **Editorial Committee** consists of one Editor-in-Chief and several Editorial Board Members.

4. Eligibility for Submission

Submissions are open to individuals and groups who satisfy either of the following conditions:

1. People with an interest in urban issues; or
2. People who support the aims and scope of the journal.

5. Publication Schedule

The publication date, manuscript deadlines, and other matters necessary for the publication of the journal that are not specified in these guidelines shall be determined by the **Editorial Committee**.

6. Categories of Contributions

The journal accepts the following categories of manuscripts:

1. Research Articles (full scholarly papers meeting academic standards)
2. Research Notes (preliminary or interim reports that have not yet reached the level of a full research article)
3. Community Reports (reports on practical initiatives addressing urban issues in cities within Japan and abroad)
4. International Urban Reports (introductions to advanced policies and research conducted in various cities outside Japan)
5. Book Reviews
6. Dissertation Abstracts (summaries of doctoral dissertations and related works)
7. **UReC** Activities Reports
8. Other contributions approved by the **Editorial Committee**

7. Originality and Language

Submitted manuscripts must be original and unpublished. Manuscripts may be written in either Japanese or English.

8. Submission and Editorial Procedures

8.1 Voluntary and Invited Contributions

Research Articles, Research Notes, Community Reports, International Urban Reports, Book Reviews, and Dissertation Abstracts may be submitted voluntarily. The Editorial Committee may also invite contributions when necessary.

Acceptance or rejection of submitted or invited manuscripts shall be determined by the Editorial Committee.

8.2 UReC Activities Reports

Authors of UReC Activities Reports are commissioned directly by the **Editorial Committee**.

8.3 Other Contributions

For other categories approved by the **Editorial Committee**, publication decisions shall be made based on requests submitted by prospective contributors.

9. Peer Review Process for Research Articles

9.1 Appointment of Reviewers

Each Research Article submitted shall be evaluated by at least two reviewers appointed by the **Editorial Committee**.

9.2 Reviewer Recommendations

Reviewers shall classify manuscripts according to one of the following categories and submit a review report within three weeks:

- A. Accept with minor editorial or typographical corrections.**
- B. Accept after minor revisions; further review not required.**
- C. Major revisions required; revised manuscript must undergo re-review.**
- D. Reject (does not meet publication standards).**
- E. Reject as unsuitable for publication in *Urban Society* (e.g., outside the field of urban studies or impossible to evaluate appropriately).**

9.3 Editorial Decision

Based on the reviewers' reports, the **Editor-in-Chief** shall make an overall decision and notify the author together with editorial comments. The same categories as above (**A-E**) shall be used in the overall decision by the **Editor-in-Chief**.

9.4 Final Manuscript Submission

Authors receiving decisions of **A** or **B** shall submit their final manuscript within the period specified by the **Editorial Committee**.

9.5 Revised Manuscripts

Authors receiving decision **C** shall submit a revised manuscript addressing the requested revisions within the period specified by the **Editorial Committee**.

9.6 Re-review

The revised manuscript shall be evaluated by the original reviewers, who shall submit a re-review report within two weeks.

9.7 Final Determination

Based on the re-review reports, the **Editor-in-Chief** shall determine whether the manuscript is accepted or not for publication and notify the author accordingly.

9.8 Regarding Resubmission

Authors of resubmitted papers that are notified as suitable for publication after re-review must submit the completed manuscript to the **Editorial Committee** within the period specified by the **Editorial Committee**.

10. Editorial Revisions

The **Editorial Committee** may request modifications to the content or style of accepted manuscripts in consultation with the author.

11. Author Guidelines

Authors must prepare manuscripts in accordance with the **Instructions for Authors** provided below.

12. Copyright

Copyright of all works published in *Journal of Urban Society* shall belong to **UReC**. Authors wishing to republish their work elsewhere must notify the **Editorial Committee** in advance at: urec-toshi_henshu@ml.omu.ac.jp

13. Publication and Repository

The journal is published online through the **UReC** website and archived in the **Osaka Metropolitan University Institutional Repository**. Submission of a manuscript constitutes the author's agreement to such publication and archiving.

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Journal of Urban Society

Instructions for Authors

1. Length of Manuscripts

Research Articles should not normally exceed:

- **30,000 Japanese characters** (including notes, tables, figures, photographs, and references); or
- **20 printed pages** for manuscripts written in English.

Exceptions may be granted at the discretion of the **Editorial Committee**.

2. Submission Deadline

Submissions are accepted throughout the year. The annual final deadline is **30 November**.

3. Manuscript Preparation

3.1 General Format

- Manuscripts may be written in Japanese or English.
- Use A4 size pages.
- Prepare manuscripts using word-processing software.
- Submit files in Microsoft Word format (.doc or .docx).
- Standard Japanese manuscripts should be formatted with 35 lines per page and 40 characters per line.

3.2 Numbers and Dates

- Arabic numerals should be used as a rule.
- Years should be expressed using the Gregorian calendar.

3.3 Headings

Use no more than three levels of headings:

- Section: §1
- Subsection: 1-1
- Sub-subsection: 1-1-1

3.4 Figures and Tables

- Number figures and tables separately in consecutive order.
- Provide concise titles.
- If a figure or table is reproduced from another publication, the source must be acknowledged and copyright permission obtained when necessary.

3.5 Notes

Notes should be indicated by superscript numbers in the text and listed collectively after the main text.

3.6 References

References should appear after the notes section and be organized by language.

For English references, arrange entries alphabetically by author surname.

Examples:

Book

Castells, M. (1977). *The Urban Question: A Marxist Approach*. London: Edward Arnold.

Chapter in an Edited Volume

Harvey, D. (1982). "Labor, Capital and Class Struggle: Around the Built Environment in Advanced Capitalist Societies." In A. Giddens & D. Held (Eds.), *Classes, Power, and Conflict* (pp. 545-561). Hampshire: MacMillan Press.

Journal Article

Alinsky, S. (1941). "Community Analysis and Organization." *American Journal of Sociology*, 46(3), 797-808.

Newspaper Article

Bobette, A. (2014, September 25). "Occupy Central Is Really a Battle over the Idea of the City." *South China Morning Post*.

Website

TWC2. (2012). *Worse Off for Working? Kickbacks, Intermediary Fees and Migrant Construction Workers in Singapore*. Retrieved from [http://twc2.org.sg/...](http://twc2.org.sg/) (Accessed 10 June 2015).

4. Abstract

Each manuscript must include:

- A Japanese abstract of up to 500 characters; and
- An English abstract of up to 300 words.

Abstracts are included in the total word/character count.

5. Keywords

Provide no more than five keywords which should be separated by commas.

6. Title

Each manuscript must include a clear title both in English and Japanese.

7. Submission Address

***Journal of Urban Society* Editorial Committee**

Urban Resilience Research Center (UReC), Osaka Metropolitan University

Email: urec-toshi_henshu@ml.omu.ac.jp

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