

# GUIDANCE NOTES FOR THE PREPARATION OF PAPER FOR PAKISTAN JOURNAL OF URBAN AFFAIRS

These guidance notes are intended to guide authors for manuscript submission to the Journal.

## **GENERAL**

*Pakistan Journal of Urban Affairs* published by The Urban Unit, under the flagship of Planning and Development Department, Government of the Punjab deals with worldwide aspects of the urbanization and a broad range of environmental matters. The institution aims at publishing papers presented by national and international researchers, practitioners and officials involved directly with the issues pertaining to urbanization, papers from national and international conferences and symposia, and papers which are submitted for Journal publication alone.

Journal subscribers will be interested to hear about the cutting-edge research being undertaken by academics and professionals in their field. Operational, Scientific, Technical and Research papers are welcomed, and both short and full-length papers are encouraged.

Papers to be published in the Journal must be original, and are expected to be of a high standard – not only in respect of their subject matter and its treatment, but also in the quality of the writing. Particular attention should be paid to clarity and conciseness of expression. Authors are encouraged to draw out generic messages from their work in relation to urban affairs and environmental issues. This is particularly important for case study papers.

All papers are expected to have a literature review setting the work in its research and practical context, as appropriate. We will sometimes publish papers consisting entirely of review material, provided they provide a critical overview and demonstrate original thought. Those submitting papers derived from MSc and PhD theses should ensure they produce a concise summary of their work within the prescribed word limits.

## **SUSTAINABILITY**

Papers submitted to *Pakistan Journal of Urban Affairs* should encompass the principles of sustainable development as defined in the Bruntland Report (World Commission on Environment and Development, *Our Common Future*, 1987). Papers which promote clearly unsustainable practices will not be accepted for publication. Authors should conduct and report research in an ethical manner and are required to sign a declaration that their work conforms to the legal requirements.

## **EVALUATION/ASSESSMENT**

Expert referees will assess each paper and a decision regarding publication will be made by the Editor-in-Chief on the basis of the referees' reports. The editor's decision will be final. Where authors will be invited to resubmit their paper for consideration in the journal, feedback will be given to authors to help them with the revising of their papers. Where papers will not be accepted for publication, the policy of the editorial board will be non correspondence with authors regarding the reasons for the rejection.

## **EDITING**

The Editor-in-Chief reserves the right to amend a manuscript if it does not comply with the Institution's requirements and not to publish any parts which he considers superfluous or to which he takes exception. Authors will be sent a final proof of their paper for checking prior to printing.

## **PUBLICATION**

Papers that are in their final form will be published online on the journal website ahead of their appearance in a print issue. These papers will be fully peer reviewed and proofs will be corrected by the author. Accepted papers will be typically published in the printed Journal within 12 months of submission.

## **LANGUAGE**

Authors whose first language is not English should ensure that their paper is carefully checked by a fluent English speaker for language accuracy and appropriateness. Authors may choose to have their manuscript professionally edited before submission to improve the English.

## **SUBMISSION GUIDELINES**

Papers should be submitted using *Pakistan Journal of Urban Affairs* template available at: [www.pjua.gop.pk](http://www.pjua.gop.pk). There is a help function on the website to guide you through the process. Files can be uploaded in Word (.doc), RTF (.rtf) or PDF (.pdf) format.

Please note that if your submission exceeds 5MB images and/or black and white charts and graphs. If the paper is accepted higher quality images will be required by the publishers. For further information please contact the

Journal Administrator: [info@pjua.gop.pk](mailto:info@pjua.gop.pk) it may slow down the review process. If this is the case please consider using lower resolution

### **Title Page**

The title of the paper should be consistent with a clear indication of the subject matter as shown in the template. The name(s) and appointment(s) of the author(s) should be given. If the paper has been presented, the date and venue of the presentation should be given. In the case of multi-author papers one author should agree to act as the corresponding author to whom queries and proofs will be sent. An e-mail address and other contact details for the corresponding author should be provided.

### **Abstract**

An abstract of not more than 150 words and not less than 100 words should be included at the beginning of the paper. It should briefly indicate the subject and scope of the paper, calling attention to points of special interest, e.g. method of investigation and important results.

### **Key words**

Up to 8 key words should be listed in alphabetical order for use in retrieval systems.

### **Headings**

Not more than three levels of headings should be used. Style to be adopted for the heading is discussed in detail in template and must be adhered. Numbering of paragraphs and sections of a paper should be avoided.

### **Units**

The Système International (SI) should be used for all units of measurement as far as possible. The oblique stroke (e.g. m<sup>3</sup>/d) should be used instead of the negative index (m<sup>3</sup>d<sup>-1</sup>). Temperature should be expressed in °C.

### **Illustrations**

Diagrams should be drawn without boundary boxes and should be as simple as possible, but should contain enough information to be understood with reference to the text. Any map should include a compass point. Photographs can help to enhance the overall appearance of a paper. Captions should be concise and be listed below the Figure. When a paper is submitted all figures should be embedded into the main text file for review purposes. Figure should occupy two columns i.e. they should be placed within columns. Please note that after acceptance separate high resolution print quality figures will be needed and may be asked as described below.

### **Artwork requirements for accepted papers**

Our preferred electronic file type is vector-format encapsulated post script (EPS) because these images are

scalable and therefore do not lose quality in the online PDF. All line drawings or photographs with added labelling should be supplied in EPS format. The best results are obtained with software applications that can output EPS format (Systat SigmaPlot; Adobe Illustrator; CorelDraw; Deneba Canvas; Macromedia Freehand) rather than 'save as' EPS format.

Half tones without any labeling can be supplied in TIFF format at 300 dots per inch minimum. If line drawings cannot be supplied as EPS files then they must be in TIFF format with a minimum resolution of 800 dpi. These resolutions also apply to any images embedded into an EPS file. Please carefully consider the choice of tones in black and white figures and ensure the grey scale is used effectively for better definition.

### **Tables**

Tables should be concise and as simple as possible. Graphs are often preferable to tables, and the same data should not be presented in both forms. Captions should appear above Tables. Dislike Figures, Table should occupy one column. The format for Tables detailed down in the template must be adhered.

### **Acknowledgements**

These should be to the authority by whose permission the paper is published, any sources of grants or funds to support the work, colleagues or others who have made significant contributions to the work, and any copyright holders who have given permission for their work to be quoted. Recurrent references to proprietary names should not be given in the main body of the text; recognition should instead be made in the Acknowledgements section.

### **References**

References should be cited using the Harvard Referencing System. See template for reference. Citations in the text take the form of author names and dates (e.g. Smith 1990). Sort references chronologically and then alphabetically within dates (e.g. Smith 1990; Brown 2001; Walton 2001). For references with three or more authors, use the first author's name and 'et al' in the text.

### **Discussion**

Written discussion in response to papers published in *Pakistan Journal of Urban Affairs* is welcome. The authors of the original article will be invited to write a response and the comment and response articles will proceed through the review process together. Individual items of discussion should not exceed 500 words in length and may be submitted through [www.pjua.gop.pk](http://www.pjua.gop.pk)

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**Enquiries**

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