

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Articles must be original and unpublished works by the author/s. Works to be submitted should have been written not more than five years before the date of submission to the JURP. The paper cannot be submitted simultaneously for publication elsewhere.

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 and 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 American English.

Manuscript Preparation

General

Articles to be submitted for publication in the JURP should be in Microsoft Word format, in A4 paper (21 cm wide by 29 cm long), and following margins of 2.5 cm/1 inch (upper, lower, left, and right hand).

Use Times New Roman font in the following sizes for the text:

- The title of the paper should be centered using an 18-point pitch
- Each author's name, institutional affiliation with address, and e-mail address should be provided. The author's name should be typed using a 12-point font size. The institutional affiliation, address, and e-mail should be typed using an 8-point font size.
- For the body, font size is a 9-point pitch
- Line Spacing: 12 point
- Indent and do not leave a blank line between paragraphs.

The maximum length of the article is 12 pages, including figures, tables, references, and appendices. Do not add anything in the header and footer.

The article should be accompanied by a Cover Page along with a Manuscript Submission Form bearing the following:

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

Articles should be laid out using the template provided by the Office of Research and Publication (ORP) which bears the official journal identifier and format for the publication (downloadable at the UP SURP Website).

Abstracts

A 250- to 300-word paragraph that outlines the objectives of the research, as well as its scope and conclusions, should be submitted along with the article.

Keywords

A maximum of five keywords should also be submitted for indexing and access purposes. All keywords are to be written using lower case, italicized, and separated by a comma. Keywords should appear one blank line after the abstract.

Paper Organization

First page: The title of the paper should be centered using an 18-point pitch. Each author's name, institutional affiliation with address, and e-mail address should be provided. The author's name should be typed using 12-point font size, while the institutional affiliation with address and e-mail should be typed using an 8-point font size.

After a blank line below the information of the author(s), an abstract ranging from 250 to 300 words; and at most five keywords should be placed. After two blank lines, the main body of the paper follows, divided into sections and subsections when necessary. The sections must be numbered, and their title typed using 11-point pitch size (e.g., 1. Introduction).

Sections must be numbered using two digits and their title typed using 9-point font size (e.g., 2.1 Developed Models). There should be two blank lines before each title of the sections except for new pages. One blank line must be left before the title of the sub-section except for new pages. New paragraphs are to be indented. Listings should be indented as well.

The paper will be organized as follows:

1. Title, Author/s' information, abstract, and keywords
2. The chapters of the main text, numbered as indicated above.
3. Endnotes
4. Acknowledgments
5. List of References
6. List of Figures with captions and sources

7. List of Tables with sources

8. Appendix, if necessary

Sections

The body will be divided into 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. Paragraphs should be separated by one blank line.

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.

All bibliographic entries should follow the standard APA format. It is essential to include author(s) name(s), journal or book title, article or chapter title (where required), year of publication, volume and issue (where appropriate), and pagination. Digital Object Identifier (DOI) numbers are not mandatory but highly encouraged.

Examples for in-text citations are author and year format, e.g. Dela Cruz (1986) or (Dela Cruz, 2019). Personal communication (including in-person interview, email, phone interview, text/FB messenger message/chat) should be cited as follows: *Castro, A.G. (2021, April 1). Personal interview.*

All references cited in the text must be listed in the References section. References should be arranged as they were mentioned in the paper.

The complete bibliographic entry should be at the end of the manuscript under the References Section, as follows:

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 a 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 problematique of developing countries*. Unpublished doctoral dissertation, University of the Philippines School of Urban and Regional Planning.

Online sources:

Website:

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

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/2008-07-22-149870/145M-experiencedhunger-says-SWS>

Figures and Tables

Format of Tables

Tables must be numbered sequentially, and have a reasonable explanatory title centered above the table. The measurement units employed in the table must be indicated. Font size for the Table title, as well as the contents of the table, should be an 8-point pitch. Sources for tables should be placed below the table using an 8-point pitch.

Table 1. Land Area per Hazard Category in Tacloban City

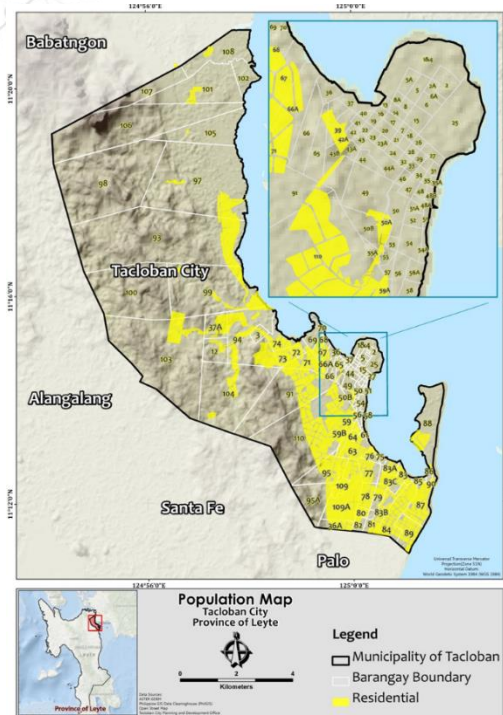
Hazard	Category (in hectares)		
	Low	Moderate	High
Flood	1175.2	908.0	301.7
Storm Surge	154.3	488.0	1655.0
Rain induced Landslide	449.2	1760.1	2835.9
Multi-hazard	944.3	2617.9	4532.3

Source: Tumamao-Guittap et al. (2020)

Format of Figures

Figures must be drawn using good quality graphic software, and they must be numbered sequentially, and have a reasonably informative title-centered under the figure.

Sources for figures should be placed below the figure, above the figure title using an 8-point pitch. Font size for the Figure title is 8-point pitch.



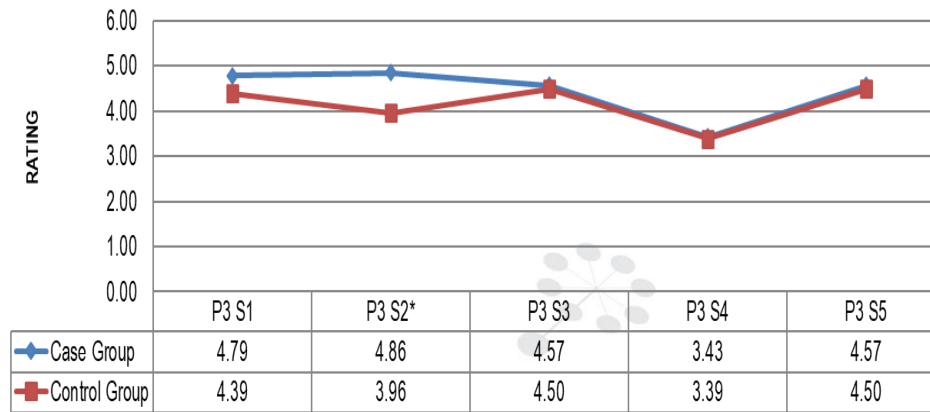
Source: University of the Philippines Nationwide Operational Assessment of Hazards (UP-NOAH)

Figure 1. Population exposure map of Tacloban City

In general, creating your figures in one of the file types (EPS, AI, TIF, or PNG) is recommended. These may be converted or flattened to a high-resolution JPEG or PDF file later.

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

For line art such as graphs, the resolution needs to be higher than images, as each line must be more precisely rendered. Using larger fonts for the labels makes for easier reading. Ideally, the images should be 80 mm canvas size or pixel dimensions (width): 1800px minimum.



Source: Tumamao-Guittap (2015)

Figure 2. Awareness of energy-related concepts among tourist accommodation providers in Coron, Palawan

Authors must include camera-ready, high-resolution images (preferably 300 dpi or higher) separately from the document. Pictures should be in JPEG, TIF, PDF, or PNG format. These must be labeled using the following format: Fig. (number)_label on the article.

Along with these, a Figure Submission Checklist with a Figure Summary Table is to be submitted for reference by the Editorial Team. This may be found on the second and third page, respectively, of the Manuscript Submission Form.

Format of Equations

Equations must be written preferably with the same word processor used for the rest of the text, without handwritten symbols to aid legibility. Equations must be numbered sequentially, with their numbers in parenthesis and right justified. Symbols used in an equation should be defined immediately following the equation that was first used, as shown in the sample format.

Example of Equation:

The model can be formulated as follows:

$$\max_y f(\mathbf{y}, \mathbf{b}, \mathbf{x}^*, \mathbf{x}_0^*) \quad (1)$$

$$\text{s. t. } \langle \mathbf{c}(\mathbf{x}^*), \mathbf{x} - \mathbf{x}^* \rangle \geq 0 \quad \forall \mathbf{x} \in K, \quad (2)$$

$$\langle \mathbf{c}(\mathbf{x}_0^*), \mathbf{x}_0 - \mathbf{x}_0^* \rangle \geq 0 \quad \forall \mathbf{x}_0 \in K_0, \quad (3)$$

where,

y: set of freight network improvement actions,

b: vector of investment cost,

x: vector of link flows,

x*: vector of equilibrium link flows,

x₀: vector of link flows w/o project,

x₀*: vector of equilibrium link flows w/o project,

c: vector of link user costs,

K, K₀: feasible constraint set.

Have all diagrams, maps, and photographs labeled 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.

Figures, tables, and images should be discussed before their appearance and should be cited properly (e.g. Fig. 1.1, Table 1.1).

All figure and table titles must be written using sentence case format (upper case letter for the first word, lower case in the succeeding words). All figures and tables must be submitted in editable form for layout purposes.

Written Text and Numbers

For use of numbers, one to nine should be spelled out (worded, not numerical), while numbers ten and above may use the numerical form.

For percentages, the full word “percent” should be used in the text following the spelled out number (e.g. nine percent), while the symbol “%” may be used after any number expressed as a numeral (e.g. 9%), and in figures and tables.

Hyphens may be used in titles, but the word “to” is to be used in text form (e.g. from 9:00 AM to 5:00 PM).

Avoid contraction of words (e.g. don’t, wouldn’t). They must be written separately (e.g. do not, would not).

Abbreviations should be spelled out when first mentioned, and abbreviated form may be used in succeeding sentences. Abbreviations and numbers in numerical form should not be used to start sentences.

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 a soft copy of the paper laid out using the standard template via jurppublish@gmail.com in both Word Format and PDF format;

2. Articles 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 the corresponding author should be indicated on the title page and cover letter;
4. Authors should submit a copy of their biodata/curriculum vitae and a short biosketch;
5. All pages should be numbered (pagination will start after the cover page); and,
6. Further inquiries may be sent to:

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Plagiarism Policy

The University of the Philippines is a firm believer in intellectual honesty. Authors are expected to self-check and ensure that their submissions respect the intellectual property rights of others.

The JURP Editorial Committee adheres to the anti-plagiarism policy of the University and reserves the right to judge any case of which they become aware of (either by their knowledge of the subject matter and reading about the literature or when alerted by referees and/or by the plagiarized party) on its own merits.

Please note that the following instances will merit the rejection of the article and its subsequent pullout from publication:

- an author attempts to pass off someone else's work as his or her own,
- an author reuses substantial parts of his or her published work without providing the appropriate references including acts ranging from getting an identical paper published in multiple journals

- instances where an author simply adds small amounts of new data to a previous paper; or
- when large chunks of text have been cut and pasted without proper attribution.

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