

## Guide for Authors

### Instruction for Authors – Journal Format ([DOWNLOAD](#))

#### Submission of Manuscript

The language of the journal is English. Authors should submit their contributions electronically through the Journal website submission system. Papers should deal with original research not previously partially or fully, in the same or similar form, and in English or in any other language published or being considered for publication elsewhere. The submitted paper should be accompanied by a list of 1 or 2 potential referees (majoring especially in urban planning & design, architecture and other common areas), with names, emails, telephone (and fax numbers), and addresses.

Papers should be written to be intelligible and pertinent to a wide range of readership across different design domains. Before making a submission, check that your topic and study fit with the aims and scope of Creative City Design. Familiarize yourself with typical Creative City Design contents and the kinds of articles that may have been published previously that are related to your topic.

#### Type of Articles

The Articles will be published in the following categories:

**1- Research Papers:** A full paper must be subdivided into sections e.g. Introduction, Experimental Procedure, Results, Discussion and Conclusion. The research papers including tables and figures should be limited up to 12 pages.

**2- Technical Notes:** short scientific notes, such as useful methods with special application in urban design & Urban Planning, or brief extension of a research/theory can be published as short notes. Abstracts and conclusions are compulsory.

#### Manuscript Preparation

- *Language, Font, Subdivisions*

The text should be written in good English (British usage is preferred, and American is accepted, but not a mixture of these), clearly typed (font size 11 points and 1.5 line spacing) on one side of A4 paper with at least 2.5 cm margins. Ensure readability of your text for both screen and print use. All the pages should be consecutively numbered. The main text must start with an introductory section which is neither titled nor numbered (i.e. simply start the main body of your text; do not start with "1. Introduction"), and followed by further sections which are titled and numbered from 1, and subtitled and numbered 1.1, etc. Include copies of tables and figures at appropriate points within the text, as well as providing them in separate files.

- *Title page*

In addition to a brief, descriptive, concise title of the Article (capital letters); the full name of the author(s), academic or professional affiliation and addresses should be included on the title page. Present the authors' affiliation addresses (where the actual work was done) below their names, separating the name(s) plus affiliation(s) where necessary. The name and complete addresses including Telephone number, Fax number and E-mail address of the person to whom all correspondence to be send must be given on the title page.

*This page should not be numbered.*

- *Abstract and Keywords*

Begin your manuscript (without author names) with title, abstract and keywords so Page 1 should include only paper title, abstract and keywords. A self-contained abstract (200-250 words), outlining in a single paragraph the objective, approach, and the summary of results and conclusions of the paper must be supplied.

3 to 5 keywords should be provided after the abstract.

- *Main Text:*

**Headings:** The manuscript should be divided into Introduction, literature review, Materials and Methods, Results, Discussion, Conclusions, References. Their headings should have numbers and they can include sub-division with relevant numbers.

**Tables, Figures and photographs:** Tables and figures in limited numbers should be cited throughout the text with the captions placed above for the tables and below for figures. Avoid submit tables as photograph. Place explanatory matters in footnotes, not in the heading.

Do not use internal horizontal and vertical rules. Photograph should be in JPEG format in original resolutions not less than 300 dpi. Please avoid any shading. Don't embed pictures in the text. Each graph should separately be prepared in Microsoft Excel program.

All the illustrations (photos, diagrams, schematics) must be submitted in separate sheets and files suitable for reproduction.

Table 1: caption (source: author's name, year, page)


Fig 1: caption (source: author's name, year, page)

**Units:** follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI.

**References:** All publication cited in the text should be presented in the list of reference and vice versa. In the text, references should be given by numbers in order as they appear in the text by []. All the references should be given in the list of references in the order of their number as they appeared in the text. Avoid citing references cited in abstract, problem statements and conclusion. References must consist of names and initials of all authors, year and title of paper referred to, title of periodicals, volume and number of journal and first and last page numbers as follows:

References to books, journal articles, articles in collections and conference or workshop proceedings, and technical reports should be listed at the end of the article in **numbered** order. Articles in preparation or articles submitted for publication, unpublished observations, personal communications, etc. should not be included in the reference list but should only be mentioned in the article text (e.g., T. Moore, personal communication).

References to books should include the author's name; year of publication; title; page numbers where appropriate; publisher; place of publication, in the order given in the example below.

[1] Bird, R.B., Stewart, W.E. and Lightfoot, E.N.: 1960, *Transport Phenomena*, Wiley, New York.

References to articles in an edited collection should include the author's name; year of publication; article title; editor's name; title of collection; first and last page numbers; publisher; place of publication, in the order given in the example below.

[2] Cuie, L.: 1991, *Evaluation of reservoir wettability and its effect on oil recovery*. In: N.R. Morrow (ed.), *Interfacial Phenomena in Oil Recovery*, pp. 1-12, Marcel Dekker, New York.

References to articles in periodicals should include the author's name; year of publication; article title; abbreviated title of periodical; volume number (issue number where appropriate); first and last page numbers, in the order given in the example below.

[3] Cross, M., Gibson, R.D. and Young, R.W.: 1979, *Pressure gradients generated during the drying of porous half-space*, *Int. J. Heat Mass Trans.*22, 47-50.

All manuscripts submitted for publication must be accompanied by a Conflict of Interest & Copyright Transfer Form. The form should be downloaded, completed in print, signed by the corresponding author on behalf of all authors and uploaded with the manuscript upon submission.