



## About Plan Canada

*Plan Canada* is the premier quarterly for professional planners in Canada and is the official publication of the Canadian Institute of Planners. It features informative and beautifully presented articles – in a highly readable format – that appeal to practitioners, academics and anyone interested in community-building in a Canadian context. The periodical showcases best practices, innovative projects, and critical perspectives, as well as original research.

## Article Selection

Submissions of articles, research reviews, essays, and short papers on practice, methods, policies, as well as book or film reviews are welcome. Space in *Plan Canada* is limited; submissions of the highest quality and those that are well-written, concise, accurate, logical and appealing to the readership will have the best chance of being selected for publication. Submissions must adhere to these Author Guidelines. The Editor encourages email enquiries about the suitability of proposed submissions for potential publication prior to the undertaking or finalization of work.

Articles submitted must be original and not published or submitted for publication in other media (including websites, electronic newsletters, or other print publications). Articles with a strong policy framework and context, containing clear methodologies pertaining to studies and research, and providing critical reflection or lessons for planning practice are favoured. Authors are encouraged to reflect urban and rural interests and the diversity of the Canadian context, recognizing the nation's varied cultures, societies, geographies, and economies.

Content in *Plan Canada* is ultimately determined by an Editorial Committee and the publisher. The *Plan Canada* Editorial Committee reviews all articles submitted for publication. At least two members of the Committee will review a submission and provide feedback, which will be communicated to the author. A three-month time frame for initial review of submitted material by the Editorial Committee can be expected. Authors will be notified if their submission is accepted as is, accepted conditionally with revisions, or rejected. All submitted articles will be returned to authors, along with comments and advice regarding any revisions required to render it suitable for publication. The publisher and the Editorial Committee reserve the right to reject any submission and to edit all submissions for length and content (including the removal of inappropriate or inaccurate information).

## Preparing a Submission

All articles should be submitted electronically to:

**Christine Hanlon**, Managing Editor, Kelman & Associates | 204.985.9711 | [christine@kelman.ca](mailto:christine@kelman.ca)

**Content:** Submissions should generally contain the following elements in order: title, author, author biography, a one paragraph summary, main text, references/bibliography/further reading, appendices (if applicable), table(s) with caption(s) and figure captions. Notes in parentheses within the main text will identify the preferred location of tables and graphics. For standard articles, the length should be 700 - 1,400 words (excluding graphics and tables). Research-based articles may have extended content of

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between 1,500 and 3,000 words. Please note that the summary (about 100 words) should capture the readers' interest by succinctly stating the problem or issue, the key findings, and any takeaways for practice. Authors will be identified by name in the byline, and a short (one- or two-sentence) biography will be included at the end of the article indicating title, company or academic institution, credentials and professional affiliation as relevant to the subject of the article and email address for reader correspondence.

Submissions for publication in *Plan Canada* must include a completed [Waiver Form for Authors](#). An acknowledgement of understanding of *Plan Canada's* [Official Language Policy](#) when making a submission is also required.

**Style:** *Plan Canada* uses Chicago Style (please see this [link](#) for examples). Authors are encouraged to use clear and jargon-free language, well-defined and commonly understood terms, limited acronyms, and an active voice. Authors are responsible for the accuracy of all information, references and attributions contained in any submissions.

**References:** *Plan Canada* is a periodical for Canadian professional planners and those interested in planning matters. While the publication is part magazine and part journal, it is not a scholarly journal. As such, the number of references and citations should be minimized. Authors should consider whether to include a section "For further reading" or a list of key references instead of extensive citing of references.

**Format:** All text is to be submitted in MS Word format. With the exception of suggested bold and italic formatting, do not apply complex formatting (columns, inserts, text boxes, headers etc.). **Do not embed photos, tables, etc. in the article text; images should be sent as separate file attachments with notations in the text for preferred placement of images.** Finally, be sure to include your name and contact information within the file itself, as it may become separated from the details of your submission. Name your file using the convention:

**AuthorLastName\_ShortTitle\_Type\_Date.doc (or .docx).**

**Images:** The inclusion of relevant images to accompany submissions is encouraged. Be mindful of legibility, taking note of labelling, font sizes, scales, north arrows, legends and colours. Authors are responsible for obtaining clearances of copyright involving photos, graphics, tables, etc. as without confirmation of such permission, the image cannot be published. Photos and graphics should be submitted in TIFF, JPEG, or EPS formats at a minimum resolution of 300 DPI in their largest possible sizes. Images taken from websites will not be accepted.

## Questions:

Asking for clarification early on in the process will reduce time and effort, and it will avoid misunderstandings. Please do not hesitate to direct questions to:

**Christine Hanlon**, Managing Editor, Kelman & Associates | 204.985.9711 | [christine@kelman.ca](mailto:christine@kelman.ca)