ijurr
INTERNATIONAL JOURNAL
OF URBAN AND REGIONAL RESEARCH

Symposia Submission Guidelines

Symposia are collections of 4–6 articles, plus an introduction, which engage with IJURR's scholarship and build a coherent argument around a specific subject matter. The subject matter of the symposium should fall within the interest of IJURR.

In order for any symposium to be considered by IJURR, the symposium editor needs to follow two steps:

Step 1 Submitting a Symposium Proposal
The bi-annual deadlines for submitting symposium proposals to IJURR are *1st May* and *1st October*. Symposium proposals should be submitted by email in the first instance to the managing editor, Angela Yeap (ijurr.angela.yeap@gmail.com).

All proposals received by that date will be circulated to the editors for consideration. Acceptance will be limited to a maximum of three proposals going forward per year so symposium editors should be aware that there will be a selection process, based on the strength of the proposal. Please note that a symposium editor (or editors) may only submit one proposal per cycle, and there must be no overlap of author(s) in symposium proposals submitted in the same year.

A symposium proposal should be between 5 and 10 pages in length and should include an extensive discussion of the broader purpose of the symposium and the key arguments to be made in the introduction. Abstracts for each paper should be included in the proposal, which should explain the argument of the paper, the methods and data used to reach the argument, and how the piece contributes to the larger aims of the symposium.

Symposium editors should pay attention to the following points when submitting their symposium proposal:

- In most cases, symposia should be comprised of 4–6 articles (excluding the introduction). If there is a compelling reason to have fewer than 4 or more than 6 papers, then this should be made explicit in the discussion of the symposium purpose.

- Symposium proposals are evaluated on the grounds of coherence, synthesis, high quality, contribution to the field, innovation and subject matter.

- Particular weight will be given to the strength and coherence of the symposium's broader purpose and degree to which the papers contribute to this purpose.

- After assessment by IJURR's Editorial Collective, the proposal may be accepted, rejected, or the symposium editors may be asked to revise the proposal and resubmit it. A resubmitted proposal will be evaluated once more by the journal editors and may be accepted or rejected.

- Symposium editors are responsible for submitting the full symposium to the journal following the submission instructions below, and according to a schedule proposed by the symposium editor and agreed by IJURR's Editorial Collective.

Step 2 Submitting a Symposium to the Journal
Should the proposal be accepted, we will notify you within one month of the submission deadline if your proposal is accepted, rejected, or a revise proposal is invited.

Before submitting the full collection of articles, the symposium editor(s) should note the following:

- One of the tasks of symposia editors is to ensure that all submitted articles are of consistently high quality, and comply with the standards of IJURR's scholarship. The symposium editor must take responsibility for ensuring that contributing authors are aware of and accept the conditions for submission in the author guidelines, and adhere to the guidelines on legitimate scholarship (available at http://www.ijurr.org/view/about.html).

- Once the collection of articles has been submitted, it will be peer-reviewed by 2-3 referees who will read the whole collection. Occasionally individual articles may also be sent for additional review by an expert in the field. The review process usually takes 5 months.

- Each article in the symposium (including the introduction), is judged by the same criteria as independent articles, and can be rejected or accepted accordingly. If there is insufficient support for the symposium, we may invite you to submit one or more of the articles individually. If there is support for the symposium, which may be subject to rejection of one of the contributions, some of the articles may require substantive revision, others more minor. Distribution of the reports and coordination and editorial oversight of the revision process will be the responsibility of the symposium editors.

- If all or some of the articles are accepted, then it usually takes another 4 months before you will receive the proofs. Once the proofs are approved, the articles will be published online in Early View (which constitutes the official date of publication with a doi) but it may take 6–9 months before it is assigned to an issue.

Submission Instructions

When you are ready to submit the symposium, please upload the introduction and articles in sequence to IJURR's online submissions site at https://wiley.scienceconnect.io/login, selecting manuscript type 'symposium'. There is no limit to the number of files you can upload and you can change/re-save the order at any point. In the abstract area of the site, please paste a brief rationale for the symposium. Please include the title, abstract and keywords in each of the articles.

Please do not to put contact details in the articles themselves, and instead submit a title page with each title, author name, the contact details of all of the author/s and any acknowledgements.

Please place footnotes within each individual article and references at the end of each article along with any tables or figures (for review purposes these can either be embedded at the end of the text/references or uploaded in separate table and figure files). If the latter please sequence the files so figures and tables appear at the end of the relevant article.

Thank you for your interest in submitting an IJURR symposium.