## Urban Planning’s Editorial Board

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### Editorial Board Members

Urban Planning is run by an Editorial Board divided into four major sections – (1) Urban Planning; (2) GIS, Urban Systems and Dynamics; (3) Sustainable Planning and Technologies; and (4) Transport Research. These sections represent each of the themes of the journal’s issues, and ensure that all specialisations are appropriately covered.

The Editorial Board is headed by the Editors-in-Chief, one per section, and each issue will be run by a group of Guest Editors, chaired by a Corresponding Guest Editor.

The tasks for each editorial role are clearly defined so that all assignments are evenly distributed and the review and publication process runs as efficiently as possible. All editorial roles (Editor-in-Chief, Corresponding Guest Editor, Guest Editors and Editors) will rotate among all Editorial Board Members. The division of tasks will be made during the preparation of all issues, and in accordance with all the members’ periods of activity and availability. All Editorial Board Members are also welcome to contribute manuscripts to any issue of Urban Planning, and, should that be the case, follow all Instructions for Authors.

The Editorial Board is composed of academics, each of which commits to actively undertake their assignments for a minimum period of 16 months, renewable for a period of 24 months.
All Editorial Board Members, when joining the Editorial Board, must clearly state and agree that they:

1. **Will actively participate in the process of attracting submissions to the journal**: each Editorial Board member is in charge of inviting colleagues and peers to contribute an article to the journal and of guaranteeing that at least 3 manuscripts from their invitees are submitted to each issue of the journal. The Editorial Board member needs provide the Managing Editor with a list of names and email addresses of the invitees that will submit a full paper to the issue no later than one month after each Call for Abstracts.

2. **Are available to edit an issue of Urban Planning**: each Editorial Board member is asked to Guest Edit at least one issue of the journal, according to the division of roles established during the planning of the journal.

3. **Declare themselves as supporters of open access**: Urban Planning is an open access journal that allows free access to all published articles, and each Editorial Board member shall also defend the need to make research articles freely available to any reader. The Editorial Board members shall also comprehend that, as the journal does not charge readers to access the articles, authors or their institutions/funding bodies need to pay an article processing charge to cover all production costs and guarantee a rigorous and professional editorial service.

4. **Will help promoting the journal**: All Editorial Board Members commit to represent Urban Planning at academic events, such as conferences, and promote the journal’s Call for Abstracts through their own networks.

5. **Can fulfil all their assignments in timely and honourable manner**: being an Editor is a very rewarding, yet serious and time-consuming experience. Editorial Board members are expected to dedicate enough time to the journal’s activities and to perform all their duties in a dedicated, professional, and timely manner. When an Editorial Board Member is unable to perform the assigned responsibilities (for e.g., due to illness or vacation) they should assign another Editorial Board member to take over all responsibilities and duly inform the Managing Editor of the change. If an Editorial Board Member fails to fulfil their assigned responsibilities, including answering in a timely manner to any correspondence from the journal’s Editorial Office, the journal reserves the right to consider a dismissal of the member from the Editorial Board.
Editors-in-Chief

The Editor-in-Chief of each section is responsible for assigning the guest editorship of each issue to a group of Editorial Board Members in accordance with the Editorial Board Members’ availability and considering potential recommendations from the Managing Editor. The Editors-in-Chief will be duly informed by the Managing Editor of the timeline and deadlines that need to be followed when assigning the guest editorship.

If there are any papers (co-)authored by the Guest Editors submitted to an issue, all editorial decisions regarding these papers will be made by the Editor-in-Chief. This procedure is implemented in order to avoid any conflict of interests.

Corresponding Guest Editor

The Corresponding Guest Editor is the leading member of the board of Guest Editors, and is expected to carry out all direct correspondence with all other parties (namely the Managing Editor and authors).

The Corresponding Guest Editor will receive all abstracts directly from the authors at least 2 months prior to the full manuscript submission deadline and is responsible for distributing them evenly among the Guest Editors of the issue. After this analysis, the Corresponding Guest Editor shall inform the authors whether the proposal has been accepted or rejected for inclusion in the issue. It is recommended that at least 30 abstracts (and never less than 20) are accepted for inclusion in the issue. Preferably, all authors shall receive a decision from the Corresponding Guest Editor within 5 working days, and never more than 10 working days, after the abstract has been submitted. The Managing Editor shall always be copied in the decision email sent to the authors. The Corresponding Guest Editor is strongly advised to keep in sustained contact with authors and to remind them of the deadline for submitting the full papers.

The Corresponding Guest Editor will receive all articles submitted through the journal’s online system from the Managing Editor and shall distribute them evenly among all Guest Editors of the Issue in order to make a first assessment and decision (“send out for review” or “decline submission”). After being informed of each individual decision, the Corresponding Guest Editor shall inform the Managing Editor...
– no more than 5 working days after receiving each full manuscript – of the Guest Editors’ decision.

If any reviewer fails to submit their review report and not enough reports are collected (at least 2 per manuscript), the Corresponding Guest Editor must contact all Guest Editors and find an alternative reviewer who is able to review the manuscript as quickly as possible.

The Corresponding Guest Editor will receive all review reports submitted through the journal’s online system along with the reviewed manuscript from the Managing Editor and distribute them evenly among the Guest Editors of the issue to make a decision after peer-review ("accept submission", "revisions required" or "reject submission"). After each individual decision, the Corresponding Guest Editor informs the Managing Editor of the group’s decision.

After the resubmission of the manuscripts and cover letters explaining the revisions made by the authors, the Managing Editor will inform the Corresponding Guest Editor of all resubmitted manuscripts and ask for a final decision. They will have 1 week to assess the revised manuscripts (as a 2nd minor round of review) and make a final decision. If needed, Guest Editors can ask the authors to make some final minor revisions (which should be carried out within 5 working days).

**Guest Editors**

Guest Editors are the Editorial Board Members responsible for a particular issue of the journal. The Corresponding Guest Editor is also one of the Guest Editors and shares all duties assigned to this editorial role.

All Guest Editors will receive abstracts from the Corresponding Guest Editor for assessment, and may take this opportunity to provide some suggestions/recommendations to the authors. It is recommended that at least 30 abstracts (never less than 20) are accepted for inclusion in the issue. Preferably, all Guest Editors should inform the Corresponding Guest Editor of their decision within 3—and never more than 7—working days after the abstract has been received by the Guest Editor.

The Guest Editors shall remind the authors of the submission deadline for full papers and must confirm with the accepted authors whether they will indeed submit their full papers by the deadline. At least
20 contributions per issue must be confirmed.

Guest Editors will receive the full papers from the Corresponding Guest Editor and shall then make a first assessment and decision (“send out for review” or “decline submission”). Guest Editors shall confirm whether these are deemed of sufficient quality to be sent out for peer-review. The Corresponding Guest Editor should be informed of the Guest Editors’ decision within 3 working days.

If there are papers (co-)authored by any of the Guest Editors, any decisions regarding the manuscripts will be made by the Editor-in-Chief.

If a manuscript fails to have at least 3 reviewers assigned after the Managing Editor has contacted all authors inviting them to review other articles, the Guest Editors will be contacted and asked to find the required number of reviewers. Preference should be given to the remaining members of the Editorial Board, but external scholars can also be invited to review the manuscripts.

Guest Editors will receive at least 2 review reports per manuscript alongside the reviewed article from the Corresponding Guest Editor and make a decision (“accept submission”, “revisions required” or “reject submission”) filling out a form explaining to the authors how they should revise their manuscript or why it the article has been rejected for publication. This form will be sent to the Corresponding Guest Editor, who will then contact the Managing Editor. Cogitatio strongly advises that only manuscripts that receive positive feedback from reviewers should continue being processed. The decision should be made within 5 working days after the Guest Editor has received the documents from the Corresponding Guest Editor.

After the submission of revised manuscripts and cover letters explaining the revisions made by the authors, Guest Editors are responsible for a 2nd minor round of review and for deciding if the paper should be accepted or rejected for publication. There is no second round of external peer-review. Guest Editors have 5 working days to assess the revised manuscripts and to make a final decision. If needed, Guest Editors can still ask the authors to make some final minor revisions (which should be carried out within 5 working days).
Gold Open Access Policy

Urban Planning is an open access journal, meaning that articles can be accessed free of charge by any reader, anywhere in the world, regardless of affiliation. This means that not only researchers backed by well-funded institutions, but also policy-makers, NGOs, journalists, practitioners, students, and an interested public have free access to the research articles. This increases the exposure gained by new works and allows them to be disseminated among a much wider audience than is possible through traditional subscription journals.

Open access publication also helps correct the information bias towards the developed world, where institutions are much more likely to have the resources to subscribe to journals than elsewhere. Cogitatio is committed to the democratisation of knowledge, and open access means that any researcher from any institution, anywhere in the world is able to access the full extent of our publications with no subscription fees.

Furthermore, unlike traditional journals, Cogitatio does not assume copyright for articles published through open access. This means that the authors retain the copyright for their own works and are free to distribute them as they wish. Once again, this allows authors to maximise the audience their works are able to reach, rather than tying them to a limited audience of subscribers.

Article Processing Charges

As an open access publisher, Cogitatio is committed to ensuring permanent and universal free access to all published articles, unlike closed-access journals which limit their readership to those able to pay subscription fees. This means that Cogitatio does not receive any income from either subscriptions or article views/downloads. As publishing is not without its costs, Urban Planning needs to offset all production costs through article processing charges. The article processing fee for each manuscript accepted for publication is €900 (plus VAT if applicable).

Article processing charges contribute to the running of the journal and allow us to guarantee that articles will remain freely accessible to all readers. These charges are used to finance the whole publication and archiving process, including peer review, editing, proof-reading and copy-editing, and hosting and maintenance of the journal archives. Without proper financing for such necessary expenses, the journal would be unable to provide the rigorous and professional service upon which we pride ourselves.
Numerous universities and funding agencies allocate funds to cover article processing charges, and authors are advised to check with their departments and libraries whether funds are available to cover open access publication costs. Authors affiliated with institutions that have joined Cogitatio’s Membership Program can publish their articles totally free of charge.

Authors

Authors shall send their abstracts directly to the Corresponding Guest Editor by email no later than 2 months prior to the deadline for full papers. The abstract shall have approximately 200 words and include a tentative title.

All authors will be informed by the Corresponding Guest Editor whether their abstracts have been accepted or rejected, and may receive some suggestions and recommendations on how to prepare a full paper.

Authors whose abstracts are accepted must confirm whether they will be submitting a full paper by the deadline for submissions no more than 5 working days after receiving the notification from the Corresponding Guest Editor. Authors must carefully read and follow the journal’s instructions for authors, and prepare their work in order to guarantee that they are indeed able to meet the deadline.

Authors are expected to collaborate in the peer-review process by reviewing up to 2 other articles submitted to the issue. The peer-review process takes place within the 4 weeks following the deadline for submissions. Approximately 3 weeks before the deadline for submissions, authors will be asked by the Managing Editor to select 5 manuscripts they are willing to review, and must reply to the Managing Editor within 3 working days. Authors are strongly recommended not to take any further review commitments for the period that they will be reviewing articles submitted to the issue, in order to guarantee that they are able to properly review the articles and submit their reports in timely manner.

Approximately 2 weeks before the deadline for submissions, authors will be assigned up to 2 manuscripts that they will need to review. If, for any reason, an author is unable to review any of these manuscripts, he/she should inform the Managing Editor immediately.
Authors shall always submit their manuscripts through the online submission system (submissions by email will not be considered) before the deadline.

Within two weeks of submission, authors will be informed whether their manuscripts have been accepted for consideration, or if they are not deemed to be of sufficient quality to be considered for publication in the issue.

After the review process, all authors will receive the Guest Editor’s decision from the Managing Editor. The turnaround period from submission to first decision will usually take up to 8 weeks. Accepted papers will go directly to the editing stage, papers in need of revisions shall be resubmitted to the Managing Editor, and rejected papers will no longer be processed.

In case of revisions required, authors shall be given 3 weeks to complete their revisions and submit the revised manuscripts and a covering letter explaining the revisions addressed directly to the Managing Editor by email. The cover letter must explain point-by-point all the revisions that have been made and the authors’ rebuttal in case of disagreement.

After the Guest Editors have assessed the revised article, the Managing Editor will inform the authors of the final decision. Accepted papers will go to the editing stage and rejected papers will no longer be processed. Guest Editors may still ask the authors to make some final minor revisions before acceptance, and these should be carried out within 5 working days.

As soon as an article is ready it is immediately published online, as long as it is within the time window of the issue (3 months).

**Reviewers**

Cogitatio undertakes a very serious double-blind peer-review process and carefully selects reviewers for submitted manuscripts from among the top scholars in the field. Reviewers must fulfil the following criteria:

- Be a recognized expert in the field;
- Hold a PhD degree;
• Not have co-authored any work with the author(s) for the last 5 years;
• Not be affiliated with the same institution as the author(s);

If, for any reason, a reviewer is unable to review the manuscripts after accepting the invitation or suspects a potential conflict of interests, he/she should inform the Managing Editor immediately.

Reviewers will be formally asked to review the assigned manuscripts by the Managing Editor and shall submit their review reports within 3 weeks of the submission deadline through the online submission system. Cogitatio strongly advises reviewers to undertake the review within the first two weeks so as to guarantee that, in case of any unforeseen circumstances, they will still have a week to complete the review and submit it by the deadline.

Reviewers will submit their review reports through the online submission system and the reports will be compiled and sent to the Corresponding Guest Editor by the Managing Editor.