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### Submission of Manuscripts

Manuscripts, either in full or in precis, should be sent electronically to the Editor of *Missiology*, as listed above. If the Editor agrees to send the submitted article to the rest of the editorial team for further evaluation, the author must then mail three printed copies of the full manuscript to our editorial office. Our goal is to notify authors within twelve weeks of reception of these copies as to the acceptance or rejection of their manuscripts. By submitting a manuscript, an author agrees to ensure that the article, if it is approved for publication, is formatted according to the guidelines described in this Style Guide before it is published.

### Inclusive Language

We encourage writers to make every effort to use inclusive language, that is, language that is not gender specific. For example, references to *man* or *mankind* should usually be avoided. Also, the use of plural rather than singular forms will aid the writer in avoiding non-inclusive language (for example, *people* or *persons*, rather than *person*; *church members* rather than *church member*).

### Manuscript Form and Length

The submitted manuscript should be double-spaced. Printed manuscripts should be on one side of the paper only and have 1.5 inch margins all around. Preference is given to manuscripts of approximately 20 pages (5000 words) in length, references included.

### Sections of the Manuscript

1. Title and Author
2. Abstract
3. Text
4. Notes
5. References Cited

#### 1. Title and Author

Authors should include a 3-4 line statement about themselves, to include the following information: current position, cross-cultural experience, and significant publications.

#### 2. Abstract

Authors should submit with the manuscripts a 100-word (maximum) summary which includes the main points of the paper.

#### 3. Text

Documentation in articles is found in the body of the text, not in footnotes or endnotes. Quotations, statistics, and ideas associated with a specific person should be documented. This is done by placing the citation in parenthesis, e.g. (Johnson 1970:13). If the author's name has already been mentioned, only the date and page numbers need be noted, e.g., Koyama (1985:145-150) discusses the world of spirits.

#### 4. Notes

Material suitable for notes belong on a Notes Page following the text. Such material includes Further explanations, author's comments, etc., but not documented references. Notes should be numbered consecutively throughout the text with superscript numbers.

Those using biblical references are asked to identify the version of the Bible in a note to be included on the Notes page at the end of the text.

#### 5. References Cited

Following the text and the notes page a References Cited page must appear, which includes all sources referred to in the text. Publications not referred to in the text should not be included in the References Cited since this is not a bibliography.

### Information Regarding Documentation

When writers are preparing manuscripts for publication, they must pay careful attention to documentation in the text, to notes they have written, and to the list of sources used (which is the References Cited page). Writers are responsible for the content of the articles; for the accuracy of quotations and statistics, as well as for their correct attribution; and for the proper form for submitting manuscripts. Therefore, the following information is designed to assist in this process:

- Regular documentation should be included in the text within parentheses, not in footnotes or endnotes.
- Direct quotations must be documented with page numbers from the original sources. The same procedure should be followed in citing statistics.
- If an entry on the References Cited page is a chapter in an edited book or an article in a journal, then the respective page numbers should be included in that entry.

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- Authors should double-check to confirm that the documentation (dates and page numbers) in the text corresponds exactly to the information listed on the References Cited page.
  - Complete information on the References Cited page should include author (s), date, title, publishing information, and, when applicable, page numbers for chapters in books and for articles in journals.
  - **Note:** Manuscripts with footnoted documentation, incorrect/ incomplete information on the References Cited, or documented references in the text which do not appear on the References Cited page will be set aside.

### **Additional Information for Authors**

#### **Figures**

All illustrative material should be included in a single numbered series of “figures.” Artwork should be submitted in its original form so that it will be suitable for publication. All figures are numbered consecutively with Arabic numerals in the order in which they are referred to in the text.

#### **Quotations**

Direct quotations exceeding four manuscript lines of typing should be set off from the text by indenting five spaces from the left margin and omitting quotation marks. Double-spacing must be used. Material added by the author of the article should be enclosed in brackets — not parenthesis. Emphasis (underlining) should be labeled as “in original” or “added.”

Omission in quotations is noted by ellipses (three spaced periods) if one or more words are omitted, or with an

additional period to end the sentence if necessary, for example:

“It is unfortunate that much Christian thinking and practice coming from the West is based on assumptions of Western secular development....”

#### **Spelling**

Writers should refer to the latest edition of *Webster’s New Collegiate Dictionary*. Shorter spellings are preferred if more than one spelling is given. Original spellings should be used for quotes. Foreign words need to be underlined (italicized) unless they are abbreviated or are in common English usage.

#### **Numbers**

Numbers from one to ten are spelled out in the text. Thereafter, numbers are written as numerals except for round numbers, e.g., one hundred, two million. Writers should also note the following forms: twentieth century; pages 131-133, not 131-3; page references (page 7); and 1914-1918 for years.

#### **Other Questions**

Writers may have other questions regarding the style of their manuscripts. For matters not covered and for further explanations, we recommend the latest edition of *The Chicago Manual of Style*, published by the University of Chicago Press. Further examples and information can also be found in recent editions of *Missiology*.

#### **Reprints**

As with other scholarly journals, payment is made to authors in copies (20) of the published article.

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# Example of Entries on the References Cited Page

The sources cited should include the author (s); the date; the title (including subtitle); information on editors, translators, editions, etc.; place of publication; and publisher. The entries should be listed alphabetically by the author's last name and should follow the form below:

Koyama, Kosuke

1985 *Mount Fuji and Mount Sinai: A Critique of Idols*. Maryknoll, NY: Orbis Books.

McGavran, Donald A.

1955 *The Bridges of God: A Study in the Strategy of Missions*. New York: Friendship Press.

1970 *Understanding Church Growth*. Grand Rapids, MI: Eerdmans.

## Author

One author: Hunter, George G., III

Two or three authors: Anderson, Gerald H., and Thomas F. Stransky

More than three authors: Anderson, Gerald H., et al.

Corporate author: American Friends Service Committee

Editor, compiler, translator: Fabella, Virginia, ed.

## Year of Publication

The year of publication should appear just under the author's name and should be indented two spaces. If the first publication date is important, it should follow immediately (i.e., 1966 [1902]), both in the text citations and on the References Cited page.

## Title

The title and subtitle of a book or journal is italicized. Chapter and article titles are enclosed in quotation marks.

## Article in a Periodical

Musk, Bill

1988 "Dreams and the Ordinary Muslim." *Missiology* 16(2): 163-172.

## Chapter in a Book

Sofue, Takao

1976 "Psychological Problems of Japanese Urbanization." In *Responses to Change: Society, Culture, and Personality*. George A. DeVos, ed. Pp. 253-268. New York: D. Van Nostrand.

## Article in a Volume in a Series

Whiteman, Darrell L.

1986 "Using Missionary Documents in Ethnohistorical Research." In *Ethnohistory: A Researcher's Guide*. Dennis Wiedman, guest ed. Pp. 25-60. *Studies in Third World Societies*. No. 35. Vinson H. Sutlive, et al., eds. Williamsburg, VA: College of William and Mary.

## Review

Motte, Mary, FMM

1987 Review of *Whither Ecumenism? A Dialogue in the Transit Lounge of the Ecumenical Movement*, ed. by Thomas Weiser. *Missiology* 16(2): 227-228.

## Dissertation

Elmer, Muriel.

1986 "Intercultural Effectiveness: Development of an Intercultural Competency Scale." Ph.D. dissertation, Michigan State University, East Lansing, MI.

Sauca, Ioan

1987 "The Missionary Implications of Eastern Orthodox Ecclesiology." Ph.D. dissertation, University of Birmingham, England.

## Translated Publications

Dostoevsky, Feodor

1964 *Crime and Punishment*. Jesse Coulson, trans. George Gibian, ed. New York: Norton.

## Foreign Publications

The city name is Anglicized, but the name of the publication is not. The author must take responsibility for providing the correct forms for the names and include proper accents in foreign names and in articles or book titles. In the following example the English title is also supplied.

Qui, En-chu [Chiu, Andrew]

1984 Sheng-jing yu jing-zu wen-ti [The Bible and the Problem of Respecting Ancestors]. Hong Kong: Xiang-gang xin-yi-zong shu-yuan.

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# Capitalization Guide

## A

Advent, the  
Almighty, the  
Advocate, the (Holy Spirit)  
angel  
Anointed, the (Jesus)  
Apocrypha, the  
apostle Peter, et al.  
apostles  
Apostles' Creed  
Atonement

## B

Bible school  
biblical  
Black (people)  
body of Christ (the church)  
Book, the (Bible)  
bread of life (Bible or Christ)

## C

Calvary  
Catholicism  
children of Israel  
chosen people  
Christian  
Christology  
christological  
church (body of Christ)  
church in America  
city of David (Jerusalem, Bethlehem)  
Comforter, the (Holy Spirit)  
commandment (first, et.al.)  
communion  
conciliar  
covenant, the  
Creation, the  
Creator, the  
cross  
crucifixion, the  
Crusades, the

## D

Dead Sea Scrolls  
Decalogue  
Deity, the (Christ/God)

deity of Christ  
devil, the (Satan)  
Diaspora

## E

Easter Sunday  
Eastern church  
enemy, the (Satan)  
Epistle to the Romans  
Epistles, the (*NT*)  
apostolic letters)  
Eternal, the (God)  
eternal God  
eternal Word, the  
Eucharist  
evangelical  
evangelicals  
exile (Babylonian captivity of the Jews)  
Exodus (from Egypt)

## F

Fall, the  
fall of man  
Father, the  
fatherhood of God  
Flood, the

## G

Galilean, the (Christ)  
garden of Eden  
Gentile laws  
gnostic  
Gnosticism  
Godhead (essential being of God)  
godlike  
God's Word  
golden rule, the  
good news (the gospel)  
good Samaritan  
Good Shepherd  
gospel (adj)  
Gospel of John, et al.  
gospel, the (good news)  
Gospels, the  
great commandment, the  
great commission, the  
Great High Priest, the  
Great Physician, the

## H

heaven  
heavenly Father  
High Church (Anglican)  
High Priest, the (Christ)  
Holy Bible  
holy city  
Holy Communion  
holy of holies  
Holy One  
Holy Scriptures  
Holy Spirit

## I

Immanuel  
Incarnation  
incarnational

## K

kingdom of God

## L

Last Supper  
Law, the (OT division)  
law of Moses  
Liberation Theology  
light of the world (Christ)  
living Word (Bible)  
Logos, the  
Lord  
Lord of lords  
Lord's day, the  
lordship of Christ  
Lord's Prayer, the

## N

new covenant (NT)  
new religious movements  
non-Christian

## O

orthodoxy

## P

papacy  
parable of the prodigal son  
paradise  
parousia  
Passion Sunday  
Passover

pastoral Epistles  
Pauline Epistles  
Pentecost  
Pentecostal (adj.)  
Pentecostals  
people of God  
pope, the  
Pope John Paul II  
Prince of Peace (Christ)  
Prophets, the (books of the OT)  
Protestant (ism)

## R

Reformation  
Reformed Theology  
reign of God

## S

Satan  
Savior  
scriptural  
Scripture(s) (Bible)  
Septuagint (LXX)  
serpent, the (Satan)  
Son of God  
Son of man  
Sunday school  
synoptic Gospels

## T

Third World  
trinitarian  
Trinity  
triune God  
twelve, the  
twelve apostles, the

## U

unchristian

## V

virgin birth

## W

way, the (Christ)  
Western church  
White (people)  
Word, the (Bible or Christ)  
Word of life  
Word of truth, the