

# Instructions to contributors

All articles submitted for publication in *Missionalia* are expected to conform to the following requirements:

## General information

1. Articles may be submitted in printed format or by e-mail to the editor, Dr GL James, Department of Christian Spirituality, Church History and Missiology, Unisa, PO Box 392, Unisa 0003. E-mail address: editor@missionalia.org.za
2. A statement confirming that the article is not being submitted or has not been submitted simultaneously to another journal must accompany the article.
3. Inclusive language should be used to designate individuals and groups.
4. The article will be sent to three independent referees. Upon receiving the reports from the referees, authors will be notified of the decision of the editorial panel, which may include a statement indicating changes or improvements that are required before publication.
5. Should the article be accepted for publication, the author will be expected to submit an electronic version of the article (by e-mail or diskette).
6. Include the following:
  - An abstract of no more than 100 words.
  - Between 3 and 10 keywords that express the key theological concepts used in the article.
  - Brief biographical details of the author indicating, among others, the institutional affiliation and e-mail address.
7. Contributors will be informed if their article is not accepted for publication, but the hard copy will not be returned to them.
8. Articles should be spell-checked before submission, by using the 'UK English' dictionary of the word processor.
9. Articles longer than 10 000 words are not normally accepted, but a submission of this length (or longer) may be published if, in the views of the referees, it makes an important contribution to missiology in Africa.

## Style requirements

1. *Missionalia* follows the widely accepted 'name-date' (or Harvard system) method for citations in the text.
2. A publication is cited or referred to in the text by inserting the author's last name, year and page number(s) in parentheses, for example (Mbiti 1986:67 - 83).
3. Graphics (e.g. graphs, tables, photographs) will only be included in an article if they are essential to understanding the text. Graphics should not be included in the body of the article. Number graphics consecutively, save each in a separate file and indicate clearly in the text where each should be placed.
4. Footnotes should be reserved for content notes only. Bibliographical information is cited in the text according to the Harvard method (see 2 above). Full citations should appear in the References at the end of the article (see below).
5. References should be listed in alphabetical order of authors under the heading **References** at the end of the text. Do not include a complete bibliography of all works consulted, only a list of references actually used in the text.

References	Text
<b>Book with one Author</b>	
Barrett, D.B. 1986. <i>Schism and renewal in Africa: An analysis of six thousand contemporary religious movements</i> . Nairobi: Oxford University Press.	(Barrett 1986:3)
<b>Book - edition</b>	
Billington, R. 1993. <i>Living philosophy: An introduction to moral thought</i> . 2nd edition. London: Routledge.	(Billington 1993:32 - 34)
<b>Book - two or three authors - Initials only for author's names</b>	
Welbourne, F.B. and Ogot, B.A. 1966. <i>A place to feel at home</i> . London: Oxford University Press.	(Welbourne and Ogot 1966:57)
<b>Edited work (when referring to a collected work)</b>	
Maimela, S.S. (ed.) 1994. <i>Culture, religion and liberation</i> . Pretoria: Unisa Press.	(Maimela 1994)
<b>Book - two editors</b>	
Fabella, V. and Oduyoye, M. (eds). 1996. <i>With passion and compassion: Third World women doing theology</i> . Maryknoll: Orbis Books.	(Fabella and Oduyoye 1996:98)
<b>Book - sub title</b>	
Hope, A. and Timmel, S. 1987. <i>Training for transformation: A handbook for community workers</i> . Gweru: Mambo Press.	(Hope and Timmel 1987:90)
<b>Book in series</b>	
Mazambara, P.D. 1999. <i>The self-understanding of African Instituted Churches: A study based on the Church of Apostles founded by John Marange in Zimbabwe</i> . Aachen: Verlag an der Lottbek (Perspektiven der Weltmission, Bd 29).	(Mazambara 1999:323)
<b>Multi volume book</b>	
Daneel, M.L. 1971. <i>Old and new in Southern Shona Independent churches, Vol 1: Background and rise of the major movements</i> . The Hague: Mouton.	(Daneel 1971:211)
Daneel, M.L. 1974. <i>Old and new in Southern Shona Independent churches, Vol 2: Church growth: Causative factors and recruitment techniques</i> . The Hague: Mouton.	(Daneel 1974:13)
<b>Chapter in book</b>	
Bosch, D.J. 1987. The problem of evil in Africa: A survey of African views on witchcraft and of the response of the Christian Church, in <i>Like a roaring lion: Essays on the Bible, the church and demonic powers</i> , edited by P.G.R. de Villiers. Pretoria: Unisa:413 - 416.	(Bosch 1987:414)

References	Text
<b>Journal - with month in date</b>	
Ojo, M.A. 1997. The dynamics of indigenous charismatic missionary enterprises in West Africa. <i>Missionalia</i> 25(4), December:537 - 561.	(Ojo 1997:540)
<b>Study guide</b>	
Bosch, D.J. 1973. Onafhanklike kerklike bewegings: Studiegids vir Sending en Godsdienwetenskap. Pretoria, Unisa.	(Bosch 1973:5 - 9)
<b>Periodical - daily or weekly with date</b>	
Lobe, J. 28 February 2001. Bush won't fight price break for AIDS treatment. <i>The Botswana Gazette</i> , Wednesday :B4.	(Lobe 2001:5 - 7)
<b>Unpublished material</b>	
Hope, A. 1979. Growing in the Grail. (Unpublished study material).	(Hope 1979:3)
<b>Thesis</b>	
Kritzinger, J.N.J. 1988. Black theology: Challenge to mission. DTh. thesis, University of South Africa, Pretoria.	(Kritzinger 1988:55)
<b>Several works by same author in one year</b>	
Russell, L.M. 1974a. <i>Christian education in mission</i> . Philadelphia: Westminster Press.	(Russell 1974a:324)
Russell, L.M. 1974b. <i>Human liberation in a feminist perspective: A theology</i> . Philadelphia: Westminster Press.	(Russell 1974b:27)