Missio Africanus Submission Guidelines
Submission Policy for Articles

We express our gratitude for your desire and passion to submit an article to Missio Africanus: Journal of African Missiology. Here are guidelines to follow as you prepare the article:

General Comments

• Missio Africanus editors assume your article has authorial integrity and legitimacy, that all citations are accurate, and that anything you quote or paraphrase is properly cited.
• You should not present articles that appear in other publications in the same or a different language.
• You should not submit an article to more than one journal simultaneously.
• Your article should include a brief abstract summarizing its content.
• Articles should be approximately 20 pages long, (double spaced), and that is around 5000 words.
• Articles should be submitted as Microsoft Word documents via email to journal@missioafricanus.org
• We accept for consideration articles written in English only. (You need to use the word "accept" in a limited sense: accept for publication.)
• We accept for consideration articles submitted in electronic format only.

Formatting
• Please use the Chicago 16th edition for general questions regarding style, punctuation and notation.
• Articles should be double-spaced.
• The body of the article should be size 12 point font, preferably Times New Roman.
• Sentences should only have one space between the period and the first letter of the next sentence. Use the "search" and "replace" to resolve this formatting issue quickly.)
• We encourage submissions to include hyperlinks when appropriate.
• We encourage submissions to include visual images when appropriate (legal pictures, etc.)

Technical and Grammatical Details
• Please avoid use of all caps anywhere in the article.
• All non-English words and titles should be italicized.
• If a non-English word is placed in parenthesis, both the word and the parenthesis should be italicized.
• All words that require non-Latin fonts should be transliterated.
• Block quotations should only be indented 4 spaces from left margin, and extend all the way to the right margin.
• Use a computer generated "em dash" (—) instead of two hyphens (--). Obtain the em dash by going to "insert" then "symbols." Note: there should be no space before or after the em dash.
• Use computer generated ellipses points (…) rather than three periods (…). Obtain ellipses by going to "insert" and then "symbols." Note: there should be one space immediately before and after the ellipses points.

• When listing a series of three things, use two commas (e.g., red, white, and blue)

Biblical References
• Make sure to follow book abbreviations as found in Chicago Manual of Style. Use the form that includes the period (Gen.) as opposed to the form that does not (Gn).
• Make sure multiple scripture references are in proper sequence as found in the Bible.
• If quoting one verse and referencing others state: (Jn. 3:16; cf. Jn. 1:1).
• Note: According to Chicago, even if some Scripture references are used within the text, they are still abbreviated. (Only references to whole books and chapters are spelled out).
• In biblical referencing, Chicago Manual discourages the use of f. and ff.
• Do capitalize in reference to deity: He, Him, Bible, Scripture, the Early Church, the Church
• Do not capitalize in reference to deity: himself, biblical, body of Christ, godly/godliness

Footnotes
• Please use footnotes rather than endnotes.
• In footnotes, replace 2nd edition with 2d ed.
• In footnotes, there should be no comma after title: **title (place: publisher, date), page.**
• Block quotations should be footnoted (see previous comments).
• Make sure to place a period and a comma after Ibid. (Ibid., 27.)

Footnotes and Bibliographies:
• Titles are to be italicized, not underlined.
• Follow first choice abbreviations for states.
• Make sure to use 2d ed. rather than 2nd edition.
• Make sure you are consistent in how you list publishing companies (not Zondervan in some places, and Zondervan Publishing House in others).
• In Bibliography "Vol." is capitalized (in footnotes it is not "vol.")