

Micah Global: 7th Global Consultation, Philippines September 2018

STYLE SHEET for Papers

Please keep to the guidelines provided, to facilitate the work of the editors and publishers.

1. General

- Submissions should be sent via email attachments in Word format (doc or docx),
- Texts should not exceed 5,000 words, including footnotes and works cited. The Micah editorial committee reserves the right to edit and/or shorten submitted texts.
- Papers should be written in a clear, professional but not overly academic style. We strongly recommend proof-reading and feedback from your peers and colleagues before submission.
- Please attach a **separate document** with the following data:
 - Title
 - Full name of author(s)
 - Email
 - Skype
 - Mobile
 - Nationality
 - Context
 - Short biography (not more than 5 lines)
 - Organisation Name (if relevant)
 - Position in Organisation
 - Title of Paper
 - Rationale for Submission (brief paragraph)
 - Date Written
 - Has it been published elsewhere
 - Confirmation that Micah may publish online and elsewhere.

The following layout guidelines are incorporated in the Templates.

2. Type area

- **Margins:** left and right: 3.5 cm, Top: 3.5 cm Bottom: 3.25 cm
- **Overall page format:** A4, 21 cm wide x 29.7 cm high
- **Text font:** Calibri

3. Preliminaries

- Precede the title with Micah Global: 7th Global Consultation, Philippines
- **Title and subtitle**
- **Name of the author(s):** if more than one author, put on separate lines. First name and family name in that order
- **Institutional affiliation:** after the author's name; if appropriate
- **Abstract:** Maximum of 150 words, consisting of one paragraph without bibliographical references.

4. Layout

Type styles

- **Title, subtitle:** Calibri 16 pt, centred. Capitalise the first word of the title **only** (apart from proper names): e.g

Integral mission and Resilient Communities

- **No use of BLOCK CAPITALS** please, in any titles or headings.
- **Author and institutional affiliation:** Calibri 14 pt, centred: e.g.

Arturo Gonzales, University of Buenos Aires

Sarah McManus, Independent Researcher

- **Abstract:** Calibri 11 pt. single-spaced, justified, preceded by 1 blank line.
- **Text paragraphs:** Follow the Normal style in the template. 11 pt, justified, 1.15 line spacing, 8 pt space after, no blank lines between paragraphs. Single space after full stop/period.
- Block quotations: As above but 12 pt, justified, indented (see below)
- Endnotes: 10 pt

Headings

Follow Heading styles in templates, or use keyboard shortcuts in Word: Ctrl-Alt-[heading number] so Ctrl-Alt-1 for Heading 1 etc.

No use of ~~BLOCK CAPITALS~~ or punctuation in headings

1. Heading 1

Heading 2

Heading 3

Emphasis

Use **bold text** for emphasis, but sparingly. Use *italic text* for words or phrases in another language, or for book titles. Use 'single quotes' to indicate a transferred or metaphorical use of a word or phrase.

Quotations and endnotes

- Block quotes: more than 3 lines should be set as indented paragraphs without quotation marks. Left and right indent: 1 cm.
- Quotations of less than three lines: include within the body of the text between “double quotes”.
- Omissions in the quotations should be acknowledged by three dots between square brackets: [...]
- Endnotes: justified, number in superscript type.

Illustrations, tables, images, etc.

Please number independently with “Figure xx” or “Table xx”, followed by a caption text. Where possible, generate tables within your word-processing software. Charts or graphs to be generated on a spreadsheet. Images must not exceed a 500-pixel width. Please **send illustrations and graphs as separate files**, indicating where they are to be inserted.

All images must acknowledge their origin in the caption and include the necessary data for their identification (author, work, year, URL, etc.), as required.

Any acknowledgments or references to funding, research projects, etc. must be stated in a footnote to the name of the author.

Please do not include running headers, or page numbers.

5. Notes and references

Please use the number system (^{1,2,3,etc}) for all references, links, comments and other supplementary material, which should be put in corresponding **endnotes** at the end of the document.

Please cite the works in the following ways:

- **Books:**

Author’s first name, surname. *Title of the book*. (Place of publication: Publisher, year of publication). [page number]

In the case of several authors, include them all with their first name and surname. If they are editors, use abbreviations (ed.) / (eds.) **See examples:**

R. Pierce Beaver, *Pioneers in Mission: The Early Missionary Ordination Sermons, Charges and Instructions* (Grand Rapids: Eerdmans, 1966), 22.

Michael Pocock, Gailyn Van Rheenen, and Douglas McConnell. *The Changing Face of World Missions: Engaging Contemporary Issues and Trends*. (Grand Rapids: Baker Academic, 2005), 146

Jerald. C. Brauer (ed.), *Reinterpretations in American Church History* (Chicago: University of Chicago Press, 1968), 37.

- **Electronic books**

Author's full name. *Title of the book*. Publisher, Year of publication. E-book.

Claire E. Wolfeich. *Lord, Have Mercy: Praying for Justice With Conviction and Humility*. Jossey-Bass: 2009. E-book.

- **Book sections**

Author's full name. "Title of the book section". in *Title of the Book*. ed. Editor's full name. (Place of publication: Publisher, Year of publication). [page number]

R. Pierce Beaver, "Missionary Motivation through Three Centuries," in *Reinterpretations in American Church History*, ed. Jerald C. Brauer (Chicago: University of Chicago Press, 1968), 218

- **Journal articles**

Author's surname, full name (year in brackets). "Title of the Article".
Journal Volume (issue): pp. pages.

David Bosch, "Mission in Jesus' Way: A Perspective from Luke's Gospel,"
Missionalia 17, no.1 (April 1989): 3.

- **Websites (entire websites from institutions)**

Name of the Institution. *Website title*. URL

** Do not leave any spaces in the URL. If possible format the URLs as hyperlinks.

International Mission Training Network. *Mission Resources*.
<http://www.theimtn.org/resources/>

- **Web pages**

Author's full name. *Website title*. <URL>. .

Westbrook, Carolyn. "Jewish Wedding Rites." *BBC Religion and Ethics*.
http://www.bbc.co.uk/religion/religions/judaism/rites/weddings_1.shtml

- **Articles in online journals**

Author's full name. "Title of the Articles". *Journal* volume (issue): [page number], <URL>.

Richard B. Hayes, "Is Paul's Gospel Narratable?" *Journal for the Study of the New Testament* 27, no. 2 (December 2004): 219,
<http://jnt.sagepub.com/cgi/reprint/27/2/217>

- **An unpublished thesis or dissertation**

Author's full name. "Title." Kind of text and publication status. University, Country, Year., [page number]



Stan W. Nussbaum, "Towards Theological Dialogue with Independent Churches: A study of Five Congregations in Lesotho" (PhD diss., University of South Africa, 1985), 140.