



### *Instructions for Authors*

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## Scope

The aim of *Mission Studies* (*MIST*) is to enable the International Association for Mission Studies to expand its services as a forum for the scholarly study of Christian witness and its impact in the world, and the related field of intercultural theology, from international, inter-confessional and interdisciplinary perspectives.

## Ethical and Legal Conditions

Please note that submission of an article for publication in any of Brill's journals implies that you have read and agreed to Brill's Ethical and Legal Conditions. The Ethical and Legal Conditions can be found here: [brill.com/downloads/conditions.pdf](http://brill.com/downloads/conditions.pdf).

## Online Submission

For articles, the Journal now uses online submission only (for book review submission see below). Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: [editorialmanager.com/mist](http://editorialmanager.com/mist).

First-time users of EM need to register first. Prior to submission, authors are encouraged to read the 'Instructions for Authors' and the EM instructions available by following the above link and clicking on the 'help' icon in the top left hand menu on the page. Online submission considerably shortens overall publication time. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files.

Please upload source files (.doc, etc.) and *not* .pdf files.

For figures, please see below. Any figure files should be uploaded separately, and should have a high density of at least 300 dpi at a size suitable for printing.

The revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.

### *Double-blinded Peer Review*

*MIST* uses a double-blind peer review system, which means that manuscript author(s) do not know who the reviewers are, and that reviewers do not know the names of the author(s). When you submit your article via Editorial Manager, you will be asked to submit a separate title page which includes the full title of the manuscript plus the names and complete contact details of all authors. This page will not be accessible to the referees. All other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc. The names of these files and the document properties should also be anonymized.



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#### *Contact Address*

For any questions or problems relating to your manuscript please contact the Editor at: [editor@missionstudies.org](mailto:editor@missionstudies.org). For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: [em@brill.com](mailto:em@brill.com).

Book reviews should be sent to the book reviews editor at [bookreviewmissions@gmail.com](mailto:bookreviewmissions@gmail.com).

### **Manuscript Submission Requirements**

*Mission Studies* accepts unsolicited manuscripts, and particularly encourages articles from IAMS members. Manuscripts become property of Mission Studies and may be edited as necessary. Unaccepted manuscripts will not be returned.

#### *Language*

Manuscripts can be submitted in (American) English, French, German or Spanish. Spelling should be consistent throughout. English spelling follows the latest edition of Webster's *New Collegiate Dictionary*. Inclusive language should be used. Articles will be published in the language in which they are submitted unless previously arranged otherwise with the editors. Manuscripts will be edited accordingly.

#### *Length*

Articles should be approximately 6,000 - 10,000 words in length, typed double spaced. Book reviews are from 300 to 600 words, including the bibliographical information at the beginning of the review.

#### *Capitalization*

Capitalization of words should be done sparingly. Do NOT capitalize "church," "gospel," "mission." DO capitalize "Incarnation," "Catholic Church," "Lutheranism," etc.

#### *Foreign Words*

Foreign words –except proper names and places– in respective languages should be underlined or *italicized* (e.g. in English, *Sitz in Leben*; in all languages, *Missio Dei*).



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## Manuscript Structure

### *Abstract and Keywords*

After the author affiliation there should be a one-paragraph abstract (100 to 150 words) followed by up to eight keywords. These should both be in English if submitted in another language

### *Biographical Note*

A brief biographical statement with an institutional affiliation in telegram style is also required. This will also be translated into English if submitted in another language.

### *Headings*

Headings should be used to break up the text.

**1 The First Level Heading is Flush Left and Looks Like This**

**1.1 The Second Level Heading**

### *Footnotes*

Use footnotes, not endnotes. Lengthy notes are to be avoided.

### *Bible Citations*

Bible citations are placed in the text – e.g. (Gal 3:10).

### *References*

Mission Studies follows the internationally recognized “Anthropological Style”, e.g. as followed by *Missiology: An International Review*.

### *Text Citations*

References are placed in the text in parentheses, with author's last name, year and page number(s) – e.g. (White 1973:1-42).

### *Reference List*

At the end of the text, references will be listed alphabetically according to the last name of the first author. If there is more than one citation, then the oldest should be placed first, according to the following examples:

Author, A. (1995). *The Title of the Book*. City: Publisher.

Author, A. (2016). *The Title of the More Recent Book*. City: Publisher.

### *Book*

Toulmin, Stephen (1953). *Philosophy of Science*. New York: Harper and Row.



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#### *Book in Translation*

Weber, Max (1963). *The Sociology of Religion*. Trans. By Ephraim Fischhoff. Boston: Beacon Press.

#### *Edited Book*

Schreiter, Robert J., ed. (1991). *Faces of Jesus in Africa*. Maryknoll, NY: Orbis Books.

#### *Book Written or Edited by Several Authors/Editors*

Pope-Levison, Priscilla and John R. Levison (1992). *Jesus in Global Contexts*. Louisville, KY: Westminster / John Knox Press.

Scherer, James A. and Stephen B. Bevans, eds. (1992). *New Directions in Mission and Evangelization 1: Basic Statements 1974-1991*. Maryknoll, NY: Orbis Books.

#### *Book Chapter*

Burrows, William R. (1996). "A Seventh Paradigm? Catholics and Radical Inculturation." In Willem Saayman and Klippes Kritzingler, eds. *Mission in Bold Humility*. David Bosch's Work Considered. Maryknoll, NY: Orbis Books: 121-138

#### *Journal Article*

Peacock, James (1996). "Anthropology and Missionaries: A Commentary." *Missiology: An International Review* XXIV, 2:163 -165.

For journal articles, if a doi number is available, please insert it.

#### *Other*

For matters not covered and for further information, see the latest edition of *The Chicago Manual of Style* ([chicagomanualofstyle.org/home.html](http://chicagomanualofstyle.org/home.html); Chicago: University of Chicago Press), or consult with the editor of Mission Studies.

#### *Quotations*

The original spelling should be retained in quotations.

### **Book Reviews**

Book reviews are solicited but unsolicited reviews from IAMS members are also considered. Book reviews are from 500 to 600 words long, with everything double spaced, including the bibliographic information at the beginning of the review and reviewer information at the end of the review.



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Begin with complete bibliographical information on the book: name of author or editor(s), translator (if applicable), complete title (italicized), edition (if applicable), series (if applicable), place of publication, publisher, date, pages (Roman for front matter, then Arabic for the main contents), price (in US Dollars). Example:

**Emma Wild-Wood and Peniel Rajkumar, eds.**

*Foundations for Mission*. Regnum Edinburgh Centenary Series 13. Oxford, Regnum Books International, 2013. Pp. vi + 309. \$39.00.

Generally, the review should include five elements:

1. Situation of the book within the current literature on the subject
2. Identification of the author or editor
3. A brief synopsis of the contents
4. Critique of the organization, substance and style of the book
5. Identification of the intended audience (if this is not already clear)

The review should conform to the author guidelines for Mission Studies, as posted on the Brill website at [http://www.brill.com/files/brill.nl/specific/authors\\_instructions/MIST.pdf](http://www.brill.com/files/brill.nl/specific/authors_instructions/MIST.pdf).

At the end of the review, the reviewer should use two lines for identification:

- The reviewer's name
- The institution with which the reviewer is associated, and / or the city and country from which the person writes. e.g.:

*José M. DeMesa*

East Asian Pastoral Institute, Manila, Philippines

[jose.demesa@eapi.edu.ph](mailto:jose.demesa@eapi.edu.ph)

If you have a question, you can consult a past issue of *Mission Studies* or email the book review editor Atola Longkumer, [bookreviewmissions@gmail.com](mailto:bookreviewmissions@gmail.com)

## Publication

### *Proofs*

Upon acceptance, a PDF of the article proofs will be sent to authors by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar to note their corrections directly on the proofs. At this stage in the production process only minor corrections are allowed.



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Alterations to the original manuscript at this stage will result in considerable delay in publication and, therefore, are not accepted unless charged to the author. Proof corrections should be returned promptly.

#### *E-Offprints*

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Authors are allowed to post their submitted (pre-peer-review) version of the article at any time. This is the author's own version that had not yet been peer-reviewed, or had any value added to it by Brill (such as formatting or copy editing). Authors may post the accepted (peer-reviewed) version of their article 24 months after publication. This is the version accepted for publication, which contains all revisions made after peer review and copy editing, but has not yet been typeset in the publisher's lay-out. The publisher's lay-out must not be used in any repository or on any website.

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