

# IJFM

## Guidelines for Authors

(Adapted, with permission, from *Guidelines for Writers* for the *Evangelical Missions Information Service*, Wheaton, Illinois)

### *IJFM Distinctives*

Prospective writers for the IJFM should recognize, and if possible, further the Journal's distinctives. The IJFM is published in the name of the *International Student Leaders Coalition for Frontier Missions*, a fellowship of younger leaders who are committed to the purposes of the twin consultations of Edinburgh 1980: The *World Consultation on Frontier Missions* and the *International Student Consultation on Frontier Missions*. As an expression of the ongoing concerns of Edinburgh 1980, the IJFM seeks to:

- ❖ promote intergenerational dialogue between senior and junior mission leaders.
- ❖ cultivate an international fraternity of thought in the development of frontier missiology.
- ❖ highlight the need to maintain, renew, and create mission agencies as vehicles for frontier mission.
- ❖ encourage multidimensional and interdisciplinary studies.
- ❖ foster spiritual devotion as well as intellectual growth.
- ❖ advocate "A Church for Every People."

Mission frontiers, like other frontiers, represent boundaries or barriers beyond which we must go yet beyond which we may not be able to see clearly and boundaries which may even be disputed or denied. Their study involves the discovery and evaluation of the unknown or even the reevaluation of the known. But unlike other frontiers, mission frontiers is a subject specifically concerned to explore and exposit areas and ideas and insights related to the glorification of God in all the nations (peoples) of the world, to open their eyes, to turn them from darkness to light and from the power of Satan to God.

### *IJFM Readers*

Subscribers and other readers of the IJFM come from a wide variety of backgrounds. Mission professors, field missionaries, young adult mission mobilizers, college librarians, mission executives, and mission researchers all look to the IJFM for the latest thinking in frontier missiology.

### *Guidelines for Choosing Topics and Writing Articles*

1. Fresh ideas that:

- (a) plow up new ground.
- (b) fit the purposes of the Journal.
- (c) are useful to our readers.
- (d) contain keen insights, sound wisdom and judgment, and careful analysis and interpretation.
- (e) make interesting and compelling reading.

2. Hard work:

- (a) that includes strong supporting evidence for major points, avoiding superficial generalities.
- (b) that makes diagnosis of and suggests solutions for problems.
- (c) that involves good research.
- (d) with sound foundations and application of biblical values and principles.

3. Strong, logical development of ideas and major thesis:

- (a) with clear transitions between points.
- (b) that show the reader where you are going and why.
- (c) that make clear what you are trying to prove.

4. Compelling introduction and conclusion:

- (a) show why the reader would want to get into this article.
- (b) point out what the reader will or should learn from reading it.
- (c) know what you expect the reader to do, think, believe, or feel after reading it.

5. Careful craftsmanship that involves:

- (a) a high regard for language, syntax, style, punctuation, and grammar.
- (b) colorful, vivid, active verb usage.
- (c) simplicity, clarity, readability, conciseness.
- (d) adherence to professional, scholarly standards.
- (e) avoidance of pedantic (ostentatious) terminology and tone.

### *Practical Tips*

1. Write to the editor first about your article, giving a brief summary of what you propose to send, the subject matter, how you would treat it and how many words you expect you may need for the article.
2. If you have sent your article to another publication, please indicate which one. We don't like to use another publication's material without permission.
3. When the editor gives you encouragement to proceed:
  - (a) Before you begin, please review the next section, "A Few Comments on Text Formatting."
  - (b) Type your article in your favorite word processor, but save it in Rich Text Format (.rtf).
  - (c) Count the number of characters (Tools/Word Count in Microsoft Word) and indicate the total at the top of first page.
  - (d) Enclose a biographical sketch.
  - (e) Include complete bibliographical data for all quoted materials.
  - (f) Indicate which Bible version(s) you are quoting.
  - (g) Write a brief (3-4 sentences) summary of your article (unless it is a book review).
  - (h) E-mail your paper, as an attachment, either to the guest editor who solicited your paper, or to [ijfm@wciu.edu](mailto:ijfm@wciu.edu) (if you are submitting your paper on your own). If you need to communicate securely, contact us for our public key.

(i) After your paper has been flowed into our layout program, we will e-mail you a copy of your formatted article in PDF format for your final review. You will have up to one week to respond with changes should you notice any errors that were inadvertently introduced in the layout process. If you do not own a copy of Acrobat Reader, please download the latest version at <http://www.adobe.com/prodindex/acrobat/readstep2.html>.

## *A Few Comments on Text Formatting*

Please observe the following guidelines (and thereby gain our enduring gratitude):

1. Do not double space after punctuation (or anywhere else). Please run the Find & Replace function of your word processor to make sure you have no double spaces.
2. Do not indent paragraphs.
3. Never underline anything.
4. Use italics sparingly.
5. Do not use all caps for headings or subheadings.
6. Learn the difference between hyphens, en dashes and em dashes (these aren't exhaustive but will give you a start):
  - (a) For our purposes, the only place you ever use a hyphen is in compound words like *grace-oriented*.
  - (b) En dashes are used to indicate a duration (8–10 A.M.; May–July) [Mac: Opt+-; Windows: Alt 0150]
  - (c) Em dashes are used to set off phrases that contain many commas or to mark an abrupt change in thought or sentence structure. [Mac: Shift+Opt+-; Windows: Alt 0151]
7. Please have three other people read your work and make suggestions/corrections since even good proofreaders miss mistakes in their own work. We suggest you use a spell checker *and* a grammar checker, but don't rely on them exclusively. Though helpful, they're not perfect and are no substitute for a good human eye.
8. In general, spell out numbers below 10, use figures for numbers 10 and above, unless they begin a sentence. Example: Twenty people crowded into my living room.

## *Technical Specifications*

1. One IJFM page equals approximately 5,000 characters (without spaces) or 1,000 words. Characters are a more reliable gauge of length and can be found in Word, for example, by choosing Tools/Word Count.
2. Normal maximum length of article: 30,000 characters/6,000 words (six Journal pages).
3. Normal minimum length of article: 10,000 characters/2,000 words (two Journal pages).
4. You can use any font you like when you send your article in (we currently use Adobe Caslon 10.5 pt. for the first page of an article, 10 pt. for body text and 9 pt. for the bibliography. We use Frutiger Condensed 9.5 for quotes and various sizes for headings).
5. It is extremely helpful to us if you use either a different font/font size or style (if you know how to use styles) for the following: body text, heading levels, indented lists, indented quotes, etc. That way we can simply do a find and replace your formatting with ours, saving us much time!

## *Responsibilities of IJFM Staff*

1. To give your article a fair review.
2. Our answer may not always be a "Yes" or "No" but a "Maybe." That means that we would either like to see more revision or work done on your article, or we need more time to see how various ideas jell and which other articles would cover that subject.

3. We are dealing with authors nowadays who are experienced writers as well as computer users. We also do not have a large enough circulation to justify the expense and delay attendant upon the common copy editing done. Thus for the time being we will print any article which we accept for its basic message without extensive copy editing. Please understand, then, that typos, misspellings, and inelegant sentences may be left as they are and that we will plainly state in each issue that we have not added to the editing done by the authors. You will have one opportunity for a pre-publication review of your article before it goes to press.

4. We regret that we cannot pay honoraria at this stage of the Journal's life. If your article is accepted, we will provide you as a token of our appreciation: (a) Five copies of the issue in which it appears, and (b) the opportunity to purchase additional copies of this issue at 50% discount. (If you wish to purchase a large number of these issues, you would need to let us know before publication deadlines.)

For further information on guidelines and suggestions for writers, contact:

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