

Missional Focus House-Style Guidelines 2021-2022

Vision

Thank you for agreeing to write for Missional Focus, and may God guide and bless you in the process of producing work for the journal. This short house-style guide sets out the journal's requirements for writing for it. Missional Focus aims to: *'Cast a compelling vision for leaders and missional communities to discern, stimulate and shape fresh ways of equipping God's people to participate in God's mission – by providing leading-edge stories, ideas, and details of training opportunities, and to resource God's people for mission.'* We ask those who write for us to produce pieces that fit with our aims.

Guidelines

The journal has the following content, and requirements for length:

- Editorial (200 words in length)
- Case studies¹ (800 words)
- Articles (1,200-1,500 words)
- Book Reviews² (300-500 words)
- Video interviews (10 mins)

The journal uses Harvard Referencing and asks that all writers use its conventions when producing work for us (cf. <https://www.academicianhelp.co.uk/blog/a-quick-and-complete-guide-to-harvard-referencing>). Please note that our editorial team are very happy to help you with any questions to do with the writing process, or the use of this referencing system.

Our Articles

Our articles aim to address key questions that will be in the minds of our audience on the subject in the article, such as:

- What is happening?
- Why is it significant?
- What is the longer-term outlook?
- What are the implications and how will this require change?
- How should we respond?

We will discuss with you the outline of your article and the issues it will address when we commission it from you.

Our Target Audience

Our target audience includes leaders, teams, and missional communities engaged in some form of intentional missional work. When you write for the journal please keep in mind the needs of these kinds of individuals and communities.

¹ A case study needs to: 1. Begin by stating why a case study is important from a missional perspective; 2. Then it needs to: a) give background and what happened, b) say why things happened in the way they did, c) discuss the missional meaning – i.e. what you discerned God might be guiding you to do, d) discuss how you missionally responded; 3. Finish with a discussion of what we can learn from the case study.

² Provide the bibliographic details for the book, and focus on how it might equip God's people for mission in practical terms.

Other Important Information

- **Production of articles etc:** in the first place the writer works with a designated member of the journal's editorial team until the point of submission.
- **Submissions:** Articles should be submitted by email to missionalfocus@formission.org.uk in a Word document, 12 point font (preferred fonts are Ariel or Calibri), double-spaced, and should include author's name and contact information, a short bio/CV and (high resolution) photo of the author, and any supporting graphics, images, charts, or website links.
- **Language and translations:** Articles must be submitted in English.
- **Headings, graphics, etc:** The use of headings, bullet points, and bolding is encouraged to break up the text and to aid in reading. Graphics, links to websites and further reading, and statistics (where relevant) are also welcome and do not count towards word length.
- **Spelling:** Please use UK English spelling.
- **References and endnotes:** Endnotes, instead of footnotes, should be used. Note that single quotation marks are used in place of double quotations, such as when citing article titles. A bibliography is necessary.

Other Issues

- **Full rights:** When submitting an article, the author stipulates that he/she has full rights to use any research, graphs, images, or other supporting materials that appear in the article.
- **Security:** Authors are responsible for managing and keeping secure any names, locations, and other identifying information in their articles that should not be made available to the general public.
- **Copyright:** Article copyright is retained by Missional Focus on behalf of ForMission College.
- **Libel:** Although libel laws vary from country to country, please always ensure that any remarks that could be construed as defamatory are well substantiated and flag any such areas for discussion with the editor.
- **Payment:** All Editorial Advisory Board members and LGA writers are volunteers. This means that LGA does not pay for articles or submissions.
- **Photo/picture quality:** We ask contributors to the journal to provide a photo of themselves, and, where relevant, other photos/pictures that are related to articles. We need photos/pictures to be High Definition in quality – so that when they are sized to fit into journal pages they will be of a high quality.

If you have any questions about these guidelines, please contact missionalfocus@formission.org.uk. We look forward to working with you.