



## **ADME Guidelines for the Submission and Presentation of Papers**

### **Keep in Mind**

Preference is given to submissions that directly relate to the annual conference theme.

In order to be relevant to ADME membership, the content of your paper should deal with one of the following four categories: The Practice of Ministry, Spiritual Formation, Andragogy, or Program Administration.

Submitted papers are subject to pre-conference review to determine suitability for conference presentation. As per ADME vote, these reviews will be conducted by an editorial board. Papers will be examined against the following criteria:

1. The content of the paper is clearly relevant to Doctor of Ministry directors, administrators, faculty and/or ministry practitioners.
2. The paper has not been submitted elsewhere. We want original work.
3. The paper presents a clear idea and develops the idea in a logical and coherent manner.
4. The paper is well supported with academically credible evidence.
5. The position/perspective of the paper encourages theological reflection and integration.
6. The paper is respectful of readers within the broader Christian community.
7. The paper demonstrates both a significant breadth and depth of understanding of the issues it addresses.
8. The paper explores its topic in new ways. It makes a genuine contribution to our understanding, not just reviewing or rehashing things that have been addressed elsewhere.
9. The paper presents a position/perspective compatible with Christian theological traditions.
10. The paper treats other positions in a fair and respectful manner.
11. The author develops reasonable implications for educational and/or ministry practice. We want to see how the issues addressed in the paper make a

difference for those seeking to carry out their ministries well. **This is a critical part of each paper!**

12. The writing style of the paper communicates well to its ADME audience (D.Min directors, administrators, faculty, students and thoughtful ministry practitioners.)
13. The paper employs gender inclusive language.

### **Written Style**

Write your manuscript single-spaced, double-spacing between paragraphs, with no indention at the start of a paragraph, using one-inch margins. Times New Roman font (12 point) is preferred. Only the left margin should be justified. Number the pages in the upper right corner. Do not use a running head. Where appropriate, use first and second level headings. Follow Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th edition. Use footnotes where appropriate.

Page one of the paper should include the title, author's name and affiliation, plus a seventy-five-word abstract. After four lines of spacing, the paper should begin. The paper should not exceed 25 pages in length, excluding bibliography.

### **Electronic Submission**

The electronic version of the completed paper should be sent by email to [admeassist@gmail.com](mailto:admeassist@gmail.com) as a Microsoft Word document. Papers are due by **February 28** of the calendar year of the conference for which the paper is proposed. Deadline for submitting Proposals is **December 1** of the calendar year before the conference for which the paper is being proposed

Any charts or graphs should be sent additionally in ".jpg" or ".gif" format. This is to facilitate presentation on the website.

### **Conference Presentation**

Presentation of the paper at the conference should summarize the paper's argument, citing some of the paper. Verbatim reading of the entire paper is discouraged. Please leave ample time for interaction.