



## **GUIDELINES FOR WRITING ARTICLES FOR *THE JOURNAL OF CHRISTIAN MINISTRY***

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### **The Purpose of *The Journal of Christian Ministry***

*The Journal of Christian Ministry* is a publication of The Association for Doctor of Ministry Education (ADME.) The purpose of *The Journal of Christian Ministry* is to encourage theological reflection regarding the training for and practice of Christian ministry at the highest level.

### **Article Submission guidelines**

We invite submissions of original research/writing on issues related to Doctor of Ministry education and the practice of ministry. To be considered, articles will fall within one of the following categories:

- a. the practice of ministry
- b. spiritual formation
- c. andragogy
- d. program administration

Contributors do not need to be members of ADME. Manuscripts should not have been published elsewhere unless specifically approved by the editor. In matters of format, submissions should follow the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian. Please use footnotes where appropriate.

The preferred length of articles is between 2,500 and 6,000 words. Contributors should send their submissions to the editor (kent.edwards@biola.edu) as Word documents. The author's name, address, and e-mail address should appear only on a cover sheet for the article. Authors should also include an abstract of the article (100 words or less). Before acceptance, submissions will be "masked" reviewed by appropriate referees. If accepted for publication, we reserve the right to edit for usage and style.

Types of articles desired include the following:

- Research articles:

- Theological/Philosophical foundations and issues impacting educational and ministry practice
  - Historical perspectives on adult education that shed light on current issues in education and/or ministry
  - Empirical research that furthers our understanding of sound practice
- Teaching / preparing people for effective ministry
  - Effective models of education and/or ministry
  - Assessment of congregational/parachurch ministry trends and needs
  - Cultural analysis with implications for educational practice
  - Response/Dialogue with issues or ideas in the broader field of religious education
  - Reviews of contemporary ministry models in schools, churches and/or parachurch organizations
  - Professional reviews of research, with implications for educational ministry or teaching
  - An extended summary of an outstanding D.Min thesis-project that has been recently completed

**The qualities we are looking for in the articles we publish:**

1. The content of the article is clearly relevant to Doctor of Ministry directors, administrators, faculty and/or ministry practitioners.
2. The article has not been submitted elsewhere. We will not accept previously published articles.
3. The article presents a clear idea and develops the idea in a logical and coherent manner.
4. The article is well supported with academically credible evidence.
5. The position/perspective of the article encourages theological reflection and integration.
6. The article presents a position/perspective that is compatible with Christian theological traditions.
7. The article is respectful of readers and other positions / perspectives within the broader Christian community.
8. The article demonstrates both a significant breadth and depth of understanding of the issues it addresses.
9. The article explores its topic in new ways. It makes a genuine contribution to our understanding, not just reviewing or rehashing things that have been addressed in other publications.

10. The article 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 article make a difference for those seeking to carry out their ministries well. **This is a critical part of each article!**
12. The writing style of the article communicates well to the journal audience (D.Min directors, administrators, faculty, students and thoughtful ministry practitioners.)
13. The article employs gender inclusive language.
14. The subject of the article is compatible with the theme of an upcoming edition of The Journal of Christian Ministry.

### **The process:**

Once your article is submitted, it will be subject to a blind peer-review. The people chosen to review your article are selected according to the following criteria:

- Has published articles on the kinds of topics she/he will review
- Has previous study and current knowledge of the areas addressed in the article being reviewed (familiarity with current discussions)
- Has taught on the kinds of topics being addressed in the article
- Has personal experience with the topic/issues addressed in the article
- Not necessarily a technical editor, but able to give feedback on how well someone is communicating his/her ideas.
- If the article presents empirical research, the reviewer needs to be experienced with the type of research conducted and able to evaluate the soundness of the research process, data analysis, and conclusions drawn from that data.
- A person who agrees to review articles for *The Journal of Christian Ministry* should be prepared to review the articles assigned and return reports within four weeks of receiving them. Articles are normally sent one at a time for review. Prompt communication with the editor regarding availability or problems due to other work/personal demands is critical.

The blind peer-review process gives credibility to our journal and helps make sure that your article is as good as it can be. It does, however, take time. Please make sure that you submit your writing in a timely manner. It is often impossible to accept articles that are not received by the deadline established by the editor.

### **Benefits of submitting an article**

1. Most schools recognize articles that are published in an academic journal, especially after being subject to a blind peer review, as a contributing factor when faculty apply for promotion and/or tenure.
2. The research involved in writing a significant article helps you stay abreast of new research and ideas.

3. It is a way to contribute to all of us who rely on the journal for ideas and information to strengthen Doctor of Ministry teaching, scholarship, and service.

### **Interested in submitting an article?**

Before you invest too much time, contact the editor of *The Journal of Christian Ministry* at [kent.edwards@biola.edu](mailto:kent.edwards@biola.edu) with your idea. We are happy to help.