

Guidelines for Writing a Biography

Dictionary of African Christian Biography

Adapted from <https://dacb.org/connect/submit/>

In preparing a biographical study for inclusion in the Dictionary, please ensure that your article includes information on as many of the following categories as possible. The author should integrate this information into an article between 500 and 3000 words long.

1. Given name(s) of Subject. As necessary, provide explanations of these names.
 - Baptismal names
 - Kinship names
 - Nicknames
2. Family names. If there is more than one spouse, list the children under the appropriate mother or father.
 - Ethno-linguistic group
 - Kinship group
 - Father
 - Mother
 - Wife/Wives
 - Husband/Husbands
 - Children
 - Grandchildren
3. Life story
 - Date or approximate date of birth
 - Place of birth: village, city, province, nation
 - Unusual circumstances associated with birth
 - Formative experiences, such as illnesses, personal misfortunes, tragedies, visions, etc.
 - Education, degrees (including dates)
 - Conversion (including date, if applicable)
 - Calling and/or ordination to ministry (including date)
 - Date or approximate date, place, and circumstances of death
4. Nationality/citizenship
5. All languages spoken by the Subject
6. Church affiliation
 - Catholic
 - Orthodox; Coptic
 - Protestant (Conciliar, Evangelical, Anabaptist)
 - Independant (African initiated, Spiritual, Pentecostal/charismatic)
7. Names, locations, and descriptions of churches begun or served by the Subject
8. Ministry details: location, length of service, notable events, short-term and long-term impact. (Please provide detailed information wherever possible, including anecdotes, stories, and hearsay.)

9. Continuing influence and significance of the Subject

10. Publications, reports, writings, letters, musical compositions, artistic contributions by the Subject

11. Sources of information about the Subject

Unpublished sources

- Eyewitness accounts (give names and addresses of storytellers who are or were eyewitnesses; include details of their relationship to the Subject)
- Oral and anecdotal (give names and addresses of storytellers wherever possible, and include details of their relationship to the Subject)

Published sources

Include full bibliographic data wherever possible:

- Book: book title, author, publisher, year of publication
- Book chapter: title of chapter, author of chapter, title of book, name of editor of book, full publication data
- Article: author of article, periodical title, date of periodical, page numbers of article, place of publication

12. Other pertinent information

13. Attributions d'auteur

For proper credit to be given to you as a contributor, please include:

- Your name and address
- Name and address of the church with which you are affiliated
- Name and address of affiliated educational institution or mission agency (the participating institution)
- Name(s) of individual(s) chiefly responsible for researching the story of each subject
- Name and position of the person supervising the research
- Date on which the story was submitted

For example: This article, received in _____ (year), was researched and written by _____ (your name), _____ (your function), _____ (your level) student at _____ (name of your theological institute/university) in _____ (city, country), under the supervision of _____ (name of your teacher or research supervisor).

E-mail all submissions to:

Michèle Sigg, Executive Director
Dictionary of African Christian Biography
E-mail: dacb@bu.edu
www.dacb.org

West Africa
Dr. Protus Kemdirim, Regional Coordinator
Email: kempro54@yahoo.com

Southern Africa
Dr. Jurie Van Wyk, Regional Coordinator
Tel./Fax No. 27 (0)51 7530422
Mobile 27 (0)72 4272934
Email: jurievanwyk@mweb.co.za

For questions related to biographies of African Mennonites (prior to submission), contact:
Anicka Fast, Technical Advisor (DACB)
Specialist in Church History and Missiology – Francophone Africa (Mennonite Mission Network)
Tel/WhatsApp: +226 64 81 71 70
E-mail: anicka.fast@gmail.com

For more detailed information and instructions, please consult the following links:

DACB Instructional Manual for Researchers and Writers:
https://dacb.org/resources/final_instr_manual.pdf

Additional instruction sheets and worksheets:
<https://dacb.org/resources/oral-history/>

Detailed instructions for submitting articles:
<https://dacb.org/connect/submit/>