

Guidelines for Researchers and Writers: Template for Collecting Basic Information

1. Given name(s) of Person. 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)	
<ul style="list-style-type: none"> • Calling and/or ordination to ministry (including date) 	
<ul style="list-style-type: none"> • Date or approximate date, place, and circumstances of death 	
4. Nationality / citizenship:	
5. Languages, including first, second, third, fourth, fifth, etc.:	
6. Church affiliation (Roman Catholic; Orthodox; Coptic ; Protestant (Conciliar, Evangelical, Anabaptist); Independent (African initiated, Spiritual, Pentecostal / charismatic):	
7. Names, locations, and descriptions of churches begun or served by the Subject	
(Dates / Time frame)	(Locations)
8. Ministry details: Where? How long? What happened? Short term and long term impact? (Please provide detailed information wherever possible, including anecdotes, stories, and hearsay)	
(Dates / Time frame)	(Events, impact, stories, anecdotes)
9. Continuing influence and significance of the Subject:	

10. Publications, reports, writings, letters, musical compositions, artistic contributions by the Subject, including title, date, and publisher, if possible:

(Title)	(Place of publication, publisher, date)

11. Sources of information about the Subject

<ul style="list-style-type: none"> • Unpublished : <ul style="list-style-type: none"> ○ 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) 	
<ul style="list-style-type: none"> • Published (include full bibliographic data wherever possible: book title, author, publisher, year of publication; title of chapter within a book, author of the chapter, title of the book, name of the editor of the book, full publication data; title of article in periodical, author of article, periodical title, date of periodical, page numbers of article, place of publication.) 	

12. Other pertinent information:

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