This article will be the go-to source on this ADRA office, and so should meet the high standard that all ESDA articles will achieve: thoroughly researched, primary-source based, information-rich, clearly written, accurate, honest, comprehensive, engaging, authoritative, and written for both Adventists and the wider public. The steps in this guide will help you to write such an article.

Title
Begin your article with the title and your name (as you want it to appear) on the line below it.

Organization
The layout of this article can follow one of two models: chronological, in which the history of the ADRA office is traced from its origins to the present; or one that begins with a brief overview of the history of the office, and then goes more in-depth by theme in separate sections (e.g., important administrations, defining eras, significant accomplishments, etc.). Endnotes adhering to the Turabian style should be used (See Documentation Manual here: https://www.adventistarchives.org/author-materials).

Below the first model is outlined.

I. Organization
II. History
III. Role and place in the country/region
IV. List – Directors

I. Organization
When was the office founded? What led to its organization? What people and entities were responsible for its establishment? What was its original mission statement, goals, aims?

II. History
Trace the development of the office. What original humanitarian services did it provide? What was the number of staff and how did it increase or decrease over the years? What were some of its major relief efforts? How did it respond to crises in the region? How did it interact with the government? How did the secular news cover its accomplishments? Who were some important directors? A yearly approximation of food and goods distributed, donations received, distributed publications, recipients, etc., should be included.

III. Role and place in the country/region
Analyze the role of the office and its relief efforts in the region in which it is located. Do people and the government rely on its services? Does it have a track record of providing for humanitarian and spiritual needs?

IV. List – Directors
Here is how the leaders (directors, presidents, secretaries) of the entity should be listed. Although in biographical articles initials in names should be spelled out when first introduced, in these lists, render the name that the leaders popularly went by, as listed in the *Yearbook*. See example below.

Directors of SAWS and ADRA International
C.W. Bozarth (1956-1962); W.E. Phillips (1962-1970); Theodore Carcich (1970-1974); Howard Burbank (1974-1980); Richard O'Fill (1980-1983); Robert Drachenberg (1983-1985); Ralph S. Watts, Jr. (1985-2001); Charles C. Sandefur (2001-2008); Jonathan Duffy (2008-)

Sources
The sources section (like a bibliography or works cited page) should list all of the sources used to write the article, and others that may be helpful to the reader. Use the Turabian format (See Documentation Manual here: https://www.adventistarchives.org/author-materials).

Additional Helps
The materials for ESDA authors can be found here: https://goo.gl/YklFzg

Submission
Each individual who writes an article for the *Encyclopedia* will have an Author Page on the ESDA website. This page will include a brief biography and links to all of the ESDA articles that the author wrote. Please submit in a *separate* Word document from the main article a bio of yourself no longer than three sentences. This can include any information you like, but usually covers things like birthplace, education, career, accomplishments, publications, hobbies, and family. Please send this bio to your assistant editor.

You are now ready to submit your article. There are two ways in which this can be done. First, if you have completed your article before the due date, email your editor notifying him that you are ready to submit the article. The editor will then send you a link that you will click and follow the instructions to upload the article. Second, around the time of the due date an email will arrive from your editor with the link and submission instructions. After you have uploaded the article you will receive an email confirmation that it has been received, and then you will wait for the editor to contact you further.