

Biography | Condensed Article Guidelines
Encyclopedia of Seventh-day Adventists

This article will be the go-to source on this person, 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 outline below will vary from article to article, because every person's life is different. For instance, some people were baptized into the Seventh-day Adventist Church late in life. Others were married before they began college or were married in their fifties and never attended college. Wherever the events outlined below fall, if the details are relevant and can be obtained, they should be included and placed in a sequence that makes the most sense for that individual. But above all note that the ESDA favors a chronological order in a biography: i.e., write about the events of person's life in the order in which they occur. Begin each article with a sentence summarizing the individual's contributions. When including dates in this article, please try as often as possible to include day, month, and year.

Please note that the components of a biographical article outlined below will mainly apply to longer biographies. For many short articles it will be impossible, and indeed unnecessary, to track down and include all of the details outlined below for a person. Endnotes adhering to the Turabian style should be used (See Documentation Manual here: <https://www.adventistarchives.org/author-materials>).

I. Early Life

II. Education and Marriage

III. Career/Ministry

IV. Later Life

V. Legacy

I. Early Life

- ✓ Full name: first, middle, last name (Although it is the convention in a certain era, give the person's name in full and don't just list the initials)
- ✓ Birth date: day, month, year
- ✓ Place of birth: town/city/village, country (In some instances the birth location will have changed. Please include the current name in parenthesis,)
- ✓ Parents' names and backgrounds, including their life dates
- ✓ Birth order and number of siblings, and if significant sibling's names
- ✓ Places where childhood was spent
- ✓ Primary and secondary schools attended
- ✓ Conversion or baptism: year and person who converted or baptized them, along with any interesting information about it or circumstances surrounding it

II. Education and Marriage

- ✓ Education: college, graduate, post-graduate, training schools, seminary, etc.
- ✓ Marriage: date (day, month, year), place of wedding
- ✓ Spouse: full name, life dates, background
- ✓ Children: number, names, life dates

III. Career/Ministry

- ✓ Positions held, including the years
- ✓ Firsts/Pioneer status
- ✓ Missionary posts
- ✓ Ministries started
- ✓ Baptisms
- ✓ Publications
- ✓ Distinctions
- ✓ Other accomplishments

IV. Later Life

- ✓ Retirement details: year of retirement, place, notable items during retirement (e.g., honors, awards, accomplishments)
- ✓ Death date: day, month, year
- ✓ Place of death: town/city/village, country

V. Contribution/Legacy (For short biographies, contribution/legacy should be one or two sentences; for longer biographies an entire section)

- ✓ How did his/her life impact the SDA Church and its mission?
- ✓ How did his/her life impact society?

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.