

Author Guidelines: Church Administrative Unit

2017



Introduction

Congratulations! You have been chosen to write an article on a church administrative unit (CAU)—a division, union, conference, mission or field—for the new *Encyclopedia of Seventh-day Adventists* (ESDA). Your selection indicates that you have distinguished yourself as an expert on this CAU or are in the best position to gain expertise and thus can write an authoritative article accessible to the church and to the public. This article will be the go-to source on this CAU and so should meet the high standard that all ESDA articles will achieve: thoroughly researched, information-rich, clearly written, accurate, honest, comprehensive, engaging, and authoritative. These criteria should be kept in mind throughout the article-writing process. This guide will take you through a step-by-step process to help you produce such an article. More resources for ESDA authors can be found at this link (<https://goo.gl/Yk1Fzg>).

Step One: Orientation

Be sure to orient yourself with the word length and due date of your assignment so you can finish on time and within the parameters. It would be optimal to finish before the due date but only if this is not to the detriment of quality.

<u>Church Administrative Unit</u>	<u>Word Length</u>	<u>Due Date</u>
Division	5,000 – 15,000	1 year
Union	1,000 – 8,000	1 year
Conference/Mission/Region	1,000 – 5,000	1 year
Mission Station/Field Station	500 – 1,000	3 months

Content

This article will differ from an article on the country the CAU covers. A CAU article will largely trace the *organizational history* of the CAU, examining how the organization of the CAU brought about and reacted to the work in that country. A CAU article will begin quite a ways after the founding of Adventism in the country instead of when the conferences were organized into a union.

On the other hand, an article discussing a particular country will focus on the progress of the Adventist work in that country and less on the CAU's organizational history. This will include a detailed examination of the Adventist pioneers in the country, how the work began, baptisms and the first churches, progress in cities and regions, increases in membership, formation of conferences, challenges to mission, the social and political dynamics that affected the work there, etc.

Step Two: Research

I. Preliminary Research

If you have written anything previously on the CAU, consult your work again in order to refresh yourself. Next, read the 1996 *Seventh-day Adventist Encyclopedia* article on the CAU, bearing in mind that the administrative unit could be under a different name because of structural changes. Reviewing this source is just so you can know what has been written on the subject in the previous *Encyclopedia*, not to reproduce the entry. In fact, one of the reasons for the ESDA project is to update research from the 1996 *Encyclopedia*, correct inaccuracies, fill in gaps of information, and publish a new article based on the primary sources now available to us,

reflective of current understanding. Nonetheless, the former *Encyclopedia* provides excellent overviews of CAU and will be invaluable to the formation of your article. You will likely want to keep the article handy throughout the writing process.

II. Web Research

Find out if your CAU has a website; if so, explore it for any historical items. Some CAU websites, such as the British Union Conference, have extensive historical materials, including books and articles (<http://www.adventisthistory.org.uk/documents.php>), images (<http://www.adventisthistory.org.uk/listphotos.php>), and the union paper (<http://www.adventisthistory.org.uk/messenger/>). In some instances, you can find online archives for a continent at a school's website, such as UNASP (<http://www.unasp-ec.com/memoriadventista/>) and Friedensau (<https://goo.gl/zULj5E>). Other CAUs, like the South Central Conference, have useful histories in PowerPoint (<https://goo.gl/yheXPA>) or in HTML, like the Pacific Union Conference (<http://www.puonline.org/our-history>).

Determine if any books or articles have been written on the CAU. Google or other search engines may inform you if there is. However, be aware that the title or subtitle may not have the name of the CAU in it, or a general history of Adventism in a country or region will discuss the origins of a particular CAU. Here are the best places online to access volumes on Adventist history:

GC Archives: <https://goo.gl/vqPhP1>

Adventist Digital Library: <http://beta.adventistdigitallibrary.org/>

James White Library: <http://jewel.andrews.edu/search~S9/X>

James White Library | Digital Commons:

<http://digitalcommons.andrews.edu/dissertations/>

Words of the Adventist Pioneers: <https://egwwritings.org/>

Google Books: <https://books.google.com/>

Also keep in mind individual CAUs' websites that have documents specializing in the Adventist work in that territory. Additionally, check with the assistant editor for your region and other knowledgeable people to determine if there are any books or sources on the history of CAUs as there are histories of unions and conferences that have been written but are not available online.

Periodical articles will be invaluable to your research, often yielding primary sources. The periodicals on the GC Archives site (<https://goo.gl/2ZwNE4>) feature the largest collection of official SDA periodicals and will certainly have some information on your CAU. Perform a search over the whole of the periodicals, which can be done in the search engine to the far right. As always, bear in mind that the name of your CAU has probably changed throughout its history and is also used in shorthand or abbreviations. Also note that when searching for more than one word, the search term should be placed in quotes (e.g., "Inter-American Division"). A search should also be done in the specific periodical that pertains to your CAU. For example, information about the Far Eastern Division, roughly present day Southern-Asia Pacific Division, will be found in the following periodicals:

Eastern Tidings (<https://goo.gl/JbRBFO>)

Asiatic Division Outlook (<https://goo.gl/YypLIW>)

Far Eastern Division Outlook (<https://goo.gl/NiybAp>)

Especially look out for the anniversary edition of division and union periodicals as these will often feature a wealth of articles on the CAU's history. You can find additional information on CAUs in the *Review and Herald* (today's *Adventist Review*), *GC Bulletins*, and mission magazines, all on the GC Archives website. Be sure to also perform a search for your CAU on the SDA Periodical Index (<https://www.andrews.edu/library/ASDAL/sdapiindex.html>). Most of the search results in periodicals can be found in the GC Archives periodical section.

The *SDA Yearbook* (<https://goo.gl/mkwfPC>), features all of the *Yearbooks* produced by the church. The *Yearbook* contains official information on each division, union, conference, mission, and field station, including name, year of organization and reorganization, territory boundaries, statistics, addresses, administration, departments, services, ministers, and institutions. The *Yearbook* will likely be one of your most important resources.

The official minutes of committees of your CAU or its parental unit (for instance, the East-Central Africa Division is the parental unit of the Rwanda Union Mission) will also be helpful. Research the minutes of the division committee, administrative committee (ADCOM), executive committee (EXCOM), or officers' committee. Although some partial collection of minutes are available online in the GC Archives Minutes (<https://goo.gl/83cAjD>) and Periodicals (<https://goo.gl/2ZwNE4>), to obtain the most complete minutes, you will probably have to request them from the CAU and only up to a certain year. Your assistant editor can help you with this. Another invaluable source are the minutes of the General Conference Committee (<https://goo.gl/Bkevai>) and General Conference sessions (<https://goo.gl/EEE4Dg>; <https://goo.gl/4frOZH>).

III. Visiting Research

A personal visit to the division, conference, union, or mission may be necessary as often there is an archives or records center, however informal, located at the headquarters. In fact, some of the committee minutes in the previous step may not be digitized, and you will have to visit the headquarters to view them. Be sure to make a point of asking for correspondence between administrators, both those within and between CAUs. Letters will be especially valuable around the time of significant events in the history of the CAU. You may also want to see property deeds, employee files (before a certain year), and images. Consult your assistant editor who will be able to obtain researcher privileges for you.

Interviews of CAU employees could additionally be insightful for your research. Although ideally done in person, interviews can be conducted over several media, including telephone, letter, email, and Skype. In many cases, you may be able to interview the first president of a conference or an early minister in a mission. These eyewitness accounts are as important a source as any.

A word about defunct CAUs: The easiest way to determine if a CAU is defunct (i.e., nonexistent, no longer operating) is to do a search for it in the current *SDA Yearbook* (<http://www.adventistyearbook.org/default.aspx>). Try different spellings and renderings of the

CAU and the key words alone. Be aware that your CAU may have been reorganized and renamed and that an article may need to be done on the most recent CAU instead of the one you have been assigned (if this is the case, please let your editor know). You can also do a search on Google, trying the different variations. Most active CAUs will have a website.

The final step in the research phase is to pursue any source not specified in the other steps. This could be newspapers, websites, media, social media, unpublished articles, etc. It is a good idea to ask others about possible sources.

Important note: Your article must be based on primary sources. Since the ESDA will be a digital resource, every effort should be made to digitize (scan) and preserve the *unique and significant primary sources* that were used to write your article. Please follow the instructions in “Preserving Primary Sources” found here (<https://goo.gl/YklFzg>).

Step Three: Writing

Because each level of CAU will differ in important ways, a section below is devoted to each. The layout of the article can follow one of two models: 1) chronological, in which the history of the CAU is traced from its origins to the present, or 2) thematic, beginning with a brief overview of the history of the CAU then examining by theme in separate sections (e.g., important administrators, name changes, defining eras, etc.). Below the first model is outlined.

Note:

- If a CAU is defunct, after the title of the article state the dates it was in operation (e.g., “Operational from 1922 – 1975”).
- When including dates, please try as often as possible to include day, month, and year.
- Authors of all articles on an existing CAU should include at the end of the article the address of the headquarters and the geo-coordinates of that address.

An article on a division should follow this structure:

- I. Current Territory and Statistics (automatically generated from the *SDA Yearbook* site)
- II. Organizational History
- III. Executive Officers Chronology

I. Current Territory and Statistics

- Provide a current territorial and statistical overview of the division. To be automatically generated from the *SDA Yearbook*, this encompasses the countries, church administrative units, and number of churches and membership in reference to the general population of the territory.
- For defunct divisions, this information can be gleaned from the final *Yearbook* that reported on the division.

II. Organizational History

Because a division encompasses the largest geographic territory in the World Church, this section will not cover the origin of the Adventist work in the area (however, a conference or mission article will discuss this.). It should cover the actual organization of the division, including the following components, keeping in mind a chronological structure:

- Factors that led up to the organization of the division (which may have had a different title and territory than the current division's)
 - Organization of missions/conferences and unions that led to the division's organization
 - Sufficient number of conferences/missions and unions that needed collective administrative oversight
 - Burgeoning mission in territory
 - Increasing membership
 - Prominent voices calling for creation of division
 - Political developments in the territory
- Official organization of the division
 - Meetings by committees/boards that brought about the creation of the division, including official names of committee/boards and precise dates (day, month, year) of discussions and actions along with the issues at hand
 - The General Conference Committee or General Conference session vote that officially recognized the division
 - Committee and/or board meetings that *officially* brought the division into existence
 - Original territory of the division with headquarters address as well as membership, church units, and institutions
 - Original stated or implied mission of the division
 - Initial division officers
 - Other details surrounding the division's creation
- Development of the division
 - Chart any changes of territory, membership, creation of church units, establishment of institutions, and ministries
 - Detail reorganizations of the division, noting each title, territory, and headquarters changes
 - When possible, characterize decades or eras
 - Highlight significant officers, especially those with long-lasting tenures
 - Mention the organization of departments in the division and their respective significant leaders
 - Share the history of departmental work that has had a significant impact (e.g., health food in SPD, publishing and literature evangelism in SPD)
 - Trace the effect of national and continental political developments on the division
 - Underscore division-wide evangelistic and mission programs
 - Discuss mission and humanitarian programs and initiatives
 - Chart historical high points and low points
 - Highlight significant unions and conferences and successful and challenging regions
 - Show the relation of the division to the General Conference and world church
 - Explain how the union's organization helped fulfill mission of the church
- Share the division's outlook for the future
 - Is it fulfilling its mission?
 - What are challenges to its progress?
 - What lessons can be drawn from its history to provide guidance for the future?

III. Executive Officers Chronology

Each president, secretary, and treasurer of the division should be listed in the order of years in which they served. Interims should also be included but stated as such. Although in biographical articles initials in names are spelled out when first introduced, in these lists, render the name that the officers popularly went by, i.e., as listed in the *Yearbook*. Remember to also list each change in the division name before listing the presidents for that iteration of the division.

Example: South American Division

Presidents: O.O. Montgomery (1915-1922); Charles Thompson (1922-1924); P.E. Brodersen (1924-1926); C.B. Haynes (1926-1930); N.P. Neilsen (1931-1941); R.R. Figuhr (1941-1950); W.E. Murray (1950-1958); J.J. Aitken (1958-1966); R.A. Wilcox (1966-1975); Enoch Oliveira (1975-1980); Joao Wolff (1980-1995); Ruhy H. Nagel (1995-2006); Erton Kohler (2006-)

Union

A union article will closely resemble the format and content of a division article, although with some important differences.

- I. Current Territory and Statistics (automatically generated from the *SDA Yearbook* site)
- II. Organizational History
- III. Executive Officers Chronology

I. Current Territory and Statistics

- Provide a current territorial and statistical overview of the union. To be automatically generated from the *SDA Yearbook*, this encompasses the country or states, conferences and missions, and number of churches and membership in reference to the general population of the territory.
- For defunct unions, this information can be gleaned from the final *Yearbook* that reported on the union.

II. Organizational History

Like a division article, a union article will not cover the origin of the Adventist work in its territory (however, a conference or mission article will discuss this). It should cover the actual organization of the union, including the following components, keeping in mind a chronological structure:

- Factors that led up to the organization of the union (which may have had a different title and territory than the current union's)
 - Organization of missions/conferences that led to the union's organization
 - Sufficient number of conferences/missions and unions that needed collective administrative oversight
 - Burgeoning mission in territory
 - Increasing membership
 - Prominent voices calling for creation of the union
 - Political developments in the territory
- Official organization of the union
 - Meetings by committees/boards, division and otherwise, that brought about the creation of the union, including official names of the committee and boards and

- precise dates (day, month, year) of discussions and actions along with the issues at hand
 - Committee and/or board meetings that *officially* brought the union into existence
 - The General Conference Committee or General Conference session vote that officially recognized the union
 - Original territory of the union with headquarters address as well as membership, church units, and institutions
 - Original stated or implied mission of union
 - Initial union officers
 - The relation of the union to its parent division
 - Other details surrounding the union's creation
- Development of the union
 - Chart any changes of territory, membership, creation of church units, establishment of institutions, and ministries
 - Detail reorganizations of the union, noting each title, territory, and headquarters changes
 - When possible, characterize decades or eras
 - Highlight significant officers, especially those with long-lasting tenures
 - Mention the organization of departments in the union and their respective significant leaders
 - Trace the effect of national and continental political developments on the union
 - Underscore union-wide evangelistic and mission programs
 - Discuss mission and humanitarian programs and initiatives
 - Chart historical high points and low points
 - Highlight significant conferences/missions and successful and challenging regions
 - Show the relation of the union to the division
 - Explain how the union's organization helped fulfill the mission of the church
- Share the union's outlook for the future
 - Is it fulfilling its mission?
 - What are challenges to its progress?
 - What lessons can be drawn from its history to provide guidance for the future?

III. Executive Officers Chronology

Each president, secretary, and treasurer of the union should be listed in the order of years in which they served. Interims should also be included but stated as such. Although in biographical articles initials in names should be spelled out when first introduced, in these lists, render the name that the officers popularly went by, i.e., as listed in the *Yearbook*.

Example: Columbia Union Conference

Presidents: W.J. Fitzgerald (1907-1908); G.B. Thompson (1909); B.G. Wilkinson (1909-1918); F.H. Robbins (1918-1932); H.J. Detwiler (1932-1941); F.H. Robbins (1941-1946); D.A. Ochs (1946-1957); V.G. Anderson (1957-1958); L.E. Lenheim (1958-1962); Neal C. Wilson (1962-1966); Cree Sandefur (1966-1973); W.B. Quigley (1973-1978); Wallace O. Coe (1978-1985); Ron M. Wisbey (1985-1994); Ralph Martin (1994-1997); Harold L. Lee (1998-2006); Dave Weigley (2006-)

Conferences

(Includes Missions and Fields; only referred to as conferences in this section)

Conference articles will differ significantly from the other levels of CAUs. The most important difference is that conferences will include the origins of the Adventist work in the particular territory they cover, which will serve as background and introduction for the organizational unit that arose from it. Because of the similarities and overlap between a conference article and a country article, it may be best to have the same author write both when appropriate. A conference article should be structured as follows:

- I. Current Territory and Statistics (automatically generated from the *SDA Yearbook* site)
- II. Origin of SDA Work in the Territory of the Conference
- III. Organizational History
- IV. Chronology of Presidents

I. Current Territory and Statistics

- Provide a current territorial and statistical overview of the conference. To be automatically generated from the *SDA Yearbook*, this encompasses the country or states, conferences and missions, and number of churches and membership in reference to the general population of the territory.
- For defunct conferences, this information can be gleaned from the final *Yearbook* that reported on the conference.

II. Origin of SDA Work in the Territory of the Conference

This initial section should briefly outline the Adventist activity in the area that led to the need to establish an administrative structure to best direct and manage the efforts in the territory. This will involve tracing the area in the conference in which the work began, be it the first group of seventh-day Sabbath keepers converted by literature or a missionary or minister who initially evangelized in the area. Because these origins will not always be a straightforward, researching them should be done carefully. In truth, the identity of the first Adventists or missionaries in an area may be controversial or disputed. Further, the work may have begun in a certain area within the conference and died out, and only years later the work that led to the organization of the conference really began. This is where the judgment of an expert is required. If the origins are in dispute, share both sides of the debate, and then continue to trace the developments that led to organization.

III. Organizational History

- Official organization of the conference
 - Meetings by committees/boards of the division and union that brought about the creation of the conference, including official names of committee and boards and precise dates (day, month, year) of discussions and actions along with the issues at hand
 - Committee and/or board meetings that *officially* brought the conference into existence (note that these committee and board meetings may be far away from the conference territory itself, especially for early conferences)
 - Original territory of the conference with headquarters address as well as membership, church units, and institutions
 - Original stated or implied mission of conference

- Initial officers
- Relation of the conference to its parent union
- Other details surrounding the conference's creation
- Development of the conference
 - Chart any changes of territory, membership, establishment of institutions, and ministries
 - Detail reorganizations of the conference, noting title, territory, and headquarters changes
 - When possible, characterize decades or eras
 - Highlight significant officers, especially those with long-lasting tenures
 - Mention the organization of departments in the conference and their respective significant leaders of them
 - Trace the effect of national and continental political developments on the conference
 - Underscore significant evangelistic and mission programs
 - Discuss mission and humanitarian programs and initiatives
 - Chart historical high points and low points
 - Highlight progress of work in successful and/or challenging regions
 - Show the relation of the conference to the union
 - Explain how the conference's organization helped fulfill the mission of the church
- Share the conference's outlook for the future
 - Is it fulfilling its mission?
 - What are challenges to its progress?
 - What lessons can be drawn from its history to provide guidance for the future?

IV. Chronology of Presidents

Conference articles are only required to list presidents. Each president should be listed in the order of years in which he served. Interims should also be included but stated as such. Although in biographical articles initials in names should be spelled out when first introduced, in these lists, render the name that the officers popularly went by, i.e., as listed in the *Yearbook*.

Example: Lake Region Conference

Presidents: J.G. Dasent (1945-1949); T.M. Fountain (1949-1951); H.W. Kibble (1951-1961); Charles E. Bradford (1961-1970); John R. Wagner, Jr. (1970-1977); Charles D. Joseph (1977-1987); Luther R. Palmer (1987-1990); R.C. Brown, Sr. (1990-1994); Norman K. Miles (1994-2005); J.L. Davis (2005-2014); R. Clifford Jones (2014-)

Step Four: Style and Formatting

Writing Style

Since the ESDA will be a General Conference-based publication, American English will be used. Adhering to this can be most easily accomplished by setting Microsoft Word to American English (Select "File," then "Options," then "Language," then "English [United States]").

Title and Name

At the top of the first page, include the name of the article (which is the subject) your name under the title as you would like it to appear in print.

Spacing

Include an extra line between paragraphs and italicize subheadings. After the period at the end of each sentence, only insert one space, not two.

Images

Please note that there should be *no* images (i.e., pictures, photos, portraits) whatsoever in the article. Images will be handled separately (see the document “Preserving Primary Sources” at <https://goo.gl/YklFzg>).

Documentation

Each ESDA article will have two kinds of citation formats: endnotes and sources, each in the Turabian style (<https://goo.gl/b0zsB>). Use the ESDA Documentation Manual for quick access to the Turabian style.

Endnotes

Endnotes should be used when an author wants to provide evidence for a point that may be questioned or contested. They should also be supplied for a direct quote or paraphrase and unique information from a particular source. Endnotes should not be used in the case of generally established facts. Neither should they be used to advance an argument; this should only be done in the actual body of the text.

Information that *should* be cited with endnotes include:

- The date the first Seventh-day Adventist entered a country
- The date the first person was baptized into the Seventh-day Adventist Church in a city, country, or region
- The date an individual was converted or baptized
- Correspondence (letters) between people
- Committee or board minutes or actions
- Statistical figures such as membership, enrollment, employee count, etc.
- Direct quotations or paraphrases
- Date construction began on an institution
- Official church statements
- Any controversial or disputed point

Information that should *not* be cited with endnotes include:

- Established dates such as when the General Conference was established (1863) or when Ellen White died (1915)
- Generally known facts about historical events like “World War II concluded in 1945” or “Martin Luther posted the 95 theses in 1517”
- Points that are used to advance an argument or an extensive explanation

Endnotes can be inserted in Microsoft Word by selecting “References” from the top of the menu and choosing “Insert Endnote.” Endnotes should be numerical. This is done by selecting the “Footnotes” dropdown menu, going to the “Number Format” and choosing “1, 2, 3,…” and

clicking “Apply.” Note that Word can also convert sources to Turabian style by selecting the “Reference” tab in the ribbon and then selecting from the “Style” dropdown menu.

The Sources section is similar to a bibliography, except that it is comprised of a listing of all the sources used to write the article. To be thorough, however, some authors may wish to include sources on the subject that they did not use in writing or researching the article but which could be helpful to the reader for further research. The Sources page will be the final part of the article and will follow the Turabian style.

Things to Keep in Mind While Writing

Check your article for the following pitfalls to which Adventist writers are particularly susceptible. Remove or edit if you come across them:

Spiritualizing or moralizing: To reflect on or express opinions about something in terms of right and wrong, especially in a self-righteous or tiresome way.

Example: “Bob Smith was often assailed by temptation but never gave in to the devil. Like Bob, we too can be overcomers.”

Use of Adventist nomenclature: Avoid using terms and phrases that only Adventists would know without introducing and explaining them before they are employed.

Example: ABC, AYS, campaign, crusade, lost (a person who has not accepted Christ), MV, present truth, probation, remnant, spirit of prophecy, Sabbath School, SDA, Sunday Law, the message, the world, third/three angels’ message(s), etc.

Revealing bias toward your subject

Example: “Bob Smith’s motives were pure.”

Heavy judgmentalism: Akin to bias, this is negatively judging an action of your subject.

Example: “Bob Smith’s intentions were evil.”

Too much information: ESDA articles should err on the side of more information but listing a subject’s favorite color, pet’s names, and eating habits is too much information and should be left out.

Mythography: Don’t perpetuate myths about the CAU. If you *cannot* find evidence that three million people were baptized in one year in the CAU’s territory, then do not include it.

Hyperbole: An exaggeration of ideas for the sake of emphasis.

Example: “Bob Smith is the greatest teacher the Adventist church has ever known.”
 “Bob Smith is the most controversial theologian in Adventist history.”

Personal reminiscences: Keep out any personal experiences you may have had with the article subject. Separate from the main article, there will be a section called “Memory Statements” in which personal memories from site visitors will be featured.

Umpiring: Avoid taking sides in historical disputes; retain historical detachment.

Presentism: Presentism is “the tendency to interpret past events in terms of modern values and concepts.” ESDA articles should not stand in condemnation on the one hand or glorification on the other of what Adventists did in the past. Neither should what was done be used to win a current debate. Do not be critical just for the sake of being critical. Articles should determine what actually happened, why the article subject(s) acted the way they did, and what lessons can be drawn from it.

Step Five: Editing

Once you have finished writing the article, it is time to edit, which means reviewing your article for content, structure, quality, and flow. The editing process is to ensure the best possible article. Take your article through the steps below, reading it afresh with that particular step in mind.

1. **Content:** Pretend that you know nothing about the CAU and are reading about it for the first time in this article. Are you well informed about the CAU after you read it? Is the article clear? Is it logical? Does it flow?
2. **Accuracy:** Are the salient facts of the history of the CAU included? Are dates and names accurate? Are other details correct?
3. **Structure and flow:** Does the article follow a chronological order? Is any life event out of order? Are your ideas logically organized within each paragraph and within the article as a whole? Does your writing make sense to both Adventist and non-Adventist readership?
4. **Quality:** Are you concise? Is your sentence structure easy to follow or confusing? Do transitions between sentences and paragraphs make sense?
5. Send the article to a friend or relative to read who has never heard of the article subject, and ask them for their feedback: specifically, does the article provide a good overview of the CAU?

Step Six: Proofreading

ESDA articles will lose much of their impact and respect if the grammar is poor. Please do not skip this step; your article will be returned to you to do it.

1. Read the article, looking for the following items:
 - a. Are there any run-on sentences?
 - b. Do I use periods and commas properly?
 - c. Do the nouns and verbs agree in tense and number?
 - d. Have I made proper use of articles (a, an, the)?
 - e. Do I use words correctly?
2. Read the article again, this time out loud, asking the above questions.
3. Have a spouse, friend, or colleague proofread the article. Extra eyes usually pick up things that you have not.

Step Seven: Submit

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 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.

1. If you have completed your article before the due date, email your assistant editor notifying him that you are ready to submit. The assistant editor will then send you a link that you will click. Follow the instructions to upload the article.
2. Around the time of the due date, an email will arrive from your assistant editor with a 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 assistant editor to contact you further.

Thank you for your contribution to the *Encyclopedia of Seventh-day Adventists* and the World Church!