

# Country Author Guidelines

2017



## Introduction

Congratulations! You have been chosen to write an article on a country for the new *Encyclopedia of Seventh-day Adventists* (ESDA). Your selection indicates that you have distinguished yourself as an authority on the history of Adventism in a country 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 the history of the church in this country 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. 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/YklFzg>).

## 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>Countries</u>	<u>Word Length</u>	<u>Due Date</u>
Short	500 – 1,500	8 months
Medium	1,500 – 5,000	12 months
Long	4,000 – 8,000	18 months
Very long	8,000 – 15,000	2 years

Editors determine article length based on these criteria:

- Importance in global Adventist history
- Springboard for mission in its region
- Adventist membership
- Number of Adventist institutions
- SDA/Non-SDA ratio
- Impact on wider society by Adventists in the country
- Contributions to Adventist missions

## Content

This article will treat on the history of the Adventist Church in a specific country, from the Adventist message's first known contact in the country's territory (be it via mailed publications, literature evangelist, migrant layperson, official church worker, radio, television, etc.) to the present day. In brief, it will trace the movement of the message (i.e., how it travelled after its initial contact and spread, including people groups and regions it has reached); first baptisms and churches; the role institutions such as schools, hospitals, publishing houses, and industries played in the development of Adventism in the country; vital statistics throughout the years such as membership, accessions, number of ministers, and number of churches; the establishment and role that church administrative units played in the growth of Adventism in the country; and other important events in the history of the church's development in that country.

A country article differs from a church administrative unit article in that the former centers on the history of Adventism in the country as a whole while the latter focuses on the history of the unit itself. Further, many times the border of a country and the territory of a church unit are different, but even when they are conterminous, ESDA articles will be considerably different.

## Step Two: Research

### *I. Preliminary Research*

If you have written anything previously on the country, consult your work again in order to refresh yourself. Next, read the 1996 *Seventh-day Adventist Encyclopedia* article on the country. 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 nations and will be invaluable to the formation of your article. You will likely want to keep the article handy throughout the writing process. Please note that the ESDA will not include general demographics and statistics (located at the beginning of the article) that the previous *Encyclopedia* provided.

### *II. Web Research*

Have there been any books, articles, dissertations, or other research papers on the Adventist Church in this country? Here are the key websites for checking if anything has:

- Adventist Archives (<http://documents.adventistarchives.org/Books/Forms/AllItems.aspx>)
- Adventist Digital Library (<http://adventistdigitallibrary.org/>)
- Adventist Pioneer Library (<https://egwwritings.org/>)
- Amazon (<https://www.amazon.com/>)
- ASTR Research (<http://adventistresearch.org/>): Conduct a search of your country in ASTR's book section as well (<https://goo.gl/vqPhP1>), focusing on the broad histories of Adventism such as *Rise and Progress*, *The Great Second Advent Movement*, *Light Bearers*, *Captains of the Host*, *Origins and Progress*, etc. These should give you a general outline of the history of the church in your country. You can also research periodicals in the ASTR website (<https://goo.gl/2ZwNE4>). It will also be profitable (though tedious) to do a search for the country over ASTR's entire periodical collection and the Adventist Digital Library. If this is too broad, you can limit your search to the specific periodical(s) that will have information on your country.
- HathiTrust (<https://www.hathitrust.org/>)
- James White Library (<http://jewel.andrews.edu/search~S9/X>) and James White Library | Digital Commons (<http://digitalcommons.andrews.edu/dissertations/>): The best place to determine if a dissertation, thesis, or other scholarly paper has been written on Adventism in your country is the James White Library and its Digital Commons. However, every article will not be available to you; if you do not have access to one that you deem particularly important, contact your editor who will in turn contact the ESDA managing editor who will try to make available to you a digitized copy of the work. This goes for volumes that require purchasing as well.

- Google Books (<https://books.google.com/>)
- ProQuest (<http://dissexpress.umi.com/dxweb/search.html>)
- SDA Periodical Index (<https://www.andrews.edu/library/ASDAL/sdapiindex.html>)
- *SDA Yearbook* (<https://goo.gl/mkwfPC>): The *Yearbook* will provide you with Adventist workers in the country, essential information on the church administrative units in the country, and the Adventist institutions in the country.
- The *Annual Statistical Report* (<https://goo.gl/SqDi2v>): Published since 1899, this report will provide you with the following annual figures for your country: membership, accessions, ministers, churches, companies, etc. Even more information can be gleaned from the statistics on the church administrative unit(s) that oversee the country.

### III. Visiting Research

Interviews may also be an important type of research for your article. No matter how long the Adventist Church has had a presence in your country, there are still some people alive who can provide information and insight for your article. Please consult the ESDA Oral History Interview Guide (<https://goo.gl/xQR1iM>) for instructions on how to conduct an interview.

There may also be additional works in libraries, archives, mission/conference/union/division offices, as well as personal collections. It always helps to ask around if anything has been written on the Adventist work in the country—these days, chances are that something has been. When you have exhausted all the sources you can think of, ask others about possible sources.

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

Articles can follow one of two models: 1) chronological, in which the history of the Adventist work in the country is traced from its origins to the present, or 2) thematic, beginning with a brief overview of the history of the work in the country then examining by theme in separate sections (e.g., membership growth, significant eras, certain administrations or war periods, etc.). The first model is outlined below.

When citing dates include day, month, and year. Endnotes adhering to the Turabian style should be used (<https://goo.gl/q1iyjt>)

- I. Vital Statistics
- II. Overview
- III. Origins
- IV. Pioneers
- V. Spread and development of the message
- VI. Institutions

- VII. Church administrative units
- VIII. Important points in membership
- IX. Effect of political developments on SDA work
- X. Adventism's place in the country
- XI. Challenges to mission and what remains to be done

### *I. Vital Statistics*

ESDA Online will have a mechanism that automatically generates the most current line of the following statistics from the *Annual Statistical Report* (<https://goo.gl/9lGEKS>), pages 88-91:

- Ordained ministers
- Churches
- Companies
- Church membership
- Population estimate
- Adventist deaths per thousand
- General population deaths per thousand
- Church membership per million population
- Population per member ratio
- % net membership growth.

### *II. Overview of Country*

Keep this section concise. The Adventist presence in your country did not arise in a vacuum; there is a rich and essential history of the peoples and their country. So outline very broadly the history of the country:

- Where its people came from and who they were
- How the territory became a nation
- The size and geographical description of the territory (when relevant)
- Something of the language and culture of the people
- The political structures and significant leaders of the country
- The religions of the people
- Wars, alliances, and other developments that shaped the national course

This information should shed light on Adventism's progress and development in the nation. Although it may vary from country to country, try to keep this section below one thousand words.

### *III. Origins*

How did the Adventist message first find its way to the country? Through mailed literature? A literature evangelist? Radio broadcast? Transient laborers? Trace the origins and present them. If there is a controversy as to when the message first arrived, present the sides, and then share which side the evidence seems to support most. Be sure to distinguish between different start dates so the reader can be aware that there is more than one. Even if there isn't a controversy but you are suspicious of the traditional account of origins, challenge the tradition in your research to

see if it is accurate, and when appropriate, express your reason for second-guessing the accepted date.

Be as specific as possible in this section. Find out the name(s) of the first Adventists in the country or even the first who kept the seventh-day Sabbath. Specify the location as well. If the message first came via mailed literature, try to determine from whence it came, who sent it, and the titles of the publications. There are many myths and legends surrounding the beginning of Adventism in certain countries, and this is an opportunity for these to be verified or disproven by an expert—you.

#### *IV. Pioneers*

This section goes beyond Origins, although parts may overlap. The pioneers are those who were initially instrumental in spreading the Adventist message. Make it a point to highlight not only the official ministers sent to the country by the church but also the indigenous or native workers who have often been overlooked in histories and literature evangelists and self-supporting missionaries. Also make a concerted effort to highlight *all* of the pioneer missionaries—the husband and wife as well as children when germane. What did these pioneers do to spread the message? What were their methods, and how effective were they? How did they influence the subsequent efforts there?

In any given country, there will be many pioneers at various times and places in the Adventist work. There will be the original pioneers (the first Adventists in the country, the first Adventist missionaries/ministers) and then there will be pioneers in certain regions or among certain people groups in the nation. Often, a later pioneer came to a certain area in the nation for that first time but fifty years after the initial pioneer started the Adventist work on the opposite side of that same country. Although it may be tedious or impossible to mention all of these later pioneers, try to include them as often as you can.

#### *V. Spread and development of the message*

This aspect of the article will include people, institutions, ministries, media, and other ways that the gospel was disseminated and took root. Record how the church gained a foothold in the major regions, cities, provinces, states, and among the people of the country.

#### *VI. Institutions*

Though not a separate category per se, this is important enough to mention on its own. Inevitably, whenever Adventism became established in a country, Adventist institutions followed. Highlight the role that schools, churches, clinics, sanitarium, hospitals, orphanages, and other institutions had in the growth of the church in the nation.

#### *VII. Church administrative units*

Church administrative units are the Seventh-day Adventists Church's administrative structures organized to forward the spread of the gospel in the area in which they are established. They include divisions, unions, conferences, missions, regions, mission stations, and field stations. Often, a single country will have many units depending on its size. How did these units contribute to the growth of Adventism in your country? When official missionaries were sent to the country, what board of administrative unit sent them? Many times, the growth of Adventism

in the country will necessitate the organization of a unit. Briefly describe how this happened with the units in your country. Remember: The country article differs from the church administrative unit article in that the former centers on the history of Adventism in the country as a whole while the latter focuses on the history of the unit itself.

#### *VIII. Important points in membership*

Although not a statistical piece, this article should chart the important points in Adventist membership in the country as this has been a traditional means to measure the effectiveness of missionaries, ministers, ministries, institutions, and units in a country. What these important points are will vary from country to country, be it attaining a membership of 1,000, 10,000, or 100,000; a spike in a year from 100,000 to 300,000; a ratio of 1 Adventists to 10 non-Adventists; or four consecutive years of 10,000+ accessions.

#### *IX. Effect of political developments on SDA work*

The Adventist Church has never been an island, totally immune and indifferent to political and governmental developments. On the contrary, in many countries, the Adventist work has been immensely impacted by national regimes, state laws, and political intrigues. If these have had a significant influence on the church and its growth in the country, show how.

#### *X. Adventism's place in the country*

How has the Adventist Church impacted the country? Has the church made significant contributions in politics, humanitarianism, education, medicine, media, or some other area? In countries in which the Adventist presence is prevalent and influential, this section will be key, especially in nations in which the Adventist/population ratio is 10% or greater.

#### *XI. Challenges to mission and what remains to be done*

What have been historical challenges to mission in the country, and what are the current challenges? What remains to be done in the country to fulfill the Great Commission (Matthew 28:18-20, Revelation 14:6-12)?

### **Step Four: Style and Format**

#### **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) and 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 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 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.

### Sources

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, 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 a person. If you *cannot* find evidence that one million people were baptized in an evangelistic effort in the country, 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 known.”  
“Bob Smith is the most controversial theologian in Adventist history.”

**Personal reminiscences:** Keep out any personal experiences you had with the article subject, even if s/he was a relative. 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 s/he 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 person and are reading about him/her for the first time in this article. Are you well informed about the person after you read it? Is the article clear? Is it logical? Does it flow?
2. **Accuracy:** Are the details of the person's life as outlined in the *Detailed Format* section above 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 person's life?

### 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 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 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 editor notifying him that you are ready to submit. The 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 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 editor to contact you further.

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