

# ESDA Documentation Manual

2017

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## Overview

This manual is a one-stop shop for documenting sources in your *Encyclopedia of Seventh-day Adventists* (ESDA) article. Although there is not an example of how to cite each of the dozens of types of sources, the major ones are included here and can be used to help determine less common citations. You can also access sites online to assist you (e.g., <https://goo.gl/b0zsB>).

ESDA articles will adhere to the Turabian style for two types of documentation: endnotes and sources.

## 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

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

- Well-known dates such as when the General Conference was incorporated (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; this should be done in the text if it is that important.

Endnotes can be inserted into 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,…” then 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 as it is comprised of a listing of all the sources used to write the manuscript. However, some authors may wish to include sources on the subject

that they did not use in writing or researching the manuscript but which could be helpful to the reader for further research. The Sources page will be the final part of the manuscript.

### Documentation

The format for the two citations in an ESDA article are abbreviated as follows:

Endnote = E

Sources = S

For each endnote example, there is a numeral before it to approximate endnotes in the actual article. The listing in Sources should be tabbed five spaces on the second line of a single entry.

#### Book

##### Single-Authored Book

E:

**Author First name Last name, *Title* (Location of publisher: Publisher, Year of publication), Cited Page(s)**

<sup>1</sup> F.C. Gilbert, *From Judaism to Christianity and Gospel Work Among the Hebrews* (South Lancaster, MA: Good Tidings Press, 1911), 15.

S:

**Author Last name, First name. *Title*. Location of publisher: Publisher, Year of publication.**

Gilbert, F.C. *From Judaism to Christianity and Gospel Work Among the Hebrews*. South Lancaster, MA: Good Tidings Press, 1911.

##### Multi-Authored Book

E:

**Author First name Last name and Author First name Last name, *Title* (Location of publisher: Publisher, Year of publication), Cited Page(s).**

<sup>1</sup> F.C. Gilbert and Marcus Lichtenstein, *From Judaism to Christianity and Gospel Work Among the Hebrews* (South Lancaster, MA: Good Tidings Press, 1911), 15.

S:

**Author Last name, First name and Author First name Last name. *Title*. Location of publisher: Publisher, Year of publication.**

Gilbert, F.C., and Marcus Lichtenstein. *From Judaism to Christianity and Gospel Work Among the Hebrews*. South Lancaster, MA: Good Tidings Press, 1911.

##### Edited Book

E:

**First name Last name, ed., *Title* (Location of publisher: Publisher, Year of publication), Cited Page(s).**

<sup>1</sup> F.C. Gilbert and Marcus Lichtenstein, eds., *From Judaism to Christianity and Gospel Work Among the Hebrews* (South Lancaster, MA: Good Tidings Press, 1911), 15.

S:

Last name, First name, ed. *Title*. Location of publisher: Publisher, Year of publication.

Gilbert, F.C., and Marcus Lichtenstein, editors. *From Judaism to Christianity and Gospel Work Among the Hebrews*. South Lancaster, MA: Good Tidings Press, 1911.

### Chapter in Edited Book

E:

Chapter author First name Last name, “Chapter Title,” in *Book Title*, ed. Editor First name Last name (Location of publisher: Publisher, Year of publication), Cited Page(s).

<sup>1</sup> Marcus Lichtenstein, “Poland to America,” in *From Judaism to Christianity*, ed. F.C. Gilbert (South Lancaster, MA: Good Tidings Press, 1911), 49.

S:

Chapter author Last name, First name. “Chapter Title.” In *Book Title*, edited by Editor First name Last name, Pages. Location of publisher: Publisher, Year of publication.

Lichtenstein, Marcus. “Poland to America.” In *From Judaism to Christianity*, edited by F.C. Gilbert, 46-55. South Lancaster, MA: Good Tidings Press, 1911.

### Periodical

Note: Many early Adventist periodicals elude easy characterization. Some began as journals then became magazines. Others blurred the line and could be classified as either. A few appear to be magazines but were registered with post offices as newspapers. Almost all of the early periodicals possess a volume and number. Some of the periodicals used as examples below cannot be categorized, so please consider them just that—examples.

### Magazine

Single-Author

E:

Author First name Last name, “Article Title,” *Magazine Name*, Month Day, Year of publication, Cited Page(s).

<sup>1</sup> Maude Sisley Boyd, “Early Experiences,” *Australasian Record*, June 7, 1937, 3.

S:

Author Last name, First name. “Article Title.” *Magazine Name*, Month Day, Year of publication.

Boyd, Maude Sisley. “Early Experiences.” *Australasian Record*, June 7, 1937.

No Author

E:

“Article Title,” *Magazine Name*, Month Day, Year of publication, Cited page(s).

<sup>1</sup> “Waiting Africa,” *Missions Quarterly*, June 29, 1912, 3.

S:

“Article Title.” *Magazine Name*, Month Day, Year of publication.

“Waiting Africa.” *Missions Quarterly*, June 29, 1912.

Without Author or Title

E:

“First Three Key Words of Article,” *Magazine Name*, Month Day, Year of publication, Cited page(s).

<sup>1</sup> “Brother F.C. Gilbert...,” *Adventist Review*, December 10, 1895, 800.

S:

“First Three Key Words of Article.” *Magazine Name*, Month Day, Year of publication.

“Brother F.C. Gilbert...” *Adventist Review*, December 10, 1895.

### Obituary in Magazine

With Author

E:

Author First name Last name, “Name of deceased obituary,” *Magazine Name*, Month Day, Year of publication, Cited page(s).

<sup>1</sup> E.H. Foster, “Pastor Jesse Clifford obituary,” *British Union Messenger*, May 26, 1967, 14.

S:

Author Last name, First name. “Name of deceased obituary.” *Magazine Name*, Month Day, Year of publication.

Foster, E.H. “Pastor Jesse Clifford obituary.” *British Union Messenger*, May 26, 1967.

No Author

E:

“Name of deceased obituary,” *Magazine Name*, Month Day, Year of publication, Cited page(s).

<sup>1</sup> “Ella Graham Gilbert obituary,” *Adventist Review*, February 17, 1944, 19.

S:

“Name of deceased obituary.” *Magazine Name*, Month Day, Year of publication.

“Ella Graham Gilbert obituary.” *Adventist Review*, February 17, 1944.

### Journal Article

E:

Author First name Last name, “Article Title,” *Journal Name* volume #, no. issue # (Month/Season/Quarter Year of publication): cited page(s).

<sup>1</sup> Ileana Douglas, “The Hispanic Exchange,” *Adventist Heritage* 16, no. 2 (Spring 1994): 24.

S:

Author Last name, First name. “Article Title.” *Journal Name* volume #, no. issue # (Month/Season/Quarter Year of publication): article pages.

Douglas, Ileana. “The Hispanic Exchange.” *Adventist Heritage* 16, no. 2 (Spring 1994): 23-27.

### Web Article

E:

Author First name Last name, “Article Title,” Name of Website or Entity, Date of article, accessed Month Day, Year, URL.

<sup>1</sup> Dornelles Vanderlei, “Brazil Publishing House Celebrates One Hundred Years of Publishing the Gospel,” Adventist News Network, March 20, 2000, accessed April 4, 2012,

<https://news.adventist.org/en/all-news/news/go/2000-03-20/brazil-publishing-house-celebrates-one-hundred-years-of-publishing-the-gospel/>.

S:

Author Last name, First name. "Article Title." Name of Website or Entity. Date of article. Accessed Month Day, Year. URL.

Vanderlei, Dornelles. "Brazil Publishing House Celebrates One Hundred Years of Publishing the Gospel." Adventist News Network (Online), March 20, 2000. Accessed April 4, 2012.

<https://news.adventist.org/en/all-news/news/go/2000-03-20/brazil-publishing-house-celebrates-one-hundred-years-of-publishing-the-gospel/>.

### Meeting Minutes

This section covers committee or board minutes cited that are not from periodicals but in minutes collections.

### Web

E:

Committee Title, Month Day, Year of meeting, page, Entity from which minutes were retrieved, accessed Month Day, Year, URL.

<sup>1</sup> General Conference Committee, January 2, 1910, 152, General Conference Archives, accessed May 30, 2017, <http://documents.adventistarchives.org/Minutes/GCC/GCC1910.pdf>.

S:

Committee Title, Entity from which minutes were retrieved. Accessed Month Day, Year. URL.

General Conference Committee, General Conference Archives. Accessed May 30, 2017.

<http://documents.adventistarchives.org/Minutes/Forms/AllItems.aspx?RootFolder=%2fMinutes%2fGCC&FolderCTID=0x012000F14CCE0E47CC244BB8EA93FE785ED8BE00941CF68C17217C4CA49DE1E876677255>

### Print

Note: The format for citing paper minutes will be determined on where you accessed the minutes. If it is from an individual archive, use the recommended bibliographic style of that archive. The following example is for the General Conference Archives.

E:

Committee Title, Month Day, Year of meeting, Page, Box Title, Folder Title, Record Group. Archive.

<sup>1</sup> President's Administrative Council, February 15, 1978, 78:15, Box MIN225, Folder PRADCO 1978, RG 11. General Conference Archives.

S:

Committee Title, Month Day, Year of meeting. Box Title, Folder Title, Record Group. Archive, city, state, country.

President's Administrative Council minutes, February 15, 1978. Box MIN225, Folder PRADCO 1978, RG 11. General Conference Archives, Silver Spring, Maryland, United States.

## Dissertation

E:

Author First name Last name, "Title of Dissertation" (Type of dissertation diss., school, year), cited page(s).

<sup>1</sup> Juan R. Prestol-Puesan, "An Exploratory, Correlational, Self-Rater Study on Authentic Leadership Values of Adventist Local Conference Chief Financial Officers in the United States" (PhD diss., Andrews University, 2015), 97-99.

S:

Author Last name, First name. "Title of Dissertation." Type of dissertation diss., school, year.

Prestol-Puesan, Juan R. "An Exploratory, Correlational, Self-Rater Study on Authentic Leadership Values of Adventist Local Conference Chief Financial Officers in the United States." PhD diss., Andrews University, 2015.

## Thesis

E:

Author First name Last name, "Title of Thesis" (Type of thesis, school, year), cited page(s).

<sup>1</sup> Jose M. Tauro, "Seventh-day Adventists in Thailand, 1919-1964" (MA thesis, Philippine Union College, 1969), 22.

S:

Author Last name, First name. "Title of Thesis." Type of thesis, school, year.

Tauro, Jose M. "Seventh-day Adventists in Thailand, 1919-1964." MA thesis, Philippine Union College, 1969.

## Letter

**Online**

E:

Author First name Last name to Addressee First name Last name, Month Day, Year letter was written, Letter number, accessed Month Day, Year, URL.

<sup>1</sup> Ellen G. White to L.C. Sheafe, February 4, 1907, Letter 44, 1907, accessed February 16, 2017, [egw writings.org](http://egw writings.org).

S:

Author Last name, First name. Author First name Last name to Addressee First name Last name. Month Day, Year letter was written. Letter number. Source.

White, Ellen G. Ellen G. White to L.C. Sheafe. February 4, 1907. Letter 44, 1907. Ellen G. White Estate.

**Print**

E:

Author First name Last name to Addressee First name Last name, Month Day, Year letter was written, Letter number, Source.

<sup>1</sup> Ellen G. White to L.C. Sheafe, February 4, 1907, Letter 44, 1907, Ellen G. White Estate.

S:



**Author Last name, First name. Author First name Last name to Addressee First name Last name. Month Day, Year letter was written. Letter number. Source.**

White, Ellen G. Ellen G. White to L.C. Sheafe. February 4, 1907. Letter 44, 1907. Ellen G. White Estate.

### **Unpublished or Private Letters not found in an archive**

**E:**

**Author First name Last name to Addressee First name Last name, Day Month Year letter was written, status, collection, page number.**

<sup>1</sup> Clara Johnson to David Wiles, 14 December 1912, private letter, personal collection of David Wiles, IV, 5.

**S:**

**Author Last name, First name to Addressee First name Last name. Month Day, Year letter was written. Letter number. Source.**

Johnson, Clara, to David Wiles. December 14, 1912. Private letter. Personal collection of David Wiles, IV.

### **Interview**

#### **Interview conducted by the article author that is unpublished**

**E:**

**Interviewee First name Last name, interview by Interviewer First name Last name, Location of interview, Month Day, Year of interview.**

<sup>1</sup> John Smith, interview by author, Nashville, Tennessee, October 7, 2007.

**S:**

Unpublished interviews are cited in notes but are not listed in sources.

#### **Interview conducted on some kind of media**

**E:**

**Interviewee First name Last name, interview by Interviewer First name Last name, *Title of interview*, "Title of program," Month Day, Year of interview, URL.**

<sup>1</sup> Gina Park, interview by Joe Kim, *Gina Park: Hero of Faith*, "Heroes of Faith," March 4, 2012, [heroesoffaith.org/ginaparkexclusive](http://heroesoffaith.org/ginaparkexclusive).

**S:**

**Interviewee Last name, First name. *Title of interview*. By Interview First name Last name. Title of program, Month Day, Year of interview. URL.**

Park, Gina, *Gina Park: Hero of Faith*. By Joe Kim. "Heroes of Faith," March 4, 2012. [heroesoffaith.org/ginaparkexclusive](http://heroesoffaith.org/ginaparkexclusive).

#### **Email**

**E:**

**Sender First name Last name, email message to author, Month Day, Year email was sent.**

<sup>1</sup> Kenrie Hylton, email message to author, January 1, 2016.

S:  
Emails are rarely listed in Sources.

### Personal Knowledge

E:  
**Author First name Last name, personal knowledge from how knowledge was obtained.**  
<sup>1</sup> Michael Jones, personal knowledge from working in the Trans-European Division from 1985-1990.

Note: The “How Knowledge was Obtained” piece refers to how the author obtained the knowledge, be it through knowing an individual, being a relative, working in a church administrative unit, being an eyewitness, etc. This establishes the author is bona fide to have knowledge on the subject.

S:  
Personal knowledge is not listed in Sources.

### *SDA Yearbook*

#### Online Edition

E:  
**Source, “Entry Heading,” accessed Month Day, Year, URL.**  
<sup>1</sup> *Seventh-day Adventist Online Yearbook*, “Lowry Memorial Higher Secondary School,” accessed November 28, 2016, <https://goo.gl/A7DnMe>.

S:  
**Source. Accessed Month Day, year. URL.**  
*Seventh-day Adventist Online Yearbook*. Accessed November 28, 2016.  
<http://www.adventistyearbook.org/SearchForm.aspx>.

**Old Yearbook** (Online here: <https://goo.gl/0jchFz>)

E:  
**“Section,” Source (Location of publisher: Publisher, year of publication), cited page(s).**  
<sup>1</sup> “South India Training School,” *Seventh-day Adventist Yearbook* (Washington, D.C.: Review and Herald Publishing Association, 1916), 182.

S:  
**Source. Location of publisher: Publisher, year of publication.**  
*Seventh-day Adventist Yearbook*. Washington, D.C.: Review and Herald Publishing Association, 1916.

### Census Record

Note: Only the online format is listed here. Individual archives have unique documentation standards which should be observed.

### Online

E:

Year and Country, City/County & State, Document Information, Entity, accessed Month Day, Year, URL.

<sup>1</sup> 1910 United States census, Worcester County, Massachusetts, enumeration district 1766, roll T624\_628, FHL microfilm 1374641, page 15a, digital image, "Gilbert, Fred C.," Ancestry.com, accessed March 5, 2017, <http://ancestry.com>.

S:

State. County. Date and Document. Document Type. Entity. Accessed Month Day, Year, URL. Massachusetts. Worcester County. 1910 United States Census. Digital images. Ancestry.com, March 5, 2017, <http://ancestry.com>.

Vital Record (birth certificate, marriage certificate, death certificate)

### Online

E:

Place of Death, Certificate Type and Number (certificate date), First name Last name of Deceased; Entity of Retrieval, City & State of entity.

<sup>1</sup> District of Columbia, Certificate of Death no. 440934 (1943), Lucy Byard, Government of the District of Columbia Department of Health, Washington, D.C.

S:

Place of Death. Document Type. Entity of Retrieval, City & State of entity.

District of Columbia. Death Certificates. Government of the District of Columbia Department of Health, Washington, D.C.

Archives, Records Centers, and Library Holdings

These entities usually have their preferred convention for documentation, which you should adhere to for endnotes and sources.