Contents

I. Overview
   A. Endnotes
   B. Sources

II. Documentation
   A. Book
      1. Single-Author
      2. Multiple-Author
      3. Edited
      4. Chapter in Edited Book
   B. Periodical
   C. Magazine Article
      1. Single-Author
      2. No Author
      3. Without Author or Title
      4. Obituary
         a) With Author
         b) No Author
   D. Journal Article
   E. Web Article
   F. Meeting Minutes
      1. Online
      2. Print

G. Dissertation
H. Thesis
I. Letter
   1. Online
   2. Print
   3. Unpublished or Private Letter

J. Interview
K. Email
L. Personal Knowledge
M. SDA Yearbook
   1. Online Live Edition
   2. Old Yearbooks

N. Census Record
O. Vital Record (birth certificate, marriage certificate, death certificate)
P. Archives, Records Centers, and Library Holdings
**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](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).

1 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.

**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).

1 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.

**Edited Book**

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

1 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.

**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).
1 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 (Location of publisher: Publisher, Year of publication).

**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).

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

No Author

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

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

Without Author or Title

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

1 “Brother F.C. Gilbert…,” *Adventist Review*, December 10, 1895, 800.

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

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).


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

No Author
E:
“Name of deceased obituary,” *Magazine Name*, Month Day, Year of publication, Cited page(s).


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

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


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

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


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

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.

S:
Committee Title, Entity from which minutes were retrieved. Accessed Month Day, Year. URL.
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.
1 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.
Dissertation

E:
Author First name Last name, “Title of Dissertation” (Type of dissertation diss., school, year), cited page(s).

S:
Author Last name, First name. “Title of Dissertation.” Type of dissertation diss., school, year.

Thesis

E:
Author First name Last name, “Title of Thesis” (Type of thesis, school, year), cited page(s).

S:
Author Last name, First name. “Title of Thesis.” Type of thesis, school, year.

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.

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.

Print

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

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.

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.
1 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.

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.
1 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.

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

Email
E:
Sender First name Last name, email message to author, Month Day, Year email was sent.
1 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.

1 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.

**Online Edition**

E:
*Source, “Entry Heading,”* accessed Month Day, Year, URL.


S:
*Source. Accessed Month Day, year. URL.*


**Old Yearbook** (Online here: [https://goo.gl/0jchFz](https://goo.gl/0jchFz))

E:
“Section,” *Source (Location of publisher: Publisher, year of publication)*, cited page(s).


S:
*Source. Location of publisher: Publisher, year of publication.*


**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.

S:

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.

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

Archives, Records Centers, and Library Holdings
These entities usually have their preferred convention for documentation, which you should adhere to for endnotes and sources.