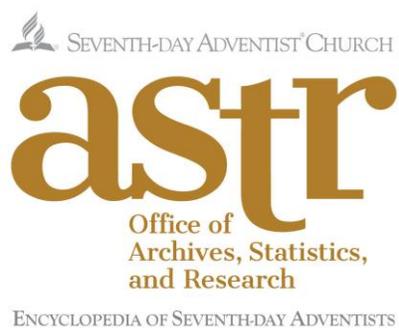


Issue
Author Guidelines

2017



Introduction

Congratulations! You have been chosen to write an article on an “Issue” for the new *Encyclopedia of Seventh-day Adventists* (ESDA). Your selection indicates that you have distinguished yourself as an authority on this topic or are in the best position to gain expertise and thus can write an authoritative article accessible to the church and the public. This article will be the go-to source on this subject 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/YkIFzg>).

What is an “Issue?”

In a nutshell, an issue is an article that explores how the Seventh-day Adventist Church responded to or its involvement with a historical development, religion, philosophy, or phenomenon. Issues can be regional (this includes national and continental) or global; in fact, regional articles will usually have to touch on an international Adventist response, and global articles will often touch on regional dynamics. Here are some examples of Issue articles that will be written for the ESDA:

Regional

- Seventh-day Adventists and Apartheid
- Seventh-day Adventists and the Chinese Revolution of 1949
- Seventh-day Adventists and the U.S. Civil Rights Movement

Global

- Seventh-day Adventists and Environmentalism
- Seventh-day Adventists and HIV/AIDS
- Seventh-day Adventists and the Holocaust

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>Issues</u>	<u>Word Length</u>	<u>Due Date</u>
Short	1,000 – 3,000	1 year
Medium	3,000 – 7,000	2 years
Long (Global)	7,000 – 15,000	2 years

Step Two: Research

I. Preliminary Research

If you have written anything previously on the Seventh-day Adventist Church and this issue, consult your work again in order to refresh yourself. Next, familiarize yourself with the latest research available on the issue. For instance, if you are commissioned to write on “Seventh-day

Adventists and the Cold War,” you will want to familiarize yourself with the latest writings on the Cold War. This can be done with a Google search (which should include Google Books, Google News, and Google Video) and visiting bookseller sites such as Amazon.com as well as academic journal sites that may feature articles on your subject. In the instance of the Cold War, the history of the article probably will go up to the early 1990s, but other issues may be still unfolding, such as “Seventh-day Adventists and Terrorism.” Because the latter issue is an ongoing one, the most you can do in the article is to be as up-to-date as possible. Bear in mind that a key goal here is to provide *context* for the church’s role in the developments of the issue—the milieu in which Adventism was an actor—and not to study the church’s involvement itself.

II. Web Research

Unlike the first step in which you get a feel for the issue itself, here you will see what others have said about Adventism and this issue, so the resources you access will be primarily from Adventist sites. The following are places to go for books, dissertations, and other scholarly writings:

- Adventist Digital Library: <http://beta.adventistdigitallibrary.org/>
- SDA Periodical Index (<https://www.andrews.edu/library/ASDAL/sdapiindex.html>)
- GC Archives periodicals (<https://goo.gl/2ZwNE4>): It is recommended that you perform a search over the whole of the periodicals on GC Archives or ADL. If you are focusing on a certain region, see if there is a periodical for that area. For instance, for the topic “Seventh-day Adventists and Independence Movements in the Caribbean,” magazines like the *West Indies Union Visitor* (<https://goo.gl/M712gJ>) will be essential.
- GC Archives books: <https://goo.gl/vqPhP1>
- James White Library: <http://jewel.andrews.edu/search~S9/X>
- JW Library Digital Commons: <http://digitalcommons.andrews.edu/dissertations/>
- Words of the Adventist Pioneers: <https://egwwritings.org/>
- GC Archives minutes (<https://goo.gl/83cAjD>)
- General Conference Committee (<https://goo.gl/Bkevai>)
- General Conference sessions (<https://goo.gl/EEE4Dg>; <https://goo.gl/4frOZH>)
- Google Books: <https://www.google.com/search?q=google&ie=utf-8&oe=utf-8#q=google&tbm=bks>

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. There are other kinds of records that you may want to see depending on what issue you are researching, like legal documents, official statements, promotional materials, and images.

Correspondence will be essential. Request to look at letters for the main years of your issue; if the span of years is brief, also peruse the letters in the years preceding and following. Most of the correspondence that is preserved will be from upper administration. Once again, consult with your editor who will be able to obtain researcher privileges for you.

Finally, interviews can be insightful for your article. Although ideally done in person, interviews can also be conducted over several types of media: telephone, letter, email, Skype, or some other mobile app. When possible, interviews should be with those who were alive during the time and involved in the issue's developments, be it as eyewitnesses, church leaders, or experts. For articles on Adventists and a recent war in a given region, interview church members and leaders who lived in the area in which the war was being fought. Please consult the ESDA Oral History Interview Guide (<https://goo.gl/xQR1iM>) for instructions on how to conduct an interview.

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

Issue articles will be among the most sensitive and controversial category of articles in the ESDA. Make an effort to be tactful, presenting things in a considerate and inoffensive manner yet being true to the historical evidence. If mentioning certain names or episodes is unnecessary and may cause harm or negative repercussions, do not do it. Bear in mind that these articles will in some way reflect the World Church and will be read by the wider public, so write appropriately for so broad an audience. Each issue article will be anonymously peer-reviewed by at least three people.

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

Because each of the types of issue articles will differ in major ways, the outline below is only a general one.

- I. Overview of the issue
- II. Origins of Adventist involvement/response
- III. Direct Adventist involvement/response
- IV. Lessons

I. Overview of the issue

This first section will provide an overview of the issue and should be written for those who have little familiarity with the subject. Please note again that this is not article about the issue itself but about Adventist involvement or engagement with the issue. This overview will only provide as much detail needed about the issue to understand the context of Adventist involvement. For instance, if the subject is “Seventh-day Adventists and HIV/AIDS in Southern Africa,” a word should be said about the history of HIV/AIDS in the region, with salient statistics, and the local, national, and international response to it. There could be a mention here of the responses of other Protestant denominations as well. A article on Adventists and a certain offshoot group should provide a summary of the group's history, beliefs, and disposition toward the church.

II. Origins of Adventist involvement/response

Every action or stance that the church has taken is rooted in the church's past; uncover this past in an insightful manner. This section is on origins but will in many instances touch on the issue at hand, so share the church's earliest discussions and statements about it. Bear in mind that often church statements will precede church action.

Examples:

- An article on “Seventh-day Adventists and Cosmetics” should explore the cultural milieu of the United States during the Victorian era and how that period's views on modesty and womanhood influenced early Adventists' stance on makeup.
- “Seventh-day Adventists and Islam” would perhaps go as far back as Millerite beliefs on the Ottoman Empire in prophecy and then to statements on “Mohammedanism” in the *Adventist Review* from the 1850s onward.
- An article on “Seventh-day Adventists and the European Union” may explore the nationalistic tendencies of early church leaders and members in Europe and more broadly, European Adventists' stance in the late 19th century on the church and secular politics and the notion of a one-world government in eschatology.
- A theological component (as origin) will have to be brought out in many issue articles, as for instance, with the European Union, many Adventists saw the EU in terms of the image of Daniel 2.
- Other explorations of origins will go back as far as the church's founding and before. For instance, “Seventh-day Adventists and Military Service” would have to include an overview of the Adventist response to the American Civil War.

III. Direct Adventist involvement/response

How did the church as a whole or the church in a region deal with the issue? Explore the following questions:

- What discussions were had by church leaders and members about the issue?
- Did the church say anything at all about it? Did the church make an official statement?
- If it did, what was the discussion surrounding the statement, and why was the statement made?
- What were the actions of the church in regard to the issue?
- Why did they do it?
- What was the result?
- Did the church's position or actions change, or were there attempts to change them?
- What were some of the responses of individual church members?
- Was there a diversity of opinion and action among church entities or members?
- How did the wider society react to or engage with the Adventist response?

Examples:

- If you're treating on “Seventh-day Adventists and National Politics” in a particular country, talk about the discussions the union or conference in the territory had about political developments, the actions taken on political issues, and the entities' influence in the political realm. Be sure to directly quote official church actions or what

denominational publications or leaders declared on the issues. Highlight individual members who engaged in politics and how the church reacted to their engagement.

- A global article on “Seventh-day Adventists and Gay Marriage” should look at the church’s discussions and statements on gay marriage, considering variations in different countries and regions, and prominent Adventist activists who have been outspoken on the issue.
- If there is not total Adventist agreement on an issue, like with “Seventh-day Adventists and Bible Versions,” share the diversity of views in a unbiased manner. Why do some Adventists hold that the King James Version is the only translation that should be used? Why do others hold that it is optimal to use a variety of translations?

Finally, in this section, you should try to pinpoint Adventism’s unique contribution to the issue.

Examples:

- For instance, an article on “Seventh-day Adventists and Health” could say much on the church’s contribution to the practice of a healthy lifestyle, from Ellen White’s first health reform vision and the Battle Creek Sanitarium to the present massive global health system operated by Adventists.
- On “Seventh-day Adventists and Politics,” Adventists in certain regions have been mayors of large cities or heads of state, influencing policy and the lives of citizens immensely, if sometimes indirectly.
- On “Seventh-day Adventists and Bible Translations,” some Adventist missionaries were the first to translate the Bible into a certain language or dialect.
- For “Seventh-day Adventists and Indigenous Peoples’ Rights,” some Adventist missionaries and nationals in Central and South America were outspoken voices in the rights of Native Americans. Emphasize Adventist contributions that were original and/or unique.

IV. Lessons

In this concluding section, share the lessons that can be learned from the Adventist response to the issue. Be as constructive as possible here, as the natural tendency is to be critical and censorious.

- What did the church do well in the past? What did it not do so well? Explain each of these points with an eye to lessons for the future.
- What could the church do better in the future?
- Where relevant, what is the church now doing in this regard that is a positive way forward?
- Finally, how does and can this issue fit in with the great mission of the church?

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 Adventists and the issue. If you *cannot* find evidence of something, either do not mention it or preface with “Some believe…” or “It is commonly held…”

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 Adventists and the issue and are reading about it for the first time in this article. Are you well informed about the subject after you read it? Is the article clear? Is it logical? Does it flow?
2. **Accuracy:** Are the salient facts of the Adventists and the issue 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 Adventists and the issue?

Step Six: Proofreading

ESDA articles will lose much of their impact and respect if the grammar is poor. Please do not skip this step!

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 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!