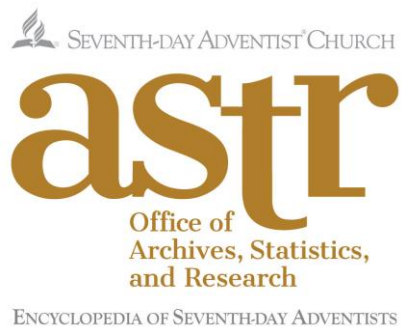# Medical Institution
Article Guidelines

2017

Introduction

Congratulations! You have been chosen to write an article on a medical institution (referred to throughout as "institution") for the new *Encyclopedia of Seventh-day Adventists* (ESDA). Your selection indicates that you have distinguished yourself as an authority on this institution 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 institution 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

A medical institution is a sanitarium, hospital, clinic, dispensary, senior citizens home, center, foundation, or other medical facility. 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.

Medical Institution	Word Length	Due Date
Short	500 – 3,000	1 year
Medium	3,000 – 8,000	18 months
Long	8,000 – 15,000	2 years

Step Two: Research

I. Preliminary Research

If you have written anything previously on the institution, consult your work again in order to refresh yourself. Next, read the 1996 *Seventh-day Adventist Encyclopedia* article on the institution, bearing in mind that if the name changed, then it may be under the previous name. 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 schools and will be invaluable to the formation of your manuscript. You will likely want to keep the article handy throughout the writing process. Finally, if your medical institution is still in existence, visit its website, paying special attention to the "About Us" and/or "History" pages.

II. Web Research

Survey the research that has been done on the institution. Entire volumes have been written on some institutions, and these are generally available in Adventist libraries and for purchase on the internet. The histories of Adventism at these sites may treat on the history of your institution:

- GC Archives (https://goo.gl/vqPhP1)

- Adventist Digital Library (http://adventistdigitallibrary.org/)
- James White Library (http://jewel.andrews.edu/search~S9/X)

Find theses and dissertations at the following sites:

- Andrews University Digital Commons (http://digitalcommons.andrews.edu/dissertations/)
- James White Library (http://jewel.andrews.edu/search~S9/X)
- ProQuest Dissertations (http://dissexpress.umi.com/dxweb/search.html)

Periodicals can be found here:

- SDA Periodical Index (https://www.andrews.edu/library/ASDAL/sdapiindex.html)
- GC Archives periodicals (https://goo.gl/2ZwNE4)
- *Adventist Heritage* (https://goo.gl/y7Xe1M)

Be attuned to the earliest mentions of your institutions written by founders or early workers in these periodicals.

Other sites have historical brochures, pamphlets, manuscripts, and bulletins available. Do a search for the various titles of your institution here:

- James White Library (http://jewel.andrews.edu/search~S9/X)
- Adventist Digital Library (http://adventistdigitallibrary.org/)
- Loma Linda University Digital Archives (http://archives.llu.edu/)

For an official church source on the medical institution, do searches in the *Yearbook* (https://goo.gl/mkwfPC) and the *Annual Statistical Report* (https://goo.gl/SqDi2v). The *Yearbook* provides vital information about the facility, including medical services offered, board of trustees, administration, employees, staff, address, legal name, patient beds, and date of establishment. The *Annual Statistical Report* shares number of beds, daily inpatients and outpatients, and employee information.

Committee or board minutes will be helpful. Although limited in what's available online, the minutes on the GC Archives site may have mentions of your institution (https://goo.gl/83cAjD). Contact your division, union, or conference office, and inquire if they have committee minutes; if so, search them, or have someone else search them for references to your institution. If the minutes have not been digitized, there may be an index of topics.

III. Visiting Research
Consult the medical institution's periodicals, bulletins, journals, newsletters, yearbooks, and other publications. Some larger institutions have digitized these and are available in the history/library/archives section of their site. If these publications are not available on the web, call the institution to determine where they may be found; if they have been scanned, try to get the digital versions of the materials. If the institution has an archives, records room, or other repository for historical materials, make a visit. The public relations director of the institution is worth talking to for information. Also check with other archives and determine if they have these materials on your institution.

Additionally, make sure to find out if the medical institution keeps its own board minutes. If so, try to obtain access to them; you may state to the guardian of the minutes that you will not publicize sensitive material but need access to establish dates and other historical points. If the institution does not keep its own board minutes, find out who does. Also request to look at correspondence which should be preserved and will usually be generated by upper administration. The GC Archives, Center for Adventist Research, and other archives will also have correspondence of certain medical institutions.

Interviews/oral histories can be an important primary source, especially for institutions in which few written records are available. By all means, first do a search for interviews that may have already been conducted. Then conduct interviews with the director/CEO/president of the hospital, as well as other administrators, longtime employees, employees who worked there in the early years or during important periods, and others. Be sure to save these interviews through transcription and/or electronically. 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: public newspapers, websites, media, social media, unpublished manuscripts, etc. It is a good idea to ask others about possible sources.

Important note: Your manuscript 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 manuscript. Please follow the instructions in "Preserving Primary Sources" found here (https://goo.gl/YklFzg).

Step Three: Writing

The outline below will vary from manuscript to manuscript because every medical institution is different, not only by the type of institution but also by the uniqueness of its history. The layout of the manuscript can follow one of two models: 1) chronological, in which the history of the medical institution is traced from its origins to the present, or 2) thematic, beginning with a brief overview of the history of the entity then examining by theme separate sections (e.g., important administrators, name changes, defining eras, etc.). The first model is outlined below.

If an institution is now defunct, after the title of the manuscript state the dates it was in operation (e.g., "Operational from 1923 – 1972"). When including other dates, try to include day, month, and year. Endnotes adhering to the Turabian style should be used (https://goo.gl/q1iyjt). At the end of the manuscript, include the address of the institution as well as the geo-coordinates of that address.

I. Developments
II. Founding
III. History
IV. Historical role
V. Outlook
VI. List of name changes
VII. List of leaders/administrators

I. Developments that led to establishment of the institution

- Brief history of the Adventist work in the area in which the institution is located that brought about the founding of institution
- The initial discussions and plans for establishing the institution: medical needs in the area, available SDA health workers, etc.
- Important individuals or groups that put in motion the plans for the institution

II. Founding of the institution

- Founders of the institution
- Church administrative units that facilitated and oversaw the founding
- Original location of the institution
- Reasons for the location
- Date when construction began
- Early sources of funding or subsidization
- Date when the institution opened
- Institution's original mission
- The institution's target group for giving medical care
- Initial status of government certification/recognition
- Founding leaders, board of trustees, physicians, and health care workers
- Description of the early physical facilities
- Treatment and care offered
- Number of patients treated, beds, etc., in the early years.

III. History of the institution (especially important events and periods)

- Name and location changes with the reasons or rationales as well as the circumstances and/or people who initiated them
- Type of medical services offered throughout the years
- Physician and staff throughout the years
- Services provided to the area in which the institution is located
- Official status or certification changes
- Awards and honors
- Important leadership tenures
- Changes to the physical campus, including additional buildings
- Major donations or sources of income
- Partnerships
- Branch and satellite facilities
- Significant eras
- Significant persons in the development of the institution
- Notable staff who made a major contribution to church or world
- Notable patients treated
- Alterations to the original mission

- Schools associated with the institution
- Challenges and issues the institution has faced
- Breakthroughs in research, treatments, innovation, or technology
- Awards for areas of distinction, such as humanitarianism or pro bono services

IV. Historical role of the institution

- Relationship to the Seventh-day Adventist World Church
- Relationship to the city in which the institution is located
- Relationship to the region
- Relationship to the country (if applicable)
- Relationship to the world (if applicable)
- Medical, spiritual, economic, and social impact of the institution
- If the institution is now defunct, explain what led to its demise, and reflect on the role it filled

V. Outlook

- Where the institution is in relation to its mission
- Judging from its history, outline what the institution has to do to be successful in the future
- What the institution needs to do to fulfill its mission

VI. List of names
List the official names of the institution as such:

Official Names
New England Sanitarium and Hospital (1899-1967); New England Memorial Hospital (1967-1995); Boston Regional Medical Center (1995-1999)

VII. List of Leaders
This section can be tricky, as different medical institutions have different leaders that go by different titles. Some medical institutions like hospitals title their leaders as "medical director," "CEO," "administrator," etc. This depends on the administrative setup in place. Include the title of the leader as well as the name of the institution during the tenure. If there are two leaders simultaneously (like a medical director and an "administrator" or CEO), make lists for both. Reproduce their names as it is most often rendered in official documents (like the *SDA Yearbook*), and place "interim" or "acting" in brackets when appropriate.

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 manuscript. 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 manuscript. To be thorough, 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 and will follow the Turabian style.

<div align="center">Things to Keep in Mind While Writing</div>

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

1. Content: Pretend that you know nothing about the institution and are reading about it for the first time in this manuscript. Are you well informed about the institution after you read it? Is the manuscript clear? Is it logical? Does it flow?
2. Accuracy: Are the salient facts of the history of the institution included? Are dates and names accurate? Are other details correct?
3. Structure and flow: Does the manuscript follow a chronological order? Is any life event out of order? Are your ideas logically organized within each paragraph and within the manuscript 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 manuscript to a friend or relative to read who has never heard of the article subject, and ask them for their feedback: specifically, does the manuscript provide a good overview of the institution?

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 manuscript 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 manuscript again, this time out loud, asking the above questions.
3. Have a spouse, friend, or colleague proofread the manuscript. 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 manuscript 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 manuscript.
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 manuscript, 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!