

ADRA Office Author Guidelines

2017



Introduction

Congratulations! You have been chosen to write an article on the Adventist Development and Relief Agency (ADRA) regional or country office (referred to as “office”) for the new *Encyclopedia of Seventh-day Adventists* (ESDA). Your selection indicates that you have distinguished yourself as an authority on this office 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 office 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>Article Type</u>	<u>Word Length</u>	<u>Due Date</u>
ADRA Regional/Country Office	500-5,000 words	1 year

Step Two: Research

I. Preliminary Research

If you have written anything previously on the ADRA office, consult your work again in order to refresh yourself. Next, read the 1996 *Seventh-day Adventist Encyclopedia* article on ADRA (there is only one article on the organization, not the individual offices).

II. Web Research

Given ESDA’s high standards, articles should be thoroughly researched. The following online resources will be essential:

- ADRA official website (<https://adra.org/>): Provides general information about ADRA as well as its regional and country offices.
- *SDA Yearbook* (<https://goo.gl/mkwfPC>): Contains the address, contact information, and director for each ADRA office on an annual basis.
- Periodicals (<https://goo.gl/2ZwNE4>): Union and conference periodicals will feature articles and news stories on ADRA-related activities. Also visit each periodical’s website for archived issues. At <https://goo.gl/39sZSd>, you can search for the office by subject, title, or word.
- General Conference Committee and General Conference Session Minutes (<https://goo.gl/83cAjD>): These may have votes regarding the organization of ADRA offices.
- Adventist News Network (<https://news.adventist.org/en/>) features Adventist news stories, some of which will highlight the work of ADRA around the world.
- Newspapers, news websites, and other media: From time to time, secular media outlets report on ADRA. You can find these stories via Google, the media outlet’s website, or resources such as newspapers.com.

III. Visiting Research

- Division, union, and conference minutes: These records will have discussions and votes regarding the ADRA office, from its establishment to its contributions. Accessing these may require a visit to the respective church administrative unit.
- Interviews of ADRA employees past and present could be a valuable primary source for your article. Consult the ESDA Oral History Interview Guide (<https://goo.gl/xQR1iM>) for instruction on how to conduct an interview.

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* used to write your article. Please follow the instructions in “Preserving Primary Sources” found here (<https://goo.gl/YklFzg>).

Step Three: Writing

The organization of articles can follow one of two models: 1) chronological, in which the history of the ADRA office is traced from its origins to the present, or 2) thematic, beginning with a brief overview of the history of the office then examining by theme in separate sections (e.g., important administrations, defining eras, significant accomplishments, 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>). At the end of the article, include the address of the ADRA office headquarters as well as the geo-coordinates of that address.

- I. Organization
- II. History
- III. Role and place in the country/region
- IV. List – Directors

I. Organization

- When was the office founded?
- What led to its organization?
- What people and entities were responsible for its establishment?
- What was its original mission statement, goals, and aims?

II. History

- Trace the development of the office. What original humanitarian services did it provide?
- What was the number of staff, and how did it increase or decrease over the years?
- What were some of its major relief efforts? How did it respond to crises in the region?
- How did it interact with the government?
- How did the secular news cover its accomplishments?
- Who were some important directors?
- Also include a yearly approximation of food and goods distributed, donations received, distributed publications, recipients, etc.

III. Role and place in the country/region

- Analyze the role of the office and its relief efforts in the region in which it is located. Do the local people and the government rely on its services?
- Does it have a track record of providing for humanitarian and spiritual needs?

IV. List – Directors

Below is an example of how the leaders (directors, presidents, secretaries) of the entity should be listed. Render the name that the leaders popularly went by, as listed in the *Yearbook*.

Directors of SAWS and ADRA International

C.W. Bozarth (1956-1962); W.E. Phillips (1962-1970); Theodore Carcich (1970-1974); Howard Burbank (1974-1980); Richard O’Fill (1980-1983); Robert Drachenberg (1983-1985); Ralph S. Watts, Jr. (1985-2001); Charles C. Sandefur (2001-2008); Jonathan Duffy (2008-)

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 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 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, 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 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 your article subject. If you *cannot* find evidence that the ADRA office supplied over 100 tons of relief supplies in a period of three days, 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 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 try to determine what actually happened, why the 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 the ADRA office and are reading about it for the first time in this article. Are you well informed about the office after you read it? Is the article clear? Is it logical? Does it flow?
2. **Accuracy:** Are the salient facts of the entity included? Are dates and names accurate? Are other details correct?
3. **Structure and flow:** Does the article follow a logical 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 history of the office?

Step Six: Proofreading

ESDA articles will lose much of their impact and respect if the grammar is poor, so 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 and 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!