

Periodicals | Condensed Article Guidelines  
*Encyclopedia of Seventh-day Adventists*

This article will be the go-to source on the history of this periodical, 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. The steps in this guide will help you to write such an article.

### **Title**

Begin your article with the title and your name (as you want it to appear) on the line below it.

### **Organization**

Each of the types of periodical article will differ in various ways, so the outline below is only a very general outline. The layout of the article can follow one of two models: chronological, in which the history of the periodical is traced from its origins to the present; or one that begins with a brief overview of the history of the periodical and then goes more in-depth by theme in separate sections (e.g., important administrators, name changes, defining eras, etc.). Below the first model is outlined.

When using dates please include day, month, and year. Endnotes adhering to the Turabian style should be used (See Documentation Manual here: <https://www.adventistarchives.org/author-materials>).

#### I. Background

#### II. Founding

#### III. History

#### IV. Outlook

#### V. Lists

#### I. Background

- Briefly describe the Adventist work in the area or the region in which the periodical headquarters is located
- What events or developments led to the belief that a periodical was needed?

#### II. Founding

- What led to the founding of the periodical?
- Who were the people that brought it into existence?
- What role did church structure play?
- Where was the periodical office first located?
- Who was the publisher?
- Who were its first staff?
- What was its initial name, and how often was it produced?
- What was the mission of the periodical?
- Who was it geared toward? What was its circulation?
- What was the content of its first issues? Who were its contributors?
- What was the physical size of the periodical? Was it in color? Did it feature images?
- What was the original price? How was it distributed?

#### III. History

- Highlight important editorial tenures and staff
- Share title changes to the periodical and the reasons behind them
- Was the periodical office relocated? Did the publisher change? If so, why?

- Did the physical size of the publication change? When did it shift to color or include photographs?
- How did the price and availability of the periodical change over the years?
- Include circulation statistics
- Mention special issues, columns, and features throughout the years
- Highlight ministries and initiatives that the magazine has been involved in
- Has the periodical received any awards or prizes?
- How did the publication change in the digital age?
- Try to bring out the impact that the periodical has had
- How has the periodical met its mission goals?

#### IV. Outlook

- What is the current status of the publication?
- What are its prospects for the future, in terms of meeting its mission goals?

#### V. Lists

Two lists should be included here: the titles of the publication (if the title has changed), and the editors. See examples below for the *Adventist Review*:

##### Titles

*The Present Truth* (1849-1850); *The Advent Review* (1850); *Second Adventist Review and Sabbath Herald* (1850-1851); *The Advent Review, and Sabbath Herald* (1851-1856); *Advent Review, and Sabbath Herald* (1856-1886); *Advent Review and Sabbath Herald* (1886-1961); *Review and Herald* (1961-1971); *The Advent Review and Sabbath Herald* (1971-1978); *Adventist Review* (1978-)

##### Editors

James White (1849—1855); Uriah Smith (1855—1861); James White (1861—1864); Uriah Smith (1864—1869); J.N. Andrews (1869—1870); Uriah Smith (1870—1871); James White (1871—1872); Uriah Smith (1872—1873); James White (1873—1877); Uriah Smith (1877—1880); James White (1880—1881); Uriah Smith (1881—1897); A.T. Jones (1897—1901); Uriah Smith (1901—1903); W.W. Prescott (1903—1909); W.A. Spicer (1909—1911); F.M. Wilcox (1911—1944); W. A. Spicer (1945); F.D. Nichol (1945—1966); Kenneth H. Wood (1966—1982); William G. Johnsson (1982—2006); Bill Knott (2007—)

##### Sources

The sources section (like a bibliography or works cited page) should list all of the sources used to write the article, and others that may be helpful to the reader. Use the Turabian format (See Documentation Manual here: <https://www.adventistarchives.org/author-materials>).

##### Additional Helps

The materials for ESDA authors can be found here: <https://goo.gl/YklFzg>

##### Submission

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 main 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 assistant editor.

You are now ready to submit your article. There are two ways in which this can be done. First, if you have completed your article before the due date, email your editor notifying him that you are ready to submit the article. The editor will then send you a link that you will click and follow the instructions to upload the article. Second, around the time of the due date an email will arrive from your editor with the 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.