This article will be the go-to source on this publishing house, 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
The layout of the article can follow one of two models: chronological, in which the history of the house is traced from its origins to the present; or one that begins with a brief overview of the history of the house, and then goes more in-depth by theme in separate sections (e.g., important administrators, name changes, defining eras, etc.). Below the chronological model is outlined.

Please note that If the publishing house is now defunct, below the title of the article write, "Operational from 1922 – 1976" or the appropriate dates. When including dates in this article, please try as often as possible to include day, month, and year. Endnotes adhering to the Turabian style should be used (See Documentation Manual here: https://www.adventistarchives.org/author-materials).

At the end of the article 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. Lists

I. *Developments that led to establishment of the publishing house*
Briefly trace the beginning of the Adventist work in the area or region in which the publishing house was first located. This section should show how the church's mission necessitated the establishment of a publishing house, be it because of the need of rapid and convenient mass printing of evangelistic publications; to print in the language(s) spoken in the area; high shipping costs or other economic realities of shipping it from a faraway publishing house; or some other factors. Who was the first person or board/committee to suggest that a publishing house should be established? What were there stated reasons; share the discussions. Highlight the important individuals or groups that put in motion the plans for the publishing house.

II. *Founding of the publishing house*
This section should highlight the following:

- Individuals instrumental in the founding of the publishing house
- Church administrative units that facilitated and oversaw the founding
- Original location of the publishing house (city and address)
- Reasons for the location
- Date when construction began
- Early sources of funding or subsidization
- Date when the publishing house opened (day, month, year)
- Description of the facility, as well as publishing equipment
- Publishing house's charter mission
- Founding leaders and staff

- Kinds of initial publications

III. *History of the publishing house, with emphasis on important events and periods*
Include the following aspects:

- Kinds of publications produced throughout the years (pamphlets, tracts, books, periodicals, media)
- Titles of periodicals, with the span of years that the periodical was produced, and with basic statistics on languages, and subscriptions or distribution
- Impact of publications
- Name and location changes of the publishing house, with the reasons and rationales for them, as well as the circumstances and/or people who initiated them
- Branch and satellite facilities
- Subsidiary organizations, labels, or imprints
- Important leaders and staff
- Challenging times
- Important events
- Significant eras
- Adaptations to the changing publishing industry
- Alterations to the original mission

IV. *Historical role of the publishing house*
Discuss and reflect on the publishing house's relationships to and impact on the following throughout its history:

- Seventh-day Adventist World Church
- Country, region, or continent in which it is located
- Public (in terms of mission to "the world")

V. *Outlook*

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

VI. *Lists*
In chronological order, list the official names of the publishing house. In a separate list, list the leaders, which may variously be titled managers, presidents, or even board chairs in the early years. Although in biographical articles initials in names should be spelled out when first introduced, in these lists, render the name that the officers popularly went by, i.e., as listed in the *Yearbook*.

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.