

ADRA | Condensed Article Guidelines
Encyclopedia of Seventh-day Adventists

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

Title

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

Length, Fonts, Links, Charts, and Images

- Essays should not exceed the assigned number of words
- Font: Times New Roman
- Font size: 12
- No links, charts and images in the main text
- Please send images and charts in a separate document

Organization

The layout of this article can follow one of two models: chronological, in which the history of the ADRA office is traced from its origins to the present; or one that begins with a brief overview of the history of the office, and then goes more in-depth by theme in separate sections (e.g., important administrations, defining eras, significant accomplishments, etc.). Endnotes adhering to the Turabian style should be used (See Documentation Manual here: <https://www.adventistarchives.org/author-materials>).

Below the first model is outlined.

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, 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? A yearly approximation of food and goods distributed, donations received, distributed publications, recipients, etc., should be included.

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 people and the government rely on its services? Does it have a track record of providing for humanitarian and spiritual needs?

IV. List – Directors

Here is how the leaders (directors, presidents, secretaries) of the entity should be listed. Although in biographical articles initials in names should be spelled out when first introduced, in these lists, render the name that the leaders popularly went by, as listed in the *Yearbook*. See example below.

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-)

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>).

See helpful online sources:

Periodicals (<http://documents.adventistarchives.org/Periodicals/Forms/AllFolders.aspx>)

SDA Periodical Index (<https://www.andrews.edu/library/ASDAL/sdapiindex.html>)

SDA Obituary Index (<https://www.andrews.edu/library/ASDAL/sdapiobits.html>)

SDA Online Yearbook (<https://www.adventistyearbook.org/>)

Statistical Documents (<http://adventiststatistics.org/>)

Minutes (<http://documents.adventistarchives.org/Minutes/Forms/AllFolders.aspx>)

Adventist Digital Library (<https://adventistdigitallibrary.org/>)

Center for Adventist Research (<http://www.centerforadventistresearch.org/>)

E. G. White Estate (<https://whiteestate.org/>)

GC Archives (<https://www.adventistarchives.org/>)

Theses/Dissertations (<http://digitalcommons.andrews.edu/dissertations/> | <http://jewel.andrews.edu/search~S9/X>)

Books (<http://documents.adventistarchives.org/Books/Forms/AllItems.aspx> | <https://books.google.com/>)

SDA Magazines and Journals (e.g., Adventist Review <https://www.adventistreview.org/> ; Mission 360 <https://am.adventistmission.org/mission360-home> ; Adventist World <https://issuu.com/adventistworldmagazine>)

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 75 words (see the Author's Bio Guidelines). Please send this bio with your article.

You are now ready to submit your article. Email your essay and bio to your regional editor or encyclopedia@gc.adventist.org by the submission deadline.