

Biography | Condensed Article Guidelines
Encyclopedia of Seventh-day Adventists

This article will be the go-to source on this person, 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 outline below will vary from article to article, because every person's life is different. For instance, some people were baptized into the Seventh-day Adventist Church late in life. Others were married before they began college or were married in their fifties and never attended college. Wherever the events outlined below fall, if the details are relevant and can be obtained, they should be included and placed in a sequence that makes the most sense for that individual. But above all note that the ESDA favors a chronological order in a biography: i.e., write about the events of person's life in the order in which they occur. Begin each article with a sentence summarizing the individual's contributions. When including dates in this article, please try as often as possible to include day, month, and year.

Please note that the components of a biographical article outlined below will mainly apply to longer biographies. For many short articles it will be impossible, and indeed unnecessary, to track down and include all the details outlined below for a person. Endnotes adhering to the Turabian style should be used (See Documentation Manual here: <https://www.adventistarchives.org/documentation-manual.pdf>).

I. Early Life

II. Education and Marriage

III. Career/Ministry

IV. Later Life

V. Legacy

I. Early Life

- ✓ Full name: first, middle, last name (Although it is the convention in a certain era, give the person's name in full and don't just list the initials)
- ✓ Birth date: day, month, year
- ✓ Place of birth: town/city/village, country (In some instances the birth location will have changed. Please include the current name in parenthesis,)
- ✓ Parents' names and backgrounds, including their life dates
- ✓ Birth order and number of siblings, and if significant sibling's names
- ✓ Places where childhood was spent
- ✓ Primary and secondary schools attended
- ✓ Conversion or baptism: year and person who converted or baptized them, along with any interesting information about it or circumstances surrounding it

II. Education and Marriage

- ✓ Education: college, graduate, post-graduate, training schools, seminary, etc.
- ✓ Marriage: date (day, month, year), place of wedding
- ✓ Spouse: full name, life dates, background
- ✓ Children: number, names, life dates

III. Career/Ministry

- ✓ Positions held, including the years
- ✓ Firsts/Pioneer status
- ✓ Missionary posts
- ✓ Ministries started
- ✓ Baptisms
- ✓ Publications
- ✓ Distinctions
- ✓ Other accomplishments

IV. Later Life

- ✓ Retirement details: year of retirement, place, notable items during retirement (e.g., honors, awards, accomplishments)
- ✓ Death date: day, month, year
- ✓ Place of death: town/city/village, country

V. Contribution/Legacy (For short biographies, contribution/legacy should be one or two sentences; for longer biographies an entire section)

- ✓ How did his/her life impact the SDA Church and its mission?
- ✓ How did his/her life impact society?

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/documentation-manual.pdf>).

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 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.