

Educational Institution | Condensed Article Guidelines
Encyclopedia of Seventh-day Adventists

This article will be the go-to source on this educational institution, 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 school is different, not only by the type of school but its history. A college may have started as a secondary school; another college may have begun as a seminary and later branched out into a liberal arts college. A medical school may have as its parent institution a hospital, while another medical school may have been subsumed by a university. Some workers training schools that you have been asked to write about may be defunct. So bear in mind that all of the format and content points below may not be appropriate for your school, but rather a general format.

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

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/documentation-manual.pdf>).

At the end of the articles please include the address of the institution, as well as the geo-coordinates of that address.

- I. Developments that led to establishment of the school
- II. Founding of the school
- III. History of the school, with emphasis on important events and periods
- IV. Historical role of the school (in the church, community, nation, world)
- V. What remains to be done to fulfill mission of the school
- VI. List of presidents/vice chancellors/principals

I. Developments that led to establishment of the school

- ✓ Brief history of the Adventist work in the area in which the school is located
- ✓ The initial discussions and plans for establishing a school
- ✓ Important individuals or groups that put the plans for the school in motion

II. Founding of the school

- ✓ Founders of the school
- ✓ Church administrative units that facilitated and oversaw the founding
- ✓ Original location of school
- ✓ Reasons for the location
- ✓ Date (if obtainable, day, month, and year) when construction began
- ✓ Early sources of funding or subsidization
- ✓ Date when school opened
- ✓ Initial status of school, including accreditation, courses, and degrees
- ✓ Number of founding faculty and students
- ✓ Something about the early campus and buildings
- ✓ School's original mission
- ✓ Target group for students (i.e., what people was the school trying to recruit as students)

III. History of the school (especially important events and periods)

- ✓ Student enrollment throughout the years, noting historical highs and lows (if possible, use charts)
- ✓ Faculty and staff numbers throughout the years
- ✓ Degrees and specialties
- ✓ Evolution of curriculum
- ✓ Name and location changes, with the reasons or rationales for them, as well as the key people who initiated them
- ✓ Official status changes
- ✓ Accreditations
- ✓ Awards and honors
- ✓ Important presidential and leadership tenures
- ✓ Changes to the physical campus
- ✓ Partnerships
- ✓ Branch campuses
- ✓ Significant eras
- ✓ Significant persons in the development of the school
- ✓ Alterations or refocusing of the original mission
- ✓ Church, primary and secondary schools, and other institutions stemming from the school
- ✓ Breakthroughs in research, innovation, or technology
- ✓ Significant alumni and faculty and staff to world and church
- ✓ Areas of distinction such as social activism, humanitarianism, sports, etc.
- ✓ Challenges and issues school has faced

IV. Historical role of the school (in the church, community, nation, world)

- ✓ Relationship to the Seventh-day Adventist World Church
- ✓ Relationship to the city in which school is located
- ✓ Relationship to region
- ✓ Relationship to country
- ✓ Relationship to world
- ✓ Spiritual, economic, and social impact of the school

V. What remains to be done to fulfill mission

- ✓ Where the school is in relation to its mission
- ✓ Judging from its history, what the school has to do to be successful in the future
- ✓ What is needed most from the school

VI. President/Vice Chancellor/Principal Chronology

Each president of the educational institution should be listed in the order and years in which s/he served. Interims should also be included, but stated as such. Although in biographical articles initials in names should be spelled out when first introduced, in these lists, render the name that the officer popularly went by, i.e., as listed in official institutional documentation of the time. Remember also to list each change in the educational institution's name before listing the presidents for that iteration of the school. If a person was serving as an interim, place interim in parenthesis after the name. Numerous presidential lists can be found here (<https://www.adventistarchives.org/colleges-and-universities>).

Example: Andrews University Presidents

Battle Creek College (1874-1901)

Sidney Brownsberger (1874-1881); Alexander McLearn (1881-1882); W.H. Littlejohn (1883-1885); W.W. Prescott (1885-1894); G.W. Caviness (1894-1897)

Emmanuel Missionary College (1901-1959)

E.A. Sutherland (1897-1904); N.W. Kauble (1904-1908); O.J. Graf (1908-1917); C.L. Benson (1917-1918); Frederick Griggs (1918-1924); G.F. Wolfkill (1924-1930); Lynn H. Wood (1930-1934); T.W. Steen (1934-1937); H.J. Klooster (1937-1943); A.W. Johnson (1943-1950); P.W. Christian (1950-1955)

Andrews University (1959-)

F. O. Rittenhouse (1955-1963); Richard Hammill (1963-1976); J. G. Smoot (1976-1983); W. Richard Leshner (1984-1993); Neils-Erik Andreasen (1994-2016); Andrea Luxton (2016-)

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.