This article will be the go-to source on this general conference entity, 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
Although there will be variations in the format depending on the type of entity, below is a general outline. The layout of the article can follow one of two models: chronological, in which the history of the entity is traced from its origins to the present; or one that begins with a brief overview of the history of the entity, and then goes more in-depth by theme (e.g., important administrators, name changes, defining eras, etc.). Please note that if the GC entity no longer exists, under the article title write "Operational from 1926 – 1972" (or whatever the years). Endnotes adhering to the Turabian style should be used (https://goo.gl/q1iyjt). At the end of the article include the current address of the entity, as well as the geo-coordinates of that address.

I. Origin
II. Organization
III. History
IV. Role and place in the World Church and its mission
V. Lists

I. Origin
Trace the origins of the entity, which always originated first from theological/philosophical beliefs, as well as mission; then moved to the implementation of the belief, the action; and often an official church entity was established. For instance, the origins of Adventist Health Ministries can be traced back to the early Adventist emphasis on the importance of health, and the body being the temple of God, and the belief that the health message went part and parcel with the three angels messages. The initial activism by members, and the health facilities of the fledgling church in the 1860s, stemmed from this philosophy and mission, as did the Seventh-day Adventist Medical Missionary and Benevolent Association, which was organized in 1893 with John Harvey Kellogg as its first president, forerunner to Adventist Health Ministries.
The subtle distinction between forerunner and predecessor can be tricky, so care needs to be taken here. The difference between predecessor and forerunner is that the forerunner came before the entity, but was not the entity, per se; whereas the predecessor is the entity, even though it possibly has had several iterations, title changes, and relocations. Here if the entity has a forerunner, its history should be shared here, since it is not being covered in another article. However, if your entity has a predecessor, it should be covered in another article, so only a paragraph should do. The online article on the entity will contain a link to the article on the predecessor.

Ask yourself these questions when preparing this section: What theology or philosophy undergirds the mission of my entity? When were these first articulated or written down? What did early Adventists do about their beliefs? What entity(s) was organized or established to more effectively carry out the mission?

II. Organization
Here the official General Conference Committee or GC session action that established your entity should be included, as well as the context surrounding the vote. Why was the entity organized when it was? What was the perceived need? What did the minutes state as the original purpose for the entity? What was to be its role in the World Church, and how would it help fulfill the mission? Who were some of the main persons involved in making the organization of the entity a reality? Bear in mind that in some cases the organization will not be

straightforward, as there may have been a merger of two departments, a reorganization of a defunct entity, or the like.

III. History
This section should cover the broad history of the entity, which will include the following:
- Dates of title and location changes
- Significant developments and events
- Noteworthy accomplishments of the entity
- Challenging times
- Salient statistics
- Any alterations in the purpose or mission of the entity, and why they occurred
- Important leaders of the entity and their influence on the entity and the church/world

IV. Role and Place in the World Church and its mission
Provide a summary of the historical and current role of the entity, and a measured take on the future of the entity in this regard. This should not be long or elaborate, but bring all of the previous information together for the reader.

V. Lists

Title Changes
A listing of the titles and their timespan should be included, as below, in the instance of the General Conference Department of Communication:

Official Names
Bureau of Public Relations (1912-1948); Radio-Television Department (1948-1973); Department of Communication (1973-)

Leaders
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. Note also that this section will also include the various names of the entity, along with the titles of the leaders. These are the leaders of the General Conference Office of Archives, Statistics, and Research.

Statistical Secretaries
H.E. Rogers (1904-1941); Claude Conard (1941-1950); E.J. Johanson (1950-1952); H.W. Klaser (1952-1962); E.L. Becker (1962-1965); R.J. Radcliffe (1965-1966); Jesse O. Gibson (1966-1975)

Directors of Archives and Statistics
F. Donald Yost (1973-1995); R. William Cash (1995-1998); Bert Haloviak (1998-2010)

Directors of Archives, Statistics, and Research
David Trim (2010-)

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 (https://goo.gl/q1iyjt).

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 75 words. Please email this bio and your article to your assistant editor.