This article will be the go-to source on this medical 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 medical institution is different, not only by the type of institution but the uniqueness of its history. The layout of the article can follow one of two models: chronological, in which the history of the medical institution is traced from its origins to the present; or one that begins with a brief overview of the history of the entity, and then institution, and then goes more in-depth by theme in separate sections (e.g., important administrators, name changes, defining eras, etc.). Below the first model is outlined.

Please note that if an institution is now defunct, under the article title, write "Operational from 1923 – 1972" or whatever the years. When including dates other than these in the article, try 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 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. List of name changes
VII. List of leaders/administrators

I. Developments that led to establishment of the institution

✓ Brief history of the Adventist work in the area, in which the institution is located, that brought about the founding of institution
✓ The initial discussions and plans for establishing the institution: medical needs in the area, available SDA health workers, etc.
✓ Important individuals or groups that put in motion the plans for the institution

II. Founding of the institution

✓ Founders of the institution
✓ Church administrative units that facilitated and oversaw the founding

- ✓ Original location of the institution
- ✓ Reasons for the location
- ✓ Date when construction began
- ✓ Early sources of funding or subsidization
- ✓ Date when institution opened
- ✓ Institution's original mission
- ✓ Target group for receiving medical care from the institution
- ✓ Initial status of government certification/recognition
- ✓ Founding leaders, board of trustees, physicians, and health care workers
- ✓ Something about the early physical facilities
- ✓ Treatment and care offered
- ✓ Number of patients treated, beds, etc., in the early years.

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

- ✓ Name and location changes, with the reasons or rationales for them, as well as the circumstances and/or people who initiated them
- ✓ Type of medical services offered throughout the years
- ✓ Physician and staff throughout the years
- ✓ Services provided to the area in which institution is located
- ✓ Official status or certification changes
- ✓ Awards and honors
- ✓ Important leadership tenures
- ✓ Changes to the physical campus, including additional buildings
- ✓ Major donations or sources of income
- ✓ Partnerships
- ✓ Branch and satellite facilities
- ✓ Significant eras
- ✓ Significant persons in the development of the institution
- ✓ Notable staff who have major contribution to church or world
- ✓ Notable patients treated
- ✓ Alterations to the original mission
- ✓ Schools associated with the institution
- ✓ Challenges and issues institution has faced
- ✓ Breakthroughs in research, treatments, innovation, or technology
- ✓ Awards for areas of distinction, such as humanitarianism or pro bono services

IV. Historical role of the institution

- ✓ Relationship to the Seventh-day Adventist World Church
- ✓ Relationship to the city in which institution is located
- ✓ Relationship to region
- ✓ Relationship to country (if applicable)
- ✓ Relationship to world (if applicable)
- ✓ Medical, spiritual, economic, and social impact of the institution

Note: If the institution is now defunct, explain what led to its demise, and reflect on the role it filled.

V. Outlook

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

✓ What the institution needs to do to fulfill mission

VI. List of names
List the official names of the institution as such:

Official Names
New England Sanitarium and Hospital (1899-1967); New England Memorial Hospital (1967-1995); Boston Regional Medical Center (1995-1999)

VII. List of Leaders
This section can be tricky, as different medical institutions have different leaders that go by different titles. Some medical institutions like hospitals, title their leaders as "medical director," "CEO," "administrator," etc. This, of course, depends on the administrative setup in place. Include the title of the leader, as well as the name of the institution during the tenure. If there are two leaders simultaneously (like a medical director and an "administrator" or CEO), make lists for both. Reproduce their names as it is most often rendered in official documents (like the *SDA Yearbook*), and place "interim" or "acting" in brackets when appropriate.

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)

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