

Ministry | Condensed Article Guidelines
Encyclopedia of Seventh-day Adventists

This article will be the go-to source on this ministry, 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.

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 and Content

The outline of each ministry article will vary, because every ministry is different. In general, though, the article should be organized in a way that makes the most sense for the particular ministry. This approach will probably be chronological most of the time, but may also be topical. Endnotes adhering to the Turabian style should be used (See Documentation Manual here: <https://www.adventistarchives.org/documentation-manual.pdf>).

- I. Overview
- II. Background
- III. Founding
- IV. History
- V. Impact/Legacy
- VI. Presidents/Directors

I. Overview

The opening paragraph should provide a synopsis of the ministry, which will include the vital information: founding date, type of ministry, purpose, operation, target group, area served, number of staff, location, distinguishing features, statistics, major accolades, and its present status.

II. Background

Provide the background for the founding of the ministry, addressing these questions:

- What was occurring in the region/nation/world or the church that led the founders to begin the ministry?
- What was the state or condition of the ministry's target audience?
- Were there similar ministries, whether Adventist or of other denominations, that existed before? Did the ministry have an Adventist predecessor or antecedent?
- Was the ministry a product of trends in Adventism or wider Christendom?
- How was the medium that the ministry utilized—radio, television, motorcycles, airplanes—being used more broadly before the ministry's founding?

III. Founding

Tell the entire story of the founding of the ministry:

- Who were the founders and what was their background?
- What were the stated reasons for starting the ministry?
- What was the original purpose of the ministry? Was there a founding charter?
- What was the original model or structure of the ministry?
- How was it founded? Give the date, place, people, and conditions.
- What were some of the challenges to its founding?
- What role did the church or church administrative unit (i.e., division, union, conference) play in its founding?
- How was the ministry to be supported and funded?

IV. History

The bulk of the article, this section will vary depending on the ministry, but should include many of the components below. This section may be done chronologically or by subject.

- Description of the early years
- Use of media (radio, television)
- Important leaders and figures
- Statistics (people reached, baptisms, languages)
- Headquarters locations
- Employees, workers
- Expansion
- Innovations
- Financing/funding
- Important eras
- Publications, programs
- Branch ministries
- Spin-off ministries
- Successes and challenges
- Acknowledgments, accolades, awards

IV. Impact/Legacy

This section should not be promotional, but instead provide a thoughtful, measured assessment of the ministry's impact on its target group (or groups, as many times these change or expand), and area served, whether it be a region, nation, or the world. It should also reflect on the ministry's role in the Adventist Church, and what it has done to fulfill the church's mission.

V. Presidents/Directors

This final section will list the leaders of the ministry, whatever their title.

Example: Voice of Prophecy

Speaker/Director

H.M.S. Richards, Sr. (1929-1969); H.M.S. Richards, Jr. (1969-1992); Lonnie Melashenko (1993-2008); Fred Kinsey (2008-2012); Shawn Boonstra (2012-)

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.