Content Editing Directions
for the
Seventh-day Adventist Yearbook

Contents

IMPORTANT:

Most of the general information may be similar for all the different type of entities (organizational units and institutions); however, it is particularly important that attention is given to the **inclusions/exclusions** section for each entity type.

For detailed editing directions and examples, refer to the *Yearbook Organizational Unit and Institutions — Supplemental Directions* sent to you by email.

A   Organizational Units

A 01: General Editing.

A 01 1.   Submit clean text, do *not* show your changes.

A 01 2.   If a conference or mission is being moved to a different union *do not* delete it; just correct the name of the new organizational unit in the editing screen and type in a note at the bottom of the page that it is now under its new union. Any and all notes explaining the change are extremely helpful.

A 01 3.   If an organizational unit has been renamed, just correct the name in the editing screen.

A 01 4.   Do *not* edit the System Codes.

A 02: Territory.

Review and update territory descriptions, preferably using geographical or political boundaries to describe the area. Territories are now being mapped electronically and more specific descriptions are needed. If your territory description includes phrases such as "northern section" or "part of the eastern district" please try to refine it.

A 03: Statistics.

A 03 1.   Use the statistics from second quarter (30 June) of the current year for each field.

A 03 2.   Provide population figures when possible, particularly in cases where a country is divided in two or more fields.

A 04: Contact Info.

A 04 1.   Include all necessary numbers in telephone and fax numbers (country codes as well as city codes, where applicable) for international callers to be able to reach your organizations.

    a.   In telephone and fax numbers (after country and city codes), gather digits in groups of 3 or 4 separated by hyphens (-) for easy reading and dialing.

    b.   Use semicolons to separate telephone and/or fax numbers.

A 04 2.   Delete email or cable addresses that are no longer used.

A 04 3.   Verify websites and include *only* working URLs.

A 04 4.   Use semicolons to show line breaks in addresses.

A 05: Social Media.

A 05 1. Verify and include working links/addresses *only* for the following social media:

    a. Facebook

    b. Instagram

    c. Twitter

    d. Media/Streaming (i.e., YouTube, Vimeo, etc.)

A 05 2. Do *not* add new lines or other social media.

A 06: Executive Committees.

Do not show executive committees for any field below the division level.

A 07: Listing Departments.

A 07 1. These are the only department names that may appear under the Departments heading: Adventist Chaplaincy Ministries, Children's Ministries, Communication, Education, Family Ministries, Health Ministries, Ministerial Association, Planned Giving and Trust Services, Public Affairs and Religious Liberty, Publishing Ministries, Sabbath School and Personal Ministries, Stewardship Ministries, Women's Ministries, and Youth Ministries. Any other specialties may be listed under Ministries and Services.

A 07 2. List departments alphabetically. If one person has multiple departments, group them together alphabetically under that person's name, then continue with the general departmental list.

A 07 3. If a department has associate or assistant directors, list them with their title alphabetically after the director and separate them with a semicolon.

A 07 4. Evangelism and Shepherdess International are considered part of the Ministerial Association. List them after the name of the Ministerial Association secretary. If there isn't a Ministerial Association secretary, then Evangelism and Shepherdess International should be listed under Ministries and Services.

A 08: Names.

Preferred name length is a first name, middle name or initial, and family name. Five or more names for one person is confusing.

B Food Industries, Hospitals and Sanitariums, NAD HealthCare Corp, Media Centers, Publishing Houses, Miscellaneous Institutions

B 01: General Editing.

B 01 1. Submit clean text, do *not* show your changes.

B 01 2. If an institution is being moved to a different organizational unit *do not* delete it or create a new listing for it under the new organizational unit! Just correct the organizational unit information within the file during editing. If necessary, designate the data manager of the new organizational unit as an external editor to provide them with editing access.

B 01 3. Give institution names in English. If desired, the name can also be listed in its native language on the next line.

B 01 4. Do *not* edit the System Codes.

B 02: Contact Info.

B 02 1. Include all necessary numbers in telephone and fax numbers (country codes as well as city codes, where applicable) for international callers to be able to reach your organizations.

   a. In telephone and fax numbers (after country and city codes), gather digits in groups of 3 or 4 separated by hyphens (-) for easy reading and dialing.

   b. Use semicolons to separate telephone and/or fax numbers.

B 02 2. Delete email or cable addresses that are no longer used.

B 02 3. Verify websites and include *only* working URLs.

B 02 4. Use semicolons to show line breaks in addresses. Include both street and mailing addresses if they are different.

B 03: Inclusions.

B 03 1. List only the chair and secretary of Boards of Management or Directors.

B 03 2. List the legal or corporate name only if it differs from the regular name.

B 03 3. Beginning with Administration (not the Board), please place a % sign in front of the last name for each employee.

B 04: Hospitals.

Hospital listings should include only telecommunications, addresses, number of patient beds, board of directors (chair and secretary only), and administration (president and vice presidents, the senior medical staff, and the chief of staff).

C   Clinics and Dispensaries, Mobile Clinics, Airbases

C 01: General Editing.

C 01 1. Submit clean text, do *not* show your changes.

C 01 2. If an institution is being moved to a different organizational unit *do not* delete it or create a new listing for it under the new organizational unit! Just correct the organizational unit information within the file during editing. If necessary, designate the data manager of the new organizational unit as an external editor to provide them with editing access.

C 01 3. Give institution names in English. If desired, the name can also be listed in its native language on the next line.

C 01 4. Do *not* edit the System Codes.

C 02: Contact Info

C 02 1. Include all necessary numbers in telephone and fax numbers (country codes as well as city codes, where applicable) for international callers to be able to reach your organizations.

    a. In telephone and fax numbers (after country and city codes), gather digits in groups of 3 or 4 separated by hyphens (-) for easy reading and dialing.

    b. Use semicolons to separate telephone and/or fax numbers.

C 02 2. Delete email or cable addresses that are no longer used.

C 02 3. Verify websites and include *only* working URLs.

C 02 4. Use semicolons to show line breaks in addresses. Include both street and mailing addresses if they are different.

C 03: Inclusions/Exclusions

C 03 1. The administration listings for clinics/mobile clinics/airbases typically include only a director or administrator, and perhaps a chief medical officer or nurse; or base manager or pilot.

C 03 2. Do *not* place a % sign in front of the last name of the employees of clinics/mobile clinics/airbases.

C 03 3. Boards of Management are *not* included in this type of entity.

D   Health Education and Lifestyle Centers, Nursing Homes and Retirement Centers, Orphanages and Children's Homes

D 01: General Editing.

D 01 1. Submit clean text, do *not* show your changes.

D 01 2. If an institution is being moved to a different organizational unit *do not* delete it or create a new listing for it under the new organizational unit! Just correct the organizational unit information within the file during editing. If necessary, designate the data manager of the new organizational unit as an external editor to provide them with editing access.

D 01 3. Give institution names in English. If desired, the name can also be listed in its native language on the next line.

D 01 4. Do *not* edit the System Codes.

D 02: Contact Info.

D 02 1. Include all necessary numbers in telephone and fax numbers (country codes as well as city codes, where applicable) for international callers to be able to reach your organizations.

    a. In telephone and fax numbers (after country and city codes), gather digits in groups of 3 or 4 separated by hyphens (-) for easy reading and dialing.

    b. Use semicolons to separate telephone and/or fax numbers.

D 02 2. Delete email or cable addresses that are no longer used.

D 02 3. Verify websites and include *only* working URLs.

D 02 4. Use semicolons to show line breaks in addresses. Include both street and mailing addresses if they are different.

D 03: Inclusions/Exclusions.

D 03 1. List the legal or corporate name *only* if it differs from the regular name.

D 03 2. Do *not* place a % sign in front of the last name of employees.

D 03 3. Administration listings typically include *only* a director or administrator.

D 03 4. Boards of Management are *not* included in this type of entity.

E   Education

E 01: General Editing.

E 01 1. Submit clean text, do *not* show your changes.

E 01 2. If an institution is being moved to a different organizational unit *do not* delete it or create a new listing for it under the new organizational unit! Just correct the name of the new organizational unit in the editing screen and type in a note at the bottom of the page that it is now under its new union. Any and all notes explaining the change are extremely helpful.

E 01 3. If necessary, designate the data manager of the new organizational unit as an external editor to provide them with editing access.

E 01 4. Give institution names in English. If desired, the name can also be listed in its native language on the next line.

E 01 5. Do *not* edit the System Codes.

E 02: Contact Info.

E 02 1. Include all necessary numbers in telephone and fax numbers (country codes as well as city codes, where applicable) for international callers to be able to reach your organizations.

    a. In telephone and fax numbers (after country and city codes), gather digits in groups of 3 or 4 separated by hyphens (-) for easy reading and dialing.

    b. Use semicolons to separate telephone and/or fax numbers.

E 02 2. Delete email or cable addresses that are no longer used.

E 02 3. Verify websites and include *only* working URLs.

E 02 4. Use semicolons to show line breaks in addresses. Include both street and mailing addresses if they are different.

E 03: Inclusions.

E 03 1. List *only* the chair and secretary of Boards of Management or Directors.

E 03 2. List the legal or corporate name *only* if it differs from the regular name.

E 03 3. Beginning with Administration (not the Board), please place a % sign in front of the last name for each employee.

E 04: Exclusions.

E 04 1. Partial secondary schools are not listed in the Yearbook.

E 04 2. Non-accredited secondary schools are not included in the Yearbook.

E 04 3. Faculty of Secondary Schools are no longer listed in the Yearbook.

E 05: Types of Schools.

When you add a new school, please use the list below to indicate what type of school it is.

G	A tertiary-level institution offering one or more graduate degree programs under its own authority.
C	A tertiary-level institution offering one or more baccalaureate degrees under its own authority.
MLI	A mid-level institution offering education beyond the secondary level but less than a four-year bachelor's degree, typically leading to employment as a mid-level practitioner.
JC	A tertiary-level institution offering less than four years of post-secondary studies (not leading to a baccalaureate degree).
CS	Complete secondary school (providing basic requirements for admission to tertiary institutions in the country).
CSB	A complete secondary school (providing basic requirements for admission to tertiary institutions in the country), with boarding facilities.
WT	An employee training school offering secondary-level and/or advanced studies.
AAA	A secondary, tertiary, or graduate educational institution that holds current accreditation from the Adventist Accrediting Association.

F   Radio and TV Stations

F 01: General Editing.

F 01 1. Submit clean text, do *not* show your changes.

F 01 2. If an institution is being moved to a different organizational unit *do not* delete it or create a new listing for it under the new organizational unit! Just correct the organizational unit information within the file during editing. If necessary, designate the data manager of the new organizational unit as an external editor to provide them with editing access.

F 01 3. Give institution names in English. If desired, the name can also be listed in its native language on the next line.

F 01 4. Do *not* edit the System Codes.

F 02: Contact Info

F 02 1. Include all necessary numbers in telephone and fax numbers (country codes as well as city codes, where applicable) for international callers to be able to reach your organizations.

   a. In telephone and fax numbers (after country and city codes), gather digits in groups of 3 or 4 separated by hyphens (-) for easy reading and dialing.

   b. Use semicolons to separate telephone and/or fax numbers.

F 02 2. Delete email or cable addresses that are no longer used.

F 02 3. Verify websites and include *only* working URLs.

F 02 4. Use semicolons to show line breaks in addresses. Include both street and mailing addresses if they are different.

F 03: Inclusions/Exclusions

F 03 1. A Radio/TV listing typically includes Administration (General Manager), Frequency, and Licensee.

F 03 2. List the legal or corporate name *only* if it differs from the regular name.

F 03 3. Do *not* list members of Boards of Management or Directors, as they are *not* included in this type of entity.

F 03 4. Do *not* place a % sign in front of the last name of employees.