

CE20 Entry Checklist: Please Review before Submitting Entry

As you develop your entry for the CE20 web-based database project, please review the following items before submitting your document electronically to the project director.

- _____ Picture of the person: jpeg format, picture of person in his/her prime
- _____ Summary paragraph: provides basic introduction to the person and his/her work in 3-4 sentences.
- _____ Biographical Essay: provides a clear, informative narration of the person's life, including as much of the following as possible:
 - a. Birth information
 - b. where they grew up,
 - c. religious background,
 - d. full educational background, who they studied under, thesis/dissertation topics
 - e. educational ministry experience
 - f. major influences on their thinking
 - g. focus of early writings
 - h. major writings/projects,
 - i. teaching experience
 - j. people they in turn influenced in the field of CE
 - k. positions held
 - l. organizations they started or belonged to
 - m. retirement or death information.
- _____ Contributions Essay: what others have to say about their influence, specific outcomes of their work, lasting impact in the field, your own assessment of their impact.
- _____ Bibliography: As exhaustive as possible for publications (print, media) by them, and about them. Include book reviews they wrote, and others wrote about their books (if any). *Note: If concerned over difficulty of making this exhaustive, contact project director.*
- _____ Reference Formatting: For works cited, bibliography, excerpts, and recommended reading, all references should be in APA 5th edition format. See APA sample sheet provided by project staff
- _____ Excerpts: three or more excerpts quoted that give a taste of the person's ideas, passions, style.
- _____ Recommended Reading List: three or more publications for the "first time" reader, with annotation regarding what each shows of the author's ideas and concerns.
- _____ Other Resources: If appropriate, any archives or special collections of the person's work.
- _____ Author Information: Your name, degree and school it was earned at, position title and institution served, any previous research/publications you have carried out related to this person you have written.