

**END TIME ISSUE MINISTRIES**  
FOR WE ARE ALL ONE BODY IN CHRIST  
(Romans 12, 1 Corinthians 12)



## **SOME COMMENTS ON DOCUMENT PRESENTATION**

### **BIBLIOGRAPHIC INFORMATION**

**ABSTRACT:** Overview of document presentation standards under development at End Time Issue Ministries in order to provide an effective long term reference source. This reference resource will apply to material originating from End Time Issue Ministries and also to material distributed using the infrastructure and resources that ETI is hoping to establish shortly to serve other ministries.

These standards and document structure are directed at assisting us to, Yahweh willing, create a fully active, hyperlink based set of documents on Computer Data Compact Disc and also on a Web Site.

This document sets out the basic principles and structure and invites comment from interested readers.

**DOCUMENT TYPE:** Ministry Technical Bulletin

**PRIMARY SUBJECT:** Ministry Resources

**Secondary Subject:** Documentation standards

**KEY WORDS / KEY PHRASES:** documentation, standards, bibliographic information, references, concordance, references, contents, hyper links, html

**KEY VERSE OF SCRIPTURE:** Habakkuk 2:2 "Then Yahweh (the LORD) answered me and said: "Write the vision and make it plain on tablets, that he may run who reads it." (NKJ)

### **SUMMARY**

In seeking to produce a monthly consolidated volume of articles published and recognizing the time pressures on readers to select those articles which are of particular relevance, we have been impressed to develop a set of documentation standards. These are set out in this document.

These standards lay the foundation for consistent and quick reference by readers. These are directed at assisting readers to quickly determine the relevance and obtain an overview of the article. In addition, they provide the basis whereby we will be able, Yahweh willing, to develop a fully integrated set of documentation with full concordance, table of references, key word index, subject index, and consolidated abstracts. We hope that

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No references in this document. Document with references available on request.

this will provide readers with a comprehensive resource for locating articles of relevance.

These standards and document structure will, Yahweh willing, enable us to offer the full range of articles that we perceive to be required in the months and years ahead as well as providing a solid basis to provide the same service to other ministries as Yahweh leads.

The overall objective is to provide a comprehensive, integrated, fully cross-referenced set of current, Holy Spirit led, teachings from various sources in one comprehensive collection. This collection will, Yahweh willing, be available at no cost over the Internet by email, on a Web Site and on Computer Data Compact Disc.

This will provide a framework for the Holy Spirit to lead believers around the world to necessary truths as they require them. Our objective is, Yahweh willing to remove the need for access to expensive or hard to locate reference works, libraries, etc. We hope, Yahweh willing, to create a comprehensive resource available to believers at no charge.

This document sets out the proposed standards.

### ***SOME COMMENTS ON DOCUMENT PRESENTATION***

In recent weeks we have been working to produce the first of the consolidated monthly volumes of articles.

In doing this it became apparent that the documentation standards applied thus far have not been consistent and that documents were not easily formatted for combining into a single volume.

At the same time we became increasingly aware that YAHWEH is requiring us to lay the foundation for a much longer-term and more intensive level of Internet email publishing than we had understood a few months ago.

The tendency towards longer and more challenging articles is also becoming apparent and, taken together with the time constraints faced by the average reader, the need for maximum consistency in presentation, ease of evaluation of relevance and ease of locating relevant articles has become increasingly clear.

As may have been apparent in recent weeks, we have been working towards a more consistent document standard and presentation and it now appears that we are largely there.

The intention is that, as a minimum, all documents from now on will be published with:

## **BIBLIOGRAPHIC INFORMATION**

Bibliographic information block similar to that used in academic and professional technical journals to provide easy long term access and identification of articles of relevance.

This block of information will, God willing, be included at the start of every document issued on our lists in order to provide a systematic and concise basis for a reader to assess whether they want to read further.

In addition, we hope, God willing, to consolidate this information into monthly, quarterly and annual reference documents cataloguing all articles according to the Bibliographic information in addition to a separate global Table of Scripture References, Concordance and Table of Contents.

The Bibliographic information currently proposed comprises:

### **ABSTRACT**

Short statement of the key points of the article.

### ***DOCUMENT TYPE***

We hope to define a standard family of document classifications shortly which will enable readers to immediately assess the nature of the document.

This will hopefully distinguish between general End Time Events news items, challenging testimonies, technical ministry updates, etc. We need to do some work before these are finalized and therefore the labels applied in the next few items will be tentative and exploratory.

### ***PRIMARY SUBJECT***

This will be one of we think about seven major categories which will classify the article into various major areas of teaching regarding the faith. We must still undertake an analysis of past postings with a view to developing a robust general purpose classification which will accommodate future postings and postings from other ministries.

### ***Secondary Subject***

This is a second level of detail on the primary subject, we envisage about seven categories of secondary subject for every one of the primary subjects.

Together the primary and secondary subject will provide approximately 49 major categories of subject heading which, God willing, will enable readers to quickly and effectively identify articles of specific relevance to a particular query.

### **KEY WORDS / KEY PHRASES**

About ten words or phrases which represent the most critical essence of the article. It is hoped that this will be collated into a consolidated reference document of Abstracts catalogued by key words and phrases

as a high level aid to quickly locating articles of relevance at any point in time.

### ***KEY VERSE OF SCRIPTURE***

A verse of scripture which is central to the subject of the article, where this is applicable.

The above bibliographic information is IN ADDITION to the more comprehensive, but therefore more voluminous, information set out below and is directed at providing maximum flexibility of enquiry for readers to quickly locate a specific article as led by the Holy Spirit.

### **SUMMARY**

The summary is distinct from the Abstract in that in the case of longer articles it will provide a one page overview following roughly the thread of the document. It is hoped that as we gain experience with this component, the summary will increasingly become a useful concise digest of the article for those with time pressures.

### **BODY OF THE ARTICLE**

The Body of the Article as it has typically been presented to date.

Where applicable, this may be preceded with one or more of the following:

#### ***SCRIPTURAL CONTEXT -***

A particular passage of scripture which places the article in context. This will be particularly applicable to "news" type articles which report developments in the world but where it seems appropriate to provide the scriptural basis for better understanding the item of news.

#### ***PREAMBLE***

Particularly where an article has originated from another ministry or other external source and where perhaps there has been contextual or other discussion, a preamble will be provided offering comments to place the article in context or clarify aspects of the article.

#### ***KEY TO CERTAIN WORDS / NAMES***

Where an article has come from a source which represents a cultural, linguistic or other tradition which is different from that which we are accustomed to, we may provide some additional information to assist with better understanding words or names used in the article. At this stage it seems most likely that this will occur with articles from Messianic Jewish or Jewish sources although, in time, it seems possible that articles from other sources may also require such treatment.

### **CLOSURE**

Standard closure with final remarks from our side, plus closing prayer to ask Yahweh to cut off any error and establish truth, plus benediction.

## **REFERENCES**

The following references will be generated or added under certain circumstances.

The Table of Contents, Table of Scripture and Other References and the Concordance, which will be included in the next document to be distributed will ONLY be included in future in mailings to the lists named [ETI Main+Ref], [ETI Main+Ref WP8] and [ETI Main+Ref HTML]. The [ETI Main] list and [ETI NoAtt+Txt] will not include this information in order to avoid adding unnecessary email overhead. If you would like to receive one of these formats, please let us know.

These three tables (References, Contents and Concordance) WILL, Yahweh willing, be generated into a monthly reference volume which will be available separately on the [ETI Monthly Ref] list for those who require it. The objective of this volume will be to provide those who choose to print out and file the articles as they receive them to compile a fully cross referenced document set.

### ***TABLE OF CONTENTS***

Standard "Table of Contents".

### ***TABLE OF SCRIPTURE AND OTHER REFERENCES***

All scriptures and other references cited in the document referenced back to the page on which they occur.

### ***CONCORDANCE***

A comprehensive concordance / index which will allow readers to easily locate specific passages of particular interest, particularly when referring back to the document at a later stage.

We also hope, Yahweh willing, to offer a monthly, quarterly and annual consolidated reference volume with all articles, contents, references, concordance, key word index, etc. This will likely be a series of volumes. When the first of these are ready we will advise accordingly.

## **HEBREW NAMES**

The definitions of Hebrew Names, the Names of God, etc that have been used for some time. This will be extended from time to time.

## **ADMINISTRATION, OFFERINGS, ETC**

The administrative, offering and related information that has been included for some time. This is currently included as a standard appendix for convenience but will, from now on, be included only with the first article issued each month in order to reduce email overhead.

## **PAGE NUMBERING**

Page numbering is now a compound number reflecting the document reference which comprises the last two digits of the year (e.g. 01), the month number (e.g. 05) and the sequence number in the month (e.g. 04).

The page number is preceded by "E" to indicate an "End Time Issues" article, in time other prefixes will be added to identify other ministries, such as the Malachi list for healing of marriage (M), etc.

While this may appear cumbersome now it will permit ready compilation of the monthly, quarterly and annual volumes and provide ease of cross referencing. It also provides the vehicle through which the Table of References and Concordance can be automatically extended across all documents in a volume.

Yahweh willing, this will permit us in due course to produce monthly, quarterly and annual consolidated concordances, tables of references and annual abstract and keyword summaries to facilitate future reference. It is also hoped that this will provide the technical basis for creating a fully cross referenced dynamic resource on Computer Compact Disc, possibly integrated with the BibleSoft, Logos or BibleWorks engines. Yahweh willing this will enable us to provide a mechanism for integrating documents from other sources as well. These same mechanics will, Yahweh willing, enable us to establish the same capability on a web site for enquiry purposes.

### **HYPER LINKS**

These facilities have now made it possible for us to generate "Active" documents containing "live" hyperlinks within Corel Word Perfect 8. Thus it is possible to "click" on the page number in the Table of Contents, Table of References or Concordance and move directly to the section, reference or word in the document. This same facility will, God willing, shortly be available in the consolidated monthly and quarterly volumes.

It is hoped that this will greatly facilitate the use of documents from this ministry as quick reference tools.

At this stage we are experiencing a few technology teething problems as we gain experience with the tools. At present we are unable to generate an Adobe pdf file with the hyperlinks intact but can generate an HTML document. Unfortunately the HTML document line spacing is greater and the document is therefore not that suitable for printing and the page numbers do not correspond.

The HTML document does have live hyper links in the Table of Contents, Table of References and Concordance ALTHOUGH the page numbers in the document are then incorrect!

Accordingly, we will send the next document out in Adobe format in order to enable you to see what we are referring to. Thereafter documents will be sent out without the appendices unless you specifically request to be added to the specific list. Should you be interested in obtaining the HTML or WP8 formats please notify us. Corel WordPerfect 8 format [ETI Main+Ref WP8] is about three times the size of the pdf [ETI Main+Ref] or html [ETI Main+Ref HTML] files.

As the default list we will continue to deliver the documents in Adobe Acrobat format without the references and without hyper links to the [ETI Main] list. Should you prefer one of the alternative formats please mail us.

## **CONCLUSION**

It is hoped that while the above is rather lengthy and somewhat complicated, we are laying the foundation for a comprehensive resource of easily accessed and referenced current teachings that will be readily accessible to believers everywhere at no cost from us.

We would value your comments.

May YAHWEH bless you and keep you and make His face to shine upon you. In the name of ADONAI YAHSHUA MESSIAH (the Lord Jesus Christ), King of kings and Lord of lords. Amen.

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## **POSTSCRIPT**

Table of Contents, Table of Scripture and Other References and Concordance are not distributed with this version, they are available by subscribing to the [ETI Main+Ref] list for Adobe Acrobat pdf format, [ETI Main+Ref WP8] for Word Perfect 8 format and [ETI Main+Ref HTML] for html format.

The Hebrew Words and Administrative Appendices are only distributed with the first article every month. Should you require this information please mail us.

To be removed from the list please reply to this mail with the words "Please remove me from your list" on the first line of the mail.