



Holy Apostles *College & Seminary*
Cultivating Catholic Leaders for Evangelization

Thesis Guidelines

August 26, 2011

Statement of Purpose

Students who aspire to continue for more advanced degrees (e.g., a licentiate, Ph.D., or S.T.D.) may write an M.A. thesis if they wish, and it will be noted on their transcripts. Students are encouraged, but not required, to begin their thesis with a 3-credit directed study so that it will count toward completion of the degree requirement of 36 credit hours.

The Master of Arts thesis is a major research paper of approximately 50-60 pages. It indicates scholarly competence in a topic in the student's area of concentration. In addition to the requirements given below, the student must demonstrate proficiency in writing research papers.

Requirements for M.A. Thesis Direction

1. Student enrolled in M.A. program
2. Student has completed at least 15 semester hours of coursework.
3. Student has maintained a 3.0 grade point average in his/her classes.

Fee Structure

The cost of pursuing a thesis is the same as that for a three-credit course plus a \$200 reader-fee. A \$200 continuation fee is added for each additional semester a student invests in writing his or her thesis.

I. The Thesis Proposal

Format of the Thesis Proposal

The first step in the preparation of the M.A. Thesis is the development of a thesis proposal. A thesis proposal serves only to define the scope of the thesis, so it should not exceed five pages in length. It is composed of five parts: the thesis statement, the rationale, the methodology

statement, a tentative outline, and an advance list of ten resources. (See Appendix A for a sample.)

1. **Thesis statement:** A thesis statement declares in one sentence a specific goal or goals as derived from a scholarly synthesis of information gathered from research.
2. **Rationale:** The rationale expresses the significance or importance of the question to the specific discipline of study.
3. **Methodology statement:** The methodology statement provides an explanation of *how* to study the idea articulated in the rationale. For example, a student writing on the Eucharist from the discipline of sacramental theology would most likely employ a different methodology than a student writing on the same topic from biblical theology.
4. **Tentative outline:** The outline articulates in separate paragraphs the topics that will appear within each chapter of the thesis. These paragraphs are to be developed sufficiently to demonstrate a command of the ideas the student proposes to use in proving the thesis statement in a working draft. It is understood that the proposal is subject to change. It may be helpful to some faculty for students to also draft a bullet outline based on their paragraph outline.
5. **Annotated bibliography:** The annotated bibliography for the proposal describes at least five primary sources and five secondary sources relevant to the topic the student chooses. Some indication of how each source affects particular chapters may be made.

II. The Thesis Format

Required Sections of the Thesis – The M.A. Thesis must contain the following parts:

Title Page
Signature Approval Page
Table of Contents
Introduction
Body of Thesis
Conclusion
Bibliography

Title Page – The Title Page must include the full title of the M.A. Thesis typed in bold and centered at the top of the page. Immediately below the title is the satisfaction statement. The satisfaction statement must be typed and centered. The student's name must be typed and centered at the bottom of the page. The copyright statement should be centered at the very bottom of the page. (see Appendix C)

Signature Approval Page – The Signature Approval Page must contain all the elements of the Title page with the addition of spaces for the Signatures of both the Thesis Advisor and the

Thesis Reader. The name of each Signatory must be typed below the signature line with his/her title extending to the right of the signature line. The Signature Approval Page should not contain the copyright notice. (see Appendix D)

Table of Contents – The Table of Contents must include chapter headings and pagination. The objective of the Table of Contents is to present an organized and accurate record of the parts of the Thesis for easy access. Chapter heading should be designated in Roman Numerals. Pagination should be designated in Arabic numerals and should only indicate the beginning page of each section. (see Appendix E)

Introduction – The introduction serves to focus the direction and content of the thesis. It should contain those elements from the Thesis Proposal that define the focus of the Thesis and the major research sources.

Body of Thesis – The body of the Thesis contains the major portion of the student’s research. It should include mention of all topics to be examined as listed in the Table of Contents. Chapter headings should be set apart within the text. Each chapter heading should contain the Roman numeral and the title. Each heading should be underlined, in bold face, and left margin justified.

Conclusion – The conclusion of the Thesis serves to explain the impact of the findings of the research and to offer comments for further research opportunities.

Bibliography – The Bibliography should contain both cited references, as contained in footnotes, as well as references used for background information. The bibliography must follow the Holy Apostles College & Seminary style sheet (see Appendix B). To address questions the Style Sheet does not answer, please refer to the latest edition of Kate L. Turabian’s A Manual for Writers of Term Papers, Theses, and Dissertations, available in the Library Reference Collection and online.

III. Optional Sections of the Thesis

The Thesis may contain optional sections that serve to enhance the subject content or to acknowledge an individual(s). Examples include a Statement of Fidelity page, Dedication page, Acknowledgement page, Epigraph page, Appendices, Glossary, or a List of Abbreviations. These optional pages should be placed within the Thesis in the following sequence. (Parenthetical references are to Turabian section 1.)

- Title Page (1.7)
- Signature Approval Page
- Statement of Fidelity
- Dedication Page (1.9)
- Acknowledgement Page (1.26)
- Epigraph (1.10)
- Table of Contents Page (1.11-1.18)
- Introduction

Body of Thesis
Conclusion
Appendix (1.39 – 1.45)
Glossary (1.28 - 1.30)
List of Abbreviations (1.27)
Bibliography (1.30; 1.47)

IV. Process

Approval of the Thesis Proposal

The Thesis Proposal must be submitted to the Academic Dean for his approval. At this meeting with the Academic Dean, a Research Advisor will be designated based on the student's field of interest and faculty availability. Students may indicate whom they would like to serve as research advisor and even take the initiative on inquiring of the faculty member themselves following administrative approval of the thesis proposal. Administrative approval is granted concerning only the form of the proposal, not the content. It is the research advisor's responsibility to work with the student on making necessary amendments to the content areas of an approved proposal as part of his or her role as research advisor.

Collecting Resources

Students are required to work with their advisors on the collection of resources to ensure they are including within their bibliographies the seminal texts supporting the thesis or the examination questions. Students will use the Holy Apostles College & Seminary style sheet (Appendix B) in the formatting of their citations and develop a familiarity with each source sufficient to annotate the completed list. The annotation should be no longer than 25 words and should explain the value of the source to the thesis statement. Thesis bibliographies will contain 20-25 source materials (at least 10 of which must be primary sources) though the actual number may be allowed to vary according to the discretion of the advisor. A sample annotated bibliography is included in the appendix.

Composing the First Draft

Students writing a thesis are required to work with their advisors throughout the drafting process, communicating their progress at least twice a month though more meetings should be set up if necessary and as the date of the defense draws near. The first draft will generally contain three to five chapters of varying page lengths, including an introductory chapter, body chapters, and a concluding chapter. The writer of a thesis is generally not breaking new theological ground but clearly demonstrating an ability to read within the discipline and discuss in writing the issues being read.

Selecting an Advisor

The Research Advisor guides the student's research from beginning to end, so a student might propose to the Academic Dean the name of someone with whom he or she can work and in whose field he or she chooses for the thesis. In the event that a student's research advisor leaves

Holy Apostles College & Seminary prior to the student's defense of his or her thesis, the student can either make arrangements with the advisor to remain active on his or her thesis or find a new advisor with the help of the Academic Dean.

Defense Timeline

Students may defend their theses following their graduation from the M.A. program. The order of events leading to the defense can be paced as follows.

Week One: The student and research advisor agree the thesis is ready to be defended. The research advisor, in collaboration with the student, formally selects a reader. The student formally requests a defense date from the Academic Dean who will schedule an online meeting with the advisor, the reader, and the student. Within one week of their selection, both examiners receive the penultimate text.

Weeks Two and Three: The research advisor and reader have two weeks to return their comments on the text to the student; they may *recommend* changes, but only the research advisor may *require* changes.

Weeks Four and Five: The student has two weeks to produce a final text and distribute a bound copy to the examiners.

Week Six: The examiners have one week to review the final text.

At the end of week six of this process, the research advisor, reader, and student log into the online meeting space.

Defense Session

All thesis projects will culminate in an oral defense session conducted either face-to-face on campus or via some mediated means (e.g., Skype, conference call, etc) depending upon the location of the participants. The student sitting for his oral defense may "invite" observers to his or her defense after consultation with his or her research advisor, the reader, and the Academic Dean. During the defense, which is chaired by the research advisor, the student has 15 minutes to present his work to the board, followed by 15 minutes for questions by each of the advisors. The times given here are approximate, but the total length is not to exceed 60 minutes. In his or her presentation, the student is not expected to deliver a formal lecture which represents the thesis paper. He or she is instead expected to present a summary in which is explained why the student chose the topic, what the student expected to find, what insights or surprises the student in fact found, and what areas remain for further study, etc. The examiners then question the student on the thesis paper. In the course of the defense, examiners may recommend but may not require further changes in the thesis paper.

Grading and Program Credit

A student may take a grade for his or her performance in the 3-credit directed study, but no grade is otherwise assigned for the thesis even after its defense since it is not a graduation requirement. The title of the thesis and the fact that it was completed will be printed on the student's transcript for purposes of pursuing advanced studies beyond a student's time at Holy Apostles.

V. Duties of the Participants within the Thesis Process

Duties of the Academic Dean

- The Academic Dean approves the thesis topic, designates the research advisor, and oversees all other aspects of the thesis process.
- The Academic Dean is the court of second instance in all matters of appeal.

Duties of the Director of Distance Learning

- The Director of Distance Learning is responsible for providing guidance to students and advisors and shepherding them through the timetables outlined for completion of the thesis.
- The Director of Distance Learning is responsible for maintaining the records of student progress. The records to be maintained include the names of the research advisor and reader, confirmation of accepted thesis proposals, status of the project at appropriate intervals, and final remarks of the examining board concerning the student's completion of his project. These records will be submitted to the registrar and kept in the student's file.

Duties of the Research Advisor

- The research advisor is responsible for advising the student on the content of the thesis proposal.
- The research advisor is responsible for regularly meeting with the student to evaluate the content of the research. (*The responsibility of pursuing meetings rests with the student.*) The research advisor helps the student shape a bibliography that is representative of the state of the question and reviews and provides commentary on the drafts of the chapters.
- The research advisor is responsible for helping the student decide upon a suitable reader whose area of expertise best complements the research focus.
- The research advisor is responsible for deciding when the student possesses a defensible draft and for working with the student and the reader to establish a date and time for the oral defense.
- The research advisor should inform the Director of Distance Learning and the Registrar about the scheduling of the defense so that an online conference room can be reserved, the ballots produced, and other institutional concerns met.

Duties of the Reader

- The reader is responsible for responding to the defensible draft within two weeks of receiving the penultimate copy.
- The reader is responsible for coordinating with the research advisor on the date and time of the oral defense and for assigning the student a grade for his work.

Duties of the Student

Students who elect to write a thesis are expected to meet or exceed their capacity in the performance of this exercise. The student seeking to complete a thesis is responsible for working with his advisor in developing the content within the approved proposal and drafting the paper. The timeline for completion of a thesis is normatively no longer than two semesters, the first of which may involve the research, and the second of which may involve the composition.

VI. Publication, Assessment, Penalties, and Exceptions

Post-Defense Publication of the Thesis. Following the successful defense of the thesis, the student is responsible for submitting to the Director of Distance Learning one digital copy and two bound copies of the thesis. See Appendix F on page 39 below for binding specifications.

Assessment of the Thesis Process. For assessment purposes, a survey instrument will be completed by the research advisor, reader, and student. These surveys will be compiled and analyzed in the aggregate by the Director of Assessment and reported to the appropriate constituencies in accordance with the provision of the seminary's assessment plan. On a periodic basis the seminary will have completed theses evaluated by an outside panel.

Penalty for Non-fulfillment. The failure of a student to complete this requirement in a timely manner may result in the dissolution of the thesis board and/or, in the case of a student's electing to pursue course credit in a directed study, failure in the course. The student should be aware that his or her success in the directed study course does not necessarily mean that he or she will produce a successful thesis in a timely manner.

Exception for Extraordinary Circumstances. In the extraordinary event that an incapacity of some sort does not allow a student to complete the thesis in a timely manner, the Academic Dean may allow additional time for the completion of this requirement.

Grievance Policy

See seminary catalog.

APPENDIX A

Sample Thesis Proposal

Thesis Statement

In John Paul II's theology, masculinity is a particular expression of the human orientation towards the gift of self which impels a man to enter communion with others by completely sacrificing himself for them.

The Rationale

The question of John Paul II's understanding of masculinity has both theological and pastoral significance. Such an understanding will allow for a greater understanding of the theological relationship between men and women, which, as marriage is the sacrament signing the marriage of Christ and his Church, will give a greater insight into our relationship with Christ himself. Pastorally, I believe a greater understanding of the vocation of men will allow a pastor to encourage men to live their Christian lives more fully. Knowledge of this vocation would help a pastor to draw more men to experience true fulfillment in their Christian lives and allow them to live more joyfully in the Church. In society today, many men are not living their vocation fully in marriage, something notable by a high divorce rate and the existence of many single mothers. A true understanding of masculinity might motivate men to live their vocation by sacrificing themselves for the other, and might serve to give direction to a pastoral solution to this problem.

The Methodology Statement

The thesis will work to allow a reader to understand John Paul II's theology of masculinity. I have not yet discovered any place in my current research where he talks about the topic at length; therefore, I will proceed to research many of his writings, including pre-papal works, his papal writings, and his theatrical literature. From this research, I will attempt to construct his understanding.

The Tentative Outline

In the first chapter, the Introduction, I will present the question which the thesis is researching, describe the methodology which was used within it, and also place the thesis into a context. For example, while the paper is focusing on the masculine, such statements are not to say that women share none of these characteristics either; as men and women share a nature, many similarities can be expected. Here I might also try to anticipate the thesis's importance by asking questions which it will help to answer. More on the answers to these questions will be given in the conclusion. Such questions will involve the role of the man in the family in our society which sees the dissolution of family life. Another such question might be the question of male priesthood.

The second chapter, focusing on the theological anthropology of John Paul II, will draw heavily from his *Theology of the Body* and be supplemented by other encyclicals, such as *Mulieris Dignitatem*, his book *Love and Responsibility*, and secondary sources. In describing the creation of man, I will examine the biblical accounts of creation in light of John Paul II's teaching, searching the significance of God's creating Adam first and only later creating man as male and female. Looking at man's end, the chapter will describe how man was called by God to complete himself in another (and ultimately God) and how this call was written on his very being through his sexuality. I will examine the relationship between man and woman in light of this calling, describing the complimentary roles of man and woman and how the relationship of man and woman images our relationship with God. In addition, I will explore his notion of gift, including donation and reception. By this examination, this chapter on his theological anthropology will provide the basis for the subsequent chapters which will discuss masculinity more particularly.

The third chapter will be based upon his apostolic exhortation *Redemptoris custos*, because in this encyclical is the only place so far in which I have found him discuss the vocation of men [*viri*], which he discusses in light of Joseph's being a just man. This chapter, then, will first look at Joseph and his role in Jesus' life. He was trusted with the development of Jesus as man and so must have been a good example for Jesus to follow. In the search for what it means to be a 'just man,' I will look at the different verbs which John Paul II attributes to Joseph (e.g. to oversee, to guard, etc.) and also different descriptions of him. It will look at the role of father, an important masculine role which we cannot as easily pull from the life of Christ—a role which he must have, however, even though not in a bodily sense because he reveals the love of our Father in heaven. I will also examine Joseph's role within his family, which of course will be intimately connected with the search above. I will examine how John Paul II describes the roles that Joseph played as Jesus' father, and from this examination discern aspects of the vocation of men.

In the fourth chapter, I will examine the concept of spiritual fatherhood especially as portrayed in his play *Radiation of Fatherhood*. In this play, Wojtyla describes the growing relationship between Adam and Monica, a girl who is not his biological daughter, through the constant struggle to make her 'his' by becoming completely 'hers.' Through examining this chapter, I intend to draw out the masculine role in that relationship and the role of father which Adam takes on through his gift of self. This chapter will enlighten the previous chapter as Joseph too was not Jesus' biological father but assumed the role completely (not merely juridically). I will draw from some of John Paul II's writings on spiritual fatherhood as well, which I believe will add insight into the movement of the play.

The fifth, chapter, the conclusion, will summarize and synthesize the thesis by discussing any additional relationships between the chapters. I will make some statements about what I think John Paul II thought to be the vocation of men within the context of his theological anthropology. In this chapter, I will discuss possible applications of the thesis. Some of these applications will be pastoral, such as briefly discussing how such a thesis might impact how a priest might encourage his faithful to grow more fully. Others will be theological, raising questions which cannot be answered in this thesis but would be beneficial to research.

Annotated Bibliography

Primary Sources

John Paul II. *Man and Woman He Created Them: A Theology of the Body*. Translated by Michael Waldstein. Boston: Pauline Books and Media, 2006.
John Paul II's theological anthropology will be the groundwork of discovering his understanding of masculinity.

John Paul II. *Mulieris Dignitatem*. 15 August, 1988.
http://www.vatican.va/holy_father/john_paul_ii/apost_letters/documents/hf_jp-ii_apl_15081988_mulieris-dignitatem_en.html.
This encyclical discusses fatherhood, motherhood, and the relationship between Christ and the Church in his theology.

John Paul II. *Redemptoris Custos*. 15 August, 1989.
http://www.vatican.va/holy_father/john_paul_ii/apost_exhortations/documents/hf_jp-ii_exh_15081989_redemptoris-custos_en.html.
By examining John Paul II's reflections on Joseph, the just man, part of John Paul's understanding of masculinity can be uncovered.

Wojtyla, Karol. *Love and Responsibility*. Translated by H.T. Willetts. San Francisco: Ignatius Press, 1981.
This work discusses his anthropology, his understanding of love, and his understanding of fatherhood and motherhood, all of which are important in discovering his understanding of masculinity.

Wojtyla, Karol. "Radiation of Fatherhood." In *The Collected Plays and Writings on Theater*, translated by Boleslaw Taborski, 335-364. Berkeley: University of California Press, 1987.
This play shows the relationship of a man and girl whereby he becomes her father through a gift of self; that relationship unveils his understanding of masculinity.

Secondary Sources

Martin, Francis. "Male and female he created them: a summary of the teaching of Genesis chapter one." *Communio* 20 (1993). 240-265.
This article can be used in the first chapter to support the truth that sexual differentiation is a part of God's good creation, permitting a study of masculinity not to degrade femininity.

Butler, Sara. "The Priest as Sacrament of Christ the Bridegroom." *Worship* 66(6) (1992): 498-516.

She comments on John Paul II's theological anthropology in order to discuss the priesthood; her examination of his theological anthropology will be applicable to chapter 1.

Ratzinger, Joseph. "Letter to the Bishops of the Catholic Church on the Collaboration of Men and Women in the Church and in the World. 31 May 2004.

This letter draws on the Theology of the Body and emphasizes the complementarity of men and women in the church.

Schmitz, Kenneth L. "The Passage of Love: Wojtyla's Radiation of Fatherhood." *Communio* 22 (1995). 99-106.

This article reflects on Wojtyla's understanding of fatherhood from his play based on the specific type of love to which he is called.

Séguin, Michel. "The biblical foundations of the thought of John Paul human sexuality." *Communio* 20 (1993). 266-289.

This article will support the theological anthropology chapter as it emphasizes that the duality of the sexes is not an accident but images God.



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APPENDIX B

Guidelines for Papers and Theses

May 2011

Table of Contents

I. Basic Format of an Academic Paper

- A. Title Page
- B. Pagination
- C. Margins
- D. Text Formatting
- E. Spacing
- F. Abbreviations
- G. Numbers
- H. Spelling and Punctuation
- I. Capitalizations
- J. Quotations
- K. Links
- L. Notes
- M. Bibliography
- N. Footnotes
- O. Subheadings

II. References in Footnotes and Bibliographies

- A. Footnote Formatting (general)
- B. Bibliography Formatting (general)

III. Sample Citations

PART I: Primary Sources of Theology

- A. Biblical Citations
 - A.1. Sample Bible citation
- B. Documents of the Catholic Magisterium
 - B.1. Documents published as monographs
 - B.1.a. Sample papal document
 - B.1.b. Sample document from the USCCB
 - B.2. Documents published in the *Acta Apostolica Sedis* or other journals
 - B.2.a. *Acta Apostolica Sedis*
 - B.2.b. *Origins* and other journals
 - B.3. Documents published in edited volumes
 - B.3.a. Latin sources
 - B.3.b. Sources in translation
 - B.4. Papal addresses, including “Theology of the Body”
 - B.4.a. Papal addresses in edited collections
 - B.4.b. Papal addresses accessed online
 - B.5. Documents accessed online
 - B.6. Code of Canon Law
 - B.6.a. The 1983 Code
 - B.6.b. The 1917 Code
 - B.7. The *Catechism of the Catholic Church*
 - B.8. Liturgical Books

- B.8.a. The *Missale Romanum*
- B.8.b. Liturgical books published as monogr
- B.8.c. Liturgical books published in collected volumes
- C. Ancient Primary Sources (patristic, medieval, etc.)
 - C.1. Ancient texts cited from collections
 - C.2. Ancient texts published as monographs in translation
 - C.3. Original language editions of ancient texts
 - C.4. Ancient texts from internet sources
 - C.5. St Thomas Aquinas' *Summa theologiae*

Part II: Key Philosophical Sources

- D. Ancient Philosophers
 - D.1. Aristotle
 - D.2. Plato
- E. Modern Philosophers
- F. St Thomas Aquinas, *Summa theologiae*

Part III: Secondary Sources

- G. Books
 - G.1. Book with one author (monograph)
 - G.2. Book with two authors
 - G.3. Book with three or more authors
 - G.4. Book with editors
 - G.5. No author given
- H. Essays (or chapters) in Edited Volumes
- I. Introductions
- J. Articles in Periodicals (printed and online)
 - J.1. Article in a Journal
 - J.2. Article in print journals published online
 - J.3. Article in e-journals published exclusively online
 - J.4. Articles from online journal databases
- K. Dictionary and Encyclopedia Entries
 - K.1. Dictionary entries
 - K.2. Encyclopedia entries
- L. Biblical Commentaries
 - L.1. Biblical commentaries in a series (multi-volume commentaries)
 - L.2. Biblical dictionaries or single-volume commentaries by various authors
 - L.2.a. Article from single-volume commentary
 - L.2.b. Article from the *New Jerome Biblical Commentary*
- M. Class Notes
 - M.1 Professor's notes, written and distributed
 - M.2 Notes or recordings taken from a professor's lectures
- N. Correspondence (including emails)
- O. Sources Cited from CD-ROM
- P. Film and Audio Recordings
- Q. Web Sites and Blogs
- R. Unpublished Theses or Dissertations
- S. Works Read on Kindle

I. Basic Format of an Academic Paper

A. Title Page

See the last page of this style sheet for an example of how to format a title page.

B. Pagination

Number pages in the center of the bottom of the page, beginning with the first page of the text. Do not number the title page.

C. Margins

One inch margins at top, bottom, and sides. The left margin of the final version of the Master's Thesis should be 1¼ inches; all other margins remain 1 inch. All text should be right justified.

D. Text Formatting

Format text in Times New Roman, 12 point font. Only print on one side of the page.

E. Spacing

- Double-space the main text.
- Single-space footnotes, itemized lists, and indented block quotations.
- Skip a line between entries in the bibliography.

F. Abbreviations

See Turabian, *Manual*, §24, pp. 331-346. (Section 24.6.1-3, on biblical abbreviations, do not apply at Holy Apostles College & Seminary; on this topic see "Biblical Citations" below).

- "Cf." and "see": Students should take care not to misuse cf., which means confer or compare. It must be distinguished from "see." Both are placed in Roman typeface and capitalized only when they begin a footnote or sentence.
- *Ibid.*: Because the use of *ibid.* can cause confusion when references are moved in the editing process, students are asked not to use the abbreviation. Rather, use the appropriate form for abbreviated subsequent references for all citations of a given source after the first.

G. Numbers

See Turabian, *Manual*, §23, pp. 318-330. Note, however, that at Holy Apostles College & Seminary, inclusive numbers should not be abbreviated (therefore Table 23.2 in Turabian, *Manual*, p. 327, does not apply).

H. Spelling and Punctuation

See Turabian, *Manual*, §§20-21, pp. 283-307.

I. Capitalizations

See "Guidelines for Contributions to *Antiphon*," B.3, at www.liturgysociety.org.

- "Church" should be capitalized in all instances in which it refers to the Catholic Church in general, as opposed to a local church, whether it be a diocese or parish.

J. Quotations

See Turabian, *Manual*, §25, pp. 347-358.

- Use block quotations whenever a quoted text runs longer than three lines of the body of the paper. Block quotations are indented .5 inches from the left margin and from the right margin, and are single spaced. (This instruction supersedes any contrary specifications in Turabian, *Manual*, §25.2.2, p. 350). Do not enclose block quotations in quotation marks.
- Quotes within quotes: The source of a quote within a quote will appear only in the footnote (and not in the bibliography), after the source within which it is quoted.

K. Links

Hyperlinks should be removed from the text in all cases where they appear as links (blue and underlined). Do this by right-clicking and selecting “remove link.”

L. Notes

Footnotes rather than parenthetical citations or endnotes are to be used, with the exception of biblical references.

M. Bibliography

A full bibliography of all sources consulted or cited should be placed at the end of every paper written at Holy Apostles College & Seminary.

N. Footnotes

Footnotes should be in 11-point, Times New Roman font, and single-spaced with a first-line indentation of .2 inches. See II.A for further details.

O. Subheadings

If papers or theses include subheadings, they should be left justified and placed in bold, with one line skipped above the heading.

II. References in Footnotes and Bibliographies

Holy Apostles College & Seminary requires both page-by-page footnotes (rather than endnotes or parenthetical citations) within the work and a bibliography at the end of the work.

A. Footnote Formatting (general)

Footnotes must be indented .2 inches on the first line of each citation and subsequent lines should be flushed to the left margin. Footnotes must be in 11-point, Times New Roman font, and single-spaced.

When citing a work for the first time, provide a full citation containing all bibliographical information. In subsequent notes, use an abbreviated form of citation. Abbreviated subsequent references include the author's last name, a shortened version of the title, and the page number(s), all separated by commas and ending with a period.

Each footnote must end with a period or full stop.

Notes include the page number(s) of only those pages on which the information cited is found. All numbers must be written out completely, e.g., 371-379, rather than 371-79.

B. Bibliography Formatting (general)

A bibliography page is required at the end of each paper.

Begin each bibliography entry flush with the left-hand margin and indent subsequent lines one tab space (this is called "hanging" indentation). Single-space within each entry and double-space between entries.

Sources are listed in alphabetical order by the last name of the author or editor, which is therefore placed before the first name and separated from it by a comma. If no author or editor is given, the entry begins with the title.

The information placed in the bibliography is mostly the same as that which has already been placed in the footnotes. In contradistinction from footnotes, bibliographical entries do not include the page numbers for books, but do provide complete page numbers for periodical articles and essays. Parentheses are not used for the publication information in bibliographies.

III. Sample Citations

(Footnote entry [FN] followed by bibliographic entry [Bib.])

PART I: Primary Sources of Theology

A. Biblical Citations

In general, biblical references are not footnoted, but placed in parentheses after the quote. A long series of references, however, should be placed in a footnote.

The edition of the Bible must be indicated by its italicized abbreviation following the reference to the biblical book, chapter number, and verse number (e.g., 1 Tim 3:12 *NAB*). This is only necessary the first time the Bible is cited if the same edition is used throughout the text.

If more than one edition of the Bible is cited, the edition must be specified with each reference. In such cases, it may also be appropriate to provide full bibliographical information for each version in a footnote the first time it is cited.

A.1. Sample Bible citation

FN:

¹ *The Holy Bible: Revised Standard Version* (New York: Collins, 1973).

Abbreviated subsequent references appear in parentheses after the biblical book, chapter, and verse numbers, as follows (Jn 1:12 *RSV*).

Bib.:

The Holy Bible: Revised Standard Version. New York: Collins, 1973.

A.2. The Vulgate

FN:

² *Biblia sacra iuxta Vulgatam versionem*, ed. Bonifatius Fischer, Robert Weber et al., 3rd ed. (Stuttgart: Deutsche Bibelgesellschaft, 1969).

Abbreviated subsequent references appear in parentheses after the biblical book, chapter, and verse numbers, as follows (Jn 1:12 *Vulgata*).

Bib.:

Biblia sacra iuxta Vulgatam versionem. Ed. Bonifatius Fischer, Robert Weber et al. 3rd ed. Stuttgart: Deutsche Bibelgesellschaft, 1969.

When citing specific chapters and verses, use the widely accepted abbreviations of biblical books recommended by the Society of Biblical Literature. Including the apocryphal or deuterocanonical books, these abbreviations are:

Gen Ex Lev Num Deut Josh Judg Ruth 1-2Sam 1-2Kgs 1-4Kgdms 1-2Chr Ezra Neh Esth Job Ps(s) Prov Eccl/Qoh Song/Cant Isa Jer Lam Ezek Dan Hos Joel Amos Obad Jonah Mic Nah Hab Zeph Hag Zech Mal Tob Jdt AddEsth WisSol Sir Bar LetJer PrAzar Sus Bel 1-4Mac 1-2Esdr 4-6Ezra EsdrA-B PrMan

Odes Mt Mk Lk Jn Acts Rom 1-2Cor Gal Eph Phil Col 1-2Thes 1-2Tim Tit Phlm Heb Jas 1-2Pet 1-3Jn
Jude Rev

Abbreviate all biblical books mentioned in parenthetical references or footnotes. Do not abbreviate biblical books that are mentioned in the text.

Cite biblical chapter and verse numbers using Arabic numerals separated by a colon, as follows (Jn 5:8–9).

When citing multiple passages, list the abbreviated title of each distinct biblical book followed by the chapter number and colon, with all verses in that chapter separated by a comma and space. A semicolon should separate references to subsequent chapters or books. Do not include the conjunction “and” or an ampersand (&) before the last citation. List passages in canonical and numerical order.

- **Right:** Mt 2:3; 3:4–6; 4:3, 7; Lk 3:6, 8; 12:2, 5; Acts 15:1–5; Rom 1:8–12
- **Wrong:** Lk 3:6, 8; Lk 12:2
Mt 2:3, 3:4–6; 4:3; Lk 3:6, 8 and 12:2
Rom 1:8–12; Mt 2:3; 4:3, 7; 3:4–6

B. Documents of the Catholic Magisterium

The basic template for citing teaching documents of the Catholic Magisterium is: author, comma, type of document (Encyclical, Apostolic Exhortation, Decree, etc.), title of document in English, title of document in Latin, date of promulgation of document in parentheses, comma, the section or paragraph number of the document. Then follows the publication information of the source from which the document has been cited.

Promulgation dates must be included in first references and bibliographies. In footnotes, the section numbers must always be provided where available and indicated by the section symbol: § for one section; §§ for two or more. Page numbers, where available, should be provided only in the first reference.

Abbreviated subsequent references need only the Latin title and the appropriate section or paragraph number. In some instances, particularly with conciliar documents, the author may need to be specified in subsequent references.

When it comes to citing documents of the Magisterium, there is a preference for sources. The best option is to cite the official version of the document in its original language (usually Latin), in whatever official organ it first appeared (e.g., *Acta Apostolica Sedis*). The second option is to cite some edited, translated, and printed source. In instances where printed versions of the document are not available, web sources may be used. The Vatican’s web site should be prioritized over other online resources.

B.1. Documents published as monographs

Here the section or paragraph number follows the promulgation date of the document, while in the first reference the page number follows the monograph's publication date.

B.1.a. Sample papal document

FN:

³ John Paul II, Apostolic Exhortation on the Formation of Priests in the Circumstances of the Present Day *Pastores dabo vobis* (25 March 1992), §43 (Boston: Saint Paul Books and Media, 1992), 30.

Abbreviated subsequent reference:

⁴ *Pastores dabo vobis*, §43.

Bib.:

John Paul II. Apostolic Exhortation on the Formation of Priests in the Circumstances of the Present Day *Pastores dabo vobis* (25 March 1992). Boston: Saint Paul Books and Media, 1992.

B.1.b. Sample document from the USCCB

Before 2001, the bishops of the U.S. acting jointly were known as the National Conference of Catholic Bishops and their documents were published by the United States Catholic Conference. Thus these titles should be used respectively for author and publisher of the bishops' documents before 2001, as the documents themselves should make clear.

FN:

⁵ United States Conference of Catholic Bishops, *Program of Priestly Formation*, 5th ed., §74 (Washington, DC: United States Conference of Catholic Bishops, 2006), 29.

Abbreviated subsequent reference:

⁶ *Program of Priestly Formation*, §74.

Bib.:

United States Conference of Catholic Bishops. *Program of Priestly Formation*. 5th ed. Washington, DC: United States Conference of Catholic Bishops, 2006.

B.2. Documents published in the *Acta Apostolica Sedis* or other journals

Once again, the section or paragraph number follows the promulgation date of the document, while the page number follows the monograph's publication date in the first reference only.

B.2.a. *Acta Apostolica Sedis*

FN:

⁷ Pope Pius XII, Encyclical on Promoting Biblical Studies *Divino afflante Spiritu* (30 September 1943), §26, *Acta Apostolicae Sedis* 35 (1943), 311.

Abbreviated subsequent reference:

⁸ *Divino afflante Spiritu*, §26.

Bib.:

Pope Pius XII. Encyclical on Promoting Biblical Studies *Divino afflante Spiritu* (30 September 1943).
Acta Apostolicae Sedis 35 (1943): 290-345.

B.2.b. Origins and other journals**FN:**

⁹ Pope John Paul II, Encyclical on the Eucharist in Its Relationship to the Church *Ecclesia de Eucharistia* (17 April 2003), §26, *Origins* 32, no. 46 (2003), 760.

Abbreviated subsequent reference:

¹⁰ *Ecclesia de Eucharistia*, §26.

Bib.:

Pope John Paul II. Encyclical on the Eucharist in Its Relationship to the Church *Ecclesia de Eucharistia* (17 April 2003). *Origins* 32, no. 46 (2003): 753, 755-768.

B.3. Documents published in edited volumes**B.3.a. Latin sources****FN:**

¹¹ Council of Trent, Session 7, *Canones de sacramento confirmationis*, 1-3 (3 March 1547), in *Decrees of the Ecumenical Councils*, vol. 2, *Trent to Vatican II*, ed. and trans. Norman P. Tanner (Washington, DC: Georgetown University Press, 1990), 686.

Abbreviated subsequent reference:

¹² Council of Trent, *Canones de sacramento confirmationis*, 1-3, ed. Tanner, 686.

Bib.:

Council of Trent. Session 7 (3 March 1547). In *Decrees of the Ecumenical Councils*, vol. 2, *Trent to Vatican II*, ed. and trans. Norman P. Tanner, 684-689. Washington, DC: Georgetown University Press, 1990.

B.3.b. Sources in translation**FN:**

¹³ Second Vatican Council, Constitution on the Sacred Liturgy *Sacrosanctum concilium* (4 December 1963), §21, in *The Sixteen Documents of Vatican II*, ed. Marianne L. Trouvé (Boston: Pauline Books, 1999), 55.

Abbreviated subsequent reference:

¹⁴ *Sacrosanctum concilium*, §21.

Bib.:

Second Vatican Council. Constitution on the Sacred Liturgy *Sacrosanctum concilium* (4 December 1963). In *The Sixteen Documents of Vatican II*, ed. Marianne L. Trouvé, 47-83. Boston: Pauline Books, 1999.

B.4. Papal addresses, including “Theology of the Body”

B.4.a. Papal addresses in edited collections

Michael Waldstein numbers the audiences in Pope John Paul II’s series on the “Theology of the Body,” and divides each audience into paragraphs. The audience number and paragraph number are to be cited immediately before the page number, separated by a colon. In order to prevent confusion, the abbreviation p. (page) or pp. (pages) is used to indicate page numbers.

FN:

¹⁵ Pope John Paul II, General Audience (17 September 1980), in *Man and Woman He Created Them: A Theology of the Body*, trans. Michael Waldstein (Boston: Pauline Books & Media, 2006), 40:2, p. 287.

Abbreviated subsequent reference:

¹⁶ John Paul II, General Audience (17 September 1980), trans. Waldstein, 40:2, p. 287.

Bib.:

Pope John Paul II. *Man and Woman He Created Them: A Theology of the Body*. Trans. Michael Waldstein. Boston: Pauline Books & Media, 2006.

B.4.b. Papal addresses accessed online

FN:

¹⁷ Pope Benedict XVI, General Audience on St Augustine of Hippo, part 2 (16 January 2008), at The Holy See, www.vatican.va.

Abbreviated subsequent reference:

¹⁸ Benedict XVI, General Audience on St Augustine of Hippo, part 2.

Bib.:

Pope Benedict XVI. General Audience on St Augustine of Hippo, part 2 (16 January 2008). At The Holy See, www.vatican.va.

B.5. Documents accessed online

FN:

¹⁹ Pope Benedict XVI, Encyclical on Integral Human Development in Charity and Truth *Caritas in veritate* (29 June 2009), §16, at The Holy See, www.vatican.va.

Abbreviated subsequent reference:

²⁰ *Caritas in veritate*, §16.

Bib.:

Pope Benedict XVI. Encyclical on Integral Human Development in Charity and Truth *Caritas in veritate* (29 June 2009). At The Holy See, www.vatican.va.

B.6. Code of Canon Law

B.6.a. The 1983 Code

When citing the *Code of Canon Law*, the abbreviation c. indicates one canon, cc. indicates two or more canons. The section symbol § indicates two or more sections within a single canon.

FN:

²¹ *Code of Canon Law*, c. 312, §1, in *Code of Canon Law: Latin-English Edition* (Washington, DC: Canon Law Society of America, 1999), 99.

Abbreviated subsequent reference:

²² *CIC*, c. 312, §1.

Bib.:

Code of Canon Law: Latin-English Edition. Washington, DC: Canon Law Society of America, 1999.

B.6.b. The 1917 Code

FN:

²³ *Code of Canon Law/1917*, cc. 2186-2187, in *Codex iuris canonici Pii X Pontificis Maximi iussu digestus, Benedicti Papae XV auctoritate promulgatus*, ed. Petro Gasparri (Westminster, MD: Newman Press, 1963), 678-679.

Abbreviated subsequent reference:

²⁴ *CIC/1917*, cc. 2186-2187.

Bib.:

Codex iuris canonici Pii X Pontificis Maximi iussu digestus, Benedicti Papae XV auctoritate promulgatus. Ed. Petro Gasparri. Westminster, MD: Newman Press, 1963.

B.7. The *Catechism of the Catholic Church*

References to the *Catechism of the Catholic Church* always indicate section numbers, and never page numbers. If consulting the *Catechism* in English, be sure to use the most recent edition

FN:

²⁵ *Catechism of the Catholic Church*, 2nd ed. (Washington, DC: United States Catholic Conference, 2000), 863.

Abbreviated subsequent reference:

²⁶ *CCC*, 863.

Bib.:

Catechism of the Catholic Church. 2nd ed. Washington, DC: United States Catholic Conference, 2000.

B.8. Liturgical Books

As a general rule, citations of liturgical texts should proceed from the specific to the general (for example, “opening prayer” is more specific than *Sacramentary*), followed by the publication information of the source from which the text is cited. In all citations of liturgical books, paragraph or section numbers must be specified with the section symbol § (or §§ where more

than one section is referenced), and pages must be marked by “p.” or “pp.” This is to avoid confusion in light of the variety of formats in which liturgical books are published.

B.8.a. The *Missale Romanum*

FN:

²⁷ Post communionem, Dominica VII per annum, *Missale Romanum*, editio typica tertia (Vatican City: Vatican Press, 2002), p. 457.

Abbreviated subsequent reference:

²⁸ Post communionem, Dominica VII per annum, *Missale Romanum* (2002), p. 457.

Bib.:

Missale Romanum. Editio typica tertia. Vatican City: Vatican Press, 2002.

B.8.b. Liturgical books published as monographs

FN:

²⁹ *Rite of Baptism for Children Approved for Use in the Diocese of the United States of America* (Totowa, NJ: Catholic Book Publishing, 2001), §91, pp. 65-66.

Abbreviated subsequent reference:

³⁰ *Rite of Baptism for Children*, §91.

Bib.:

Rite of Baptism for Children Approved for Use in the Diocese of the United States of America. Totowa, NJ: Catholic Book Publishing, 2001.

B.8.c. Liturgical books published in collected volumes

FN:

³¹ Blessing of Rings, *Rite of Marriage*, in *The Rites of the Catholic Church*, vol. 1 (Collegeville, MN: Liturgical Press, 2001), §27, p. 728.

Abbreviated subsequent reference:

³² Blessing of Rings, *Rite of Marriage*, §27.

Bib.:

Rite of Marriage. In *The Rites of the Catholic Church*, vol. 1, pp. 715-758. Collegeville, MN: Liturgical Press, 2001.

C. Ancient Primary Sources (patristic, medieval, etc.)

Book numbers should always be cited in Roman numerals, followed (where available) by chapter numbers, section numbers, and line numbers, all in Arabic numerals. Not all ancient sources are divided into books. For example, epistles are not divided into books, and Basil the Great’s *On the Holy Spirit* consists of only one book; therefore the section and paragraph numbers are all written with Arabic numerals, and Roman numerals are absent. Following the ancient work’s

internal references, footnotes provide bibliographical information for the publication from which the text has been cited.

C.1. Ancient texts cited from collections

FN:

³³ Ignatius of Antioch, *Epistle to the Smyrnaeans*, 8, in *Early Christian Writings: The Apostolic Fathers*, trans. Maxwell Staniforth (London: Penguin Books, 1987), 103.

Abbreviated subsequent reference:

³⁴ Ignatius of Antioch, *Epistle to the Smyrnaeans*, 8, trans. Staniforth, 103.

Bib.:

Ignatius of Antioch. *Epistle to the Smyrnaeans*. In *Early Christian Writings: The Apostolic Fathers*, trans. Maxwell Staniforth, 101-105. London: Penguin Books, 1987.

C.1a. Ancient texts found in the Ancient Christian Commentary on Scripture

This text should be used as a reference rather than as a primary source. All of the translations found in it are taken from other sources that are indicated in the footnotes. Wherever possible, these sources should be pursued and cited, rather than the commentary volume itself. In such instances, the commentary should be indicated as a source in the bibliography, but not cited in a footnote.

FN:

³⁵ Ephrem the Syrian, *Homily on Admonition and Repentance*, 15, in *Proverbs, Ecclesiastes, Song of Solomon*, ed. J. Robert Wright and Thomas C. Oden, *Ancient Christian Commentary on Scripture, Old Testament 9* (Downers Grove, IL: InterVarsity, 2005), 277-278.

Abbreviated subsequent reference:

³⁶ Ephrem the Syrian, *Homily on Admonition*, 15, ed. Wright, 277.

Bib.:

Wright, Robert J. and Thomas C. Oden (eds). *Proverbs, Ecclesiastes, Song of Solomon*. *Ancient Christian Commentary on Scripture, Old Testament 9*. Downers Grove, IL: InterVarsity, 2005.

C.2. Ancient texts published as monographs in translation

FN:

³⁷ Augustine, *Against Julian*, I, 4, 12, trans. Matthew A. Schumacher, *Fathers of the Church 35* (New York: Fathers of the Church, 1957), 13.

Abbreviated subsequent reference:

³⁸ Augustine, *Against Julian*, I, 4, 12, trans. Schumacher, 13.

Bib.:

Augustine. *Against Julian*. Trans. Matthew A. Schumacher. *Fathers of the Church 35*. New York: Fathers of the Church, 1957.

C.3. Original language editions of ancient texts

FN:

³⁹ Tertullian, *Apologeticum*, 23, 15-16, in *Quinti Septimi Florentis Tertulliani Opera*, pars 1, *Opera Catholica, Adversus Marcionem*, ed. Elegius Dekkers, Corpus Christianorum Series Latina 1 (Turnholt: Brepols, 1954), 132-133.

Abbreviated subsequent reference:

⁴⁰ Tertullian, *Apologeticum*, 23, 15-16, ed. Dekkers, 132-133.

Bib.:

Tertullian, *Apologeticum*, 23, 15-16. In *Quinti Septimi Florentis Tertulliani Opera*, pars 1, *Opera Catholica, Adversus Marcionem*, ed. Elegius Dekkers, 85-171. Corpus Christianorum Series Latina 1. Turnholt: Brepols, 1954.

C.4. Ancient texts from internet sources

FN:

⁴¹ Basil the Great, *On the Holy Spirit*, 4, 6, at New Advent, www.newadvent.org.

Abbreviated subsequent reference:

⁴² Basil the Great, *On the Holy Spirit*, 4, 6.

Bib.:

Basil the Great. *On the Holy Spirit*. At New Advent, www.newadvent.org.

C.5. St Thomas Aquinas' *Summa theologiae*

The *Summa theologiae* of St Thomas Aquinas is cited by part (I, I-II, II-II, III), question, and article. For example, *ST* II-II, q. 23, a. 3, ad 1 means, the second part (half) of the second part, question twenty-three, article three, reply to the first objection. "Obj." refers to an objection within an article. To cite more than one article at a time, use the abbreviation "arts" for articles, as in the following example: *ST*, I, q. 13, arts 5-6.

Note that the title of this work is sometimes spelled *Summa theologica* in older literature; this spelling should be avoided wherever possible.

FN:

⁴³ Thomas Aquinas, *Summa theologiae*, III, q. 72, a. 11, in *Summa theologica: Complete English Edition in Five Volumes*, vol. 4, trans. Fathers of the English Dominican Province (Notre Dame, IN: Christian Classics, 1981), 2426-2427.

Abbreviated subsequent reference:

⁴⁴ *ST*, III, q. 72, a. 11, trans. English Dominican Province, 2426-2427.

Bib.:

Thomas Aquinas. *Summa theologica: Complete English Edition in Five Volumes*. Vol. 4. Trans. Fathers of the English Dominican Province. Westminster, MD: Christian Classics, 1981.

Part II: Key Philosophical Sources

D. Ancient Philosophers

D.1. Aristotle

FN:

⁴⁵ Aristotle, *Physics*, IV, 2, 209b14-15, in *The Complete Works of Aristotle*, trans. and ed. Jonathan Barnes (Princeton, NJ: Princeton University Press, 1984), 446.

Abbreviated subsequent reference:

⁴⁶ Aristotle, *Physics*, IV, 2, 209b14-15, trans. Barnes, 446.

Bib:

Aristotle. *Physics*. In *The Complete Works of Aristotle*, trans. and ed. Jonathan Barnes, 315-446. Princeton, NJ: Princeton University Press, 1984.

D.2. Plato

FN:

⁴⁷ Plato, *Timaeus*, 28b, in *Plato: Complete Works*, trans. Donald J. Zeyl, ed. John M. Cooper (Indianapolis, IN: Hackett, 1997), 1235.

Abbreviated subsequent reference:

⁴⁸ Plato, *Timaeus*, 28b, trans. Zeyl, 1235.

Bib:

Plato. *Timaeus*. In *Plato: Complete Works*, trans. Donald J. Zeyl, ed. John M. Cooper, 1224-1291. Indianapolis, IN: Hackett, 1997.

E. Modern Philosophers

FN:

⁴⁹ John Locke, *An Essay Concerning Human Understanding*, I, 4, 12, ed. Kenneth P. Winkler (Indianapolis, IN: Hackett, 1996), 27.

Abbreviated subsequent reference:

⁵⁰ Locke, *Essay Concerning Understanding*, I, 4, 12, ed. Winkler, 27.

Bib:

Locke, John. *An Essay Concerning Human Understanding*. Ed. Kenneth P. Winkler. Indianapolis, IN: Hackett, 1996.

F. St Thomas Aquinas, *Summa theologiae*

See C.5 above.

Part III: Secondary Sources

G. Books

G.1. Book with one author (monograph)

FN:

⁵¹ Uwe Michael Lang, *Turning Towards the Lord: Orientation in Liturgical Prayer* (San Francisco: Ignatius Press, 2004), 81.

Abbreviated subsequent reference:

⁵² Lang, *Turning Towards the Lord*, 81.

Bib:

Lang, Uwe Michael. *Turning Towards the Lord: Orientation in Liturgical Prayer*. San Francisco: Ignatius Press, 2004.

G.2. Book with two authors

FN:

⁵³ Russell R. Conners and Patrick T. McCormick, *Character, Choices and Community* (New York: Paulist Press, 1998), 135.

Abbreviated subsequent reference:

⁵⁴ Conners and McCormick, *Character*, 135.

Bib.:

Conners, Russell R., and Patrick T. McCormick. *Character, Choices and Community*. New York: Paulist Press, 1998.

G.3. Book with three or more authors

FN:

⁵⁵ William V. D'Antonio, James D. Davidson, Dean R. Hoge, and Mary L. Gautier, *Catholic Laity: Their Faith and Their Church* (Lanham, MD: Rowman and Littlefield, 2007), 122.

Abbreviated subsequent reference:

⁵⁶ D'Antonio et al., *Catholic Laity*, 122.

Bib.:

D'Antonio, William V., James D. Davidson, Dean R. Hoge, and Mary L. Gautier. *Catholic Laity: Their Faith and Their Church*. Lanham, MD: Rowman and Littlefield, 2007.

G.4. Book with editors

FN:

⁵⁷ Wes Howard-Brook and Sharon Ringe (eds), *The New Testament: Introducing the Way of Discipleship* (Maryknoll, NY: Orbis, 2002), 142.

Abbreviated subsequent reference:

⁵⁸ Howard-Brook and Ringe (eds), *New Testament Discipleship*, 142.

Bib.:

Howard-Brook, Wes, and Sharon Ringe, eds. *The New Testament: Introducing the Way of Discipleship*. Maryknoll, NY: Orbis, 2002.

G.5. No author given

FN:

⁵⁹ *New Life Options: The Working Woman's Resource Book* (New York: McGraw-Hill, 1976), 42.

Abbreviated subsequent reference:

⁶⁰ *New Life Options*, 42.

Bib.:

New Life Options: The Working Woman's Resource Book. New York: McGraw-Hill, 1976.

H. Essays (or chapters) in Edited Volumes

FN:

⁶¹ Marina Herrera, "The Context and Development of Ecclesial Leadership," in *Hispanic Catholic Culture in the U.S.: Issues and Concerns*, ed. Jay P. Dolan and Allan Figueroa Deck (Notre Dame, IN: University of Notre Dame, 1994), 180.

Abbreviated subsequent reference:

⁶² Herrera, "Context and Development of Leadership," 180.

Bib.:

Herrera, Marina. "The Context and Development of Ecclesial Leadership." In *Hispanic Catholic Culture in the U.S.: Issues and Concerns*, ed. Jay P. Dolan and Allan Figueroa Deck, 166-205. Notre Dame, IN: University of Notre Dame Press, 1994.

I. Introductions

FN:

⁶³ Alistair Stewart-Sykes, introduction to *Tertullian, Cyprian, Origen, On The Lord's Prayer* (Crestwood, NY: St Vladimir's Seminary Press, 2004), 15.

Abbreviated subsequent reference:

⁶⁴ Stewart-Sykes, introduction, 15.

Bib.:

Stewart-Sykes, Alistair. Introduction to *Tertullian, Cyprian, Origen, On The Lord's Prayer*. Crestwood, NY: St Vladimir's Seminary Press, 2004.

J. Articles in Periodicals (printed and online)

J.1. Article in a Journal

FN:

⁶⁵ Raymond F. Person, "The Ancient Israelite Scribe as Performer," *Journal of Biblical Literature* 117, no. 4 (1998), 603.

Abbreviated subsequent reference:

⁶⁶ Person, "Ancient Israelite Scribe," 603.

Bib.:

Person, Raymond F. "The Ancient Israelite Scribe as Performer." *Journal of Biblical Literature* 117, no. 4 (1998): 601-609.

J.2. Article in print journals published online

If a full PDF text of the article is available online, then it should be cited as if it were a simple article in a journal. For example, the following text was accessed through the ATLA database as a full PDF file.

FN:

⁶⁷ John C. Cavadini, "The Sacramentality of Marriage in the Fathers," *Pro Ecclesia* 17, no. 4 (2008), 443.

Abbreviated subsequent reference:

⁶⁸ Cavadini, "Sacramentality of Marriage," 443.

Bib.:

Cavadini, John C. "The Sacramentality of Marriage in the Fathers." *Pro Ecclesia* 17, no. 4 (2008): 442-463.

J.3. Article in e-journals published exclusively online

FN:

⁶⁹ Tessa Bartholomeusz, "In Defense of Dharma: Just-War Ideology in Buddhist Sri Lanka," *Journal of Buddhist Ethics* 6 (1999), at <http://jbe.la.psu.edu/>.

Abbreviated subsequent reference:

⁷⁰ Bartholomeusz, "Defense of Dharma," at <http://jbe.la.psu.edu/>.

Bib.:

Bartholomeusz, Tessa. "In Defense of Dharma: Just-War Ideology in Buddhist Sri Lanka." *Journal of Buddhist Ethics* 6 (1999): <http://jbe.la.psu.edu/>.

J.4. Articles from online journal databases

FN:

⁷¹ Mason Stokes, "Someone's in the Garden with Eve: Race, Religion, and the American Fall," *American Quarterly* 50, no. 4 (1998): 724, at *Project Muse*, muse.jhu.edu/journals/american_quarterly.

Abbreviated subsequent reference:

⁷² Stokes, "Someone's in the Garden," 724.

Bib.:

Stokes, Mason. "Someone's in the Garden with Eve: Race, Religion, and the American Fall." *American Quarterly* 50, no. 4 (1998): 718-744, at *Project Muse*, muse.jhu.edu/journals/american_quarterly.

K. Dictionary and Encyclopedia Entries

K.1. Dictionary entries

FN:

⁷³ Daniel G. Van Slyke, "Healing, Religious," in *The New Westminster Dictionary of Church History*, vol. 1, ed. Robert Benedetto et al. (Louisville, KY: Westminster John Knox Press, 2008), 295.

Abbreviated subsequent reference:

⁷⁴ Van Slyke, "Healing," 295.

Bib:

Van Slyke, Daniel G. "Healing, Religious." In *The New Westminster Dictionary of Church History*, vol. 1, ed. Robert Benedetto et al., 295-296. Louisville, KY: Westminster John Knox Press, 2008.

K.2. Encyclopedia entries

FN:

⁷⁵ René Carpentier, "Evangelical Counsels," in *Sacramentum mundi: An Encyclopedia of Theology*, vol. 2, ed. Karl Rahner et al. (New York: Herder and Herder, 1968), 277.

Abbreviated subsequent reference:

⁷⁶ Carpentier, "Evangelical Counsels," 277.

BIB.:

Carpentier, René. "Evangelical Counsels." In *Sacramentum mundi: An Encyclopedia of Theology*, vol. 2, ed. Karl Rahner et al., 276-279. New York: Herder and Herder, 1968.

L. Biblical Commentaries

L.1. Biblical commentaries in a series (multi-volume commentaries)

FN:

⁷⁷ Jerome H. Neyrey, *The Gospel of John*, New Cambridge Bible Commentary (New York: Cambridge University Press, 2007), 53.

Abbreviated subsequent reference:

⁷⁸ Neyrey, *Gospel of John*, 53.

Bib.:

Neyrey, Jerome H. *The Gospel of John*. New Cambridge Bible Commentary. New York: Cambridge University Press, 2007.

L.2. Biblical dictionaries or single-volume commentaries by various authors

In general, biblical dictionaries are cited like other dictionaries, and single-volume commentaries by various authors are cited like essays in edited volumes.

L.2.a. Article from single-volume commentary

FN:

⁷⁹ Donald S. Deer, "How the Bible Came to Us," in *The International Bible Commentary: A Catholic and Ecumenical Commentary for the Twenty-First Century*, ed. William Farmer et al. (Collegeville, MN: Liturgical Press, 1998), 173.

Abbreviated subsequent reference:

⁸⁰ Deer, "How the Bible Came," 173.

Bib.:

Deer, Donald S. "How the Bible Came to Us." In *The International Bible Commentary: A Catholic and Ecumenical Commentary for the Twenty-First Century*, ed. William R. Farmer et al., 169-178. Collegeville, MN: Liturgical Press, 1998.

L.2.b. Article from the *New Jerome Biblical Commentary*

FN:

⁸¹ Joseph A. Fitzmyer, "Pauline Theology," in *The New Jerome Biblical Commentary*, ed. Raymond E. Brown et al. (Englewood Cliffs, NJ: Prentice Hall, 1990), 82:61, p. 1383.

Abbreviated subsequent reference:

⁸² Fitzmyer, "Pauline Theology," 82:61, p. 1383.

Bib.:

Fitzmyer, Joseph A. "Pauline Theology." In *The New Jerome Biblical Commentary*, ed. Raymond E. Brown et al., 82:1-152, pp. 1382-1416. Englewood Cliffs, NJ: Prentice Hall, 1990.

M. Class Notes

M.1 Professor's notes, written and distributed

FN:

⁸³ Donald E. Henke, class notes on *Social Ethics* (St Louis, MO: Kenrick-Glennon Seminary, distributed 1 February 2010).

Abbreviated subsequent reference:

⁸⁴ Henke, notes (1 February 2010).

Bib.:

Henke, Donald E. Class notes on *Social Ethics*. St Louis, MO: Kenrick-Glennon Seminary, distributed 1 February 2010.

M.2 Notes or recordings taken from a professor's lectures

FN:

⁸⁵ Donald E. Henke, lecture on *Social Ethics* (St Louis, MO: Kenrick-Glennon Seminary, recorded 3 February 2010).

Abbreviated subsequent reference:

⁸⁶ Henke, lecture (3 February 2010).

Bib.:

Henke, Donald E. Lecture on *Social Ethics*. St Louis, MO: Kenrick-Glennon Seminary, recorded 3 February 2010.

N. Correspondence (including emails)

FN:

⁸⁷ Dan Scholz to David Stosur, "Theological Competence," personal e-mail (1 October 2002).

Abbreviated subsequent reference:

⁸⁸ Scholz to Stosur.

Bib.:

Scholz, Dan, to David Stosur. "Theological Competence." Personal e-mail of 1 October 2002.

O. Sources Cited from CD-ROM

FN:

⁸⁹ "Glossolalia," in *Oxford English Dictionary*, 2d ed., s.v. [CD-ROM] (Oxford: Oxford University Press, 1992).

Abbreviated subsequent reference:

⁹⁰ "Glossolalia."

Bib.:

"Glossolalia." In *Oxford English Dictionary*, 2d ed., s.v. [CD-ROM]. Oxford: Oxford University Press, 1992.

P. Film and Audio Recordings

FN:

⁹¹ *Monty Python and the Holy Grail*, special ed. DVD, directed by Terry Gilliam and Terry Jones (Culver City, CA: Columbia Tristar Home Entertainment, 2001).

Abbreviated subsequent reference:

⁹² *Monty Python and the Holy Grail*.

Bib.:

Monty Python and the Holy Grail. Special ed. DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia Tristar Home Entertainment, 2001.

Q. Web Sites and Blogs

FN:

⁹³ Gregory DiPippo, “Compendium of the Reforms of the Roman Breviary, 1568 - 1961: Part 10.2 - The Matins Lessons in the Reform of 1960,” accessed 10 May 2011 at New Liturgical Movement, www.newliturgicalmovement.org (9 November 2010).

Abbreviated subsequent reference:

⁹⁴ DiPippo, “Compendium of Reforms.”

Bib.:

DiPippo, Gregory. “Compendium of the Reforms of the Roman Breviary, 1568 - 1961: Part 10.2 - The Matins Lessons in the Reform of 1960.” Accessed 10 May 2011 at New Liturgical Movement, www.newliturgicalmovement.org. 9 November 2010.

R. Unpublished Theses or Dissertations

FN:

⁹⁵ John S. Grabowski, “Theological Anthropology and Gender since Vatican II: A Critical Appraisal of Recent Trends in Catholic Theology” (Ph.D. diss., Marquette University, 1991), 350.

Abbreviated subsequent reference:

⁹⁶ Grabowski, “Theological Anthropology,” 350.

Bib.:

Grabowski, John S. “Theological Anthropology and Gender since Vatican II: A Critical Appraisal of Recent Trends in Catholic Theology.” Ph.D. diss., Marquette University, 1991.

S. Works Read on Kindle

While reading works on Kindle is acceptable, Kindle presently lacks pagination and other crucial information for bibliographical citations. Wherever possible, then, find a printed edition of the work to cite in papers and theses. If printed editions are unavailable, use the following example.

FN:

⁹⁷ Thomas Aquinas, *Commentary on the Gospel of St John*, Kindle edition.

Abbreviated subsequent reference:

⁹⁸ Aquinas, *Commentary on John*.

Bib.:

Thomas Aquinas. *Commentary on the Gospel of St John*. Kindle edition.

Sources:

Primary:

“Kenrick-Glennon Seminary’s Style Guide.” At Kenrick-Glennon Seminary, www.kenrick.edu.

Secondary:

The Chicago Manual of Style. 15th ed. Chicago: University of Chicago Press, 2003.

“Guidelines for Contributions to *Antiphon*.” At The Society for Catholic Liturgy, www.liturgysociety.org.

“The Oblate School of Theology Style Guide.” At Oblate School of Theology, www.ost.edu.

The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies. Ed. Patrick H. Alexander et al. Peabody, MA: Hendrickson, 1999.

“St. Bernard’s School of Theology and Ministry Style Sheet: A Guide to Citation and Format.” At St Bernard’s School of Theology and Ministry, www.stbernards.edu.

“Student Supplement to the *SBL Handbook of Style*.” At Society of Biblical Literature, www.sbl-site.org.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 7th ed. Revised by Wayne C. Booth et al. Chicago: University of Chicago Press, 2007.

Full Title of the M.A. Thesis
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Centered at Top of Page

A Master's Thesis
submitted in partial fulfillment of
the requirements for the degree of
Master of Arts in Theology
Holy Apostles College and Seminary
Cromwell, Connecticut

By
Student's Full Name
Semester and Year

Research Advisor,
Dr. Egg Spert

Reader,
Dr. Tee Riffic

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Appendix C
Sample Title Page

Full Title of the M.A. Thesis
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A Master's Thesis
submitted in partial fulfillment of
the requirements for the degree of
Master of Arts in Theology
Holy Apostles College and Seminary
Cromwell, Connecticut

By
Student's Full Name
Semester and Year

Approved by:

_____, Thesis Director
Name of Research Advisor typed

_____, Thesis Reader
Name of Reader typed

Date

Appendix D
Sample Signature Approval Page

Table of Contents

I. Introduction	3
II. Title of Chapter / Section 1	7
III. Title of Chapter / Section 2.....	18
IV. Title of Chapter / Section 3.....	26
V. Conclusion	44
VI. Appendix 1.....	49
VII. Appendix 2	51
VIII. Glossary	53
IX. List of Abbreviations	57
X. Bibliography.....	58

Binding Specifications for the M.A. Thesis

Binding: All theses must be bound in Black hardcover buckram binding. Two copies must be bound and submitted to the Office of the Academic Dean. These two copies will be held permanently by Holy Apostles College and Seminary.

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503-852-0106
bindery@trappistabbey.org

In addition to these two binderies, students may also avail themselves of the numerous online services like Lulu.com that may satisfy this requirement more cost effectively.

Appendix G – Thesis Rubric

Not Passing		Average		Above Average	Superior	
0	1	2	3	4	5	SCORE
WRITING & EXPRESSION						
<p>Incomplete writing</p> <p>Paper is only partially written or completely misses the topic</p>	<p>writing difficult to understand, serious improvement needed</p> <p>Fails to address the topic; confusing organization or development; little elaboration of position; insufficient control of sentence structure and vocabulary; unacceptable number of errors in grammar, mechanics, and usage</p>	<p>episodic writing, a mix of strengths and weaknesses.</p> <p>noticeably neglects or misinterprets the topic; simplistic or repetitive treatment, only partially-internalized; weak organization and development, some meandering; simple sentences, below-level diction; distracting errors in grammar, mechanics, and usage</p>	<p>acceptable writing, but could use some sharpening of skill</p> <p>uneven response to parts of the topic; somewhat conventional treatment; satisfactory organization, but more development needed; adequate syntax and diction, but could use more vigor; overall control of grammar, mechanics, and usage, but some errors</p>	<p>solid writing, with something interesting to say.</p> <p>adequate response to the topic; some depth and complexity in treatment; persuasive organization and development, with suitable reasons and examples; level-appropriate syntax and diction; mastery of grammar, mechanics, and usage, with hardly any error</p>	<p>command-level writing, making a clear impression</p> <p>thorough response to the topic; thoughtful and insightful examination of issues; compelling organization and development ; superior syntax and diction; error-free grammar, mechanics, and American usage</p>	
RESEARCH & DOCUMENTATION						
<p>Missing Research</p> <p>Paper shows no evidence of research: citation of sources missing.</p>	<p>Inadequate research and/or documentation</p> <p>Over-reliance on few sources; spotty documentation of facts in text; pattern of citation errors.</p>	<p>Weak research and/or documentation</p> <p>Inadequate number or quality of sources; many facts not referenced; several errors in citation format.</p>	<p>Adequate research and documentation but needs improvement</p> <p>Good choice of sources but could be improved with some additions or better selection; did not always cite sources; too many citation errors.</p>	<p>Solid research and documentation</p> <p>A number of relevant scholarly sources revealing solid research; sources appropriately referenced in paper; only a few minor citation errors</p>	<p>Excellent critical research and documentation</p> <p>Critically selected and relevant scholarly sources demonstrating extensive, in-depth research; sources skillfully incorporated into paper at all necessary points; all citations follow standard bibliographic format</p>	
CONTENT: Disciplinary Knowledge & Methodology (theology, biblical studies, history, etc.)						
<p>Absence of Understanding</p> <p>Shows no awareness of the discipline or its methodologies as the relate to the topic</p>	<p>Lack of Understanding</p> <p>Seems to misunderstand some basic concepts of the discipline or lacks ability to articulate them. Fails to use the appropriate methods to address the topic or misunderstands the methodologies.</p>	<p>Inadequate understanding</p> <p>Sometimes unclear in understanding or articulating concepts of the discipline. Does not fully understand how to use the appropriate methodologies in studying the topic.</p>	<p>Adequate understanding</p> <p>Understands basic concepts of the discipline but could express them with greater clarity. Uses at least some appropriate methods of the discipline to analyze the topic.</p>	<p>Solid Understanding</p> <p>Clear understanding and articulation of concepts with some sense of their wider implications; knows how to use and apply appropriate methods for the topic</p>	<p>Insightful understanding</p> <p>Clearly understands and articulates concepts of the discipline as they relate to the topic; highlights connections to other concepts; integrates concepts into wider contexts; skillful and critical use of appropriate methods of the discipline for the topic</p>	