

Holy Apostles College and Seminary
Abridged Style Guidelines for Papers, Projects, and Theses

August 2017

Holy Apostles College and Seminary Abridged Guidelines for Papers, Projects, and Theses are based upon Chicago/Turabian Style Guidelines as distinct from MLA and other guidelines for footnotes and bibliographies. These *Abridged Guidelines* present both the footnote format and the bibliography format. Please refer to the *HACS Guidelines for Papers, Projects, and Theses May 2013* for additional citation examples not included in this Abridged Version. These full *Guidelines* are located on both the Library webpage and the Online Writing Lab (OWL) webpage at: <http://www.holyapostles.edu/wp-content/uploads/HACS-StyleSheet.pdf>

Footnote format -- To insert a footnote on a PC, please select the “References” tab in Microsoft Word. Then, select “Insert Footnote” to insert your footnote at the bottom of the page where the quote is located. To insert a footnote on a Mac, go to the “Insert Tab” on top of the navigation menu. Select “Footnote.” Make sure the box in front of “Footnote” is checked. Click insert on the bottom of the window. The first line of the footnote starts after five spaces and subsequent lines should be flushed to the left margin. Footnotes must be in 11-point, Times New Roman font, and single-spaced. All formats for punctuation marks, curly quotation marks, and words in italics should be strictly followed. A subsequent footnote format is included for each citation from the same source. *Ibid* should not be used.

Bibliography format -- The bibliography is located on the last page of your academic paper. All entries are listed in alphabetical order by the author’s last name. When no author is available, the title is listed in alphabetical order (excluding the articles “a” “an” or “the”).

Text format -- The text of all papers is to be typed in Times New Roman, 12 point font. Text should be double-spaced and left margin justified. In the paragraph settings, margins should be one inch on all sides. Spacing [under “Page Layout” on a PC; under “Format Tab” on a Mac] should be set at 0 point [pt] Before and After. Page numbers should be inserted at the bottom center of the page, beginning with the first page of text. The title page should not include pagination.

Name Format – Please be aware that foreign author names are often written in a different order than English author names. Please use these formats:

- In the footnote format, an author’s name follows this format:
Author’s first name last name, for example - Scott Hahn,
- In the subsequent footnote format, an author’s name follows this format:
Author last name, for example - Hahn,
- In the bibliography format, the author’s name follows this format
Authors last name, first name. for example - Hahn, Scott.

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1. Book with one Author citation

Footnote:

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

Abbreviated subsequent footnote reference:

Lang, *Turning Towards the Lord*, 81.

Bibliography:

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

2. Book with two Authors citation

Footnote:

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

Abbreviated subsequent footnote reference:

Connors and McCormick, *Character*, 135.

Bibliography:

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

3. Book with three or more Authors citation

Footnote:

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 footnote reference:

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

Bibliography:

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.

4. Book published electronically citation (Kindle, Nook, or Other E-readers)

Please note that E-readers can lack accurate pagination. Use a chapters number (and a section title, if available) in place of page numbers for footnotes, regardless of whether pages numbers are included on the e-reader.

Footnote:

Isabel Wilkerson, *The Warmth of Other Suns: The Epic Story of America's Great Migration* (New York: Vintage, 2010), chapter 4, The Beatitudes, Kindle edition.

Abbreviated subsequent footnote reference:

Wilkerson, *Warmth of Other Suns*, chapter 4, The Beatitudes.

Bibliography:

Wilkerson, Isabel. *The Warmth of Other Suns: The Epic Story of America's Great Migration*. New York: Vintage, 2010. Kindle edition.

5. Book with Editor Citation

Footnote:

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

Abbreviated subsequent footnote reference:

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

Bibliography:

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

6. Essay (or chapter) in Edited Volume citation

Footnote:

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 Press, 1994), 180.

Abbreviated subsequent footnote reference:

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

Bibliography:

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.

7. Journal Article (in print Journal) citation

Footnote:

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

Abbreviated subsequent footnote reference:

Person, "Ancient Israelite Scribe," 603.

Bibliography:

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

8. Journal Article from Online Database citation

Footnote:

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 footnote reference:

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

Bibliography:

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.

9. Notes or Recordings taken from a Professor's Lecture citation

Footnote:

Cynthia Toolin-Wilson, lecture on *Social Ethics* (Cromwell, CT: Holy Apostles College & Seminary, recorded 3 February 2010).

Abbreviated subsequent footnote reference:

Toolin-Wilson, lecture (3 February 2010).

Bibliography:

Toolin-Wilson, Cynthia. Lecture on *Social Ethics*. Cromwell, CT: Holy Apostles College & Seminary, recorded 3 February 2010.

10. Encyclopedia Article citation

Footnote:

Rene 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 footnote reference:

Carpentier, “Evangelical Counsels,” 277.

Bibliography:

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

11. Biblical citation

Footnote:

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

Abbreviated subsequent footnote reference: In general, biblical references are footnoted once and then only cited in parentheses () after the quote. In your in-text citation, the edition of the Bible must be shown by its italicized abbreviation following the biblical book as well as the chapter number and verse number. For example, “Deacons must be husbands of only one wife, and [a]good managers of their children and their own households” (1 Tim 3:12 *RSV*). This is only necessary the first time the Bible is cited if the same edition is used throughout the text. If you use the same Bible edition throughout your paper, you can take out the edition, in this case *RSV*, after the first citation. Also notice that the period for the sentence in the quote follows the citation in parentheses and does not come before the end quotes.

Bibliography:

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

12. Catechism of the Catholic Church citation - References to the *Catechism of the Catholic Church* always cite by section numbers (without including the symbol §), and never page numbers.

Footnote:

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

Abbreviated subsequent footnote reference

CCC, 863.

Bibliography:

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

13. Magisterial Document Accessed in Print citation (Papal, Roman Curia, etc.)

Magisterial documents are to be cited by section number and should include the symbol §

Footnote:

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 footnote reference:

Pastores dabo vobis, §43.

Bibliography:

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.

14. Magisterial Document Accessed Online citation (Papal, Roman Curia, etc.)

If magisterial documents are accessed on the Vatican's website (www.vatican.va), no website should be included at the end of the citation. If the document was accessed on a website other than the Vatican website, include the website at the end of the citation.

Footnote:

Pope Benedict XVI, Encyclical on Integral Human Development in Charity and Truth *Caritas in veritate* (29 June 2009), §16.

Abbreviated subsequent footnote reference:

Caritas in veritate, §16.

Bibliography:

Pope Benedict XVI. Encyclical on Integral Human Development in Charity and Truth *Caritas in veritate* (29 June 2009).

15. U.S. Bishops' Document Accessed in print citation (USCCB or NCBC)

Footnote:

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 footnote reference:

Program of Priestly Formation, §74.

Bibliography

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

16. DVD citation (if VHS, substitute VHS for DVD)

Footnote:

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 footnote reference:

Monty Python and the Holy Grail.

Bibliography:

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

17. Website citation

Current HACS Guidelines do not use the access dates, but rather the date the article was written, if available. Current HACS Guidelines do not use the full website address but only the root URL because the full web address can get very long.

Footnote:

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

Abbreviated subsequent footnote reference:

DiPippo, “Compendium of Reforms.”

Bibliography:

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

18. Twitter citation

Footnote:

Scott Hahn, Twitter post, 5 March 2012, at <https://twitter.com>

Abbreviated subsequent footnote reference:

Hahn, Twitter post, 5 March 2012

Bibliography:

Hahn, Scott. Twitter post. 5 March 2012. At <https://twitter.com>.

19. YouTube citation

Footnote:

Robert Barron, “Fr. Robert Barron on the Meaning of Vatican II,” YouTube video, from Word on Fire, posted by Bishop Robert Barron on 27 June 2012, at <http://www.youtube.com>.

Abbreviated subsequent footnote reference:

Barron, “*Meaning of Vatican II.*”

Bibliography:

Barron, Robert. “Fr. Robert Barron on the Meaning of Vatican II.” YouTube video, from Word on Fire. Posted by Bishop Robert Barron on 27 June 2012. At <http://www.youtube.com>.

20. Blog posts, Podcasts, and Webinars citation

Footnote:

Joseph Atkinson, “Family: Key to the Covenant,” *Theology of the Family* (blog), 12 March 2014, at www.theologyofthefamily.com.

Abbreviated subsequent footnote reference:

Atkinson, “Key to the Covenant.”

Bibliography:

Atkinson, Joseph. “Family: Key to the Covenant.” *Theology of the Family* (blog). 12 March 2014. At www.theologyofthefamily.com

21. Comments on Blog posts citation

Footnote:

Albert Leibold, 8 February 2016, comment on Tim Staples, “Is there a Queen in the Kingdom of Heaven? Pt. II,” *Catholic Answers* (blog), 1 January 2016, at www.catholic.com.

Abbreviated subsequent footnote reference:

Leibold, comment on Staples, “Queen in the Kingdom.”

Bibliography:

Leibold, Albert. 8 February 2016. Comment on Tim Staples, “Is there a Queen in the Kingdom of Heaven? Pt. II.” *Catholic Answers* (blog). 1 January 2016. At www.catholic.com.