



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

Guidelines for Papers, Projects, and Theses

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I. BASIC FORMAT OF AN ARTICLE

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.

D. Text Formatting

Format text in Times New Roman, 12 point font, left justified.

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, does not apply; on this topic see “Biblical Citations” below).

- “Cf.” and “see”: Writers 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, do not 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 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 not be capitalized in 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 article. 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 the article.

N. Subheadings

If the article includes 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)

Not all articles will have bibliographies.

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.

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

EN:

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).

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).

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.

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).

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 theologiae: 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 Cynthia Toolin, class notes on *Social Ethics* (Cromwell, CT: Holy Apostles College & Seminary, distributed 1 February 2010).

Abbreviated subsequent reference:

⁸⁴ Toolin, notes (1 February 2010).

Bib.:

Toolin, Cynthia. Class notes on *Social Ethics*. Cromwell, CT: Holy Apostles College & Seminary, distributed 1 February 2010.

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

FN:

⁸⁵ Cynthia Toolin, lecture on *Social Ethics* (Cromwell, CT: Holy Apostles College & Seminary, recorded 3 February 2010).

Abbreviated subsequent reference:

⁸⁶ Toolin, lecture (3 February 2010).

Bib.:

Toolin, Cynthia. Lecture on *Social Ethics*. Cromwell, CT: Holy Apostles College & 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,” at New Liturgical Movement (9 November 2010), at www.newliturgicalmovement.org.

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.” at New Liturgical Movement, 9 November 2010, at www.newliturgicalmovement.org.

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.

T. Images

The following are the basic elements for citing an image:

- Name of photographer, owner, artist, creator of the image, if available,

- “Title of the Image”,
- Image Type, i.e. photograph, print, painting, cartoon, graph, table, figure, map,
- Date image was produced, if available,
- URL of the image (root address for papers; entire URL for PowerPoint presentations).

Please note: For images found in Google Images, or similar sources, you must locate the original source of the image and present the URL address from that original source, rather than present the URL address of the image located in the Google Images site.

FN

⁹⁹ Mário Novais, “Retábulo de São Miguel,” photograph, 1954, <http://www.flickr.com/>.

¹⁰⁰ Jacob Jordaens, “The Four Fathers of the Latin Church,” painting, <http://www.jacobjordaens.org>.

¹⁰¹ “Full-page miniature of risen Christ, resurrection of the Dead. Full floreate border,” ca. 1490-1500, print, <http://digitalgallery.nypl.org>.

Abbreviated subsequent reference:

¹⁰² Novais, “Retábulo de São Miguel,” photograph.

¹⁰³ Jordaens, “The Four Fathers of the Latin Church,” painting.

¹⁰⁴ “Full-page miniature of risen Christ, resurrection of the Dead. Full floreate border,” print.

Bib.:

“Full-page miniature of risen Christ, resurrection of the Dead. Full floreate border,” ca. 1490-1500, print, <http://digitalgallery.nypl.org>.

Jacob Jordaens, “The Four Fathers of the Latin Church,” painting, <http://www.jacobjordaens.org>.

Mário Novais, “Retábulo de São Miguel,” photograph, 1954, <http://www.flickr.com>.

T.1. Citing an Image in PowerPoint

When placing images in PowerPoint presentations, citing simply the URL to an image is not sufficient. You must use the basic elements for citing an image to provide as full a citation as possible. Also, you must cite the entire URL, rather than using the root web address as for your papers.

Mário Novais, “Retábulo de São Miguel,” photograph, 1954, <http://www.flickr.com/photos/biblarte/3212574116/in/set-72157612783263804/>.

Jacob Jordaens, “The Four Fathers of the Latin Church,” painting, <http://www.jacobjordaens.org/The-Four-Fathers-Of-The-Latin-Church.html>.

“Full-page miniature of risen Christ, resurrection of the Dead. Full floreate border,” print, ca. 1490-1500,
<http://digitalgallery.nypl.org/nypldigital/id?434204>.

Sources:

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.

Holy Apostles College & Seminary

How to Enflame a Parish Community
with the Love of Christ

by
Rev. Mr. Joe Student

Dr. Egg Spert
SYS 512: Christology & Soteriology

19 October 2012