



## GENERAL METHODOLOGICAL GUIDELINES<sup>1</sup>

### FACULTY OF THEOLOGY

These guidelines provide basic requirements for written work submitted for the Baccalaureate, Licentiate, and Doctoral programs in the Faculty of Theology at the Pontifical University of St. Thomas Aquinas (Angelicum). Students are expected to consult other style guides for further assistance.

**NB: Some moderators may have specific preferences as to style and methodology. Also, certain specializations (e.g., biblical), will have additional requirements.**

#### I. STYLE AND METHODOLOGY HANDBOOKS

- **Writing Style and Documentation:**

*Chicago Manual to Style*, 16th Ed. Chicago: University of Chicago Press, 2010. Available bound or online ([www.chicagomanualofstyle.com](http://www.chicagomanualofstyle.com)).

*Oxford Guide of Style*. Oxford: Oxford University Press, 2002.

Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th Ed. (adaptation of the Chicago Manual of Style). Chicago: University of Chicago Press, 2013.

- **Supplemental Guides:**

Fisher, Alec. *Critical Thinking: An Introduction*. Cambridge: Cambridge University Press, 2001.

Haffner, Paul. *A Methodology for Term Papers and Theses*. Leominster: Gracewing, 1996.

Harvey, Gordon. *Writing with Sources*. Indianapolis: Hackett Publishing Company, 1998.

Strunk, William, Jr. & E.B. White. *The Elements of Style*. New York: Longman, 2000.

Truss, Lynne. *Eats, Shoots and Leaves: The Zero Tolerance Approach to Punctuation*. London: Profile Books, 2003.

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<sup>1</sup> These guidelines are an unofficial document for the use of students in the Faculty of Theology. They are developed with the assistance of Prof. Dawson Vasquez, Sr. Catherine Joseph, and Fr. Maxim Baz, STL.

## PRINCIPLE OF CONSISTENCY

The handbooks above reflect both American English and British English styles. Either is acceptable, but when writing in American English, spelling and punctuation should follow rules for American English and vice versa.

When using foreign languages, rules of the given language apply, including capitalization of words in titles and proper nouns.

When no strict rule exists and variations are allowed, the principle of consistency should be followed, that is, once a style of punctuation, capitalization, spacing, etc., is selected, it should be used consistently throughout the paper. For example:

- **Dates:** various styles are acceptable [e.g., June 6, 2014 or 6 June 2014], but whichever is selected should be applied throughout the text; the same applies for footnotes and bibliography entries.
  
- **Latin tool words**
  - Ibid.,
  - i.e.,
  - e.g.,
  - cf.,
  - viz.,
  - idem,
  - sic
  
- **Capitalization:** if one chooses to capitalize when not required, the principle of consistency applies.
  - *Church* is capitalized when referring to the universal Church, but not when referring to the local Church or to a building.
  
  - *Catholic* is capitalized when identifying the Church proper, but not if denoting “universal”;
  
  - *Pope, Bishop, Religious, Sister, Brother, Father* are capitalized when used as a proper noun but not when used generically;
  
  - *Mass* is always capitalized, but the names of the individual sacraments are not.

## II. ACADEMIC INTEGRITY

It is essential that the highest standards of academic integrity are followed. All students are required to abide by the “Code of Academic Conduct for the Students of the Pontifical University of St. Thomas Aquinas (Angelicum)” published on the University website.

Note that the listed juridically serious infractions include but are not limited to:

- Plagiarizing a written work (texts, theses, dissertations, articles, class notes or published books), that is, the inclusion of a text, in written or electronic form, taken from another author without precise indications and references to the original source.
- The presentation, under one’s own name, of a written work of a third person received from any source.
- The presentation of the same written work of one course to satisfy the demands of another course.
- The falsification of a document cited from a written work. Any such infraction may incur the following sanctions:
  - o A warning;
  - o The suspension of the right to the examinations for a period determined by the competent academic authority;
  - o The abrogation of an examination held;
  - o Expulsion from the University;
  - o The denial of the awarding of an academic degree.

### • **Plagiarism:**

The Council of Writing Program Administrators (WPA)<sup>2</sup> defines plagiarism as: submitting someone else’s text as one’s own or attempting to blur the line between one’s own ideas or words and those borrowed from another source.

The WPA distinguishes plagiarism from “misuse of sources” which it defines as: carelessly or inadequately citing ideas and words borrowed from another source.

While this distinction is useful, it should be noted that academically, both are considered as infractions of the above-mentioned code.

### • **Quotations and Paraphrasing:**

Legitimate use of another’s ideas requires either quotation marks or block quotation formatting, or paraphrasing. Paraphrasing is the use of another’s idea expressed in the writer’s own words, but since the idea belongs to another, a footnote is required. If a paraphrase includes an exact phrase from the primary source, these words are placed in quotation marks.

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<sup>2</sup> <http://wpacouncil.org/positions/WPAplagiarism.pdf>.

Sometimes a writer, knowing that he / she must give a citation for material taken from another source and paraphrased, simply puts a footnote at the end of a paragraph. In certain situations this would be acceptable, i.e. if the entire paragraph is summarizing the author's idea. However, a paper should not be merely a rephrasing of ideas from other sources. Stated in other words, a well-written paper is not merely a series of paragraphs paraphrasing other works, with each paragraph concluding with a footnote.

- **Types of Plagiarism / Misuse of Sources<sup>3</sup>:**

To assist students in understanding and avoiding plagiarism, the following descriptions of plagiarism, misuse of sources, and paraphrasing errors are provided:

1. Submitting another's work, word-for-word, as one's own:
  - Any use of another's exact words, whether a complete sentence or a phrase, must be placed in quotations marks; the source must be identified in a footnote.
2. Taking significant portions of text from a single source without alterations, or with minor changes of select words.
  - To copy a phrase, sentence, or multiple sentences from another source, while only changing a few words, is considered plagiarism.
  - Any phrases or sentences taken directly from another source must be placed in quotations marks.
  - If the material is re-written in one's own words (i.e., not merely changing one or more words), quotation marks are not required, but since the idea is not one's own, a footnote citing the original source must be included.
3. Paraphrasing various sources and fitting them together so that the compilation appears as one's own original work.
  - As above. In any mixture of one's own words and those from another source, words directly quoted must be in quotation marks, even if they are interspersed among one's own words / phrases.
  - If the idea(s) comes from another source and is not considered general knowledge, even if paraphrased in one's own words, a footnote should be included citing the original source(s).
4. The act of borrowing generously from one's own previous work without citation (self-plagiarizing).
  - Though a writer may use one's own work, the original text should be referenced.

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<sup>3</sup> For further information see "White Pater: The Plagiarism Spectrum" at [www.turnitin.com](http://www.turnitin.com).

### III. TEXT / PAGE SET-UP

- Length:**
- |                                |            |
|--------------------------------|------------|
| <b>First Cycle Final Paper</b> | 15-20 pp   |
| <b>Pastoral Diploma</b>        | 30-50 pp   |
| <b>License Tesina</b>          | 50-150 pp  |
| <b>Doctoral Dissertation</b>   | 150-400 pp |
- [The pages refer to *text*. All other material is not included in the page count.]
- Paper:** A4
- Margins:** left - 3 cm; top, bottom, right 2.5 cm [STB all margins – 2.5 cm]
- Justification:** full for text and footnotes; use hyphenation to avoid awkward gaps
- Spacing:** 1.5 lines Font: Times New Roman, size 12
- Page numbers:** Options: top center or right / bottom center or right
- Block Quotations:** (5 lines or more) size 11; single spacing  
Margins: left – tab or 4 cm; right - 2.5 cm (as for normal text)
- Footnotes:** size 10; single spacing
- Bibliography:** single spacing within entries; 1.5 spacing between entries

**IV. ORGANIZATION OF PAPER: \*NOT REQUIRED FOR STB PAPERS**

**Cover page** (follow template provided)

**Blank page**

**\*Frontispiece** (same as cover page) - This page is not numbered. All other pages are numbered sequentially, including the bibliography

**\*Dedication / Acknowledgements** (if included)

**Table of contents**

- A page number is provided for each element listed, including acknowledgments, dedication, table of contents
- All headings / subheadings should be in parallel structure and capitalization consistent

**\*List of Abbreviations** (if included)

- identifies abbreviations used in text
- generally recognized abbreviations are not included: e.g., Scripture abbreviations; Page (p.); Et cetera (etc.)

**General Introduction**

**Body:** Scientific numbering is required

[Ex: I. Chapter One

1.1.

1.2.

II. Chapter Two

2.1.

2.2.

2.2.1.

2.2.2.

**NB:** A subdivision logically requires at least two subsections.]

**General Conclusion**

**Bibliography**

**\*Index of authors** (if included)

**\*Other indices / appendices** (biblical references, concepts, technical terms, charts, if included)

**\*Blank page**

**\*Final cover**

## V. **STYLISTIC POINTS**

Below are a few basic guidelines. See the style guides listed above for additional assistance.

- **Voice:**

- An academic paper is not a homily or spiritual exhortation, therefore emotion should not be employed as a form of argument.
- The narrative voice of the paper must dominate. Thus, an argument is best presented in the student's own words.
- Use direct quotations only to emphasize specific points. Avoid extensive use of block quotations. It is usually better to paraphrase than to quote directly. Paraphrased material must be properly documented.

- **Quotations:**

- If the author of an idea / quotation is identified, the first acknowledgement should include his / her full name. In subsequent references one can use part of the name [e.g., 1<sup>st</sup> mention: "Hans Urs von Balthasar"; 2<sup>nd</sup> mention "von Balthasar"].
- Quotations punctuation may follow either the US ("") or UK style (‘’), but once a style is selected, it must be used consistently.
- For a quotation within a quotation, single and double quotations marks are used, either following UK (single, then double for secondary quotation; e.g., 'He answered, "It is you who say I am"'.) or US (double, then single for secondary quotation: e.g., "He answered, 'It is you who say I am.'").
- Block quotations (five lines or longer) do not have quotations marks since the indentation and font size identify the text as a quotation.
- Quotations are not italicized, regardless of language.
- Non-English words or phrases which are not commonly employed in English are italicized.
- Full quotations within the text should be in English. If the original language is not English, the translation and edition are noted in the footnote. If the translation is one's own, this is noted in the footnote [e.g., my translation]. The quotation in the original language may be included in the footnote.

- **Punctuation:**

- Punctuation must be placed consistently either within or outside of quotation marks (depending on UK or US style – see examples above);
- There is no space prior to a comma, semicolon, colon, question mark, period, including periods that end a sentence. All punctuation marks are followed by a single space.
- A clause should be separated from the main body of the sentence by commas, before and after. A single comma should never separate the subject of a clause from its verb.
- Clauses that are essential to the meaning of the sentence should not be set off with commas.

**Correct:** Leo XIII had a great reverence for the Dominican Thomas Aquinas.

**Incorrect:** Leo XIII had a great reverence for the Dominican, Thomas Aquinas.

- In a series, it is best to use a comma after each element (“series commas”); a comma should appear before the final “and”/“or” in a list of three or more items (e.g., truth, grace, and beauty). This practice, known as the “Oxford comma” is recommended by both the British Oxford Guide and the American Chicago Manual.

**Correct:** Augustine wrote with clarity, precision, and intelligence.

**Not preferred:** Augustine wrote with clarity, precision and intelligence.

- Do not randomly replace a comma with a colon (:); semi-colon (;); or dash (-). Each type of punctuation has a specific use. Review style guides to ensure proper use of each type of punctuation.

- **Emphasis:**

- **Italics:** Though emphasis can be shown by using italics, they should not be overused. Italics may be used within a quotation to emphasize a point. However, it must be clearly noted whether the emphasis is the writer’s [e.g., emphasis mine (or added)] or the original [e.g., emphasis original]. This may either follow the quotation in the text or be noted in the footnote. Be consistent with placement.



- **Bold:** Bold text is discouraged unless there is a clear reason for its use.
- **Underline:** Underlining was primarily used prior to computers which made italics possible. In general it should be avoided.
- **Exclamation Mark:** While a writer may choose to use an exclamation mark for emphasis, unnecessary or excessive use should be avoided. It is best to communicate emphasis by word choice.
- **Spelling:**
  - Double-check spelling of all foreign quotations. Computers are programmed to automatically correct to the default language, therefore each word must be checked for spelling and proper use of accents.
  - Do not use contractions in formal writing. “Its” is the possessive of “it,” whereas “it’s” is a contraction for “it is,” just as “whose” is the possessive, whereas who’s is the contraction of “who is.”
- **Numbers:**
  - Write out numbers that begin a sentence or numbers that are written in two words or less. Use appropriate hyphenation.
  - All numbers of three words or more and percentages should be written in numerals. If the number or percentage begin a sentence, either write the number in words or re-structure the sentence.

## VI. LICENTIATE TESINA

- The student works with a moderator within their specialization as to the selection of a topic and proposal of an outline.
- Students must present work to the moderator in a timely manner, allowing sufficient time for review of each major section.
- The approved thesis must be submitted to the decanato with the appropriate completed modulo signed by the Moderator at least one month prior to the lectio coram.
- The lectio coram examinations are offered in February (1<sup>st</sup> semester) / June and September (2<sup>nd</sup> semester). Failure to work with one's moderator and to present work in a timely manner may result in the lectio coram being delayed until the next session.

## VII. DOCTORATE

### 7.1. PROPOSAL

- The proposal is developed by the student under the guidance of a moderator (from their specialization and approved by the Dean).
- The proposal includes the following components
  - Approximately 5-7 pages introducing the topic, the *status quaestionis*, the current state of research, indications of originality, methodology, overview of chapters
  - Indications of the structure of the entire work
  - A *representative* bibliography including primary sources (in the original language) and significant secondary sources.
- Once approved by the moderator, the student submits the proposal with the completed modulo (available online or from the decanato), to the decanato.
- A commission reads the proposal and if approved, the student begins work on the dissertation. If not approved, the student must address whatever issues are presented by the commission, and re-submit the proposal.

### 7.2. TESI

- The student writes the tesi under the guidance of the Moderator.
- Once the Moderator has approved a complete draft, the Moderator notifies the Decanato of the approval, and the student submits one bound copy of the tesi to the Decanato.
- The Dean appoints a Censor who reads the draft and submits a written response to the Decanato within one month. If the Censor determines that corrections must be made prior to the defense, the Moderator notifies the student. Once corrections are made the student **resubmits** the work to the Moderator and Censor.
- If both Moderator and Censor approve the draft, they sign modulo **b** (approval). The student submits **modulo a** (difesa modulo signed by Superior), **modulo b**, and 3 hardbound copies of the tesi to the Decanato.
- A minimum of two weeks are required for the scheduling of the Defense.

## VIII. FOOTNOTES AND BIBLIOGRAPHY

There is considerable latitude regarding style for footnotes and bibliography. The rule of consistency applies. **General guidelines for footnote and bibliographical entries are provided first, followed by a detailed guide based on the Chicago Manual of Style.**

**NB:** Two basic guides you may wish to reference include:

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

<https://rivistaangelicum.wordpress.com/instructions-for-contributors/>

These guidelines for the *Angelicum* Journal include a listing of Biblical abbreviations.

### FOOTNOTES

- **General Guidelines**
  - The footnote must be clearly formulated since its purpose is to:
    - 1) identify the source of any material that is not your own;
    - 2) aid the reader in finding a specific selection or work which you have used in your text, or further information on a particular topic;
    - 3) provide information that is pertinent but secondary to the primary argument, and thus not contained in the main text.
  - Endnotes are not used. Parenthetical style is not used universally, but as a rule it can be employed for biblical references [e.g., John 3:16 or Jn 3:16].
  - Frequently used sources / documents may be either parenthetically referenced or referenced with a footnote [e.g., GS 25; ST II-IIae q55 a1]. One may choose to abbreviate frequently used sources: e.g., after the title in the first footnote citing the *Summa Theologiae*, one may include (ST) or [hereafter ST]; subsequent references are introduced with ST.
  - **Classic texts:** including the Fathers of the Church and Scholastic works have various acceptable styles. Whichever style is selected must clearly show the source and follow basic parameters, including consistency.
- **Elements:** The first footnote of any source must be complete, including:
  - **Author's full name:** first / last: e.g., Hans Urs von Balthasar; if one uses abbreviations for first names, the principle of consistency applies; Editor / translator (if included).
  - **Title:** books / magisterial documents are italicized; sections of works including journal articles, chapters, etc., are placed in quotation marks.
  - **Publication information:** provided in the following format - (place: publisher, year); NB: place of publication is not a country, but a city or state.
  - **Misc.:** volume (if included), page number.

- **Subsequent Entries:**
  - After the first mention, shortened references should be used for sources.
  - **Ibid.**, may be used if the source is identical to the immediately preceding note. It may not be used if the preceding note included more than one work.  
  
NB: as an abbreviation for ibidem (in the same place), *Ibid.*, must be followed by a period; if a page number or other information follows, a comma should follow the period.
  - **Books:** Author's first name(s) (initials), surname (in all caps), short title of the book, volume number, page number(s).
  - **Journal articles:** Author's first name(s) (initials), surname (in all caps), short title of the article, page number(s).
- **Confer "cf." / "see":** The abbreviation 'cf.' means 'compare' and is used when contrasting another work or source. It should not be used merely to mention a related work or one that agrees with a source. In that case, "see" should be used instead. [NB: if uncertain, follow counsel of your moderator].
- **Numbering:** Footnotes are normally numbered sequentially (from 1-xx) throughout the entire paper. However, in doctoral dissertations, due to the large number of footnotes, some opt for renumbering with each chapter.
- **Punctuation:**
  - All entries end with a period / full stop. Note that punctuation within footnotes differs from that for bibliography entries. Check style guides and be consistent.

## BIBLIOGRAPHY

- **Basic Guidelines:** The bibliography includes all, but only, those works actually used or referred to in the text. Every bibliographic entry must appear in a footnote or reference within the text.
- **Sections:**
  - A primary bibliographical division is primary and secondary sources:
    - **Primary Source:** a firsthand document pertaining to the topic of the written work [e.g.; for a paper on Joseph Ratzinger (Benedict XVI), all of his writings both theological or autobiographical would be primary sources].
    - **Secondary Source:** an interpretation, analysis, or synthesis of a primary source [e.g.: regarding the above example, studies of Joseph Ratzinger and his work would be secondary sources.]

- In theological writings a variety of sections may be included, as applicable to the topic: the Bible is generally listed first, magisterial sources, scriptural commentaries, primary sources from tradition, other primary sources (if writing on a particular author), secondary sources which are generally subdivided into books and journal articles, etc.
- **Entries:**
  - Bibliographical entries are not numbered.
  - within sections categorize sources alphabetically by author's last name.
  - for multiple works by one author list works either alphabetically by title (not by articles: "a", "an", "the"), or by date of publication.
  - current custom lists Thomas Aquinas under "T"; Hans Urs von Balthasar is listed under "B" though entered as "von Balthasar".
- **Elements:** Entries should include
  - **Author's full name:** last name (family name) first, followed by first name
  - **Editor / Translator:** if included
  - **Volume:** if included
  - **Title:** books are italicized; sections of works including journal articles, chapters, poems, etc., are placed in quotation marks)
  - **Publication information:** (see comment in footnotes above)
- **Punctuation:**
  - All entries end with a period / full stop
  - Within entries all major elements are separated by a period / full stop.

# 1. CHICAGO MANUAL OF STYLE: REFERENCING IN GENERAL

## 1.1. Citing a book with a single author

### ○ Footnotes:

<sup>##</sup> Author's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Page.

### Examples:

<sup>1</sup>Robert Royal, *The Catholic Martyrs of the Twentieth Century: A Comprehensive World History* (New York: The Crossroad Publishing Company, 2000), 144-145.

<sup>2</sup>Ibid., 148.

<sup>5</sup>Royal, *The Catholic Martyrs of the Twentieth Century*, 150.

### ○ Bibliography:

Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

### Example:

Royal, Robert. *The Catholic Martyrs of the Twentieth Century: A Comprehensive World History*. New York: The Crossroad Publishing Company, 2000.

## 1.1. Citing a book with two authors

### ○ Footnote:

<sup>##</sup> Author #1's First and Last Names and Author #2's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Page.

### Examples:

<sup>1</sup>James Wilkinson and H. Stuart Hughes, *Contemporary Europe: A History*, 10th ed. (New Jersey: Prentice Hall, 2004), 138.

<sup>2</sup>Ibid., 139-140.

<sup>5</sup>Wilkinson and Hughes, *Contemporary Europe*, 150.

### ○ Bibliography:

Author #1's Last Name, Author #1's First Name and Author #2's First and Last Names. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

### Example:

Wilkinson, James, and H. Stuart Hughes. *Contemporary Europe: A History*. 10th ed. New Jersey: Prentice Hall, 2004.

## **1.2. Citing a book with three authors**

### ○ **Footnote:**

## Author #1's First and Last Names, Author #2's First and Last Names, and Author #3's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Page.

### **Examples:**

<sup>1</sup> Gertrude E. M. Anscombe, Mary Geach, and Luke Gormally, *Faith in a Hard Ground: Essays on Religion, Philosophy, and Ethics*, vol. 11 (Exeter, U.K: Imprint Academic, 2008), 40-41.

<sup>2</sup> *Ibid.*, 43.

<sup>5</sup> Anscombe, Geach, and Gormally, *Faith in a Hard Ground*, 56.

### ○ **Bibliography:**

Author #1's Last Name, Author #1's First Name, Author #2's First and Last Names, and Author #3's First and Last Names. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

### **Example:**

Anscombe, Gertrude E. M., Mary Geach, and Luke Gormally. *Faith in a Hard Ground: Essays on Religion, Philosophy, and Ethics*. Vol. 11. Exeter, U.K: Imprint Academic, 2008.

## **1.3. Citing a book with four or more authors**

### ○ **Footnote:**

## Author #1's First and Last Names et al., *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Page.

### **Examples:**

<sup>1</sup> Stanley A. McChrystal et al., *Team of Teams: New Rules of Engagement for a Complex World* (New York, NY: Portfolio/Penguin, 2015), 35.

<sup>2</sup> *Ibid.*, 36.

<sup>5</sup> McChrystal et al., *Team of Teams*, 51.

### ○ **Bibliography:**

Author #1's Last Name, Author #1's First Name, Author #2's First and Last Names, Author #3's First and Last Names, and Author #4's First and Last Names. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

### **Example:**

McChrystal, Stanley A., Tatum Collins, David Silverman, and Chris Fussell. *Team of Teams: New Rules of Engagement for a Complex World*. New York: Portfolio/Penguin, 2015.

#### **1.4. Citing a book with a single editor (no apparent author)**

○ **Footnotes:**

<sup>#</sup> Editor's First and Last Names, ed., Title of Book: Subtitle of Book (Place of Publication: Publisher's Name, Date of Publication), Page.

**Examples:**

<sup>1</sup> Ronald Duncan, ed., *The Writings of Gandhi* (Calcutta: Rupa, 1990), 25.

<sup>2</sup> *Ibid.*, 26.

<sup>5</sup> Duncan, *The Writings of Gandhi*, 65.

○ **Bibliography:**

Editor's Last Name, Editor's First Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

**Example:**

Duncan, Ronald, ed. *The Writings of Gandhi*. Kolkata: Rupa, 1990.

#### **1.5. Citing a book with author and editor**

○ **Footnotes:**

<sup>#</sup> Author's First and Last Names, *Title of Book: Subtitle of Book*, ed. Editor's First and Last Names, (Place of Publication: Publisher's Name, Date of Publication), Page.

**Examples:**

<sup>1</sup> Hilaire Belloc, *The Great Heresies and Survivals and New Arrivals: The Old and New Enemies of the Catholic Church*, ed. Paul A. Boer (Middletown, D.E.: Veritatis Splendor Publications, 2012), 25.

<sup>2</sup> *Ibid.*, 26.

<sup>5</sup> Belloc, *The Great Heresies and Survivals and New Arrivals*, 51.

○ **Bibliography:**

Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Edited by Editor's First and Last Names. Place of Publication: Publisher's Name, Date of Publication.

**Example:**

Belloc, Hilaire. *The Great Heresies and Survivals and New Arrivals: The Old and New Enemies of the Catholic Church*. Edited by Paul A. Boer. Middletown, D.E.: Veritatis Splendor Publications, 2012.



## **1.6. Citing a single chapter in an edited book**

### ○ **Footnotes:**

## Author of the Chapter's First and Last Names, "Title of Chapter: Subtitle of Chapter," in *Title of Book: Subtitle of Book*, eds. Editor #1's First and Last Names, Editor #2's First and Last Names, and Editor #3's First and Last Names (Place of Publication: Publisher's Name, Date of Publication), Page.

### **Examples:**

<sup>1</sup> Ronald Heine, "Hippolytus, Ps.-Hippolytus and the Early Canons", in *The Cambridge History of Early Christian Literature*, eds. Andrew Louth, Frances Young, and Lewis Ayres (Cambridge: Cambridge University Press, 2004), 142–151.

<sup>2</sup> *Ibid.*, 160.

<sup>5</sup> Heine, "Hippolytus, Ps.-Hippolytus and the Early Canons", 165.

### ○ **Bibliography:**

Author's Last Name, Author's First Name. "Title of Chapter: Subtitle of Chapter", In *Title of Book: Subtitle of Book*, Title of Book: Subtitle of Book. Edited by Editor #1's First and Last Names, Editor #2's First and Last Names, and Editor #3's First and Last Names, Chapter's page range. Place of Publication: Publisher's Name, Date of Publication.

### **Example:**

Heine, Ronald. "Hippolytus, Ps.-Hippolytus and the Early Canons". In *The Cambridge History of Early Christian Literature*. Edited by Andrew Louth, Frances Young, and Lewis Ayres, 142–51. Cambridge: Cambridge University Press, 2004.

## **1.8 Citing a book with an author and translator**

### ○ **Footnotes:**

## Author's First and Last Names, *Title of Book: Subtitle of Book*, trans. Translator's First and Last Names (Place of Publication: Publisher's Name, Date of Publication), Page.

### **Examples:**

<sup>1</sup> Averroes, *On Plato's Republic*, trans. Ralph Lerner (Ithaca: Cornell University Press, 1974), 25.

<sup>2</sup> *Ibid.*, 26.

<sup>5</sup> Averroes, *On Plato's Republic*, 61.

### ○ **Bibliography:**

Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Translated by Translator's First and Last Names. Place of Publication: Publisher's Name, Date of Publication.

### **Example:**

Averroes. *On Plato's Republic*. Translated by Ralph Lerner. Ithaca: Cornell University Press, 1974.

## **1.9 Citing an edited book within a series**

### **○ Footnotes:**

**#** Author's First and Last Names, *Title of Book: Subtitle of Book*, eds. Editor #1's First and Last Names and Editor #2's First and Last Names, Title of the Series (Place of Publication: Publisher's Name, Date of Publication), Page.

### **Examples:**

<sup>1</sup> Augustine, *Augustine: Political Writings*, eds. E. M. Atkins and R. J. Dodaro, Cambridge Texts in the History of Political Thought (Cambridge: Cambridge University Press, 2001), 34.

<sup>2</sup> *Ibid.*, 35.

<sup>5</sup> Augustine, *Augustine: Political Writings*, 120.

### **○ Bibliography:**

Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Edited by Editor #1's First and Last Names and Editor #2's First and Last Names. Title of the Series. Place of Publication: Publisher's Name, Date of Publication.

### **Example:**

Augustine. *Augustine: Political Writings*. Edited by E. M. Atkins and R. J. Dodaro. Cambridge Texts in the History of Political Thought. Cambridge: Cambridge University Press, 2001.

## **1.10. Citing a book volume**

### **○ Footnotes:**

**#** Author's First and Last Names, *Title of Book: Subtitle of Book*, vol. #, total vols, Title of the Series (Place of Publication: Publisher's Name, Date of Publication), Page.

### **Examples:**

<sup>1</sup> Warren Hasty Carroll, *The Building of Christendom*, vol. 2, 6 vols, A History of Christendom (Front Royal: Christendom Press, 1987), 61.

<sup>2</sup> *Ibid.*, 62.

<sup>5</sup> Carroll, *The Building of Christendom*, 120.

### **○ Bibliography:**

Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Vol. #. Total Vols. Title of the Series. Place of Publication: Publisher's Name, Date of Publication.

### **Example:**

Carroll, Warren Hasty. *The Building of Christendom*. Vol. 2. 6 vols. A History of Christendom. Front Royal: Christendom Press, 1987.

## **1.11 Citing a specific edition of a book**

### ○ **Footnotes:**

## Author's First and Last Names, *Title of Book: Subtitle of Book*, ##<sup>nd/rd/th</sup> ed. (Place of Publication: Publisher's Name, Date of Publication), Page.

### **Examples:**

<sup>1</sup> Jean Corbon, *Wellspring of Worship*, trans. Matthew J. O'Connell, 2<sup>nd</sup> ed. (San Francisco: Ignatius Press, 2005), 56.

.....

<sup>5</sup> Corbon, *Wellspring of Worship*, 120.

### ○ **Bibliography:**

Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Vol. #. Total Vols. Title of the Series. Place of Publication: Publisher's Name, Date of Publication.

### **Example:**

Corbon, Jean. *Wellspring of Worship*. Translated by Matthew J. O'Connell. 2<sup>nd</sup> ed. San Francisco: Ignatius Press, 2005.

## **1.12. Citing a Lexicon, Dictionary or Encyclopedia Entry**

### ○ **Footnotes:**

#### **Example 1:**

<sup>1</sup> Roy J. Deferrari and M. Inviolata Barry, *A Lexicon of Saint Thomas Aquinas: Based on the Summa Theologica and Selected Passages of His Other Works* (Fitzwilliam, NH: Loreto Publications, 2004), s.v. "diocesis."

.....

<sup>5</sup> *A Lexicon of Saint Thomas Aquinas*, s.v. "diocesis."

#### **Example 2:**

<sup>1</sup> Andrew Rigby, "Forgiveness," in *The Oxford International Encyclopedia of Peace*, Nigel Young ed., vol. 2, 4 vols. (Oxford; New York: Oxford University Press, 2010), 152.

<sup>2</sup> *Ibid.*, 153.

<sup>5</sup> Rigby, "Forgiveness," 154.

### ○ **Bibliography:**

#### **Example 1:**

Deferrari, Roy J., and M. Inviolata Barry. *A Lexicon of Saint Thomas Aquinas: Based on the Summa Theologica and Selected Passages of His Other Works*. Fitzwilliam, NH: Loreto Publications, 2004.

#### **Example 2:**

Young, Nigel, ed. *The Oxford International Encyclopedia of Peace*. Vol. 2. 4 vols. Oxford; New York: Oxford University Press, 2010.

### **1.13. Citing an Article from an Academic Journal**

#### ○ **Footnotes:**

## Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Academic Journal: Subtitle of Academic Journal* Volume Number, Issue Number (Date of Publication Month & Year or Year only): Page.

#### **Examples:**

<sup>1</sup> Kevin E. O'Reilly, "The Eucharist and the Politics of Love According to Thomas Aquinas," *Heythrop Journal: A Bimonthly Review of Philosophy and Theology* 56, no. 3 (May 2015): 199–410.

<sup>2</sup> *Ibid.*, 200.

<sup>5</sup> O'Reilly, "The Eucharist and the Politics of Love According to Thomas Aquinas," 401.

#### ○ **Bibliography:**

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Academic Journal: Subtitle of Academic Journal* Volume Number, Issue Number (Date of Publication Month & Year or Year only): Page Range.

#### **Example:**

O'Reilly, Kevin E. "The Eucharist and the Politics of Love According to Thomas Aquinas." *Heythrop Journal: A Bimonthly Review of Philosophy and Theology* 56, no. 3 (May 2015): 199–410.

### **1.14 Citing an Online Article from an Academic Journal**

#### ○ **Footnotes:**

## Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Academic Journal: Subtitle of Academic Journal* Volume Number, Issue Number (Date of Publication): Page, URL or DOI.

#### **Examples:**

<sup>1</sup> Marie Gayte, "The Vatican and the Reagan Administration: A Cold War Alliance?," *The Catholic Historical Review* 97, no. 4 (2011): 713–36, <https://doi.org/10.1353/cat.2011.0170>.

<sup>2</sup> *Ibid.*, 714.

<sup>5</sup> Gayte, "The Vatican and the Reagan Administration: A Cold War Alliance?," 735.

#### ○ **Bibliography:**

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Academic Journal: Subtitle of Academic Journal* Volume Number, Issue Number (Date of Publication): Page range. URL or DOI.

#### **Example:**

Gayte, Marie. "The Vatican and the Reagan Administration: A Cold War Alliance?" *The Catholic Historical Review* 97, no. 4 (2011): 713–736. <https://doi.org/10.1353/cat.2011.0170>.

**2. CHICAGO MANUAL OF STYLE:  
ADAPTATION TO REFERENCING ECCLESIAL DOCUMENTS**

**2.1. Citing the Bible**

The Bible reference is cited in text (not in footnotes) according to the following format:

“[cited verse]” (Book # (if any) Abbreviation Chapter #, Verse # or Verse range *Bible Version Abbreviation*)

**Examples:**

“You are light for the world. A city built on a hill-top cannot be hidden.” (Mt 5, 14 *NJV*)

“She said, 'If you please, my lord! As you live, my lord, I am the woman who stood beside you here, praying to Yahweh. This is the child for which I was praying, and Yahweh has granted me what I asked of him” (1Sam 1, 26-27 *NJV*).

“And to mortals he said: See: the fear of the Lord is wisdom; and avoiding evil is understanding.” (Job 28, 28 *NABRE*)

“Feed the flock of God which is among you, taking care of it, not by constraint, but willingly, according to God: not for filthy lucre's sake, but voluntarily: Neither as lording it over the clergy, but being made a pattern of the flock from the heart” (1 Pet 5, 2-3 *RHE*).

NB: When using the same Bible version throughout your work, you may mention the version of the Bible the first time, and subsequently omit it in the remaining references.

**Example:**

“You are light for the world. A city built on a hill-top cannot be hidden.” (Mt 5, 14 *NJV*)

“She said, 'If you please, my lord! As you live, my lord, I am the woman who stood beside you here, praying to Yahweh. This is the child for which I was praying, and Yahweh has granted me what I asked of him” (1Sam 1, 26-27).

**Abbreviations for Old Testament Books (according to directives of the Congregation for Clergy):**

Genesis	Gen
Exodus	Ex
Leviticus	Lev
Numbers	Num
Deuteronomy	Deut
Joshua	Josh
Ruth	Ruth
1 Samuel	1Sam
2 Samuel	2Sam
1 Kings	1Kings
2 Kings	2Kings
1 Chronicles	1Chron
2 Chronicles	2Chron
Ezra	Ezra
Nehemiah	Neh
Tobit	Tob
Judith	Jud
Esther	Esther
Job	Job
Psalms	Ps
Proverbs	Prov
Ecclesiastes	Eccles
Song of Solomon	Song
Wisdom	Wis
Sirach	Sir
Isaiah	Is
Jeremiah	Jer
Lamentations	Lam
Baruch	Bar
Ezekiel	Ezek
Daniel	Dan
Hosea	Hos
Joel	Joel
Amos	Amos
Obadiah	Obad
Jonah	Jon
Micah	Mic
Nahum	Nahum
Habakkuk	Hab
Zephaniah	Zeph
Haggai	Hag
Zechariah	Zech
Malachi	Mal
1 Maccabees	1Mac
2 Maccabees	2Mac

**Abbreviations for New Testament Books (according to directives of the Congregation for Clergy):**

Matthew	Mt
Mark	Mk
Luke	Lk
John	Jn
Acts of the Apostles	Acts
Romans	Rom
1 Corinthians	1Cor
2 Corinthians	2Cor
Galatians	Gal
Ephesians	Eph
Philippians	Phil
Colossians	Col
1 Thessalonians	1Thess
2 Thessalonians	2Thess
1 Timothy	1Tim
2 Timothy	2Tim
Titus	Tit
Philemon	Philem
Hebrews	Heb
James	Jas
1 Peter	1Pet
2 Peter	2Pet
1 John	1Jn
2 John	2Jn
3 John	3Jn
Jude	Jude
Revelation	Rev

**Abbreviations for English versions of the Bible:**

American Standard Version	ASV
Common English Bible	CEB
Douay-Rheims Catholic Bible	RHE
English Standard Version	ESV
Good News Bible	GNB
Holman Christian Standard Bible	CSB
Jubilee Bible	JUB
New American Bible	NAB
New American Bible Revised Edition	NABRE (Recommended by the U.S.C.C.B.)
New Century Version	NCV
New International Version	NIV
New Jerusalem Bible	NJB
New King James Version	NKJV
New Living Translation	NLT
New Revised Standard Version	NRSV
Revised Standard Version	RSV
World English Bible	WEB

## 2.2 CITING THE CATECHISM OF THE CATHOLIC CHURCH

### ○ **Footnotes:**

In the Chicago Manual of style, numbers at the end of a footnote indicate a page, to specify that the number refers to a section or paragraph, have it preceded by the symbol § at least in the first occurrence of the said document.

### **Example:**

<sup>1</sup> Catholic Church. *Catechism of the Catholic Church: Revised in Accordance with the Official Latin Text Promulgated by Pope John Paul II.* 2<sup>nd</sup> ed. Vatican City: Libreria Editrice Vaticana, 1997, § 840.

<sup>2</sup> CCC 840. (Here that the number represents a § is implied by the first citation)

NB: If your work includes a list of abbreviations, you may start the first citation with the abbreviated form:

<sup>1</sup> CCC 840.

<sup>2</sup> CCC 842.

### ○ **Bibliography:**

Catholic Church. *Catechism of the Catholic Church: Revised in Accordance with the Official Latin Text Promulgated by Pope John Paul II.* 2<sup>nd</sup> ed. Vatican City: Libreria Editrice Vaticana, 1997.

## 2.3 CITING PAPAL DOCUMENTS

Make sure the type of Papal document being cited is mentioned:

- Apostolic Constitution
- Encyclical Letter/Papal Bull
- Motu proprio
- Apostolic Letter
- [Post-Synodal] Apostolic Exhortation
- Decretal
- Allocution/Address
- Radio-Message
- Papal Rescript
- Apostolic Brief

[NB: Some are of the opinion that the reference to *Acta Apostolica Sedis* (AAS) is no longer necessary, and that one may simply reference the online source at [www.vatican.va](http://www.vatican.va). However, due to issues with typos and translations in some of the online texts it is recommended that the AAS reference be used since it remains the authoritative text.]



### **Format I: Citing A Papal Document from the Official ASS or AAS**

NB: From 1865-1908, Papal documents were published in the official gazette of the Holy See *Acta Sanctae Sedis*, abbreviated ASS.

From 1909 – xx, the official gazette has been renamed *Acta Apostolicae Sedis*, abbreviated AAS.

#### ○ **Footnotes:**

## Name of Pope in English, Type of Papal Document *Title*, Month Day, Year of Promulgation, § Paragraph# (if available), ASS or AAS Volume# (Year of Publication): Page.

#### **Examples:**

<sup>1</sup> Leo XIII, Encyclical Letter *Diuturnum*, June 29, 1881, ASS 14 (1881): 4.

<sup>2</sup> *Ibid.*, 5.

<sup>5</sup> *Diuturnum*, 13.

#### ○ **Bibliography:**

Name of Pope in English. Type of Papal Document *Title*, Month Day, Year of Promulgation. ASS or AAS Volume# (Year of Publication): Page Range.

#### **Example:**

Leo XIII. Encyclical Letter *Diuturnum*, June 29, 1881. ASS 14 (1881): 3-14.

### **Format II: Citing A Papal Document from the Official Vatican Website**

NB: For some documents the symbol § is not enough to individuate the exact location of the phrase one is referring to, in such circumstances one may use, the following: part/art./§/1/#°

#### ○ **Footnotes:**

## Name of Pope in English, Type of Papal Document *Title*, Month Day, Year of Promulgation, part/art./§/1/#° (if needed), at Place of Promulgation, Date Accessed (optional), Weblink.

#### **Examples:**

<sup>1</sup> Francis, Apostolic Constitution *Episcopalis Communio*, September 15, 2018, part 1, art. 1, §2, 3°, at the Holy See, accessed September 18, 2019, [http://w2.vatican.va/content/francesco/en/apost\\_constitutions/documents/papa-francesco\\_costituzione-ap\\_20180915\\_episcopalis-communio.html](http://w2.vatican.va/content/francesco/en/apost_constitutions/documents/papa-francesco_costituzione-ap_20180915_episcopalis-communio.html).

<sup>2</sup> *Ibid.*, part 1, art. 2, §1.

<sup>5</sup> *Episcopalis Communio*, part 1, art. 3, §3.

#### ○ **Bibliography:**

Pope's Name. Type of Papal Document *Title*, Month Day, Year of Promulgation. Place of Promulgation. Accessed Date it was accessed. Link to Vatican URL.

#### **Example:**

Francis. Apostolic Constitution *Episcopalis Communio*, September 15, 2018. At the Holy See, accessed September 18, 2019. [http://w2.vatican.va/content/francesco/en/apost\\_constitutions/documents/papa-francesco\\_costituzione-ap\\_20180915\\_episcopalis-communio.html](http://w2.vatican.va/content/francesco/en/apost_constitutions/documents/papa-francesco_costituzione-ap_20180915_episcopalis-communio.html).

### **Format III: Citing a Papal Document from an Enchiridion or Compendium**

NB: Every word within the title of books in general or Papal Documents in particular are capitalised when in English. However, when the title is in Latin, Italian, or French, only the first word is capitalized according to the Chicago norms (and unless there is a proper name in that title, in which case the latter would also have its first letter capitalized).

#### ○ **Footnotes:**

## Name of Pope in English, Type of Papal Document *Title*, Month Day (if available), Year of Promulgation, at Place of Promulgation (if specified), Editor(s) of Compendium (see above for several editors) *Name of Enchiridion or Compendium*, Volume# (if any), edition# ed., (Place of Publication: Year of Publication): Page.

#### **Example:**

<sup>1</sup> John XXIII, Radio-Message *L'Apostolo Pietro*, September 10, 1961, in *Enchiridion Della Pace: Da Pio X a Giovanni XXIII*, Vol. 1. 2 vols (Bologna: Edizioni Dehoniane, 2004), §3065.

<sup>2</sup> *Ibid.*, §3065.

<sup>5</sup> *L'Apostolo Pietro*, §3065.

#### **Example:**

<sup>1</sup> Damasus I, Letter *Per filium meum*, 375, §148 in Peter Hünemann et al., eds., *Compendium of Creeds, Definitions, and Declarations on Matters of faith and morals*, 43<sup>rd</sup> ed. (San Francisco: Ignatius Press, 2012), 64.

<sup>2</sup> *Ibid.*, §148.

<sup>5</sup> *Per filium meum*, §148.

#### ○ **Bibliography:**

The Enchiridion or Compendium must be cited in the same format of a normal book, see above.

#### **Examples:**

*Enchiridion Della Pace: Da Pio X a Giovanni XXIII*. Vol. 1. 2 vols. Bologna: Edizioni Dehoniane, 2004.

Hünemann, Peter, Helmut Hoping, Robert L. Fastiggi, Anne Englund Nash, Heinrich Denzinger, eds. *Compendium of creeds, definitions, and declarations on matters of faith and morals*. 43rd ed. San Francisco: Ignatius Press, 2012.

#### **Format IV: Citing a Papal Document from a Periodical**

○ **Footnotes:**

## Name of Pope in English, Type of Papal Document *Title*, Month Day, Year of Promulgation, *Name of Periodical* Volume#, no. Issue# (Year of Publication): Page.

**Examples:**

<sup>1</sup> John Paul II, Address *It Is an Honour for Me*, October 5, 1995, *Origins* 25, no. 18 (1995): 293.

<sup>2</sup> *Ibid.*, 295.

<sup>5</sup> *It Is an Honour for Me*, 298.

○ **Bibliography:**

Name of Pope in English. Type of Papal Document *Title*, Month Day, Year of Promulgation. *Periodical Name* Volume#, no. Issue#. (Year of Publication): Page Range.

**Example:**

John Paul II. Address *It Is an Honour for Me*, October 5, 1995. *Origins* 25, no. 18 (1995): 293–99.

#### **2.4 CITING A DOCUMENT OF THE VATICAN COUNCIL II**

Make sure the type of Council document being cited is mentioned:

- Dogmatic Constitution
- Constitution
- Declaration
- Decree

#### **Format I: Citing A Document of the Vatican Council II from the Official AAS**

○ **Footnotes:**

## Name of Council, Type of Document *Title of Document*, Month Day, Year of Promulgation, § Paragraph#, AAS Volume# (Year of Publication): Page.

**Examples:**

<sup>1</sup> Vatican Council II, Decree *Orientalum Ecclesiarum*, November 21, 1965, §2, ASS 57 (1965): 76.

<sup>2</sup> *Ibid.*, §5.

<sup>5</sup> *Orientalum Ecclesiarum* §6.

○ **Bibliography:**

Name of Pope in English. Type of Document *Title of Document*, Month Day, Year of Promulgation. ASS Volume# (Year of Publication): Page Range.

**Example:**

Vatican Council II. Decree *Orientalum Ecclesiarum*, November 21, 1965. ASS 57 (1965): 76-89.

## **Format II: Citing A Document of the Vatican Council II from the Official Vatican Website**

### ○ **Footnotes:**

## Name of Council, Type of Document Name of Document, Month Day, Year of Promulgation, § paragraph, at Place of Promulgation, Date Accessed (optional), Weblink.

### **Examples:**

<sup>1</sup> Vatican Council II, Decree *Optatiam Totius*, October 28, 1965, §2, at the Holy See, accessed September 19, 2019, [http://www.vatican.va/archive/hist\\_councils/ii\\_vatican\\_council/documents/vat-ii\\_decree\\_19651028\\_optatam-totius\\_en.html](http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_decree_19651028_optatam-totius_en.html).

<sup>2</sup> *Ibid.*, §3.

<sup>5</sup> *Optatiam Totius*, 5. (§ is implied)

### ○ **Bibliography:**

Name of Council. Type of Document *Title* of Document, Month Day, Year of Promulgation. At Place of Promulgation. Accessed Date of Access. Weblink.

### **Example:**

Vatican Council II. Decree *Optatiam Totius*, October 28, 1965. At the Holy See. Accessed September 19, 2019. [http://www.vatican.va/archive/hist\\_councils/ii\\_vatican\\_council/documents/vat-ii\\_decree\\_19651028\\_optatam-totius\\_en.html](http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_decree_19651028_optatam-totius_en.html).

## **Format III: Citing A Document of the Vatican Council II from the Flannery Translation**

### ○ **Footnotes:**

## Name of Council, Type of Document *Name of Document*, Month Day, Year of Promulgation, § paragraph, in *Title of Book: Subtitle of Book*, ed. Editor's First Name Editor's Last Name, (Place of Publication: Publishing House, Year of Publication), Page.

### **Examples:**

<sup>1</sup> Vatican Council II, Dogmatic Constitution *Lumen Gentium*, November 21, 1964, §7, in *Vatican Council II: Constitutions, Decrees, Declarations*, ed. Austin Flannery (Dublin: Dominican Publications, 1996), 6.

<sup>2</sup> *Ibid.*, §7.

<sup>5</sup> *Lumen Gentium*, §8.

### ○ **Bibliography:**

Name of Council. *Title of Book: Subtitle of Book*. Edited by editor. Place of Publication: Publishing House, Year of Publication.

### **Example:**

Vatican Council II. *Vatican Council II: Constitutions, Decrees, Declarations*. Edited by Austin Flannery. Dublin: Dominican Publications, 1996.

## **2.5 CITING FROM THE PATROLOGIA LATINA, GRECA, ORIENTALE**

Migne's *Patrologia Latina* and *Patrologia Graeca* may come in handy to cite the original Latin or Greek versions of the writings of early and medieval popes and Fathers of the Church from the West and the East not available in other more recent critical editions (which are to be preferred).

*Patrologiae Cursus Completus*, Series Latina is abbreviated *PL*

*Patrologiae Cursus Completus*, Series Graeca is abbreviated *PG*

*Patrologia Orientalis* (not edited by Migne) is abbreviated *PO*

### ○ **Footnotes:**

<sup>1</sup> Cyprian of Carthage, *Epistolae*, ch. 34, §3, in Migne, J.-P., ed. *Patrologiae Cursus Completus*, Series Graeca, vol. 4, 162 vols (Paris, 1857-1886), col. 314b-315a.

<sup>2</sup> *Ibid.*, col. 315a.

<sup>5</sup> *PG* 4: 315b. or <sup>5</sup> *Epistolae*, 315b. (be consistent throughout with whatever format you choose here).

### ○ **Bibliography:**

Migne, J.-P., ed. *Patrologiae Cursus Completus*. Series Graeca. 162 vols. Paris, 1857-1886.

### ○ **Bibliography for the other series, FYI:**

Migne, J.-P., ed. *Patrologiae Cursus Completus*. Series Latina. 217 vols. Paris, 1844-1855.

*Patrologia Orientalis*. Paris, 1984-1904.

## **2.6 CITING ARTICLES FROM THE NEW JEROME BIBLICAL COMMENTARY**

### ○ **Footnotes:**

<sup>1</sup> Irene Nowell O.S.B., Toni Craven, and Demetrius Dumm, "Tobit, Judith, Esther," 38:1 in *The New Jerome Biblical Commentary*, Raymond Edward Brown, Joseph A. Fitzmyer, and Roland E. Murphy eds. (Englewood Cliffs, NJ: Prentice Hall, 1990), 568.

<sup>2</sup> *NJBC*, 38:2

<sup>5</sup> *NJBC*, 38:5

### ○ **Bibliography:**

Brown, Raymond Edward, Joseph A. Fitzmyer, and Roland E. Murphy eds. *The New Jerome Biblical Commentary*. Englewood Cliffs, NJ: Prentice Hall, 1990.

## 2.7 CITING THE *SUMMA THEOLOGIAE*

Usual abbreviations to cite the *Summa*:

Prima Pars	I <i>or</i> Ia
Prima Secundae	I-II <i>or</i> Ia-IIae
Secunda Secundae	II-II <i>or</i> IIa-IIae
Tertia Pars	III
Prologue	pr. <i>or</i> pr
Question	q. <i>or</i> q
Article	a. <i>or</i> a
Argument	arg. <i>or</i> obj.
Sed Contra	s.c. <i>or</i> sc
Responsio	resp. <i>or</i> resp
Adversus	ad. <i>or</i> ad

- **Footnotes:**

<sup>1</sup> Thomas Aquinas. *Summa Theologiae*, I-II, q. 93, art. 3, ad. 2, vol. 3, 8 vols, John Mortensen and Enrique Alacron eds., Laurence Shapcote O.P. trans. (Lander, Wyoming: The Aquinas Institute for the Study of Sacred Doctrine, 2012), 221.

<sup>2</sup> *ST* I-II, q. 93, art. 3, ad. 3.

<sup>5</sup> *ST* II-II, q. 183, art. 1, ad. 3.

- **Bibliography:**

Thomas Aquinas. *Summa Theologiae*. 8 vols. Edited by John Mortensen and Enrique Alacron. Translated by Laurence Shapcote O.P. Lander, Wyoming: The Aquinas Institute for the Study of Sacred Doctrine, 2012.

### III - CHICAGO MANUAL OF STYLE:

#### BIBLIOGRAPHY WITH ECCLESIAL DOCUMENTS

- In establishing your bibliography, the different sources you reference must appear alphabetically ordered within the categories listed below, *however*, if you have multiple sources by one author they may be listed *either* alphabetically by title (ignore *the, a, an*), *or* by date of publication (most recent to oldest).

Bible

Magisterial Documents

Primary Sources

Secondary Sources

Books

Articles

Media

#### Examples:

##### BIBLE

*Holy Bible Douay-Rheims Version*. Charlotte, North Carolina: Saint Benedict Press, 2009.

*Holy Bible New American Bible Revised Edition*. Saint Benedict Press, 2011.

##### MAGISTERIAL DOCUMENTS

Austin, Flannery ed. *The Basic Sixteen Documents: Vatican Council II: Constitutions, Decrees, Declarations*. Northport, NY: Costello Publishing, 1996.

Benedict XV. Allocution *A Lei, Signor Cardinale*, December 24, 1917. *Civiltà Cattolica* 1 (1918): 15–17.

———. Encyclical *Ad Beatissimi*, November 1, 1914. *A.A.S.* 6 (1914): 565–81.

———. Letter *Pietà Profonda*, October 28, 1916. *America* 16 (1916): 218.

Benedict XVI. ‘Holy Mass to Commemorate the 50th Anniversary of the Death of the Servant of God Pope Pius XII: Homily of His Holiness Benedict XVI’. At the Holy See. 9 October 2008. Accessed December 20, 2017. [https://w2.vatican.va/content/benedict-xvi/en/homilies/2008/documents/hf\\_ben-xvi\\_hom\\_20081009\\_50-pio-xii.html](https://w2.vatican.va/content/benedict-xvi/en/homilies/2008/documents/hf_ben-xvi_hom_20081009_50-pio-xii.html).

*Catechismus Catholicae Ecclesiae*. Città del Vaticano: Libreria ed. Vaticana, 1997.

Catholic Church, and Edward N. Peters, eds. *The 1917 or Pio-Benedictine Code of Canon Law: In English Translation with Extensive Scholarly Apparatus*. San Francisco: Ignatius Press, 2001.

International Theological Commission. “Memory and Reconciliation: The Church and the Faults of the Past 7 March 2000.” At the Holy, 7 March 2000. [http://www.vatican.va/roman\\_curia/congregations/cfaith/cti\\_documents/rc\\_con\\_cfaith\\_doc\\_2000\\_0307\\_memory-reconc-itc\\_en.html](http://www.vatican.va/roman_curia/congregations/cfaith/cti_documents/rc_con_cfaith_doc_2000_0307_memory-reconc-itc_en.html).

John Paul II. Discourse *All’Indirizzo*, December 22, 1978. *A.A.S.* 71 (1979): 48, 50–52.

- . Declaration *Alors Que Nous*, May 8, 1999. *L'Osservatore Romano*. 10 May 1999.
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