Holy Apostles College and Seminary

Abridged Guidelines for Academic and Professional Papers and M.A. Theses

June 2024

Holy Apostles College and Seminary Abridged Guidelines for Academic & Professional Papers and M.A. Theses are based primarily on Chicago/Turabian style as distinct from MLA, APA, and other style guides for footnotes and bibliographies. These *Abridged Guidelines* present both the footnote format and the bibliography format. Please refer to the *HACS Guidelines for Academic & Professional Papers and M.A. Theses June 2024* for additional citation examples not included in this Abridged Version. These full *Guidelines* are located on the Library web page at: https://holyapostles.edu/wp-content/uploads/2024/07/Guidelines_Version_June_2024.pdf

Footnote format -- To insert a footnote on a PC, please select the "References" tab in Microsoft Word. Then, select "Insert Footnote" to insert your footnote at the bottom of the page where the quote is located. To insert a footnote on a Mac, go to the "Insert Tab" on top of the navigation menu. Select "Footnote." Make sure the box in front of "Footnote" is checked. Click insert on the bottom of the window. The first line of each footnote should be indented .2 inches, and subsequent lines should be flushed to the left margin. Footnotes must be in 11-point, Times New Roman font, and single-spaced. All formats for punctuation marks, curly quotation marks, and words in italics should be strictly followed. A subsequent footnote format is included for each citation from the same source. ***Ibid*** should not be used.

Bibliography format -- Sources should be listed in alphabetical order by the last name of the author or editor. If no author or editor is given, the entry begins with the title; if the title begins with an article (i.e., the, a, an), ignore the article, and alphabetize by the second word in the title, but keep the article in the title.

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

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

- In the footnote format, an author's name follows this format:
  Author's first name last name,   for example - Scott Hahn,

- In the subsequent footnote format, an author's name follows this format:
  Author last name only,   for example - Hahn,

- In the bibliography format, the author's name follows this format
  Author's last name, first name,   for example - Hahn, Scott.

Table of Contents

Books

The HACS Guidelines view a PDF file as a stable or reliable preservation of the printed version. Since books accessed through the EBSCOhost eBook Academic Collection on the Holy Apostles library website come in this format, follow the sample citations for print books below:

1. Book with one Author citation

Footnote:

Leo Sweeney, *Divine Infinity in Greek and Medieval Thought* (New York: Lang, 1992), 81.

Abbreviated subsequent footnote reference:

Sweeney, *Divine Infinity*, 81.

Bibliography:

Sweeney, Leo. *Divine Infinity in Greek and Medieval Thought*. New York: Lang, 1992.

2. Book with two Authors citation

Footnote:

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

Abbreviated subsequent footnote reference:

Conners and McCormick, *Character,* 135.

Bibliography:

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

3. Book with three Authors citation

Footnote:

Sean Mallory, Emily Smith, and Donald Emmerson, *Greek Culture and Action* (Lanham, MD: Boerson Academic, 2022), 155.

Abbreviated subsequent footnote reference:

Mallory, Smith, and Emmerson, *Greek Culture,* 156.

Bibliography:

Mallory, Sean, Emily Smith, and Donald Emmerson. *Greek Culture and Action.* Lanham, MD: Boerson Academic, 2022.

4. Book with more than three Authors citation

Note: If a source has more than three authors, include the first three authors followed by "et al." in the bibliography and in the first footnote, and include only the first author followed by "et al." in abbreviated subsequent references.

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

Abbreviated subsequent footnote reference:
D'Antonio et al., *Catholic Laity,* 122.

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

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

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

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

Abbreviated subsequent footnote reference:
Wilkerson**,** *Warmth of Other Suns,* chapter 4, The Beatitudes.

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

6. Book with Editor Citation

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

Abbreviated subsequent footnote reference:
Howard-Brook and Ringe (eds), *New Testament Discipleship,* 142.

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

7. Essay (or chapter) in Edited Volume citation

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

Abbreviated subsequent footnote reference:
   Herrera, "Context and Development of Leadership," 180.

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

8. Journal Article (in print Journal) citation

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

Abbreviated subsequent footnote reference:
   Person, "Ancient Israelite Scribe," 603.

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

9. Journal Article from Online Database citation

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

Abbreviated subsequent footnote reference:
   Stokes, 'Someone's in the Garden," 724.

Bibliography:

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

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

Footnote:
Cynthia Toolin, "Social Ethics" (lecture, MTH 841: Catholic Social Teaching, Holy Apostles
College & Seminary, Cromwell, CT, 3 February 2010).

Abbreviated subsequent footnote reference:
Toolin, "Social Ethics" (lecture, 3 February 2010).

Bibliography:
Toolin, Cynthia. "Social Ethics." Lecture, MTH 841: Catholic Social Teaching, Holy Apostles
College & Seminary, Cromwell, CT, 3 February 2010.

11. Encyclopedia Article citation

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

Abbreviated subsequent footnote reference:
Carpentier, "Evangelical Counsels," 277.

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

12. Biblical citation

In general, biblical references are not footnoted, but placed in parentheses ( ) after the quote. In
your in-text citation, the edition of the Bible must be shown by its italicized abbreviation following
the biblical book as well as the chapter number and verse number. For example, "Deacons must be
husbands of only one wife, and [a]good managers of their children and their own households"
(1Tim 3:12 *RSV*).

Including the italicized abbreviation of the edition of the Bible is only necessary the first time the
Bible is cited if the same edition is used throughout the text. In other words, if you use the same
Bible edition throughout your paper, you can take out the edition, in this case *RSV*, after the first
citation.

Also notice that the period for the sentence in the quote follows the citation in parentheses and does not come before the end quotes.

If more than one edition of the Bible is cited, the edition must be specified with each reference (e.g., Jn 1:12 *RSV*). In such cases, it is required to provide full bibliographical information for each version in a footnote the first time it is cited.

First footnote, when more than one edition of the Bible is cited in a paper:
    The Holy Bible: Revised Standard Version (New York: Collins, 1973).

Subsequent references:

Subsequent references for biblical citations appear in parentheses after the quote in the main text of the paper (Jn 1:12). Do not place subsequent references for biblical citations in footnotes.

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

13. Catechism of the Catholic Church citation - References to the *Catechism of the Catholic Church* always use section numbers (without including the symbol §), never page numbers.

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

Abbreviated subsequent footnote reference
    CCC, 863.

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

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

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

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

Abbreviated subsequent footnote reference:
    Pastores dabo vobis, §43.

Bibliography:

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

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

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

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

Abbreviated subsequent footnote reference:
Caritas in veritate, §16.

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

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

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

Abbreviated subsequent footnote reference:
Program of Priestly Formation, §74.

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

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

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

Abbreviated subsequent footnote reference:
Monty Python and the Holy Grail.

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

18. Website citation

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

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

Abbreviated subsequent footnote reference:
　　DiPippo, "Compendium of Reforms."

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

19. Twitter citation

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

Abbreviated subsequent footnote reference:
　　Hahn, Twitter post, 5 March 2012.

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

20. YouTube citation

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

Abbreviated subsequent footnote reference:
　　Barron, "*Meaning of Vatican II*."

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

21. Blog posts, Podcasts, and Webinars citation

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

Abbreviated subsequent footnote reference:
    Atkinson, "Key to the Covenant."

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

22. Comments on Blog posts citation

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

Abbreviated subsequent footnote reference:
    Leibold, comment on Staples, "Queen in the Kingdom."

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

23. News articles accessed in print citation

Footnote:
    Zoey Maraist, "A Saint for Lebanon and the World," *Arlington Catholic Herald* (VA), 5-18
December 2019, Local News.

Abbreviated subsequent footnote reference:
    Maraist, "Saint for the World."

Bibliography:
Maraist, Zoey. "A Saint for Lebanon and the World." *Arlington Catholic Herald* (VA), 5-18
        December 2019, Local News.

24. News articles accessed online citation

Footnote:
    James Hudgins, "Hope in God," *Arlington Catholic Herald* (VA), 11 December 2019, 2:50
p.m. EST, Faith/Your Faith/Gospel Commentary, at www.catholicherald.com.

Abbreviated subsequent footnote reference:
　　Hudgins, "Hope in God."

Bibliography:
Hudgins, James. "Hope in God." *Arlington Catholic Herald* (VA), 11 December 2019, 2:50
　　　　p.m. EST, Faith/Your Faith/Gospel Commentary. At www.catholicherald.com.

25. AI-Generated Content (e.g., ChatGPT, Gemini, Copilot)

Treat AI-generated content like content that comes from any other source by placing quotation marks around AI-generated content that is used word-for-word from the AI model (or use a block quotation, according to section J.1 on page 10 of the HACS Guidelines).

The sample citations below should be used for all AI models (e.g., ChatGPT by OpenAI at https://chat.openai.com; Gemini by Google at https://gemini.google.com; Copilot by Microsoft at https://copilot.microsoft.com).

The sample citations below should be used for AI-generated content regardless of whether the prompt is included in the main text of the paper.

Footnote:
　　Content generated by ChatGPT, OpenAI, response to "Tell me what John Paul II wrote about human dignity," 27 May 2024, 3:14 p.m. EST, at https://chat.openai.com.

Abbreviated subsequent footnote reference:
　　ChatGPT, "John Paul II about human dignity."

Bibliography:
Content generated by ChatGPT. OpenAI. Response to "Tell me what John Paul II wrote about
　　　　human dignity." 27 May 2024, 3:14 p.m. EST. At https://chat.openai.com.

Additional Citation Examples

Please refer to the *HACS Guidelines for Academic and Professional Papers and M.A. Theses June 2024* for additional citation examples not included in this Abridged Version. These full *Guidelines* are located on the Library web page at https://holyapostles.edu/wp-content/uploads/2024/07/Guidelines_Version_June_2024.pdf

Updated June 2024 by Cynthia Gniadek for the Assessment Committee: Research and Bibliography Division. Send comments to owl@holyapostles.edu.

Appendix A: Sample Title Page

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

Appendix B: Sample Bibliography

Bibliography

Brungs, Robert A. "Contemporary Technology and the Church." *Communio* 5, no. 2 (1978): 135-157.

Crosby, John F. *The Selfhood of the Human Person.* Washington, DC: Catholic University of America, 1996.

Pederson, Ann Milliken. "The Nature of Embodiment: Religion and Science in Dialogue." *Zygon: Journal of Religion and Science* 45, no. 1 (2010): 264-272.

Pontifical Council for Social Communications. Ethics in Communications (4 June 2000).

Second Vatican Council. Pastoral Instruction on the Means of Social Communication *Communio et progressio* (23 May 1971).

Appendix C: Elements of Citations

Elements of Citations in Section 1 on the HACS Abridged Guidelines

The Sample Citations

1. Book with one Author citation

Footnote:
   Leo Sweeney, *Divine Infinity in Greek and Medieval Thought* (New York: Lang, 1992), 81.

Abbreviated subsequent footnote reference:
   Sweeney, *Divine Infinity*, 81.

Bibliography:
Sweeney, Leo. *Divine Infinity in Greek and Medieval Thought*. New York: Lang, 1992.

The Elements

Author's name: Leo Sweeney

Book title: *Divine Infinity in Greek and Medieval Thought*

Place of Publication: New York
   Note: "New York" refers to the city, not the state. See the section called "When to Omit the State after a City" on page 16 of the HACS Guidelines. When a state is needed, use the two-letter state abbreviation as seen in other sample citations on the HACS Guidelines.

Publisher: Lang

Publication year: 1992

Page number: 81

Elements of Citations in Section 8 on the HACS Abridged Guidelines

The Sample Citations

8. Journal Article (in print Journal) citation

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

Abbreviated subsequent footnote reference:
     Person, "Ancient Israelite Scribe," 603.

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

The Elements

Author's name: Raymond F. Person

Article title: "The Ancient Israelite Scribe as Performer"

Journal name: *Journal of Biblical Literature*

Volume number: 117

Issue number: 4

Publication year: 1998

Page number: 603

Note: Notice how the page range in the bibliography citation uses the full number for the ending page number (609). Inclusive numbers are not abbreviated (e.g., use 225-239 instead of 225-39).

Elements of Citations in Section 25 on the HACS Abridged Guidelines

The Sample Citations

25. AI-Generated Content (e.g., ChatGPT, Gemini, Copilot)

Footnote:
    Content generated by ChatGPT, OpenAI, response to "Tell me what John Paul II wrote about human dignity," 27 May 2024, 3:14 p.m. EST, at https://chat.openai.com.

Abbreviated subsequent footnote reference:
    ChatGPT, "John Paul II about human dignity."

Bibliography:
Content generated by ChatGPT. OpenAI. Response to "Tell me what John Paul II wrote
        about human dignity." 27 May 2024, 3:14 p.m. EST. At https://chat.openai.com.

The Elements

AI model generating content: ChatGPT

Developer of AI model: OpenAI

Prompt that AI is responding to: "Tell me what John Paul II wrote about human dignity"

Date/time that AI generated content in response to prompt: 27 May 2024, 3:14 p.m. EST

URL used for AI model: https://chat.openai.com

Note: A model may be created by a company and then later purchased and developed by a different company. Use the current developer. Currently, developers include Open AI for ChatGPT, Google for Gemini, and Microsoft for Copilot.

Appendix D: Citing a Personal Summary versus a Direct Quote from an Author

The HACS *Guidelines for Academic and Professional Papers and M.A. Theses* are designed for students to follow for proper citation formatting. In many instances, students will include direct quotations from an author's work within their papers. These direct quotations should always be cited with a footnote and a bibliography citation (exceptions for biblical citations are noted elsewhere in these *Guidelines*).

Students are also encouraged to read, absorb, and summarize the works they read and to avoid an overabundance of direct quotations. Students should include within their text summary both the name of the author and the title of the work to credit the author. This crediting of the author should also include both a footnote and a bibliography citation created in accordance with the HACS *Guidelines*.

For additional assistance on this topic, please contact the Holy Apostles Online Writing Lab at owl@holyapostles.edu.