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

June 2024

These Guidelines are based primarily on *The Chicago Manual of Style*, 17th ed. Additional sources used may be found at the end of the Guidelines.

Table of Contents

I. BASIC FORMAT OF A PAPER OR THESIS

A. Title Page

See Appendix A of this style guide for an example of how to format a title page. The title page provides all the necessary identifying information, so the next page of the student's paper (page 1) begins with just the text of the paper (no information in the header/footer except page numbers).

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 the main text in Times New Roman, 12-point font, left aligned.
- Italics may be used to identify key terms on their first mention.
- Either italics or quotation marks (but not both) may be used to refer to words as words (e.g., The term "grief" evokes feelings of sadness. Should "bereavement" be used instead?).
- Italics may be used to emphasize words or phrases, but authors should be careful not to overuse italics, lest the italics lose their power.
- Italics should be used for foreign words or phrases that are unfamiliar to readers. If the terms are used frequently in a text, they should be italicized only on their first mention. If they occur in the same context as foreign terms that are familiar to readers, maintain consistency by either italicizing both terms or setting them both in roman (not italics).

E. Spacing and Indentation

- Double-space the main text. Do not skip additional lines between paragraphs. Check the paragraph settings in Word. Set the Before and After spacing to 0 pt.
- Single-space itemized lists and indented block quotations.
- The first line of every paragraph, even if under a subheading, should be indented .5 inches from the left margin. Subsequent lines should be flush with the left margin.

F. Abbreviations

See Turabian, *Manual*, §24, pp. 342-357. (Section 24.6.1-3, on biblical abbreviations, does not apply; on this topic, see "Biblical Citations" in section A on pages 19-21 of the Guidelines).

- "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. Use "cf." to point readers to a source that provides an idea that can be compared or contrasted to the one that was presented. Use "see" to point readers to a source that illustrates or explains the idea that was presented.

- *Ibid*.: Because the use of *ibid.* can cause confusion when references are moved in the editing process, do not use the abbreviation *ibid.* Rather, use the appropriate form for abbreviated subsequent references provided in the sample citations in the Guidelines.

G. Numbers

See Turabian, *Manual*, §23, pp. 329-341. Note, however, that inclusive numbers should not be abbreviated (therefore, Table 23.2 in Turabian, *Manual*, p. 337, does not apply).

H. Spelling and Punctuation

See Turabian, *Manual,* §§20-21, pp. 293-318. See also chapters 6 and 7 of *The Chicago Manual of Style* (17th ed.).

Use an apostrophe for the following common possessives: Jesus's, Moses's, Aquinas's. Information on other possessives may be found in sections 7.16-7.29 of *The Chicago Manual of Style* (17th ed.).

I. Capitalization / Upper and Lower Case

I.1. Biblical books, names, and terms

Capitalize "Bible" and "Scripture," but DO NOT capitalize their respective adjectives, "scriptural" and "biblical."

Capitalize titles of biblical books (e.g., Genesis, 1 Kings), divisions of the Bible (e.g., Pentateuch, Synoptic Gospels), and sections or parts within books (e.g., Passion Narrative, Gradual Psalms, Penitential Psalms).

Always capitalize "Gospel" when the reference is to one of the four canonical Gospels, even

when the Gospel in question is specified, as with "Mark's Gospel."

When referring to New Testament letters, use capitals. Examples:
Epistle / Letter to the Romans
Second Corinthians

These rules admit of two exceptions:

1. The designations "book" (e.g., book of Job) and "parable" (e.g., parable of the talents) are not capitalized.

2. References to genres of biblical literature or to the psalms in general (as opposed to the book of Psalms) should not be capitalized. Examples include: "these psalms are powerful witnesses to . . ."; "Questions were raised to the Consilium concerning how many psalms should be in the Office"; "the epistles of the New Testament"; "the apocryphal gospel of Peter."

I.2. Theological, liturgical, and devotional terms

In general, it is not necessary to capitalize the designation of liturgical books. Examples:
- Roman missal
- Roman ritual
- Gelasian sacramentary
- pontifical of Mainz

Capitalize theological appellations. Examples: Messiah, Son of God, Third Person of the Trinity, Mediatrix.

Do not capitalize pronouns (e.g., he, him, his, himself) that refer to God or Jesus.

Terms denoting biblical and other religious events and religious concepts of major theological importance may be capitalized or not, depending upon the discretion of the author and provided consistency is achieved. Examples:
- Creation / creation
- Day of Judgment / day of judgment
- Nativity of Christ / nativity of Christ
- the Exodus / the exodus

All references to feasts, solemnities, memorials, etc. of the Church, however, must be capitalized even when they are also biblical events. Examples:
- Baptism of the Lord
- Nativity of Mary

Capitalize names or titles referring to the eucharistic rite or the sacrament itself. Examples:
- Mass
- High Mass

- Divine Liturgy
- Holy Communion
- Liturgy of the Lord's Supper
- Precious Blood
- Eucharist
- Body and Blood of the Lord
- Sacred Species

DO NOT capitalize adjectives referring to the sacrament, such as "eucharistic."

Non-eucharistic religious services and sacraments are not capitalized. Examples include prime, terce, morning prayer, baptism, confirmation, marriage, holy orders, sacraments, seder, bar mitzvah.

Religious objects are lowercase. Examples include holy water, phylacteries, rosary, sanctuary, stations of the cross, relic of the true cross.

"Church" should be capitalized whenever the author is referring to the Catholic Church in general. However, when a particular edifice is in question, "church" should be written with lowercase.

I.3. Latin titles

For all Latin writings (ancient, medieval, modern, and contemporary), place all words in italics and capitalize only the first word of the title, proper names, adjectives derived from proper names, and words indicating the Godhead. Examples:

- *Missale Romanum*
- *Rituale Romanum*
- *De baptismo*
- *De bello Gallico*
- *De glorificatione Trinitatis*
- *De civitate Dei*
- *Summa contra gentiles*
- *Summa theologiae*
- *Biblia Hebraica*
- *Vetus testamentum*
- *Sacrosanctum concilium*
- *Liturgiam authenticam*
- *Ecclesia de Eucharistia*
- *Dies Domini*

In abbreviations, however, all nouns, verbs, and adjectives in the title are uppercase and placed in Roman rather than italic. Thus *Lumen gentium* should be abbreviated LG; *Presbyterorum ordinis*, PO; *Musicam sacram*, MusSacr. In such instances the title should be written in full in

the first reference, with the abbreviation to be used subsequently placed in brackets immediately following the title and indicated with "henceforth:" as follows: *Sacrosanctum concilium* [henceforth: SC], 14.

I.4. Modern language titles

In Romance language titles, capitalize only the initial word of the title and subtitle, along with proper nouns.

In German titles, capitalize the initial word of the title and all nouns.

For all other modern languages, consult the current edition of the *Chicago Manual of Style*.

J. Quotations

See Turabian, *Manual*, §25, pp. 358-369.

J.1 Block quotations

Use block quotations whenever a quoted text runs longer than three lines of the body of the paper. Block quotations are in Times New Roman, 12 point font, 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. 361). Do not enclose block quotations in quotation marks.

J.2 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. Foreign Words Translated to English

When providing an English translation in the main text of a paper, place the English translation in parentheses or quotation marks after the foreign word, phrase, or title (e.g., The term *ecclesia domestica*, "domestic church," signifies a unique reality for Christian families. The term *porneia* (fornication, incest, adultery) is key to understanding the passage.).

L. Links

Hyperlinks should be removed from the text in all cases where they appear as links (blue and

underlined). Remove the hyperlink by right-clicking and selecting "remove hyperlink." Please note that hyperlinks cannot be removed from text that is written directly on platforms like Populi or email. Hyperlinks can, however, be removed in papers that are saved as files uploaded to these platforms (e.g., papers written in Microsoft Word and saved as .docx or pdf).

M. Notes

Footnotes rather than parenthetical citations or endnotes are to be used, with the exception of biblical references. Identifying the source of an idea at the beginning of a sentence or paragraph (e.g., "According to…") does not eliminate the need for a footnote.

N. Bibliography

A full bibliography (not annotated) of all sources consulted or cited should be placed at the end of the paper.

O. Subheadings

If the paper includes subheadings, they should be in Times New Roman, 12 point font, left aligned, and placed in bold. They do not need to begin on a new page. Insert an extra space above the subheading so the new section stands out when skimming the document. Press the Return or Enter key once to insert that extra space above the subheading.

II. 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. General Footnote Formatting

Indentation, font, spacing: 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. Do not skip any lines between footnotes. Each footnote must end with a period or full stop.

First footnote: When citing a work in a footnote for the first time, provide a full citation containing all bibliographical information.

Subsequent footnotes (i.e., abbreviated subsequent references): In subsequent footnotes, include the author's last name, a shortened version of the title (i.e., an abbreviated title), and the page number(s), all separated by commas and ending with a period. Abbreviated titles typically do not include articles (i.e., "the," "a," "an") at the beginning of the title.

Page numbers: 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., use 371-379 rather than 371-79).

Placement of note numbers: Place note numbers at the end of a sentence or clause. Numbers immediately follow all punctuation (except for dashes), with no space between the punctuation and the number.

Citations plus commentary: Footnotes that contain both a source and commentary should place the source first and separate it from the commentary with a period (e.g., Karol Wojtyła, *Person and Community: Selected Essays,* trans. Theresa Sandok (New York: Lang, 1993), 237. Wojtyła first views participation as a property of the person.).

Multiple citations in one footnote: When a footnote contains more than one source citation, separate the citations with a semicolon (e.g., Marshall McLuhan, *Understanding Media: The Extensions of Man* (Cambridge, MA: MIT Press, 1997), 16; Teresa of Avila, *Interior Castle*, trans. E. Allison Peers (New York: Image, 1961), 89.).

B. General Bibliography Formatting

Headings: Headings (i.e., "Bibliography," "Primary Sources," "Secondary Sources") should be in bold, Times New Roman, 12 point font, left aligned.

Indentation, font, spacing: Begin each citation flush with the left-hand margin, and indent subsequent lines one tab space (this is called "hanging" indentation). Single-space within each entry (with 0 pt Before and After). Skip one line between entries. Use Times New Roman, 12 point

font, left aligned.

Alphabetizing citations: Sources should be 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; 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.

C. Citations in Footnotes and Bibliographies

C.1 Basic Order of Elements for Books

Closely following *The Chicago Manual of Style*, Holy Apostles uses the following order of elements for book citations:

(1) Full name of author(s) or editor as author or corporate/institutional author

(2) Title and subtitle

(3) Editor or compiler

(4) Translator

(5) Edition (only if not the first edition)

(6) Volume information: total number of volumes of an entire multivolume work cited, or the volume number and title of an individual volume of a multivolume work

(7) Series information: title, number, editor, and translator

(8) Facts of publication: city, publisher, and date

(9) Page information (or chapter number and section title for e-readers) for footnotes

(10) For electronic sources: root URL, DOI [digital object identifier], or medium (e.g., Kindle)

C.2 Titles, Names, Editions, and Publication Information

C.2.a. Author names

Full names: When available, use the author's full first name. Databases often give only initials, but students can search for the author's full name online, on the book cover, and on the title page inside the book.

Use initials, however, for authors who prefer initials. Use a space between initials (e.g., C. S. Lewis, T. S. Eliot) unless the initials are used alone (e.g., JFK).

Particles: Words such as "Van," "Von," and "De" should be treated as part of an author's last

name. In bibliographies, place these words at the beginning of an entry and capitalize them (e.g., Von Hildebrand, Dietrich. *Marriage: The Mystery of Faithful Love*. Manchester, NH: Sophia Institute, 1991.).

Titles and affiliations: Do not include titles such as "Dr.," "Rev.," "King," "Saint," or "St." for citations unless needed to avoid ambiguity (e.g., Include "St." for St. Gertrude since this author has no last name, and readers would not know who "Gertrude" is if they saw the name in a citation. Using "St. Gertrude" will clarify who the author is for readers.). Do not include affiliations such as "O.P." (Order of Preachers). "Pope" and "Cardinal" may remain if they are maintained in all entries.

Suffixes: In bibliographies, place the suffix after the first name or middle initial, and use a comma to separate the first name (or middle initial) from the suffix (e.g., Murphy, William F., Jr. "Revisiting Contraception: An Integrated Approach in Light of the Renewal of Thomistic Virtue Ethics." *Theological Studies* 72, no. 4 (2011): 812-847.).

In footnotes, place the suffix after the last name. Do not use a comma to separate the last name and suffix (e.g., William F. Murphy Jr., "Revisiting Contraception: An Integrated Approach in Light of the Renewal of Thomistic Virtue Ethics," *Theological Studies* 72, no. 4 (2011), 813.).

C.2.b. Titles and subtitles

Capitalization for English titles: Capitalize all substantive words including nouns, adverbs, adjectives, and verbs, as well as the first word in the title and any word that immediately follows a colon. Do not capitalize conjunctions, prepositions, or articles.

Always adjust capitalization in titles (regardless of how titles appear in databases or on book covers) to follow HACS formatting.

Capitalization for Latin titles: Capitalize the first word in a Title, proper nouns, and words indicating the Divinity or a Person of the Trinity.

Two subtitles: When a title contains two subtitles, both subtitles begin with a capital letter. Use a colon before the first subtitle and a semicolon before the second subtitle (e.g., Kosicki, George. *Faustina: A Saint for Our Times; A Personal Look at Her Life, Spirituality and Legacy.* San Francisco: Ignatius, 2010.).

When the Main Title Ends with a Question Mark:
No colon is needed after the main title when it ends with a question mark (e.g., Stackle, Erin. "What Does St. Thomas Say Is the Matter in Aristotle's 'Health'? A Case Study of the Commentary Tradition." *Philosophy & Theology* 30, no. 1 (2018): 33-58.).

Titles, terms, and phrases that occur within titles: Place double quotation marks around titles that occur within an italicized title, regardless of whether the inner title would normally receive quotation marks or italics (e.g., Wildes, Kevin William, and Mitchell C. Alan, eds. *Choosing Life:*

A Dialogue on "Evangelium vitae." Washington, DC: Georgetown University Press, 1997.).

In essay and article titles, italicize titles that would normally be italicized (e.g., Jackson, B. Darrell. "The Theory of Signs in St. Augustine's *De doctrina Christiana*." In *Augustine: A Collection of Critical Essays*, ed. R.A. Markus, 92-147. Garden City, NY: Anchor, 1972.).

In essay and article titles, place single quotation marks around titles, terms, or phrases that would normally receive double quotation marks (e.g., Heaney-Hunter, Joann. "'Active Faith' in Christian Marriage." *Pastoral Psychology* 45, no. 4 (1997): 261-275).

Inner titles should follow the capitalization rules of their own language (e.g., Sweeney, Michael. "The Medievalism of *Fides et ratio*." In *The Two Wings of Catholic Thought: Essays on Fides et ratio*, ed. David Foster and Joseph Koterski, 163-176. Washington, DC: Catholic University of America, 2002.).

An initial "the": In articles, essays, and books, retain "the" at the beginning of the title (e.g., Blankenhorn, Bernhard. *The Mystery of Union with God: Dionysian Mysticism in Albert the Great and Thomas Aquinas.* Washington, DC: Catholic University of America, 2015.).

In journal names, omit an initial "the" (e.g., Strobel, Kyle. "In Your Light They Shall See Light: A Theological Prolegomena for Contemplation." *Journal of Spiritual Formation & Soul Care* 7, no. 1 (2014): 85-106.).

Foreign terms: Italicize foreign terms that occur within titles surrounded by quotation marks (e.g., Monson, Paul G. "*Sub signis visibilibus*: Visual Theology in Trent's Decrees on the Eucharist." *Logos: A Journal of Catholic Thought & Culture* 15, no 4. (2012): 145-158.).

Foreign terms that occur within an italicized title should be set in roman (remove the italics from the foreign term and do not place quotation marks around it) (e.g., Peters, Danielle M. Ecce educatrix tua: *The Role of the Blessed Virgin Mary for a Pedagogy of Holiness in the Thought of John Paul II and Father Joseph Kentenich.* Lanham, MD: University Press of America, 2010.).

C.2.c. Editions

Editions to specify: Specify numerical editions (e.g., 2nd ed., 9th ed.).

Do not specify first editions.

Do not specify language editions (e.g., English ed., French ed.) or editions which do not change the text but are marketing or promotional tactics (e.g., Twenty-fifth Anniversary ed.).

Do not specify "revised edition" or "rev. ed." if a numerical edition is specified.

Numerals: Use numerals rather than spelling out edition numbers (e.g., "2nd" rather than "Second").

Ordinal numbers: Superscript "st," "nd," "rd," and "th" on ordinal numbers (e.g., 21st, 2nd, 3rd, 4th).

Abbreviations: Abbreviate "edition" to "ed." Abbreviate "revised edition" to "rev. ed."

C.2.d. Publication information

Publisher's name: Words such as "Books," "Press," "Co.," "& Co.," "Publishing Co.," "Publications," "Inc.," "S.A.," and "Ltd." can be omitted from the end of a publisher's name except in cases of a university press, the Vatican Press, or when removal of the term would leave only an adjective for a publisher's name (e.g., Liturgical Press, Ignatius, Newman, St Vladimir's Seminary Press, Vatican Press, Basic Books, Free Press, New Press, St Augustine's Press).

When a publisher is named after a person, delete the first and middle names or initials (e.g., William B. Eerdmans becomes Eerdmans).

An initial "the" can be removed from a publisher's name (e.g., The Catholic University of America becomes Catholic University of America).

Forthcoming works: When citing a work that is not yet published but has received a contract for publication, use "forthcoming" in place of the publication year, and omit page numbers from citations. If the work is accessed online, add the website information to the end of the citation, as in section G.7.

When to Omit the State after a City: States do not need to be included after major cities or well-known cities (e.g., New York, San Francisco, Chicago, Baltimore, Los Angeles) unless the city can be confused with another city by the same name. The exception is for Washington, DC. Always include "DC" after "Washington."

Two publication cities: When two publication cities are listed in a database or on a book's title page, use either the first one listed or the one that is geographically closer to you. Do not use both.

Co-publishers: When a book is co-published (two publisher names are listed on the title page), list only one of the two publishers—usually the one most relevant to readers.

Publication years: For journal articles, list only the year, not the season or month.

When multiple publication years are listed on a book's title page, use the most recent one.

C.3. Sources Accessed Electronically

PDF files: When a book, essay, or journal article is available in print and the full text with page

numbers and publication information is accessed as a PDF file, format the work as if it were simply a printed work. Works accessed on websites or in databases that do not meet the above requirements should add the database or website information to the end of the citation, as in sections G.6, G.7, J.2, and J.3. Note that the root URL is typically used for websites.

E-readers and Digitized Databases (e.g., Kindle, Nook, Kobo, Google Books, and iBooks): Use chapter and section titles in place of page numbers, regardless of whether page numbers are provided, and specify the e-reader or digitized database at the end of the citation, as in section R. If available, include publication information, as in section R.

Software: Specify the software (e.g., Verbum: Logos Bible Software) at the end of the citation, as in section R. In the absence of page numbers, use chapter numbers and section titles for footnotes, as in section R.

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., 1Tim 3:12 *NAB*). 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.

If more than one edition of the Bible is cited, the edition must be specified with each reference. In such cases, it is required to provide full bibliographical information for each version in a footnote the first time it is cited. When a note number is included for the first biblical citation, place it immediately after the period that follows the closing parenthesis on the biblical citation. See the following example: Jesus said, "Behold, we are going up to Jerusalem" (Mt 20:18 *NABRE*).[5]

For biblical citations that run in text, do not include a period inside the closing quotation mark of the biblical quotation; rather, place the period at the end of the sentence (usually after the closing parenthesis on the biblical citation). See the following example: Jesus said, "Behold, we are going up to Jerusalem" (Mt 20:18).

A.1. Bible citations accessed in print

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). Where necessary for clarification, an abbreviated form of the biblical translation cited may appear after the book, chapter, and verse number, but before the closing parenthesis, as follows (Jn 1:12 *RSV*).

Bib.:

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

A.2. Bible citations accessed online

For the publication information (i.e., place of publication, publisher, date of publication), include

only the details you can find on the Bible's website. These details will not always be available. Please note that the edition is italicized in the sample below only because it is considered part of the title (editions are not normally italicized in citations).

FN:

¹ *The New American Bible, Revised Edition* (Washington, DC: Confraternity of Christian Doctrine, 2011), at United States Conference of Catholic Bishops, www.usccb.org.

Abbreviated subsequent references appear in parentheses after the biblical book, chapter, and verse numbers, as follows (Jn 1:12). Where necessary for clarification, an abbreviated form of the biblical translation cited may appear after the book, chapter, and verse number, but before the closing parenthesis, as follows (Jn 1:12 *NABRE*).

Bib.:

The New American Bible, Revised Edition. Washington, DC: Confraternity of Christian Doctrine, 2011. At
  United States Conference of Catholic Bishops, www.usccb.org.

A.3. Bible citations accessed on compact disc (CD)

FN:

¹ *Psalms and Proverbs: New Living Translation*, read by Mike Kellog (Wheaton, IL: Tyndale House, 1996), 6 compact discs.

Abbreviated subsequent references appear in parentheses after the biblical book, chapter, and verse numbers, as follows (Prov 3:1). Where necessary for clarification, an abbreviated form of the biblical translation cited may appear after the book, chapter, and verse number, but before the closing parenthesis, as follows (Prov 3:1 *NLT*).

If no verse number is provided on the compact disc, just cite the biblical book and chapter number, as follows (Prov 3). If no chapter number is provided on the compact disc, provide some indication, if possible, of where on the compact disc the reference may be found; references might be found according to chapter titles, as follows (Prov, Confidence in God Leads to Prosperity), or time markers, as follows (Prov, 2 min., 5 sec.).

Bib.:

Psalms and Proverbs: New Living Translation. Read by Mike Kellog. Wheaton, IL: Tyndale House, 1996.
  6 compact discs.

A.4. The Vulgate

FN:

² *Biblia sacra iuxta Vulgatam versionem*, ed. Bonifatius Fischer 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 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 JudeRev

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 (Documents Issued by an Office of the Church with Teaching Authority)

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. The Latin title is taken from the first words of the document, but it does not always correspond to its official title (e.g., On the Value and Inviolability of Human Life *Evangelium vitae*).

Next in the citation comes the publication information of the source from which the document

has been cited. Documents accessed on the Vatican website do not need to include website information in footnotes or in a bibliography.

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. Do not insert a space between the section symbol and number. 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 Apostolicae 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. Magisterial documents published individually

If no Latin title is available for a document, leave the Latin title out while following the formatting below.

B.1.a. Magisterial documents accessed in print

FN:

[3] Pope 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.:

Pope 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. Magisterial documents accessed online

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's, include the website at the end of the citation, as in section C.5.

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.1.c. Documents 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. Magisterial documents published in Origins, L'Osservatore Romano, Acta Apostolicae *Sedis,* or other journals

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

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. Magisterial 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 & Media, 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 & Media, 1999.

B4. Papal addresses, including "Theology of the Body"

B.4.a. General Audience addresses in collections

In collections that include an editor, place the editor's name between the book title and translator.

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. General Audience addresses accessed online

If General Audience addresses 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's, include the website at the end of the citation, as in section C.5.

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.4.c. Papal addresses in collections

FN:

[19] Pope John Paul II, Address to the General Council of the Redemptorists (6 December 1979), §2, in *John Paul II Speaks to Religious (1978-80)*, comp. Jean Bayer (Chicago: Little Sisters of the Poor, 1980), 121.

Abbreviated subsequent reference:

[20] John Paul II, Address to the General Council of the Redemptorists, §3.

Bib.:

Pope John Paul II. Address to the General Council of the Redemptorists (6 December 1979). In *John
     Paul II Speaks to Religious (1978-80)*, comp. Jean Bayer, 121-123. Chicago: Little Sisters of the
     Poor, 1980.

B.4.d. Papal addresses accessed online

If papal addresses 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's, include the website at the end of the citation, as in section C.5.

FN:

[21] Pope John Paul II, Address to the General Council of the Redemptorists (6 December 1979), §12.

Abbreviated subsequent reference:

[22] John Paul II, Address to the General Council of the Redemptorists, §13.

Bib.:

Pope John Paul II. Address to the General Council of the Redemptorists (6 December 1979).

B.5. Code of Canon Law

When citing the *Code of Canon Law*, the abbreviation c. indicates one canon, and cc. indicates two or more canons. The section symbol § indicates one section within a single canon. Use two section symbols §§ for two or more sections within a single canon. Do not insert a space between the section symbol and number.

B.5.a. The 1983 Code accessed in print

FN:

[23] *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:

[24] *CIC*, c. 312, §§1-2.

Bib.:

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

B.5.b. The 1983 Code accessed online

FN:

[25] *Code of Canon Law*, c. 920, §1, at The Holy See, www.vativan.va.

Abbreviated subsequent reference:

[26] *CIC*, c. 920, §§1-2.

Bib.:

Code of Canon Law. At The Holy See, www.vatican.va.

B.5.c. The 1917 Code accessed in print

FN:

[27] *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, 1963), 678-679.

Abbreviated subsequent reference:

[28] *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, 1963.

B.5.d. The 1917 Code accessed online

FN:

[29] *Code of Canon Law/1917*, c. 920, §1, at The Holy See, www.vativan.va.

Abbreviated subsequent reference:

[30] *CIC/1917*, c. 920, §§1-2.

Bib.:

Code of Canon Law/1917. At The Holy See, www.vatican.va.

B.6. Catholic catechisms

B.6.a. *Catechism of the Catholic Church* accessed in print

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.6.b. *Catechism of the Catholic Church* **accessed online**

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*, 863, at The Holy See, w2.vatican.va.

Abbreviated subsequent reference:

[26] *CCC*, 863.

Bib.:

Catechism of the Catholic Church. At The Holy See, w2.vatican.va.

B.6.c. *Catechism of the Council of Trent* **accessed in print**

FN:

[25] *Catechism of the Council of Trent for Parish Priests*, trans. John A. McHugh and Charles J. Callan (South Bend, IN: Marian Publications, 1972), 29.

Abbreviated subsequent reference:

[26] *Catechism of Trent*, 30.

Bib.:

Catechism of the Council of Trent for Parish Priests. Trans. John A. McHugh and Charles J. Callan. South Bend, IN: Marian Publications, 1972.

B.7. 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.7.a. The Roman Missal (Latin and English editions)

B.7.a.i. 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.7.a.ii. The Roman Missal

FN:

[27] Post Communion, Seventh Sunday in Ordinary Time, *The Roman Missal*, 3rd ed. (Washington, DC: United States Conference of Catholic Bishops, 2011), p. 451.

Abbreviated subsequent reference:

[28] Post Communion, Seventh Sunday in Ordinary Time, *Roman Missal* (2011), p. 451.

Bib.:

The Roman Missal. 3rd ed. Washington, DC: United States Conference of Catholic Bishops, 2011.

B.7.b. Liturgical books published in 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.

B.7.c. Liturgical books not in volumes

[29] *Rite of Baptism for Children Approved for Use in the Diocese of the United States of America* (Totowa, NJ: Catholic Book, 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, 2001.

B.7.d. Liturgy of the Hours

FN:

[31] Office of Readings*, Advent Season*, in *The Liturgy of the Hours*, trans. International Commission on English in the Liturgy, vol. 1 (New York: Catholic Book, 1975), 121.

Abbreviated subsequent reference:

[32] Office of Readings, *Advent Season*, 122.

Bib.:

Advent Season. In *The Liturgy of the Hours*, trans. International Commission on English in the Liturgy, vol. 1, 121-122. New York: Catholic Book, 1975.

C. Ancient Primary Sources (Patristic, Medieval, etc.)

Ancient primary sources of theology include authors such as Ss. John Chrysostom, Basil the Great, Clement of Alexandria, Cyril of Jerusalem, Thomas Aquinas, Ambrose, Athanasius, Jerome, Augustine, etc.

When citing ancient primary sources, 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*, ed. Andrew Louth, trans. Maxwell Staniforth (London: Penguin, 1987), 103.

Abbreviated subsequent reference:

[34] Ignatius of Antioch, *Epistle to the Smyrnaeans*, 8, ed. Louth, trans. Staniforth, 103.

Bib.:

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

C.2. 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 and Oden, 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.3. 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.4. 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.5. Ancient texts from internet sources

FN:

[41] Basil the Great, *On the Holy Spirit*, 4, 6, trans. Blomfield Jackson, Nicene and Post-Nicene Fathers: Second Series, ed. Philip Schaff and Henry Wace, vol. 8, *Basil: Letters and Select Works* (Buffalo, NY: Christian Literature, 1894), 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*. Trans. Blomfield Jackson. Nicene and Post-Nicene Fathers: Second Series, ed. Philip Schaff and Henry Wace, vol. 8, *Basil: Letters and Select Works*. Buffalo, NY: Christian Literature, 1895. At New Advent, www.newadvent.org.

C.6. St Thomas Aquinas's *Summa theologiae*, *Summa contra gentiles*, and other works

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.

Use the following abbreviations when citing the *Summa theologiae*:
q: Use "q" to indicate the question you are citing.

a: Use "a" to indicate the article you are citing.

ad: Use "ad" to indicate which of Aquinas's replies to an objection you are citing.

obj: Use "obj." to indicate which of Aquinas's objections you are citing.

respondeo: Use "respondeo" to indicate which of Aquinas's "I answer that" sections you are citing.

sed contra: Use "sed contra" to indicate that you are citing Aquinas's "On the contrary" section.

C.6.a. *Summa theologiae* accessed in print

FN:

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

Abbreviated subsequent reference:

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

Bib.:

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

C.6.b. *Summa theologiae* accessed online

FN:

[43] Thomas Aquinas, *Summa theologiae*, III, q. 72, a. 11, at New Advent, www.newadvent.org.

Abbreviated subsequent reference:

[44] *ST*, III, q. 72, a. 11.

Bib.:

Thomas Aquinas. *Summa theologiae.* 2nd ed. Trans. Fathers of the English Dominican Province. At New Advent, www.newadvent.org.

C.6.c. *Summa contra gentiles* accessed in print

FN:

[45] Thomas Aquinas, *Summa contra gentiles*, III, 23, in *Summa contra gentiles*: *Book 3; Providence Part I*, trans. Vernon J. Bourke (Notre Dame, IN: University of Notre Dame Press, 1975), 19.

Abbreviated subsequent reference:

[46] *SCG*, III, 23, trans. Bourke, 19.

Bib.:

Thomas Aquinas. *Summa contra gentiles: Book 3; Providence Part I.* Trans. Vernon J. Bourke. Notre
        Dame, IN: University of Notre Dame Press, 1975.

C.6.d. *Summa contra gentiles* accessed online

FN:

[45] Thomas Aquinas, *Summa contra gentiles*, III, 23, at Aquinas Institute, https://aquinas.cc.

Abbreviated subsequent reference:

[46] *SCG*, III, 23.

Bib.:

Thomas Aquinas. *Summa contra gentiles.* At Aquinas Institute, https://aquinas.cc.

C.6.e. *Catena aurea* accessed in print

Specify the Gospel name after *Catena aurea* in order to help readers identify the correct book or section within the *Catena aurea*, particularly in abbreviated subsequent references.

FN:

[45] Thomas Aquinas, *Catena aurea* on Matthew, 1, 3, in *Catena aurea: Commentary on the Four Gospels Collected Out of the Works of the Fathers*, vol. 1, *St. Matthew*, ed. John Henry Cardinal Newman (London: Saint Austin, 1999), 19.

Abbreviated subsequent reference:

[46] Thomas Aquinas, *Catena aurea* on Matthew, 1, 3, ed. John Henry Cardinal Newman, 19.

Bib.:

Thomas Aquinas. *Catena aurea* on Matthew. In *Catena aurea: Commentary on the Four Gospels
        Collected Out of the Works of the Fathers*, vol. 1, *St. Matthew*, ed. John Henry Cardinal
        Newman. London: Saint Austin, 1999.

C.6.f. *Catena aurea* accessed online

Specify the Gospel name after *Catena aurea* in order to help readers identify the correct book or section within the *Catena aurea*, particularly in abbreviated subsequent references.

FN:

[45] Thomas Aquinas, *Catena aurea* on Matthew, 1, 3, in *The Golden Chain on Matthew*, at Aquinas Institute, https://aquinas.cc.

Abbreviated subsequent reference:

[46] Thomas Aquinas, *Catena aurea* on Matthew, 1, 3.

Bib.:

Thomas Aquinas. *Catena aurea* on Matthew. In *The Golden Chain on Matthew*. At Aquinas Institute, https://aquinas.cc.

C.6.g. Commentary on Aristotle's "De Anima" accessed in print

FN:

[45] Thomas Aquinas, *Commentary on Aristotle's "De Anima*," trans. Kenelm Foster and Silvester Humphries, rev. ed. (Notre Dame, IN: Dumb Ox, 1994), Book 2, Lecture II, n. 235, p. 77.

Abbreviated subsequent reference:

[46] Thomas Aquinas, *Commentary on "De Anima*," Book 2, Lecture II, n. 235, p. 77.

Bib.:

Thomas Aquinas. *Commentary on Aristotle's "De Anima*." Trans. Kenelm Foster and Silvester Humphries. Rev. ed. Notre Dame, IN: Dumb Ox, 1994.

C.6.h. Commentary on Aristotle's "De Anima" accessed online

FN:

[45] Thomas Aquinas, *Commentary on Aristotle's "De Anima*," Book 2, Lecture II, n. 235, at DHS Priory, www.dhspriory.org.

Abbreviated subsequent reference:

[46] Thomas Aquinas, *Commentary on "De Anima*," Book 2, Lecture II, n. 235, at DHS Priory, www.dhspriory.org.

Bib.:

Thomas Aquinas. *Commentary on Aristotle's "De Anima*." At DHS Priory, www.dhspriory.org.

PART II: Primary Sources of Philosophy

When citing ancient, medieval, and modern key philosophical sources, 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 key philosophical sources are divided into books. In these cases, Roman numerals are absent. Following the work's internal references, footnotes provide bibliographical information for the publication from which the text has been cited.

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*, ed. John M. Cooper, trans. Donald J. Zeyl (Indianapolis, IN: Hackett, 1997), 1235.

Abbreviated subsequent reference:

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

Bib:

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

E. Modern Philosophers

E.1. Book accessed in print

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.

E.2. Book accessed online with no print counterpart

Below is a sample of a book that was translated into English and posted online, but the website does not specify whether it has a print counterpart. Therefore, no publication information is available. Notice that the citations below use the book's internal references, thus making these citations consistent with the citations for ancient and modern philosophers above. For contemporary authors, see section G.8 on page 40 of the Guidelines.

FN:

[49] Jacques Maritain, *Art and Scholasticism*, 4, trans. Joseph W. Evans, at Jacques Maritain Center, https://www3.nd.edu.

Abbreviated subsequent reference:

[50] Maritain, *Art and Scholasticism*, 5, trans. Joseph W. Evans.

Bib.:

Maritain, Jacques. *Art and Scholasticism*. Trans. Joseph W. Evans. At Jacques Maritain Center, https://www3.nd.edu.

E.3. Book in an anthology

FN:

[49] René Descartes, *Meditations on First Philosophy*, in *Modern Philosophy: An Anthology of Primary Sources*, ed. Roger Ariew and Eric Watkins, 2nd ed. (Indianapolis, IN: Hackett, 2009), 49.

Abbreviated subsequent reference:

[50] Descartes, *Meditations on Philosophy*, 51.

Bib.:

Descartes, René. *Meditations on First Philosophy*. In *Modern Philosophy: An Anthology of Primary Sources*, ed. Roger Ariew and Eric Watkins, 2nd ed. Indianapolis, IN: Hackett, 2009.

F. St Thomas Aquinas, *Summa theologiae*, *Summa contra gentiles*, and other works

See C.6 above.

PART III: Secondary Sources and Tertiary Sources

G. 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 (sections G.1-G.7, G.10-G.13) when formatting these sources.

G.1. Book with one author (monograph)

FN:

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

Abbreviated subsequent reference:

[52] Sweeney, *Divine Infinity*, 81.

Bib.:

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

G.2. Book with two authors

FN:

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

G.3. Book with three authors

FN:

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

Abbreviated subsequent reference:

[54] Mallory, Smith, and Emmerson*, Greek Culture*, 156.

Bib.:

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

G.4. Book with more than three authors

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.

FN:

[55] 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 reference:

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

Bib.:

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.

G.5. Book with translator

FN:

[51] Albert Schweitzer, *The Mysticism of Paul the Apostle*, trans. William Montgomery (Baltimore: Johns Hopkins University Press, 1998), 23.

Abbreviated subsequent reference:

[52] Schweitzer, *Mysticism of Paul*, 25.

Bib.:

Schweitzer, Albert. *The Mysticism of Paul the Apostle*. Trans. William Montgomery. Baltimore: Johns
　　　　Hopkins University Press, 1998.

G.6. Book with editor and translator

FN:

[51] Pope John Paul II, *Crossing the Threshold of Hope*, ed. Vittorio Messori, trans. Jenny McPhee and Martha McPhee (New York: Knopf, 1994), 55.

Abbreviated subsequent reference:

[52] John Paul II, *Threshold of Hope*, 56.

Bib.:

Pope John Paul II. *Crossing the Threshold of Hope*. Ed. Vittorio Messori. Trans. Jenny McPhee and

Martha McPhee. New York: Knopf, 1994.

G.7. Book with editors (book containing essays)

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.8. Book accessed on a website (with a print counterpart)

FN:

[57] Stephen Quigley, *The Art of Laughter* (New York: Schmidt, 1984), 187, at Lifetime Center for Family Learning, www.lcfl.org.

Abbreviated subsequent reference:

[58] Quigley, *Art of Laughter*, 188.

Bib.:

Quigley, Stephen. *The Art of Laughter.* New York: Schmidt, 1984. At Lifetime Center for Family Learning, www.lcfl.org.

G.9. Book accessed on a website (with no print counterpart)

FN:

[57] Kipp Stoltman, *Family Ties: Loving Beyond the Self*, chap. 8, at Family Counseling Center of Historia, www.fcch.org.

Abbreviated subsequent reference:

[58] Stoltman, *Family Ties*, chap. 9.

Bib.:

Stoltman, Kipp. *Family Ties: Loving Beyond the Self.* At Family Counseling Center of Historia, www.fcch.org.

G.10. Editions other than the first

FN:

[57] Phillip Dover, *History of Traditions*, 2nd ed. (New York: Chapman, 2001), 53.

Abbreviated subsequent reference:

[58] Dover, *History of Traditions*, 54.

Bib.:

Dover, Phillip. *History of Traditions*. 2nd ed. New York: Chapman, 2001.

G.11. Book in a series

Series information is not required but may be included if it is important information that will help readers decide whether to obtain a source. The sample below does not include a series number. If a series number is included, place the series number immediately after the series title (e.g., The Classics of Western Spirituality 4).

FN:

[61] Catherine of Siena, *The Dialogue*, trans. Suzanne Noffke, The Classics of Western Spirituality (Mahwah, NJ: Paulist Press, 1980), 22.

Abbreviated subsequent reference:

[62] Catherine of Siena, *Dialogue*, 23.

Bib.:

Catherine of Siena. *The Dialogue*. Trans. Suzanne Noffke. The Classics of Western Spirituality. Mahwah, NJ: Paulist Press, 1980.

G.12. Multivolume work cited as a whole

FN:

[61] Henry Davis, *Moral and Pastoral Theology,* 4 vols. (New York: Sheed and Ward, 1935).

Abbreviated subsequent reference:

[62] Davis, *Moral and Pastoral Theology*.

Bib.:

Davis, Henry. *Moral and Pastoral Theology*. 4 vols. New York: Sheed and Ward, 1935.

G.13. Particular volume of a multivolume work

Editor and translator names should immediately follow the title of the particular volume or multivolume work they edited or translated. In the citation below, Adrian Walker translated all three volumes of the multivolume work. Hence, his name immediately follows the title of the

multivolume work (*Theo-Logic*) rather than the particular volume (*Truth of the World*).

FN:

[51] Hans Urs Von Balthasar, *Truth of the World*, vol. 1 of *Theo-Logic*, trans. Adrian Walker (San Francisco: Ignatius, 2000), 88.

Abbreviated subsequent reference:
[52] Von Balthasar, *Truth of the World*, 101.

Bib.:

Von Balthasar, Hans Urs. *Truth of the World*. Vol. 1 of *Theo-Logic*, trans. Adrian Walker. San Francisco: Ignatius, 2000.

H. Parts of a Book: Essays, Chapters, Short Stories, Introductions, Prefaces, Afterwords

If an essay in a book is accessed through an online database or website, and if it is not accessed as a full text PDF, add the database name and website to the end of the citation, such as happens for journal articles in sections J.2 and J.3.

If a poem or other part of a book is accessed on a website, add the website information to the end of the citation, such as happens for books in sections G.8 and G.9.

H.1. Essay, chapter, or short story in a book

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 Press, 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.

H.2. Essay, chapter, or short story in a book in a series with a series volume number

Series information is not required but may be included if it is important information that will help readers decide whether to obtain a source. In the sample below, the word "Series" is part of

the series title. Do not include the word "Series" if it is not part of the series title.

FN:

[61] W. Norris Clarke, "The Self as Source of Meaning in Metaphysics," in *Being in America: Sixty Years of the Metaphysical Society*, ed. Brian G. Henning and David Kovacs, Value Inquiry Book Series 272 (Amsterdam, Netherlands: Rodopi, 2014), 42.

Abbreviated subsequent reference:

[62] Clarke, "Self as Source," 43.

Bib.:

Clarke, W. Norris. "The Self as Source of Meaning in Metaphysics." In *Being in America: Sixty Years of the Metaphysical Society*, ed. Brian G. Henning and David Kovacs, 40-56. Value Inquiry Book Series 272. Amsterdam, Netherlands: Rodopi, 2014.

H.3. Introduction, preface, or afterword of a book

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 to *Tertullian*, 15.

Bib.:

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

I. Plays and Poems

I.1. Play accessed in print

FN:

[57] William Shakespeare, *King Lear*, Act II, Scene IV (Mineola, NY: Dover, 1994), 52.

Abbreviated subsequent reference:

[58] Shakespeare, *King Lear*, Act II, Scene IV, 53.

Bib.:

Shakespeare, William. *King Lear*. Mineola, NY: Dover, 1994.

I.2. Play accessed on a website (with no print counterpart)

FN:

⁵⁷ William Shakespeare, *Hamlet*, Act I, Scene IV, at MIT, http://shakespeare.mit.edu.

Abbreviated subsequent reference:

⁵⁸ Shakespeare, *Hamlet*, Act I, Scene IV.

Bib.:

Shakespeare, William. *Hamlet*. At MIT, http://shakespeare.mit.edu.

I.3. Play accessed in a collection

FN:

⁶³ William Shakespeare, *Hamlet*, Act I, Scene IV, in *Four Great Tragedies: "Hamlet," "Macbeth," "Othello," and "Romeo and Juliet"* (Mineola, NY: Dover, 1996), 25.

Abbreviated subsequent reference:

⁶⁴ Shakespeare, *Hamlet*, Act I, Scene IV, 26.

Bib.:

Shakespeare, William. *Hamlet*. In *Four Great Tragedies: "Hamlet," "Macbeth," "Othello," and "Romeo and Juliet."* Mineola, NY: Dover, 1996.

I.4. Book-length poem

FN:

⁵¹ Charles Péguy, *The Portal of the Mystery of Hope* (Grand Rapids, MI: Eerdmans, 2005), 14.

Abbreviated subsequent reference:

⁵² Péguy, *Portal of Hope*, 15.

Bib.:

Péguy, Charles. *The Portal of the Mystery of Hope*. Grand Rapids, MI: Eerdmans, 2005.

I.5. Poem accessed on a website (with no print counterpart)

FN:

⁵⁷ Elizabeth Barrett Browning, "Love," at Poetry Foundation, https://www.poetryfoundation.org.

Abbreviated subsequent reference:

⁵⁸ Barrett Browning, "Love."

Bib.:

Barrett Browning, Elizabeth. "Love." At Poetry Foundation, https://www.poetryfoundation.org.

I.6. Poem accessed in a collection

FN:

[63] Francis Thompson, "The Hound of Heaven," in *Poems Every Catholic Should Know*, comp. Joseph Pearce (Charlotte, NC: TAN, 2016), 233.

Abbreviated subsequent reference:

[64] Thompson, "Hound of Heaven," 234.

Bib.:

Thompson, Francis. "The Hound of Heaven." In *Poems Every Catholic Should Know*, comp. Joseph Pearce, 232-238. Charlotte, NC: TAN, 2016.

J. Articles in Journals

The HACS Guidelines view a PDF file as a stable or reliable preservation of the printed version. If an article originally published in a print journal is accessed as a full text PDF, whether downloaded from a website or a database or Populi, format the source as an article in a print journal (section J.1).

Websites and databases that do not provide a full text PDF of a print journal should provide access information at the end of the citation. If the journal is published only online (i.e, the journal is not also a print journal), follow section J.2. If the journal is accessed through a database that does not provide the full text PDF, follow section J.3.

J.1. Articles in print journals

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. Articles 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.3. Articles from online journal databases that do not provide a full text PDF

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.

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.

J.4. Journal article published ahead of print (an online first article) that does not include a volume and issue number

If the online first article is accessed on a website instead of in a database, the website information should be added to the end of the citation, as in section G.7.

Note that the sample below uses "et al." because the article has more than three authors.

FN:

71 Janne M. Tullius, Marlou L. A. De Kroon, Josué Almansa et al., "Adolescents' Mental Health Problems Increase after Parental Divorce, Not before, and Persist until Adulthood: A Longitudinal TRAILS Study," *European Child & Adolescent Psychiatry*, published ahead of print, 2021.

Abbreviated subsequent reference:

72 Tullius et al., "Adolescents' Mental Health."

Bib.:

Tullius, Janne M., Marlou L. A. De Kroon, Josué Almansa et al. "Adolescents' Mental Health Problems Increase after Parental Divorce, Not before, and Persist until Adulthood: A Longitudinal TRAILS Study." *European Child & Adolescent Psychiatry*. Published ahead of print, 2021.

J.5. Journal article published ahead of print (an online first article) that does include a

volume and issue number

If the online first article is accessed on a website instead of in a database, the website information should be added to the end of the citation, as in section G.7.

FN:

[71] Scott Burkram, "Standing with Christ," *Journal of Eastern and Western Spiritual Studies* 68, no. 2, published ahead of print, 2022.

Abbreviated subsequent reference:

[72] Burkram, "Standing with Christ."

Bib.:

Burkram, Scott. "Standing with Christ." *Journal of Eastern and Western Spiritual Studies* 68, no. 2.
Published ahead of print, 2022.

J.6. Book Review in a Journal

FN:

[57] Philip Blosser, Review of *At the Center of the Human Drama: The Philosophical Anthropology of Karol Wojtyła/Pope John Paul II*, by Kenneth L. Schmitz, *Thomist* 61, no. 1 (1997), 142.

Abbreviated subsequent reference:

[58] Blosser, Review of *Center of Human Drama*, 143.

Bib.:

Blosser, Philip. Review of *At the Center of the Human Drama: The Philosophical Anthropology of Karol Wojtyła/Pope John Paul II*, by Kenneth L. Schmitz. *Thomist* 61, no. 1 (1997): 142-146.

K. Dictionary and Encyclopedia Entries

A variety of encyclopedias acceptable for scholarly use are available on the Holy Apostles library website and online. Students at Holy Apostles, therefore, should not use *Wikipedia* in their citations. Students also should not use *The Catholic Encyclopedia* available on New Advent's website (www.newadvent.org), which is now outdated. Instead, students should consult and cite the updated edition of that encyclopedia, the *New Catholic Encyclopedia*, 2nd edition, and its supplemental books, available on the Holy Apostles library website. Students should always consult the most updated edition of encyclopedias, dictionaries, and other works.

Often many editors contribute to an encyclopedia. The executive editor or editor-in-chief (sometimes just called "the editor") has ultimate responsibility, so you can cite his or her name, if available, when no editor is listed at the beginning or end of an entry. Check the beginning pages of the encyclopedia for a list of editors. For the *New Catholic Encyclopedia*, 2nd edition, click on the link to that encyclopedia on the Holy Apostles library website. Then click on Table of

Contents at the top. Choose a volume number from the drop-down menu. Then click on Editorial Staff or Editorial Board. Find the Executive Editor or Editor-in-Chief.

When no author is listed, begin the citation with the title of the encyclopedia entry or dictionary entry.

K.1. Dictionaries and encyclopedias in print

The *New Catholic Encyclopedia*, 2nd edition, its supplemental books, and the *Encyclopedia of Philosophy*, 2nd edition, although accessed electronically through the Holy Apostles library website, are also available in print and should follow the following format.

FN:

[73] D.N. Power, "Eucharist in Contemporary Catholic Tradition," in *New Catholic Encyclopedia*, ed. Berard L. Marthaler, 2nd ed., vol. 5 (Detroit: Gale, 2003), 403.

Abbreviated subsequent reference:

[74] Power, "Eucharist in Tradition," 404.

Bib.:

Power, D.N. "Eucharist in Contemporary Catholic Tradition." In *New Catholic Encyclopedia*, ed. Berard L. Marthaler, 2nd ed., vol. 5, 401-410. Detroit: Gale, 2003.

K.2. Dictionaries and encyclopedias published exclusively online

Encyclopedias and dictionaries that have no print version but are published online only (e.g., *The Internet Encyclopedia of Philosophy* (www.iep.utm.edu)*, The Stanford Encyclopedia of Philosophy* (http://plato.stanford.edu)*, Encyclopedia Britannica* (www.academic.eb.com or www.britannica.com)) should follow the following format.

FN:

[75] Emrys Westacott, "Moral Relativism," in *The Internet Encyclopedia of Philosophy*, ed. James Fieser and Bradley Dowden, at www.iep.utm.edu.

Abbreviated subsequent reference:

[76] Westacott, "Moral Relativism."

Bib.:

Westacott, Emrys. "Moral Relativism." In *The Internet Encyclopedia of Philosophy*, ed. James Fieser and Bradley Dowden. At www.iep.utm.edu.

K.3. Hardon's *Modern Catholic Dictionary* accessed online

The Fr. Hardon dictionary accessed online is unique because it is a print dictionary by Fr.

Hardon, yet the year of publication is not listed. It is available from The Real Presence Association (www.therealpresence.org) or from CatholicCulture.org (www.catholicculture.org).

FN:

[75] John Hardon, "Pride," in *Modern Catholic Dictionary* (Bardstown, KY: Eternal Life Publications), at CatholicCulture.org, www.catholicculture.org.

Abbreviated subsequent reference:

[76] Hardon, "Pride."

Bib.:

Hardon, John. "Pride." In *Modern Catholic Dictionary*. Bardstown, KY: Eternal Life Publications. At CatholicCulture.org, www.catholicculture.org.

L. Biblical Dictionaries and Commentaries

L.1. Biblical dictionaries

In general, biblical dictionaries are cited like other dictionaries. When an author exists in addition to an editor, list the author before the article title, and place the editor after the dictionary title. See the sample citations in section K above.

L.1.a. The *Catholic Bible Dictionary*

FN:

[81] Scott Hahn (ed), "Aaron," in *Catholic Bible Dictionary* (New York: Doubleday, 2009), 3.

Abbreviated subsequent reference:

[82] Hahn (ed), "Aaron," 3.

Bib.:

Hahn, Scott, ed. "Aaron." In *Catholic Bible Dictionary*, 3. New York: Doubleday, 2009.

L.2. Article from a single-volume commentary by various authors

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

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.3. Biblical commentaries in a series and multivolume commentaries

L.3.a. Sacra Pagina Series

FN:

[77] Luke Timothy Johnson, *The Gospel of Luke*, Sacra Pagina, ed. Daniel J. Harrington, vol. 3 (Collegeville, MN: Liturgical Press, 1991), 53.

Abbreviated subsequent reference:

[78] Johnson, *Gospel of Luke*, 53.

Bib.:

Johnson, Luke Timothy. *The Gospel of Luke*. Sacra Pagina, ed. Daniel J. Harrington, vol. 3. Collegeville, MN: Liturgical Press, 1991.

L.3.b. The Tyndale New Testament Commentaries Series

FN:

[77] Colin G. Kruse, *2 Corinthians: An Introduction and Commentary*, rev. ed., Tyndale New Testament Commentaries, ed. Eckhard J. Schnabel, vol. 8 (Downers Grove, IL: IVP Academic, 2015), 45.

Abbreviated subsequent reference:

[78] Kruse, *2 Corinthians*, 46.

Bib.:

Kruse, Colin G. *2 Corinthians: An Introduction and Commentary*. Rev. ed. Tyndale New Testament Commentaries, ed. Eckhard J. Schnabel, vol. 8. Downers Grove, IL: IVP Academic, 2015.

L.3.c. The Anchor Bible Series

FN:

[77] E. A. Speiser, *Genesis*, The Anchor Bible, ed. William Foxwell Albright and David Noel Freedman, vol. 1 (New York: Doubleday, 1964), 45.

Abbreviated subsequent reference:

[78] Speiser, *Genesis*, 46.

Bib.:

Speiser, E. A. *Genesis*. The Anchor Bible, ed. William Foxwell Albright and David Noel Freedman, vol. 1. New York: Doubleday, 1964.

L.3.d. *The Navarre Bible* commentaries

FN:

[77] Faculty of Theology of the University of Navarre, *The Navarre Bible: Saint John's Gospel*, ed. Brian McCarthy, 2nd ed. (Dublin: Four Courts, 2005), 53.

Abbreviated subsequent reference:

[78] Faculty of Theology of the University of Navarre, *Saint John's Gospel*, 53.

Bib.:

Faculty of Theology of the University of Navarre. *The Navarre Bible: Saint John's Gospel.* Ed. Brian McCarthy. 2nd ed. Dublin: Four Courts, 2005.

L.3.e. *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.1396.

Abbreviated subsequent reference:

[82] Fitzmyer, "Pauline Theology," 82:61, p. 1396.

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.

L.3.f. *The New Interpreter's Bible*

FN:

[77] M. Eugene Boring, "The Gospel of Matthew," in *The New Interpreter's Bible*, ed. Leander E. Keck, vol. 8 (Nashville: Abingdon, 1995), 134.

Abbreviated subsequent reference:

[78] Boring, "Gospel of Matthew," 135.

Bib.:

Boring, M. Eugene. "The Gospel of Matthew." In *The New Interpreter's Bible*, ed. Leander E. Keck,

vol. 8, 134-135. Nashville: Abingdon, 1995.

M. Class Notes, Lectures, and Syllabi

In the citations below, the title in quotations is for the topic of the lecture or class notes or syllabus, not the title of the class. Include the course number and name following the words "class notes" or "lecture" or "syllabus."

M.1. Professor's class notes, written and distributed (including on Populi)

FN:

[83] Cynthia Toolin, "Social Ethics" (class notes, MTH 841: Catholic Social Teaching, Holy Apostles College & Seminary, Cromwell, CT, 1 February 2010).

Abbreviated subsequent reference:

[84] Toolin, "Social Ethics" (class notes, 1 February 2010).

Bib.:

Toolin, Cynthia. "Social Ethics." Class notes, MTH 841: Catholic Social Teaching, Holy Apostles College & Seminary, Cromwell, CT, 1 February 2010.

M.2. Professor's written or recorded lectures (including on Populi)

FN:

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

Abbreviated subsequent reference:

[86] Toolin, "Social Ethics" (lecture, 3 February 2010).

Bib.:

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

M.3. Course Syllabus

FN:

[85] Cynthia Toolin, "Course Description" (syllabus, MTH 841: Catholic Social Teaching, Holy Apostles College & Seminary, Cromwell, CT, 15 January 2010).

Abbreviated subsequent reference:

[86] Toolin, "Course Description" (syllabus, MTH 841, 15 January 2010).

Bib.:

Toolin, Cynthia. "Course Description." Syllabus, MTH 841: Catholic Social Teaching, Holy Apostles College & Seminary, Cromwell, CT, 15 January 2010.

N. Personal Communication

N.1. E-mail

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.

N.2. Posts on Populi from professors and classmates, text messages, IM, phone, Skype, video conferences, meetings, FaceTime, etc.

FN:

[87] James Stevens to Emma Davidson, post on Populi (14 March 2016).

Abbreviated subsequent reference:

[88] Stevens to Davidson.

Bib.:

Stevens, James, to Emma Davidson. Post on Populi on 14 March 2016.

O. Interviews

O.1. Personal interviews

FN:

[91] George Chiung, personal interview by William Jones, 11 January 2013.

Abbreviated subsequent reference:

[92] Chiung, interview by Jones, 11 January 2013.

Bib.:

Chiung, George. Personal interview by William Jones. 11 January 2013.

O.2. Interviews posted on a website

FN:

[91] Stephen M. Barr, interview by Mark Brumley, 25 September 2006, at Ignatius Insight, www.ignatiusinsight.com.

Abbreviated subsequent reference:

[92] Barr, interview by Brumley, 25 September 2006.

Bib.:

Barr, Stephen. Interview by Mark Brumley. 25 September 2006. At Ignatius Insight, www.ignatiusinsight.com.

O.3. Interviews on podcast

FN:

[91] Ken Donaldson and Cari Donaldson, interview by Michael Lichens, "Catholic Homeschooling on the Home Farm: An Interview with Ken and Cari Donaldson," 26 January 2016, podcast audio, at catholicexchange.com.

Abbreviated subsequent reference:

[92] Donaldson and Donaldson, "Catholic Homeschooling."

Bib.:

Donaldson, Ken, and Cari Donaldson. Interview by Michael Lichens. "Catholic Homeschooling on the Home Farm: An Interview with Ken and Cari Donaldson." 26 January 2016. Podcast audio. At catholicexchange.com.

O.4. Interviews in printed articles

FN:

[91] James Finley, interview by Glenn Crider, "Interview with James Finley: Cultivating a Contemplative Lifestyle," *Merton Annual* 19 (2006), 355.

Abbreviated subsequent reference:

[92] Finley, "Contemplative Lifestyle," 356.

Bib.:

Finley, James. Interview by Glenn Crider. "Interview with James Finley: Cultivating a Contemplative Lifestyle." *Merton Annual* 19 (2006): 355-368.

O.5. Interviews on television or radio news

FN:

[91] Susan Conroy, interview by Fr. Mark and Doug Barry, *Life on the Rock*, 2 February 2016 (Eternal Word Television Network).

Abbreviated subsequent reference:

[92] Conroy, *Life on the Rock*.

Bib.:

Conroy, Susan. Interview by Fr. Mark and Doug Barry. *Life on the Rock*. 2 February 2016. Eternal Word Television Network.

P. Asynchronous Social Media: Websites; Blog Posts, Podcasts, and Webinars; Comments on Blogs; Twitter; Videos from YouTube and Other Websites; Film, Audio, and Musical Recordings; Sources Cited from CD-ROM

P.1. Websites

For websites, use the date of publication, if available, and not the date accessed. If no date is available, omit the date element. If no author is listed, begin the citation with the article title. Use the root URL, not the full web address.

Include the word "at" before the website address when a date or other information comes between the website name and website address. If only the website name and address are used, include "at" before the website name but not before the website address.

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.

P.2. Blog posts, Podcasts, and Webinars

To avoid redundancy, authors do not need to place the word "blog" in parentheses after the blog name if the name already contains the word "blog" (e.g., *Catholic News Service Blog*).

FN:

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

Abbreviated subsequent reference:

[94] Atkinson, "Key to the Covenant."

Bib.:

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

P.3. Comments on blogs

FN:

[93] 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 reference:

[94] Leibold, comment on Staples, "Queen in the Kingdom."

Bib.:

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.

P.4. Twitter

FN:

[93] Scott Hahn, Twitter post, 5 March 2012, at https://twitter.com.

Abbreviated subsequent reference:

[94] Hahn, Twitter post, 5 March 2012.

Bib.:

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

P.5. Videos from YouTube and other websites

FN:

[93] 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 reference:

[94] Barron, "Meaning of Vatican II."

Bib.:

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.

P.6. Film, audio, and musical recordings

P.6.a. 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.

P.6.b. Musical recordings (compact discs; MP3, MP4, or AAC audio files, etc.)

FN:

[91] Dominican Friars of the Province of France, "Judaea et Jerusalem," from *Gregorian Chant: Dominican Liturgy*, Editions Jade, 1994, MP4 audio file, iTunes.

Abbreviated subsequent reference:

[92] Dominican Friars, "Judaea et Jerusalem."

Bib.:

Dominican Friars of the Province of France. "Judaea et Jerusalem." From *Gregorian Chant: Dominican Liturgy*. Editions Jade, 1994. MP4 audio file, iTunes.

P.7. Sources cited from CD-ROM

FN:

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

Abbreviated subsequent reference:

[90] "Glossolalia."

Bib.:

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

Q. Unpublished Academic Works: Theses or Dissertations, Academic Papers or Conference Presentations, PowerPoint Presentations

Q.1. 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.

Q.2. Unpublished academic papers or conference presentations

Academic papers or conference presentations published in books or journals should follow the formatting for essays and journal articles in sections H and J. Unpublished papers or presentations should follow the following format.

FN:

[95] Thomas Joseph White, "Thomism after Vatican II" (paper presented at the Dominicans and the Renewal of Thomism Conference, Washington, DC, 1 July 2013), at www.op.org.

Abbreviated subsequent reference:

[96] White, "Thomism after Vatican II."

Bib.:

White, Thomas Joseph. "Thomism after Vatican II." Paper presented at the Dominicans and the Renewal of Thomism Conference, Washington, DC, 1 July 2013. At www.op.org.

Q.3. PowerPoint presentations

Generally, the font for PowerPoint slides should just be large enough that everyone can see clearly on the projection screen. You don't want viewers to squint because the font is so small; font sizes (and even colors) can vary for creativity purposes, but be sure everyone can see. See section S.2 on Citing an image in PowerPoint.

R. Works Read through E-Readers, Digitized Databases, and Software (e.g., Kindle, Nook, Kobo, Google Books, iBooks, Verbum: Logos Bible Software, Internet Archive)

Books obtained through the EBSCOhost eBook Academic Collection on the Holy Apostles library website should follow the formatting for print books in section G above.

While reading works through e-readers, digitized databases, and software is acceptable, the formats they provide can lack accurate pagination and other bibliographical details. Whenever possible, then, find a printed edition of the work to cite in papers and theses. If printed editions are unavailable, use the following example, including publication information whenever available. Use a chapter number (and a section title, if available) in place of page numbers for footnotes, regardless of whether page numbers are included through the e-reader, digitized database, or software. Specify the e-reader, digitized database, or software at the end of the citation.

FN:

[97] Joseph Ratzinger, *Jesus of Nazareth: From the Baptism in the Jordan to the Transfiguration*, trans. Adrian J. Walker (New York: Doubleday, 2007), chap. 4, The Beatitudes, Kindle.

Abbreviated subsequent reference:

[98] Ratzinger, *Jesus of Nazareth*, chap. 4, The Torah of the Messiah.

Bib.:

Ratzinger, Joseph. *Jesus of Nazareth: From the Baptism in the Jordan to the Transfiguration*. Trans. Adrian J. Walker. New York: Doubleday, 2007. Kindle.

S. 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," if available,

- 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.

S.1. Citing an image in Papers and in Populi discussion posts

FN:

[99] Mário Novais, "Retábulo de São Miguel," photograph, 1954, at http://www.flickr.com/.

[100] Jacob Jordaens, "The Four Fathers of the Latin Church," painting, at http://www.jacobjordaens.org.

[101] "Full-page miniature of risen Christ, resurrection of the Dead. Full floreate border," print, ca. 1490-1500, at 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.:

Novais, Mário. "Retábulo de São Miguel," photograph, 1954, at http://www.flickr.com/.

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

Jordaens, Jacob. "The Four Fathers of the Latin Church," painting, at http://www.jacobjordaens.org.

S.2. 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. Finally, do not place the citation in a footnote on the slide. Rather, simply place the citation info (no footnote number) directly under the image on the slide. If you use small font, the citation shouldn't distract from the rest of the text on the slide.

Mário Novais, "Retábulo de São Miguel," photograph, 1954, at
http://www.flickr.com/photos/biblarte/3212574116/in/set-72157612783263804/.

Jacob Jordaens, "The Four Fathers of the Latin Church," painting, at 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, at http://digitalgallery.nypl.org/nypldigital/id?434204.

T. News articles

Editorials that do not have an author or article title can use the word "Editorial" in place of the author and article title at the beginning of the citation. The newspaper title will then immediately follow the word "Editorial."

Letters to the editor that do not have an article title can use "letter to the editor" (without quotation marks or italics) in place of the article title.

When a newspaper does not include its city of publication in the newspaper title, add the city in parentheses after the title. The state (or province/country, for non-U.S. newspapers) may also be added when needed to help readers identify where the newspaper was published. When including the state, use the two-letter state abbreviation. Citations for well-known national newspapers do not need to include a city or state.

When articles accessed online include a publication time, insert the time after the date. If the time zone is not listed on the article, include the time zone based on the location of the publication city.

When multiple editions of a newspaper are published, the edition may be included after the publication date (or after the time, if the time is included).

If the newspaper includes multiple sections, a section number (e.g., sec. 4) or section title (e.g., Local News) may be included after the publication date and time (or after the edition, if edition information is included).

T.1. News articles accessed in print

FN:

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

Abbreviated subsequent reference:

[66] Maraist, "Saint for the World."

Bib.:

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

T.2. News articles accessed online

FN:

[69] 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 reference:

[70] Hudgins, "Hope in God."

Bib.:

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

U. Citing original sources through a secondary source

Authors should always try to cite from original sources since authors should examine sources before citing them. Authors should verify the accuracy of quotations by checking the original source.

Before citing an original source through a secondary source, authors should first search online and consult the librarian for assistance in obtaining the original source of the quote. Only after having searched for the original source and discovering the source is out of print or unattainable should authors cite an original source through a secondary source.

If an original source truly is unattainable, cite both sources in a footnote according to the sample citations found throughout the HACS Guidelines above, and separate the two sources with the words "quoted in."

If the quote happens to contain original ideas from the secondary source too, add another citation for the secondary source in the same footnote.

U.1. Journal article quoted in a book

The following sample citations are for a journal article that was quoted in a book. Notice how the journal article follows the sample citations found in section J.1 on the HACS Guidelines, and the book with one author follows the sample citations found in section G.1 on the HACS Guidelines. The journal article and book are separated with the words "quoted in."

FN:

[105] Richard Halloway, "The Myth of Objectification," *Epistemology Review* 88 (1954), 3, quoted in James McMurray, *History of Knowledge* (New York: Hunters, 2001), 79.

Abbreviated subsequent reference:

[106] Halloway, "Myth of Objectification," 4.

Bib.:

Halloway, Richard. "The Myth of Objectification." *Epistemology Review* 88 (1954): 3-5. Quoted in
    McMurray, James. *History of Knowledge*. New York: Hunters, 2001.

U.2. Book quoted in a book

The following sample citations are for a book that was quoted in a book. Notice how both books follow the sample citations found in section G on the HACS Guidelines. The first book is separated from the second book with the words "quoted in."

FN:

[105] Carl Van Doren (ed), *Benjamin Franklin and Jonathan Edwards: Selections from Their Writings* (New York: Scribner's Sons, 1920), 222, quoted in Etienne Gilson, *The Unity of Philosophical Experience* (San Francisco: Ignatius, 1999), 252.

Abbreviated subsequent reference:

[106] Van Doren (ed), *Franklin and Edwards*, 223.

Bib.:

Van Doren, Carl, ed. *Benjamin Franklin and Jonathan Edwards: Selections from Their Writings*. New
    York: Scribner's Sons, 1920. Quoted in Gilson, Etienne. *The Unity of Philosophical Experience*.
    San Francisco: Ignatius, 1999.

V. 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.

FN:

[51] 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 reference:

[52] ChatGPT, "John Paul II about human dignity."

Bib.:

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.

W. Holy Apostles Guidelines for Academic and Professional Papers and M.A. Theses

FN:

[51] Holy Apostles College & Seminary, *Guidelines for Academic and Professional Papers and M.A. Theses* (Cromwell, CT: Holy Apostles College & Seminary, 2023), 3.

Abbreviated subsequent reference:

[52] Holy Apostles College & Seminary, *Guidelines*, 3.

Bib.:

Holy Apostles College & Seminary. *Guidelines for Academic and Professional Papers and M.A. Theses.* Cromwell, CT: Holy Apostles College & Seminary, 2023.

X. Citing Sources Not Found on the Holy Apostles Guidelines for Academic and Professional Papers and M.A. Theses

For sources not found on the Holy Apostles Guidelines for Academic and Professional Papers and M.A. Theses, students should make their best judgment about how to cite them based on what they know about formatting from other citations on the Guidelines and based on what details they think their readers need to see. The goal in this situation should simply be to provide citation formatting that is clear for readers (i.e., they can look at the source and identify what type of source it is and have enough details to find the source on their own) and maintain consistency throughout the citations.

Bibliography:

The Chicago Manual of Style. 17th ed. Chicago: University of Chicago Press, 2017.

"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: Chicago Style for Students and Researchers*. 9th ed. Revised by Wayne C. Booth et al. Chicago: University of Chicago Press, 2018.

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 G.1 on the HACS Guidelines

The Sample Citations

Here is a screenshot of the sample citations in section G.1:

G.1. Book with one author (monograph)

FN:

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

Abbreviated subsequent reference:

[52] Sweeney, *Divine Infinity*, 81.

Bib.:

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 J.1 on the HACS Guidelines

The Sample Citations

Here is a screenshot of the sample citations in section J.1:

J.1. Articles in print journals

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.

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 V on the HACS Guidelines

The Sample Citations

Here is a screenshot of the sample citations in section V:

FN:

[51] 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 reference:

[52] ChatGPT, "John Paul II about human dignity."

Bib.:

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.