Holy Apostles
College & Seminary

Paper Guidelines for Special Citations

Guidelines for citing sources using the Turabian style may be found at their website: https://www.chicagomanualofstyle.org/turabian/citation-guide.html

However, numerous sources commonly used in Catholic theological/pastoral writing are not adequately addressed by or may not align with standard citation styles, which were primarily developed for other humanities disciplines. This guideline provides instructions for citing theology-specific sources, including: the Bible, *The Catechism of the Catholic Church*, *The Code of Canon Law*, other ecclesiastical documents, and the *Summa Theologiae*.

Bible

- Biblical references are not footnoted but placed in parentheses after the quotation.
- The edition of the Bible must be indicated by its italicized abbreviation following the reference to the Biblical book, chapter number, and verse number.
- If the same edition is used throughout the paper, provide the edition only in the first citation. If more than one edition is used, provide the edition with each reference.
- For example: (1 Tim 3:12 *NAB*)

When citing specific books of the Bible, use the abbreviations recommended by the Congregation for the Clergy found below.

Note: In the parenthetical reference, use the correct abbreviations. In the text of the paper, write out the full name. Cite chapter and verse numbers using Arabic numerals separated by a colon.

- For example: A theme of Habakkuk is that of patient waiting. "For still the vision awaits its time; it hastens to the end—it will not lie" (Hab 2:3).

Biblical Abbreviations

- Gen: Genesis
- Ex: Exodus
- Lev: Leviticus
- Num: Numbers
- Deut: Deuteronomy
- Josh: Joshua
- Judg: Judges
- Ruth: Ruth
- 1Sam: 1 Samuel
- 2Sam: 2 Samuel
- 1Kings: 1 Kings
- 2Kings: 2 Kings
- 1Chron: 1 Chronicles
- 2Chron: 2 Chronicles

- Ezra: Ezra
- Neh: Nehemiah
- Tob: Tobit
- Jud: Judith
- Esther: Esther
- Job: Job
- Ps: Psalms
- Prov: Proverbs
- Eccles: Ecclesiastes
- Song: Song of Solomon
- Wis: Wisdom
- Sir: Sirach (Ecclesiasticus)
- Is: Isaiah
- Jer: Jeremiah
- Lam: Lamentations
- Bar: Baruch
- Ezek: Ezekiel
- Dan: Daniel
- Hos: Hosea
- Joel: Joel
- Amos: Amos
- Obad: Obadiah
- Jon: Jonah
- Mic: Micah
- Nahum: Nahum
- Hab: Habakkuk
- Zeph: Zephaniah
- Hag: Haggai
- Zech: Zechariah
- Mal: Malachi
- 1Mac: 1 Maccabees
- 2Mac: 2 Maccabees

Catechism

- Use the paragraph or section numbers, NOT page numbers.

- The preferred sign for section is § which can be found in Microsoft Word under "Insert" then "Symbol" to the far right of the ribbon, then "More symbols" at the bottom of the drop down. Click on "Special characters" and choose Insert §. This can also be added using a keyboard shortcut: Alt + 0167 (for Windows) or Option + 6 (for Mac).

- Be sure to use the most recent edition of the *Catechism*.

- Example citations in print:
    - **First footnote**: *Catechism of the Catholic Church*, 2nd ed. (Washington, DC: United States Catholic Conference, 2000), § 863.
    - **Subsequent footnotes**: *CCC*, 863.
    - **Bibliography**: *Catechism of the Catholic Church*. 2nd ed. Washington, DC: United States Catholic Conference, 2000.

- Example citations online:
    - **First footnote:** *Catechism of the Catholic Church*, 2nd ed. (Washington, DC: United States Catholic Conference, 2000), § 863, at The Holy See, w2.vatican.va.
    - **Subsequent footnotes:** *CCC*, 863.

- **Bibliography:** *Catechism of the Catholic Church*. 2nd ed. Washington, DC: United States Catholic Conference, 2000. at The Holy See, w2.vatican.va.

Code of Canon Law

When citing the current *Code of Canon Law*, promulgated in 1983:

- The abbreviation c. indicates one canon, cc. indicates two or more canons.

- The section symbol § indicates two or more sections within a single canon.

- Example citations:
  - **First footnote**: *Code of Canon Law*, c. 312, §1, in *Code of Canon Law: Latin-English Edition* (Washington, DC: Canon Law Society of America, 1999), 99.
  - **Subsequent footnote**: *CIC*, c. 312, §1. Note that the Latin abbreviation for *Codex Iuris Canonici* is used.
  - **Bibliography**: *Code of Canon Law: Latin-English Edition*. Washington, DC: Canon Law Society of America, 1999.

Papal Documents

When citing papal encyclicals and other papal documents, the basic template is:

1. Author
2. Title of document in English (specifying whether the document is an encyclical, apostolic exhortation, decree, etc.)
3. Title of document in Latin (this is always italicized)
4. Date of promulgation in parentheses
5. Section or paragraph number of the document
6. Publishing information (regardless of whether the document was published as part of a book, as its own pamphlet, or on a website)

Other basic principles:

- Promulgation dates must be given in the first reference and in the bibliography.
- In all footnotes, section number(s) must be provided where available and indicated by the section symbol § for one section or §§ for two or more sections.
- There are multiple ways to cite these documents correctly. For example, some sources use First Vatican Council and others Vatican Council I; Pope Benedict XVI or Benedict XVI. What is important is that you **be consistent.**
- Papal documents can be found in a variety of resources: as a part of a monograph, a periodical, a pamphlet, an edited collection, or an online source. Thus, you may need to modify your footnote(s) and bibliography to reflect the source used. If you cite an online version, the Vatican's website should be used.

Example citations:

- When the document is accessed online:
  - o **First footnote**: Francis, Encyclical on the Light of Faith *Lumen Fidei* (29 June 2013) §18, at The Holy See, http://w2.vatican.va/content/francesco/en/encyclicals/documents/papa-francesco_20130629_enciclica-lumen-fidei.html
  - o **Subsequent footnotes**: *Lumen Fidei*, §§ 37-38.
  - o **Bibliography**: Francis. Encyclical on the Light of Faith *Lumen Fidei* (29 June 2013) At The Holy See, http://w2.vatican.va/content/francesco/en/encyclicals/documents/papa-francesco_20130629_enciclica-lumen-fidei.html

- When the document is part of a printed book:
  - o **First footnote**: John Paul II, Apostolic Exhortation on the Formation of Priests in the Circumstances of the Present Day *Pastores dabo vobis* (25 March 1992), §43 (Boston: Saint Paul Books and Media, 1992), 30.
  - o **Subsequent footnotes**: *Pastores dabo vobis*, §43.
  - o **Bibliography**: John Paul II. Apostolic Exhortation on the Formation of Priests in the Circumstances of the Present Day *Pastores dabo vobis* (25 March 1992). Boston: Saint Paul Books and Media, 1992.

Documents from the United States Conference of Bishops (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.

- o **First footnote:** United States Conference of Catholic Bishops, *Program of Priestly Formation,* 6th ed., §74 (Ascension, 2023), 29.
- o **Subsequent footnotes:** *Program of Priestly Formation*, §74.
- o **Bibliography:** United States Conference of Catholic Bishops. *Program of Priestly Formation*. 6th ed. Ascension, 2023.

Congregation for the Doctrine of Faith

Identify the Congregation for the Doctrine of Faith as the author, not the prefect, secretary, or pope.
- o **First footnote:** Congregation for the Doctrine of Faith, On the Ecclesial Vocation of the Theologian *Donum veritatis* (24 May 1990), §10.
- o **Subsequent footnotes:** *Donum veritatis*, §11.

- o **Bibliography:** Congregation for the Doctrine of Faith. On the Ecclesial Vocation of the Theologian *Donum veritatis* (24 May 1990), at The Holy See, https://www.vatican.va/roman_curia/congregations/cfaith/documents/rc_con_cfaith_doc_19900524_theologian-vocation_en.html.

Summa Theologiae

The *Summa Theologiae* of St. Thomas Aquinas is cited by part (I, I-II, II-II, III), question, and article.

- For example: *ST* II-II, q. 23, a. 3, ad 1 means, the second part (half) of the second part, question 23, article 3, 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.

- Example citations for print:
  - o **First footnote**: 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.
  - o **Subsequent footnotes**: *ST*, III, q. 72, a. 11, trans. English Dominican Province, 2426-2427.
  - o **Bibliography**: Thomas Aquinas. *Summa Theologica: Complete English Edition in Five Volumes*. Vol. 4. Trans. Fathers of the English Dominican Province. Westminster, MD: Christian Classics, 1981.

- Example citations online:
  - o **First footnote**: Thomas Aquinas, *Summa Theologiae*, III, q. 72, a. 11, at New Advent, www.newadvent.org.
  - o **Subsequent footnotes**: *ST*, III, q. 72, a. 11.
  - o **Bibliography**: Thomas Aquinas. *Summa theologiae.* 2nd ed. Trans. Fathers of the English Dominican Province. At New Advent, www.newadvent.org.
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Additional Stylistic Matters Relevant to Citing Sources

Authors:
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.

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*