

St. Mary's Seminary & University Style Sheet



Acknowledgments

We would like to thank Dr. Jonathan Best, Librarian, St. Thomas University, for use of St. Thomas' form and material adopted for this Style Sheet.

<https://www.stu.edu/Portals/library/HowTo/docs/CMOS%20Guide%20to%20Sacred%20Texts2513.pdf?ver=2017-01-26-134651-497>

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St. Mary's Seminary & University Style Sheet

CITATION OF GENERAL SOURCES

N = footnote; the second example is for abbreviated form for subsequent footnotes

B = Bibliography

Simple Book

N:

¹ Nicholas Boyle, *Sacred and Secular Scripture: A Catholic Approach to Literature* (Notre Dame, IN: University of Notre Dame Press, 2005), 125.

² Boyle, *Sacred and Secular Scripture*, 125.

B:

Boyle, Nicholas. *Sacred and Secular Scripture: A Catholic Approach to Literature*. Notre Dame, IN: University of Notre Dame Press, 2005.

Book in a Numbered Series

N:

¹ Francis J. Moloney, *The Gospel of John*, Sacra Pagina 4, ed. Daniel J. Harrington (Collegeville, MN: Liturgical Press, 1998), 129.

² Moloney, *The Gospel of John*, 129.

B:

Moloney, Francis J. *The Gospel of John*. Sacra Pagina 4. Edited by Daniel J. Harrington. Collegeville, MN: Liturgical Press, 1998.

Book in a Series when Author is also Editor

N:

¹ Daniel J. Harrington, *The Gospel of Matthew*, Sacra Pagina 1 (Collegeville, MN: Liturgical Press, 1991), 64.

² Harrington, *The Gospel of Matthew*, 64.

B:

Harrington, Daniel J. *The Gospel of Matthew*. Sacra Pagina 1. Collegeville, MN: Liturgical Press, 1991.

Book in which an Author's Work is Translated or Edited by Another

N:

¹ Raymond E. Brown, *An Introduction to the Gospel of John*, ed. Francis J. Moloney (New York: Doubleday, 2003), 125.

² Brown, *An Introduction to the Gospel of John*, 125.

B:

Brown, Raymond E. *An Introduction to the Gospel of John*. Edited by Francis J. Moloney. New York: Doubleday, 2003.

Two Authors

N:

¹ Hubert Dreyfus and Sean Dorrance Kelly, *All Things Shining: Reading the Western Classics to Find Meaning in a Secular Age* (New York: Free Press, 2011), 143.

² Dreyfus and Kelly, *All Things Shining*, 143.

B:

Dreyfus, Hubert and Sean Dorrance Kelly. *All Things Shining: Reading the Western Classics to Find Meaning in a Secular Age*. New York: Free Press, 2011.

More than Two Authors

N:

¹ Bruce C. Birch, et al., *A Theological Introduction to the Old Testament* (Nashville: Abingdon, 1999), 136.

² Birch, et al., *A Theological Introduction*, 136.

B:

Birch, Bruce C., Walter Brueggemann, Terence E. Fretheim, and David L. Peterson. *A Theological Introduction to the Old Testament*. Nashville: Abingdon, 1999.

Article in a Journal

N:

¹ Xavier Léon-Dufour, "Reading the Fourth Gospel Symbolically," *New Testament Studies* 27 (1980-81): 442.

² Dufour, "Reading the Fourth Gospel Symbolically," 442.

B:

Léon-Dufour, Xavier. "Reading the Fourth Gospel Symbolically." *New Testament Studies* 27 (1980-81): 439-56.

Signed Article in Anthology / Edited Book / Encyclopedia / Dictionary

N:

¹ Richard J. Dillon, "The Acts of the Apostles," in *The New Jerome Biblical Commentary*, ed. Raymond E. Brown et al. (Englewood Cliffs, NJ: Prentice Hall, 1990), 745.

² Dillon, “The Acts of the Apostles,” 745.

B:

Dillon, Richard J. “The Acts of the Apostles.” In *The New Jerome Biblical Commentary*. Edited by Raymond E. Brown, Joseph A. Fitzmyer, and Roland E. Murphy. 722-767. Englewood Cliffs, NJ: Prentice Hall, 1990.

Class Lecture

N:

¹ Paul Seaton, “The Human Body in Theological Perspective,” Philosophy 203: Philosophical Anthropology (class lecture, St. Mary’s Seminary & University, Baltimore, MD, Sept. 12, 2022).

² Seaton, “The Human Body in Theological Perspective,” class lecture.

B:

Seaton, Paul. “The Human Body in Theological Perspective.” Philosophy 203: Philosophical Anthropology. Class Lecture at St. Mary’s Seminary & University, Baltimore, MD, September 12, 2022.

CITATION OF ONLINE SOURCES

Article in Online Journal

N:

¹ Xavier Léon-Dufour, “Reading the Fourth Gospel Symbolically,” *New Testament Studies* 27 (1980-81): 442, accessed September 8, 2023, <http://dx.doi.org/10.1086/658052>.

² Dufour, “Reading the Fourth Gospel Symbolically,” 442.

B:

Leon-Dufour, Xavier. “Reading the Fourth Gospel Symbolically.” *New Testament Studies* 27 (1980-81): 439-56. Accessed September 8, 2023. <http://dx.doi.org/10.1086/658052>.

Signed Article with Date

N:

¹ Linus Martz, “The Pathetic as Hero: *The Diary of a Country Priest*,” Word on Fire, accessed October 30, 2020, <https://www.wordonfire.org/articles/the-pathetic-as-hero-the-diary-of-a-country-priest/>.

² Martz, “The Pathetic as Hero.”

B:

Martz, Linus. “The Pathetic as Hero: *The Diary of a Country Priest*.” Word on Fire, Accessed October 30, 2020. <https://www.wordonfire.org/articles/the-pathetic-as-hero-the-diary-of-a-country-priest/>.

Signed Article, Undated

N:

¹ Keith Fournier, “The Young Karol Wojtyla,” Catholic Online, accessed March 7, 2023, https://www.catholic.org/saints/saint.php?saint_id=6996.

² Fournier, “The Young Karol Wojtyla.”

B:

Fournier, Keith. “The Young Karol Wojtyla.” Catholic Online. Accessed March 7, 2023. https://www.catholic.org/saints/saint.php?saint_id=6996.

Unsigned Article, Undated

N:

¹ California Catholic Conference, “The Right to Life and the Dignity of the Human Person,” accessed March 7, 2023, <https://cacatholic.org/article/right-life-and-dignity-human-person>.

² California Catholic Conference, “The Right to Life.”

B:

California Catholic Conference. “The Right to Life and the Dignity of the Human Person.” Accessed March 7, 2023. <https://cacatholic.org/article/right-life-and-dignity-human-person>.

CITATION OF CONTEMPORARY SOURCES IN LITURGICAL STUDIES

Liturgical Rite Book

Ordinarily it is more helpful to provide the item number rather than the page number, which varies from publisher to publisher. When using an item number, use “n.” before the number itself.

N:

¹ *The Roman Ritual renewed by Decree of the Most Holy Second Ecumenical Council of the Vatican and promulgated by the Authority of Pope Paul VI, The Order of Baptism of Children, English translation according to the Second Typical Edition for Use in the Dioceses of the United States of America* ([publisher city: publisher name, 2020), [item number or section information or page number].

² *The Order of Baptism of Children*, [section information or item number or page number].

B:

The Roman Ritual renewed by Decree of the Most Holy Second Ecumenical Council of the Vatican and promulgated by the Authority of Pope Paul VI, The Order of Baptism of Children, and English translation according to the Second Typical Edition for Use in the Dioceses of the United States of America [publisher city: publisher name, 2020].

The Roman Missal

Ordinarily it is more helpful to provide the item number rather than the page number, which varies from publisher to publisher. The missal is somewhat complicated because each section of the missal starts over with the numbering of items. Section information should be included. The example below is for the Order of the Mass where the rubrics and texts for the Confiteor are given.

N:

¹ *The Roman Missal renewed by Decree of the Most Holy Second Ecumenical Council of the Vatican and promulgated by the Authority of Pope Paul VI and revised at the direction of Pope John Paul II, English translation according to the Third Typical Edition for Use in the Dioceses of the United States of America* ([publisher city: publisher name], 2011), “The Order of the Mass,” n. 4.

² *The Roman Missal*, “The Order of the Mass,” n. 4.

B:

The Roman Missal renewed by Decree of the Most Holy Second Ecumenical Council of the Vatican and promulgated by the Authority of Pope Paul VI and revised at the Direction of Pope John Paul II, English translation according to the Third Typical Edition for Use in the Dioceses of the United States of America. [publisher city: publisher name], 2011.

The Roman Missal: GIRM

N:

¹ *The Roman Missal renewed by Decree of the Most Holy Second Ecumenical Council of the Vatican and promulgated by the Authority of Pope Paul VI and revised at the direction of Pope John Paul II, English translation according to the Third Typical Edition for Use in the Dioceses of the United States of America* ([publisher city: publisher name], 2011), “The General Instruction of the Roman Missal,” n. 4.

² *The Roman Missal*, “The General Instruction of the Roman Missal,” n. 4.

B:

The Roman Missal renewed by Decree of the Most Holy Second Ecumenical Council of the Vatican and promulgated by the Authority of Pope Paul VI and revised at the direction of Pope John Paul II, English translation according to the Third Typical Edition for Use in the Dioceses of the United States of America [publisher city: publisher name], 2011.

CITATION OF SCRIPTURE, COMMENTARIES, AND CREEDS

Biblical Citation

Scripture is typically cited with in-text parenthetical citations rather than footnotes: “Blessed are the pure in heart, for they will see God” (Matt 5:8). Biblical books are abbreviated with the chapter and verse, separated by a colon. Page numbers must never be used when citing from Scripture. In most cases, when the Bible is first cited, you may add a footnote that says, “All biblical quotations are from the NRSV [or whichever translation is used]” or, if applicable, “Unless otherwise indicated, all biblical quotations are from the NRSV [or whichever

translation is used].” If the latter sentence is used, note any different translations used in parentheses after the biblical quotation as follows:

“Blessed are the pure in heart, for they will see God” (Matt 5:8 NIV).

Otherwise, it is not necessary to indicate the translation used for specific citations.

However, if different translations are used throughout the paper, then they should be cited each time with the translation: for instance, (Matt 5:8 NIV) and (Matt 5:9 NRSV).

The following abbreviations for common versions of the Bible are taken from *The SBL Handbook of Style for Biblical Studies and Related Disciplines*, 2nd ed. (Atlanta: SBL Press, 2014), with a few additions:

Version	Abbreviation
American Standard Version	ASV
Biblia Latinoamericana	BL
Common English Bible	CEB
Dios Habla Hoy	DHH
Douay-Rheims Bible	DRB
English Standard Version	ESV
Good News Bible	GNB
Holman Christian Standard Bible	HCSB
King James Version	KJV
Libro del Pueblo de Dios	LPD
The Message	MSG
New American Bible	NAB
New American Bible, Revised Edition	NABR
New American Standard Bible	NASB
New English Bible	NEB
New English Translation	NET
<i>A New English Translation of the Septuagint</i>	NETS
New International Version	NIV
New Jerusalem Bible	NJB
New King James Version	NKJV
New Living Translation	NLT

New Revised Standard Version	NRSV
New Revised Standard Version, Updated Edition	NRSVue
Nueva Versión Internacional	NVI
Revised Standard Version	RSV
<i>Tanakh: The New JPS Translation</i>	NJPS

Study Bibles

Study Bibles often include essays such as historical introductions to the Bible and the biblical world. This material should follow the format as found when citing an edited work. Include the author, essay title, name of the study Bible, version, editor or editors, and publication information. For example:

N:

¹ Eric M. Meyers, “The Bible and Archaeology,” in *The HarperCollins Study Bible: Fully Revised & Updated*, New Revised Standard Version, ed. Harold W. Attridge (New York: HarperCollins, 2008), lvii-lix.

² Meyers, “The Bible and Archaeology,” lvii-lix.

B:

Meyers, Eric M. “The Bible and Archaeology.” In *The HarperCollins Study Bible: Fully Revised & Updated*. New Revised Standard Version. Edited by Harold W. Attridge. New York: HarperCollins, 2008.

Spell out books of the Bible in the running text. Scripture titles should be abbreviated when cited in a footnote or in parenthetical citations. Scripture titles are abbreviated or shortened as follows according to *The SBL Handbook of Style for Biblical Studies and Related Disciplines*, 2nd ed. (Atlanta: SBL Press, 2014).

Old Testament / Hebrew Bible	
Genesis	Gen
Exodus	Exod
Leviticus	Lev
Numbers	Num
Deuteronomy	Deut
Joshua	Josh
Judges	Judg
Ruth	Ruth
1 Samuel	1 Sam
2 Samuel	2 Sam

1 Kingdoms LXX	1 Kgdms
2 Kingdoms LXX	2 Kgdms
1 Kings	1 Kgs
2 Kings	2 Kgs
3 Kingdoms LXX	3 Kgdms
4 Kingdoms LXX	4 Kgdms
1 Chronicles	1 Chr
2 Chronicles	2 Chr
Ezra	Ezra
Nehemiah	Neh
Esther	Esth
Job	Job
Psalm/Psalms	Ps/Pss
Proverbs	Prov
Ecclesiastes/Qoheleth	Ecccl/Qoh
Song of Songs/Song of Solomon/Canticles	Song/Cant
Isaiah	Isa
Jeremiah	Jer
Lamentations	Lam
Ezekiel	Ezek
Daniel	Dan
Hosea	Hos
Joel	Joel
Amos	Amos
Obadiah	Obad
Jonah	Jonah
Micah	Mic
Nahum	Nah
Habakkuk	Hab
Zephaniah	Zeph
Haggai	Hag
Zechariah	Zech
Malachi	Mal

Apocrypha / Deuterocanonical Books	
Tobit	Tob
Judith	Jdt
Additions to Esther	Add Esth
Wisdom of Solomon	Wis
Sirach/Ecclesiasticus	Sir
Baruch	Bar
Epistle of Jeremiah	Ep Jer
Additions to Daniel	Add Dan
Prayer of Azariah	Pr Azar
Bel and the Dragon	Bel
Song of the Three Young Men	Sg Three
Susanna	Sus
1 Maccabees	1 Macc
2 Maccabees	2 Macc
3 Maccabees	3 Macc
4 Maccabees	4 Macc
1 Esdras	1 Esd
2 Esdras	2 Esd
Prayer of Manasseh	Pr Man
Psalms 151	Ps 151
New Testament	
Matthew	Matt
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Romans	Rom
1 Corinthians	1 Cor
2 Corinthians	2 Cor
Galatians	Gal
Ephesians	Eph
Philippians	Phil
Colossians	Col
1 Thess	1 Thess

2 Thess	2 Thess
1 Tim	1 Tim
2 Tim	2 Tim
Titus	Titus
Philemon	Phlm
Hebrews	Heb
James	Jas
1 Pet	1 Pet
2 Pet	2 Pet
1 John	1 John
2 John	2 John
3 John	3 John
Jude	Jude
Revelation	Rev

Bible Commentaries

Bible Commentaries generally follow the format of books. The only notable difference is the inclusion of the commentary series and volume number with no separating comma. Write the commentary series in headline-style capitalization (no italics) in the note and bibliography. Include the series or volume number after the series name. General editors do not need to be included in either the note or bibliography. The format is as follows:

N:

¹ Joseph A. Fitzmyer, *The Gospel According to Luke*, Anchor Bible 28 (New York: Doubleday, 1981), 148.

² Fitzmyer, *The Gospel According to Luke*, 148.

B:

Fitzmyer, Joseph A. *The Gospel According to Luke*. Anchor Bible 28. New York: Doubleday, 1981.

Some Bible commentaries contain multiple authors. For example, *The New Interpreter's Bible* has several contributors within a single volume. Treat these as chapters in an edited volume. Include the series and volume number with no separating comma. As with other commentaries, the series is written in headline-style capitalization in the note and bibliography.

N:

¹ Robert W. Wall, "The Acts of the Apostles: Introduction, Commentary, and Reflections," *The New Interpreter's Bible* 10 (Nashville: Abingdon, 2002).

² Wall, "The Acts of the Apostles," 19.

B:

Wall, Robert W. "The Acts of the Apostles: Introduction, Commentary, and Reflections." *The New Interpreter's Bible* 10. Nashville: Abingdon, 2002.

CITATION OF PAPAL ENCYCLICALS AND RELATED DOCUMENTS

Papal encyclicals follow the format of books. The title should be in the language in which it was published or by which it is commonly known (this is typically the Latin title). If you feel it is relevant or helpful, you may include the English title in brackets next to the Latin. The Latin title is italicized. Titles (e.g. Pope, Pontiff, Holy Father, etc.) are not used. Cite the enumerated paragraph instead of page numbers.

Encyclicals

N:

¹ Benedict XVI, *Spe salvi* (San Francisco: Ignatius Press, 2008), 14.

² Benedict XVI, *Spe salvi*, 14.

B:

Benedict XVI. *Spe salvi*. San Francisco: Ignatius Press, 2008.

Encyclicals accessed online are treated in much the same way. Key information includes the author, title, accessed date (month date, year) and complete URL. It is highly recommended that online encyclicals and papal documents only be accessed through the Holy See's website: www.vatican.va

In lieu of page numbers, cite the enumerated paragraph. Online papal documents should follow this format:

N:

¹ Francis, *Laudato si'*, accessed March 20, 2023, http://www.vatican.va/content/francesco/en/encyclicals/documents/papa-francesco_200150524_ enciclica-laudato-si.html.

² Francis, *Laudato si'*, 6.

B:

Francis. *Laudato si'*. Accessed March 20, 2023. http://www.vatican.va/content/francesco/encyclicals/documents/papa-francesco_200150524_ enciclica-laudato-si.html.

Apostolic Exhortations

N:

¹ John Paul II, *Reconciliatio et paenitentia*, in *The Post-Synodal Apostolic Exhortations of John Paul II*, ed. J. Michael Miller, CSB (Huntington, IN: Our Sunday Visitor, 1998), 9.

² John Paul II, *On Reconciliation and Penance*, 10.

B:

John Paul II. *Reconciliatio et paenitentia*. In *The Post-Synodal Apostolic Exhortations of John Paul II*, edited by J. Michael Miller, CSB. Huntington. Our Sunday Visitor, 1998.

N:

¹ Benedict XVI, *Ecclesia in medio oriente*, accessed January 5, 2017, https://www.vatican.va/content/benedictxvi/en/apost_exhortations/documents/hf_ben-xvi_exh_20120914_ecclesia-in-medio-oriente.html, 3.

² Benedict XVI, *Ecclesia in medio oriente*, 3.

B:

Benedict XVI. *Ecclesia in medio oriente*. Accessed January 5, 2017. https://www.vatican.va/content/benedictxvi/en/apost_exhortations/documents/hf_ben-xvi_exh_20120914_ecclesia-in-medio-oriente.html.

Apostolic Constitution

N:

¹ Francis, *Vultum Dei quaerere*, accessed January 5, 2017, <https://press.vatican.va/content/salastampa/en/bollettino/pubblico/2016/07/22/160722a.html>, 22.

² Francis, *Vultum Dei quaerere*, 22.

B:

Francis. *Vultum Dei quaerere*. Accessed January 5, 2017. <https://press.vatican.va/content/salastampa/en/bollettino/pubblico/2016/07/22/160722a.html>.

Apostolic Speeches and Letters

N:

¹ John Paul II, *Tertio millennio adveniente* (Washington, DC: United States Catholic Conference, 1995), 17.

² John Paul II, *Tertio millennio adveniente*, 17.

B:

John Paul II. *Tertio millennio adveniente*. Washington, DC: United States Catholic Conference, 1995.

N:

¹ Francis, *Misericordia et misera*, accessed January 5, 2017, https://www.vatican.va/content/francesco/en/apost_letters/documents/papa-francesco-lettera-ap_20161120_misericordia-et-misera.html, 14.

² Francis, *Misericordia et misera*, 14.

B:

Francis, *Mercy and Misery: Misericordia et misera*. Accessed January 5, 2017. https://www.vatican.va/content/francesco/en/apost_letters/documents/papa-francesco-letteraap_20161120_misericordia-et-misera.html.

There are many shorter speeches, letters, and other similar sized documents on the Vatican's website. Information to be cited includes author, document, full publication date (month date, year), and URL.

N:

¹ Francis, "Address of his Holiness Pope Francis to Participants in the Meeting of the International Catholic Rural Association (ICRA)," accessed January 5, 2017, https://www.vatican.va/content/francesco/en/speeches/2016/december/documents/papa-francesco_20161210_riuione-icra.html.

² Francis, "Address of his Holiness Pope Francis."

B:

Francis. "Address of his Holiness Pope Francis to Participants in the Meeting of the International Catholic Rural Association (ICRA)." Accessed January 5, 2017. https://vatican.va/content/francesco/en/speeches/2016/december/documents/papa-francesco_2016210_riuione-icra.html.

CITATION OF ROMAN CURIA

Congregation for Divine Worship and the Discipline of the Sacraments

N:

¹ Congregation for Divine Worship and the Discipline of the Sacraments, Instruction, *Redemptionis sacramentum* [Instruction on certain matters to be observed or to be avoided regarding the Most Holy Eucharist] (Vatican, 2004), 87.

² *Redemptionis sacramentum*, 87.

B:

Congregation for Divine Worship and the Discipline of the Sacraments, Instruction. *Redemptionis sacramentum* [Instruction on certain matters to be observed or avoided regarding the Most Holy Eucharist]. Vatican. 2004.

Congregation for the Doctrine of the Faith

N:

¹ Congregation for the Doctrine of the Faith (CDF), Doctrinal Document, *Dignitatus personae* [Instruction on Certain Bioethical Questions] (Vatican, 2008), 12.

² *Dignitatus personae*, 12.

B:

Congregation for the Doctrine of the Faith (CDF). Doctrinal Document, *Dignitatus personae* [Instruction on Certain Bioethical Questions]. Vatican, 2008.

Congregation for Catholic Education

N:

¹ Congregation for Catholic Education, Doctrinal Document, “Guidelines for the Use of Psychology in the Admission and Formation of Candidates for the Priesthood” (Vatican, 2008), 2.

² “Guidelines for the Use of Psychology,” 2.

B:

Congregation for Catholic Education. Doctrinal Document, “Guidelines for the Use of Psychology in the Admission and Formation of Candidates for the Priesthood” Vatican, 2008.

Synod of Bishops

N:

¹ Synod of Bishops, XII Ordinary General Assembly: The Word of God in the Life and Mission of the Church, “The Message to the People of God at the Conclusion of the XII Ordinary Assembly” (Vatican, 2008), 8.

² “The Message to the People of God,” 8.

B:

Synod of Bishops, XII Ordinary General Assembly: The Word of God in the Life and Mission of the Church. “The Message to the People of God at the Conclusion of the XII Ordinary Assembly.” Vatican, 2008.

CITATION OF USCCB DOCUMENTS

N:

¹ USCCB, *Go and Make Disciples: A National Plan and Strategy for Catholic Evangelization in the United States* (1933; repr., Washington, DC: USCCB, 2002), 4-5.

² USCCB, *Go and Make Disciples*, 4-5.

B:

USCCB. *Go and Make Disciples: A National Plan and Strategy for Catholic Evangelization in the United States*. 1933. Reprint, Washington, DC: USCCB, 2002.

CITATION OF COUNCIL, CANON LAW, AND CATECHISM

Printed documents of the Second Vatican Council, canons from the Code of Canon Law, and other documents of the Catholic Church generally follow the format of a work within an edited volume. Cite the author or joint author, such as the Second Vatican Council, or document name. Following this information, include the edited volume and the editor or editors, as appropriate, together with publication information and paragraph number. Above all, there should be consistency when citing these materials.

Council Documents

N:

¹ Vatican Council II, *Lumen Gentium*, in *Vatican Council II: Constitutions, Degrees, Declarations*, ed. Austin Flannery (Northport: Costello, 1996), 58.

² Vatican Council II, *Lumen Gentium*, 58.

B:

Vatican Council II. *Lumen Gentium*. In *Vatican Council II: Constitutions, Degrees Declarations*. Edited by Austin Flannery. Northport: Costello, 1996.

For online council documents include the accessed date, URL, and enumerated paragraph number.

N:

¹ Vatican Council II, *Lumen gentium* accessed January 5, 2017, https://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_const_19641121_lumen-gentium_en.html, 4.

² Vatican Council II, *Lumen gentium*, 3.

B:

Vatican Council II. *Lumen gentium*. Accessed January 5, 2017. https://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_const_19641121_lumen-gentium_en.html.

Canon Law

Print editions of the Code of Canon Law follow the format of a book. Cite the number of the canon and its subsection, as appropriate, instead of page numbers.

N:

¹ *The Code of Canon Law* (Washington, DC: Canon Law Society of America, 1999), 114.1.

² *The Code of Canon Law*, 114.1.

B:

The Code of Canon Law. Washington, DC: Canon Law Society of America, 1999.

N:

¹ *The Code of Canon Law*, accessed January 5, 2017, https://www.vatican.va/archive/cod-iuris-canonici/cic_index_en.html, 1215.2.

² *The Code of Canon Law*, 1215.2.

B:

The Code of Canon Law. Accessed January 5, 2017. https://www.vatican.va/archive/cod-iuris-canonici/cic_index_en.html.

Catechism of the Catholic Church

The *Catechism of the Catholic Church* follows the format of a book. Use the locator numbers in place of page numbers or any other identifier.

N:

¹ *Catechism of the Catholic Church*, 2nd ed. (New York: Doubleday, 1995), 334.

² *Catechism of the Catholic Church*, 334.

B:

Catechism of the Catholic Church, 2nd edition. New York: Doubleday, 1995.

N:

¹ *Catechism of the Catholic Church*, accessed January 5, 2017, https://www.vatican.va/archive/ENG0015/_INDEX.HTM, 2701.

² *Catechism of the Catholic Church*, 2701.

B:

Catechism of the Catholic Church. Accessed January 5, 2017. <https://www.vatican.va/archive/ENG0015/INDEX.HTM>.

CITATION OF ANCIENT TEXTS, EPISTLES, AND HOMILIES

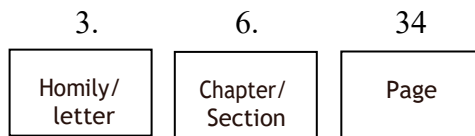
Ancient sources are often part of a series or collection. As a result, several pieces of information should be included when citing these sources. Ancient sources typically have a translator in addition to the author and title. It is critically important that a translator be cited whenever possible. Many of these texts are distinguished by translation, as some translations have an authoritative status.

When citing specific passages, it is preferable to refer to chapter/letter, homily, or section number whenever possible. Letter/chapter or section numbers provide a more definite and stable way of finding information. This makes it easier to find the cited quote or passage, even when one has an edition that is different from the one cited (e.g. an electronic version). Page numbers should always be cited, but they hold the least importance.

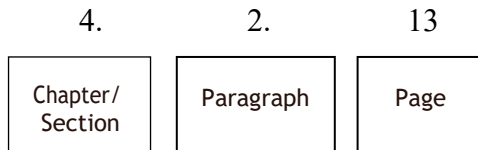
The hierarchy of information is therefore:

1. Homily/letter
2. Chapter/Section #
3. Paragraph # (sometimes necessary when paragraphs are not enumerated)
3. Page number (print sources only)

The information is portrayed as follows:



Or



Homilies

As with Bible commentaries, it is not necessary to cite the series editor or editors. The series title and number should be included after the translator or translators. The series title is abbreviated in the note and written in headline style in the bibliography (no italics). The series volume number follows the series title with no separating comma. The publication information follows the regular rules of CMOS. When citing homilies or ancient commentaries (depending on the series) cite the homily number, section number (if applicable), and printed page number.

N:

¹ John Chrysostom, *Homilies on Genesis 46-67*, trans. Robert C. Hill, FOTC 87 (Washington, DC: The Catholic University of America Press, 1992), 46.10.9

² Chrysostom, *Homilies on Genesis*, FOTC, 46.10.9.

B:

Chrysostom, John. *Homilies on Genesis 46-67*. Translated by Robert C. Hill. The Fathers of the Church 87. Washington, DC: The Catholic University of America Press, 1992.

N:

¹ Origen, *Commentary on the Gospel According to John: Books 13-32*, trans. Ronald E. Heine, FOTC 89 (Washington, DC: The Catholic University of America Press, 1993), 13.10.17.

² Origen, *Commentary on the Gospel According to John*, FOTC 89, 13.10.17.

B:

Origen. *Commentary on the Gospel According to John: Books 13-32*. Translated by Ronald E. Heine. FOTC 89. Washington, DC: The Catholic University of America Press, 1993.

Epistles

Letters may or may not have titles. Therefore, the letter title can be omitted in the note and bibliography. The most important pieces of information are the author, translator, series, and volume number. It is not necessary to cite the series editor or editors. Do cite the volume editor if the editor is listed along with the translator on the title page. The series title is abbreviated in the note and written in headline style in the bibliography (no italics). When citing from an ancient letter, include the letter, chapter (if applicable), and page number. In the example below, the letter number is 15, the chapter number is 1, and the printed page number is 43.

N:

¹ Cyprian, *Letters 1-81*, trans. Rose Bernard Donna, CSJ, FOTC 51 (Washington, DC: The Catholic University of America Press, 1993), 15.1.43.

² Cyprian, *Letters*, FOTC, 15.1.43.

B:

Cyprian. *Letters 1-81*. Translated by Rose Bernard Donna, CSJ. The Fathers of the Church 51. Washington, DC: The Catholic University of America Press, 1964.

Texts by Church Fathers

Certain series combine several works of one author into a single volume. Both *The Ante-Nicene Fathers* (ANF) and *The Nicene and Post-Nicene Fathers* (first and second series: NPNF¹ and NPNF²) follow this format. When using these collections, each volume is treated as an edited work. Therefore, one should cite the ancient author, the title of their work in italics (not the general volume title), the translator and/or editor of the cited work, series title and volume number (minus the general editor), and publication information. One should first cite the chapter/section and paragraph number (if needed) and printed page number. If the work is not divided into chapters or sections, the printed page number will suffice. NPNF has two series. Indicate the series used with a superscripted 1 or 2. In the first example below, the chapter number is 19, the paragraph number is 1, and the printed page number is 43.

N:

¹ Tertullian, *Apology*, trans. S. Thelwall, ANF 3 (Edinburgh: T&T Clark, 1993), 19.1.33.

² Tertullian, *Apology*, ANF 3, 19.1.33.

B:

Tertullian. *Apology*. Translated by S. Thelwall. Ante-Nicene Fathers 3. Edinburgh: T&T Clark, 1993.

N:

¹ Gregory of Nyssa, *On the Holy Spirit: Against the Followers of Macedonius*, trans. William Moore and Henry Austin Wilson, NPNF² (Grand Rapids: Eerdmans, 1994), 319.

² Gregory of Nyssa, *On the Holy Spirit*, NPNF², 319.

B:

Gregory of Nyssa. *On the Holy Spirit: Against the Followers of Macedonius*. Translated by William Moore and Henry Austin Wilson. Nicene and Post-Nicene Fathers, Series 2. Grand Rapids: Eerdmans, 1994.

N:

¹ John of Damascus, *Philosophical Chapters*, trans. Frederic H. Chase, Jr., FOTC 37 (Washington, DC: The Catholic University of America Press, 1999), 64.98.

² John of Damacus, *Philosophical Chapters*, 64.98.

B:

John of Damascus. *Philosophical Chapters*. Translated by Frederic H. Chase, Jr. Fathers of the Church 37. Washington, DC: The Catholic University of America Press, 1999.

Thomas Aquinas: *Summa Theologiae*

The *Summa Theologiae* has a standardized reference system. One should use and become familiar with how the *Summa Theologiae* is divided into parts, questions, and articles. Page numbers are irrelevant when citing from the *Summa Theologiae*.

N:

¹ Thomas Aquinas, *ST II-II*, q. 24, a. 6, obj. 3 [ad 2 / resp. / sc].

² Aquinas, *ST II-II*, q. 24, a. 6, obj. 3 [ad 2 / resp. / sc].

More examples of shortened notes:

³Aquinas, *ST II-II*, q. 24, a. 6, ad 2.

⁴Aquinas, *ST II-II*, q. 24, a. 6, resp.

⁵Aquinas, *ST II-II*, q. 24, a. 6, sc.

B:

Thomas Aquinas. *Summa Theologica*. Translated by the English Dominican Province. New York: Benziger Brothers, 1947.

OR

Thomas Aquinas. *Summa Theologiae*. Edited by Thomas Gilby. Vol 2. Cambridge: Blackfriars, 1966.

More Works by Aquinas

ST, II-II, q. 24, a. 6, obj. 3 [ad 2 / resp. / sc] *prima secundae / tertia pars*
In III Sent. d. 23, q. 3, a. 4, qa. 2
SCG I, ch. 59
De malo, q. 7, a. 2, obj. 11
De veritate, q. 14, a. 5
De caritate, a. 3
Super I Cor., 14, lec. 1
Super Ioan., 2, lec. 2
In De div. nom., 4, lec. 10
Expositio De hebdomadibus, lec. 2
Sent. Eth., VIII, lec. 1

Abbreviations for Works by Aristotle

Ethics, VII, ch. 8 (1151a16)
Physics, II, ch. 2 (200a22)

ST MARY'S GENERAL STYLE NOTES

Formatting

General Format Requirements

Margins 8. x 11" paper; at least 1" on all four edges of the page

Typeface Times New Roman font; 12-point font for the body of the paper.

Spacing & Indentation

Double-space all text except block quotations

No extra spaces between paragraphs

Indent at the beginning of each new paragraph

Text should be left justified

Page Numbers

Page numbers should be bottom of page, center, beginning with 1.

Title pages are never numbered.

Coordinating Capitalization in Quoted Text and Student Text

Capitalization of nouns and pronouns referring to God, Jesus, or the Holy Spirit should be consistent and should adhere to the instructor's preference, if any is stated. Occasionally the student's style will not agree with the style of an author the student chooses to quote. In that case, the student is obliged to preserve exactly the author's style in direct quotes while maintaining his or her own style in the paper. Following are examples of consistency in capitalization styles when quoting:

Original text:

"In his being as Son Jesus has his radical origin in God and radically belongs to God. The turning of Jesus to the Father implies the prior turning of the Father to Jesus. The relation of Jesus to the Father implies the prior relation of the Father to him, the self-communication of God to him. The subsequent Son-christology is therefore simply the interpretation and translation of what is secretly present in Jesus' obedience as Son and his self-surrender as Son."

Kasper capitalizes the nouns referring to God and Jesus (Father; Son), but does not capitalize the pronouns referring to Jesus (him; his)

Walter Kasper, *The God of Jesus Christ* (New York: Crossroad, 1994), 171.

The student has been consistently capitalizing the pronoun and has correctly continued to do so here in the student's own text.

Student paragraph 1:

The distinct Christology that results from the relationship between God and Jesus is an inherent character of Jesus' obedience to God. Walter Kasper writes, "In his being as Son Jesus has his radical origin in God and radically belongs to God. The turning of Jesus to the Father implies the prior turning of the Father to Jesus."¹ Jesus' nature as Son is rooted in His relationship to His Father, in terms of both His Sonship and His obedience, or "self-surrender."²

¹ Walter Kasper, *The God of Jesus Christ* (New York: Crossroad, 1994), 171.

² Kasper, 171.

Within quoted text, the student accurately copies the source. (his, not His)

Also, Kasper does not capitalize the noun "christology," while the student does; this too is a matter of consistency.

Student paragraph 2:

The distinct Christology that results from the relationship between God and Jesus is an inherent character of Jesus' obedience to God. Walter Kasper writes, "In [H]is being as Son Jesus has [H]is radical origin in God and radically belongs to God. The turning of Jesus to the Father implies the prior turning of the Father to Jesus."¹ Jesus' nature as Son is rooted in His relationship to His Father, in terms of both His Sonship and His obedience, or "self-surrender."²

¹ Walter Kasper, *The God of Jesus Christ* (New York: Crossroad, 1994), 171.

² Kasper, 171.

In this sample, the student has chosen to change Kasper's style to match the student's own. Note that the student has made the change by including the capitalized pronoun in editorial brackets [].

Student paragraph 3:

The distinct Christology that results from the relationship between God and Jesus is an inherent character of Jesus' obedience to God. Walter Kasper writes, "In his being as Son Jesus has his radical origin in God and radically belongs to God. The turning of Jesus to the Father implies the prior turning of the Father to Jesus."¹ Jesus' nature as Son is rooted in his relationship to his Father, in terms of both his Sonship and his obedience, or "self-surrender."²

¹ Walter Kasper, *The God of Jesus Christ* (New York: Crossroad, 1994), 171.

² *Ibid.*

The student here does not capitalize the pronouns in the essay, an acceptable style as long as the usage is consistent. Note that in this case the student's style happens to correspond with Kasper's.

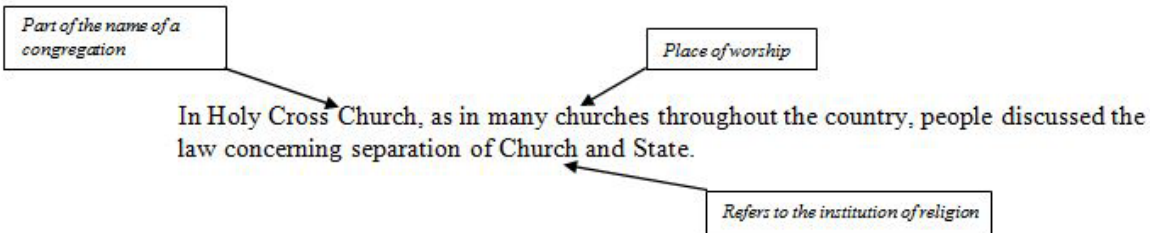
Additional Note on Capitalization in General Text

Some words should always be capitalized. One of these words is the word 'Bible'. Unlike other titles of books, this does not need to be italicized, but it does need to be capitalized.

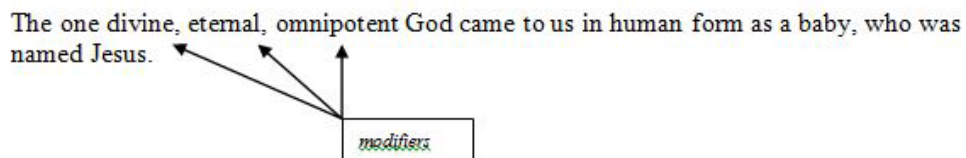
The word 'biblical' does not usually need to be capitalized.

The teacher asked students to bring their Bibles to the class on biblical interpretation.

For some words, capitalization depends on the way the word is being used. The word church is not capitalized when it refers to a place of worship or a congregation. It is capitalized when it refers to the institution of religion or when it is part of a complete name of a congregation.



Words naming God are usually capitalized, but modifiers (such as adjectives) and other nouns usually are not.



Capitalization for SoT Students

Capitalization of pronouns referring to the Godhead is a matter of consistency. Always capitalize "Church," in reference to the Holy Roman Catholic Church; "Christology,"

“Eucharist,” “Trinity,” “Christ,” “Paschal mystery,” “Cross,” [Jesus’] Resurrection,” “[Jesus’] Incarnation,” [Jesus’] Passion.”

For Latin titles, capitalize only the first word unless one of the words would otherwise be capitalized: e.g., *De civitate Dei*, *De malo*, *De veritate*.

Numbers

Numbers from 0-9 should be represented by numerals; numbers above 10 should be spelled out. Dates are only spelled out when they begin a sentence. Any number beginning a sentence should be spelled out.

For STL Theses

Front Matter

Order of materials

Title page (page i, but not numbered)

Table of Contents (begin numbering, Roman numerals, lower case)

Abstract

Acknowledgements

List of Abbreviations

Introduction

Title Page

Includes name of institution, centered, at top of page; title of thesis, bold font, ¼ down page; statement of submission, headline style capitalization, ½ down page; student name, bold font, ¾ down page; city, state, and date, bottom of page. All material centered, 12-point font, not bold (unless noted), double spaced. *See Turabian, 9th edition, A.2.1.2*

Table of Contents

Contents title is centered top of page, bold type; two spaces; list of all content *following* Table of Contents; double spaced; chapter number and name flush left; page numbers for chapter title and first level subheads flush right (leader dots optional). *See Turabian 9th edition, A.2.1.7*

Pagination

Front Matter: Centered, lower case Roman numerals in a footer (*Note: Title page is not numbered*)

Introduction: though considered “front matter,” the Introduction is numbered with cardinal numbers, starting with 1.

Chapters and Bibliography: Numbered contiguously from Introduction, bottom center

Titles, Headings, and Subheads

First-level headings centered, boldface, headline-style capitalization

Second-level subheads centered, regular type, headline-style capitalization

Third-level subheads flush left, italic type, headline-style capitalization

Fourth-level subheads flush left, regular type, sentence-style capitalization

Fifth-level subheads run in at beginning of paragraph (no blank line after, italic type, sentence-style capitalization, terminal period)

Footnotes

Typeface: 10-point font

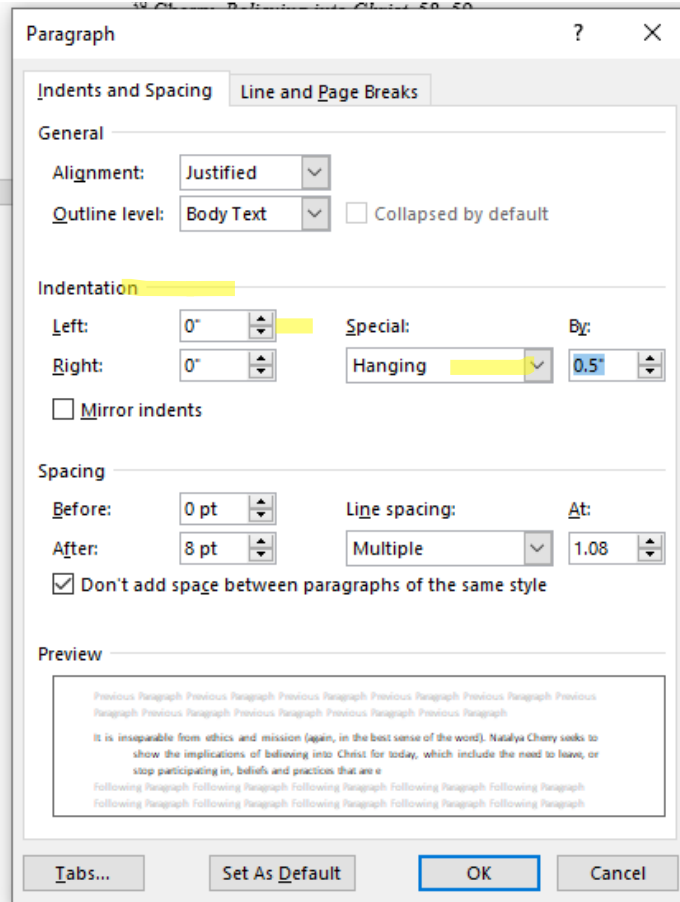
Indentation: indentation of the first line one tab space; following lines flush left

Spacing- Single-spaced

Bibliography- *see sample, pp. 31-33*

Typeface- 12-point font

Indentation- hanging indent (use hanging indent feature in your word processor; e.g., for Word, at Home tab choose Paragraph, then Indentation—Special, and then drop down to Hanging and then choose .5")



Spacing Single-spaced within each entry, double-spaced between entries

Arrangement of Bibliographies

Bibliographies should be divided into Primary Sources and Secondary Sources. Briefly, a primary source is a text of original material under critical consideration. Scripture, papal encyclicals, apostolic exhortations, *Summa Theologiae*, for example, are primary sources. Sources that contain comment, scholarship, or explication of primary sources are considered secondary sources. In short, primary sources can be described as those sources that are closest to the origin of the information. They contain raw information and thus, must be interpreted by researchers. Secondary sources are closely related to primary sources and often interpret them.

(<https://libguides.furman.edu/special-collections/for-students/primary-secondary-sources#:~:text=Primary%20sources%20can%20be%20described,sources%20and%20often%20interpret%20them>)

Sample Bibliography

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