



OBLATE SCHOOL OF THEOLOGY

STYLE GUIDELINES

FOR ACADEMIC PAPERS

AND

FINAL WRITTEN PROJECTS

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ELEMENTS OF STYLE

The Oblate School of Theology Style Guideline was first written at the request of students seeking guidance about academic writing expectations at Oblate. In response to their request and in an effort to standardize practice across the school, this style guide highlights the most relevant portions of Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th Edition. Students and instructors are encouraged to refer to this document for guidance about page layout, citations, chapter titles and subheadings, and specific requirements for thesis and dissertations. The *OST Style Guide*, Turabian 9, and the *Chicago Manual of Style* 17th Edition, can be seen as concentric circles of information. All the information in the Style Guide is contained within *Turabian* 9, which is contained within the *Chicago Manual of Style* 17.¹ Students who encounter style and formatting challenges not included in this guide should refer to *Turabian* or to the *Chicago Manual of Style*. Although inconsistencies may remain, this guide is intended to serve as a model of the academic style and formatting required at Oblate.

Elements of style for all papers submitted at the Oblate School of Theology should normally follow the directives contained in Turabian 9. Footnotes and bibliographic entries follow the Notes-Bibliography Style (see *Turabian* chapter 16), not the Author-Date Style.

¹ The *Chicago Manual of Style* (CMOS) is now in its 18th edition. There are some differences, including changes in footnotes and bibliography. Until *Turabian* is updated to reflect the revisions, the backup resource OST will reference the CMOS 17th edition.

To make formatting in Word less arduous, Oblate allows a few exceptions to Turabian, including page numbering and the format of footnotes. The footnote differences are described in the section titled “Exceptions to Turabian in Footnotes” on page 6. Professors may instruct students to use alternative formatting for some assignments.

The use of proper grammar and syntax is presupposed in every written assignment. Students are encouraged to take full advantage of the spell check and grammar check in Word or other acceptable sources with the language preference set to English United States. Additionally, Oblate provides free access to Grammarly, an online editing platform, to all members of the OST community. For information about Grammarly, see the associate academic dean or IT Support. Submissions containing numerous grammatical, syntactical, or formatting errors may be returned to the student for revision before being read, critiqued, or graded. The use of a willing and competent proofreader is also recommended. *Students who have notable difficulty with style, grammar, and composition should seriously consider using the services of the OST writing tutor or a professional editor and/or taking a composition course at a local college.* To help students and faculty evaluate the quality of writing in an assignment, Oblate has created an Academic Writing Rubric, which is included at the end of this Style Guide and posted in Moodle.

The professional nature of an academic paper requires either Microsoft Word® software or a comparable program and access to a high-quality printer. Students are encouraged to seek help with computer formatting from the IT director or from the associate academic dean. Although students may choose to use different word-processing software, Oblate only offers support for MS Word.

Page Layout

The same page layout is required for all class papers submitted at OST unless the professor gives other instructions. (For specific information pertaining to MA theses, doctoral projects, and dissertations, see Final Projects and Theses below.) Times New Roman font is used throughout the text.

- The main text is 12-point font and double-spaced and aligned left, which leaves a ragged edge on the right margin.
- Footnotes are Times New Roman 10 and single-spaced with an additional space between notes.
- Page numbers are Times New Roman 12 and placed in the bottom center of the page. Headers and footers are not used except for page numbers.
- Margins (top, bottom, right, and left) are one inch.

The first line of each new paragraph is indented one-half inch. The entirety of a box quote is indented one-half inch, is left justified, and is single-spaced. An extra space is not added after paragraphs or box quotes. *Widows and orphans* (single lines of text stranded on the top or bottom of a page) should be avoided. The occurrence of *widows and orphans* can be controlled by clicking *widows and orphans* in the paragraph box on MS Word ribbon.

CITATIONS

In scholarly and professional work, it is common to use ideas, quotations, and materials from other authors and scholars. This usage occurs in many forms: direct quotations from published works and speeches, a synthesis of another person's ideas or writings, lyrics, poetry, artwork, material found on the internet or a person's web page, and so on. Professional courtesy and academic integrity require that every use of another person's work be carefully documented.

For information about how to avoid plagiarism, see Turabian 9, section 7.9 "Guard Against Inadvertent Plagiarism."² The use of AI (artificial intelligence) tools within a written assignment, if allowed by the course instructor, must also be acknowledged in footnotes. As described in the OST Student Handbook, intentional acts of plagiarism lead to severe consequences, including failing grades on papers and even expulsion from school.

Quotations

A series of words taken directly from another person's written work or verbal comments must be set off with quotation marks. An ellipse, which is three periods separated by spaces. . . , is used within a quote to indicate that words have been omitted. Ordinarily, Oblate uses the more straightforward "General Method for Ellipses"³ rather than the "Textual Studies Method for Ellipse." In the general method, an ellipse is not used before or after a

² Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th ed. (Chicago: University of Chicago Press, 2018), section 7.9.

³ Turabian, section 25.3.2.2

quote even if the quote begins or ends in the middle of a sentence. Brackets [] are used to enclose any words added to a quote by the student writing the paper. Examples of both are found in the quote below explaining the use of block (or box) quotes:

If the quotation is four lines or fewer, run it into your text and enclose it in quotation marks. If it is five lines or longer, set it off as a block quotation [indented, single-spaced, aligned left], without quotation marks. . . You may use a block quotation for a quotation shorter than five lines if you want to emphasize it or compare it to a longer quotation (25.2).

Notice that you must manually change to single-line spacing for a block quotation; using a block quotation requires you to manually insert an additional single-space line after the quotation and then return to double-spacing your lines. Notice that the right margin is ragged, not justified.

Footnotes

At Oblate, footnotes rather than in-line citations or endnotes are used in all papers.

A variety of software programs, including MS Word, claim to format directly into Turabian-approved style for footnotes and bibliography. Students should not depend exclusively upon such programs since, occasionally, the software is not consistent with the directives provided in Turabian. Even online citation generators sometimes confuse editors and authors of articles. Students are responsible for the accuracy of all formatting. At OST, Turabian takes precedence over computer-generated formatting.

When citing a work for the first time, use the full citation as described in Turabian. A shortened form is used for all subsequent notes. Shortened forms include the author's last name and the page number(s). A comma separates the name and page number(s). If more than one work by an author is cited, list the author's last name, the shortened title, and the page

number(s). If there is no author or editor, a title and page number are required (16.4). For sequential citations of the same source, use a shortened form rather than Ibid. (16.4.2).

If you are referring to the same text repeatedly, as this *Style Guide* does with Turabian 9, you may use parenthetical notes in place of footnotes, as modeled here (16.4.3).

Exceptions to Turabian in Footnotes

As strange as it seems, the Turabian default in MS Word for footnotes is not consistent with the style outlined in Turabian, *A Manual for Writers*. Because MS Word is persistent and will re-format notes even after they are saved, Oblate allows students to use the Turabian default with two modifications:

- 1) the font in footnotes must be changed to Times New Roman 10, and
- 2) a blank line must be added manually between notes.

Otherwise, OST follows MS Word Turabian default:

- footnotes begin with a superscript number,
- they are left justified with no indentation,
- in 10-point font,
- and single-spaced.

MS Word automatically inserts a line between your text and your footnotes. There should not be a space between this line and your first footnote. Footnotes are denoted in the main text by using superscripted numbers. Footnote numbering begins with 1 in each chapter.

Place of Publication

The place of publication in footnotes and in bibliography entries includes the city and state or province, or the city and country. If the city is known and cannot be confused with another city of the same name, then only the city is used. If two or more cities are given, use only the first city. If the city of publication might be unknown or confused with another city, then the capitalized, two-letter postal code abbreviation of the state or province is included. Use current English names for foreign cities.

The CMOS 18 no longer includes place of publication. However, until the next revision of Turabian, students are still expected to include it.

Standard Footnote Formatting Patterns

The following are examples of the standard formatting and information required in a footnote for a book and a journal article. In these examples, the xx-xx represents the page number(s) of only those pages on which the information cited is found. Note that the capitalization of titles in English is distinct from capitalization of titles in non-English works. For English works, use title capitalization. For non-English works use sentence style capitalization, meaning only the first word and proper nouns are capitalized.

Note: Titles such as Pope, Bishop, Father, Sister, and Doctor are not used in footnotes or in the bibliography. Degrees and affiliations, such as O.F.M., O.P., and Ph.D. following a name are omitted.

For a Book

¹ Author's First and Last Names, *Title of Book: Subtitle of Book*, Series Title [if any] (Place of Publication: Publisher's Name, Date of Publication), xx-xx.

For a Journal Article

² Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number, Issue Number (Date of Publication): xx-xx.

For an Article on a Website

³ First Name and Last Name, "Title of Article," and/or Title of Site, Other Contributor(s). Name of Web Site, Last modified date, accessed date, URL.

Examples of commonly encountered footnote (**N**) and bibliography (**B**) entries are shown below.

Bibliography

At the conclusion of a research paper, a bibliography page(s) lists the sources used in the paper. These titles may include works not directly quoted in the text but which had provided some information or perspective on your topic.

In addition to the bibliography that appears at the end of a research paper, there are other two other types that might be assigned: a select bibliography and an annotated bibliography. In a select bibliography, minor references are omitted. This page should be labeled SELECTED BIBLIOGRAPHY. An annotated bibliography requires "a brief description of the work's contents or relevance to their research."⁴ This type of entry information is required for every source listed in an ANNOTATED BIBLIOGRAPHY.

The bibliography at the end of a research paper is entitled BIBLIOGRAPHY (like a chapter title). With the exception of page numbers, the same information is contained in the bibliography as in the footnotes, but the order and punctuation are altered.

In a bibliography:

1. Sources are listed in alphabetical order by the author's (or editor's) last name, 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.

⁴ Turabian, 16.2.1.

2. Page numbers are not given for books. However, the entire range of page numbers is given for periodical articles. Page numbers are preceded by a colon rather than a comma in periodical articles.
3. Occasionally, there may be a reason for citing a particular chapter or essay in a book. If so, the page numbers are preceded by a comma in the chapter references and are placed before the place of publication.
4. Periods replace some commas.
5. Parentheses are not used for the publication information.
6. When “Edited by” or “Translated by” or “Edited and translated by” follow a title, they are capitalized and spelled out, not abbreviated as in footnotes. When an editor or translator is given on the title page instead of an author, they are abbreviated ed. or trans. following the name.
7. When citing a part of an edited book (introduction, chapter, or article) with several authors, ‘ed.’ follows the book title in the footnote while “edited by” (lower case) is used in the bibliography.
8. The first line of each entry is flush with the left-hand margin; the second line is indented five spaces (hanging indent). Each entry is single-spaced with an extra space between entries.

The following shows the standard formatting and information required in a bibliography entry for a book:

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

When more than one work by the same author, editor, or translator is cited, the entries are alphabetized by the beginning letter of each title, ignoring articles such as *a* and *the*. Only the first entry contains the author’s name. In subsequent entries, replace the author’s name with a multiple works is the editor or translator rather than the author, place a comma after the em dash and then the correct abbreviation such as ed. or trans (———, ed.) (16.2.2).

Examples of commonly encountered footnote and bibliography citations are shown in the following chapter.

If you chose to use an online citation generator or the one in MS Word, check to see that it is set for Turabian 9th edition. If it is not, adjust and use the format shown in the next chapter.

EXAMPLES OF CITATIONS

Oblate follows the Notes-Bibliography Style from Turabian NOT the Author-Date Style

Books

Book with One Author

N: Alejandro Garcia-Rivera, *The Community of the Beautiful: A Theological Aesthetics* (Collegeville, MN: Liturgical Press, 1999), 132.

Short form: **N:** Garcia-Rivera, 132.

If the paper cites more than one work by the same author, include a short title.

N: Garcia-Rivera, *Community*, 132.

B: Garcia-Rivera, Alejandro. *The Community of the Beautiful: A Theological Aesthetics*. Collegeville, MN: Liturgical Press, 1999.

Book with Two Authors

N: Kenton C. Anderson and Gregory J. Henson, *Theological Education: Principles and Practices of a Competency-Based Approach* (Grand Rapids, MI: Kregel Academic, 2024), 30.

Short form: **N:** Anderson and Henson, 31.

B: Anderson, Kenton C., and Gregory J. Henson. *Theological Education: Principles and Practices of a Competency-Based Approach*. Grand Rapids, MI: Kregel Academic, 2024.

Book with Three or More Authors

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

B: D'Antonio, William V., James D. Davidson, Dean R. Hoge, and Mary L. Gautier. *Catholic Laity: Their Faith and Their Church*. Lanham, MD: Rowman and Littlefield, 2007.

Book with Two or Three Editors

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

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

Book with Four to Ten Authors or Editors

Note: For sources with more than ten authors or editors, include only the first seven in the bibliography, followed by et al. In the footnote, only the first author is listed and followed by et al with no comma after the first name. In the bibliography, all names are listed using the same punctuation as for two or three authors/editors. (CMOS 14.76).

N: Julie Evans, et al., *Equal Subjects, Unequal Rights: Indigenous Peoples in British Settler Societies* (Manchester: Manchester University Press, 2003), 29.

B: Evans, Julie, Patricia Grimshaw, David Philips, and Shurlee Swain. *Equal Subjects, Unequal Rights: Indigenous Peoples in British Settler Societies*. Manchester: Manchester University Press, 2003.

Articles

Article in a Journal

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

Short form: **N:** Person, 603.

If the paper cites more than one article by the same author, include a short title: Person, “Ancient Israelite,” 603.

B: Person, Raymond F. “The Ancient Israelite Scribe as Performer.” *Journal of Biblical Literature* 117, no. 4 (1998): 601-9.

N: Sana Loue, “Parentally Mandated Religious Healing for Children: A Therapeutic Justice Approach,” *Journal of Law and Religion* 27, no.1 (2011-12): 400-2.

B: Loue, Sana. “Parentally Mandated Religious Healing for Children: A Therapeutic Justice Approach.” *Journal of Law and Religion* 27, no.1 (2011-12): 397-42.

Article in an Edited Book

N: Teresa J. Hornsby, “Why is She Crying: A Feminist Interpretation of Luke 7, 35-50,” in *Escaping Eden: New Feminist Perspectives on the Bible*, ed. Harold C. Washington, Susan L. Graham and Pamela Lee Thimmes (Sheffield, England: Sheffield Academic Press, 1998), 93.

B: Hornsby, Teresa J. “Why is She Crying: A Feminist Interpretation of Luke 7, 35-50.” In *Escaping Eden: New Feminist Perspectives on the Bible*, edited by Harold C. Washington, Susan L. Graham, and Pamela Lee Thimmes, 91-103. Sheffield, England: Sheffield Academic Press, 1998.

N: James Strahan, “First-Born (Hebrew),” in *Encyclopedia of Religion and Ethics*, vol. 6, ed. James Hastings (New York: Charles Scribner’s Sons, 1924), 35.

B: Strahan, James. “First-Born (Hebrew).” In *Encyclopedia of Religion and Ethics*, Vol. 6, edited by James Hastings, 35-36. New York: Charles Scribner’s Sons, 1924.

Chapter in an Edited Volume with Several Authors

N: 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: University of Notre Dame, 1994), 180.

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

Biblical Dictionary

N: Ronald F. Hock, “Economics in New Testament Times,” in *Harper’s Bible Dictionary*, ed. Paul J. Achtemeier (San Francisco: Harper, 1985), 240.

B: Hock, Ronald F. “Economics in New Testament Times.” In *Harper’s Bible Dictionary*. edited by Paul J. Achtemeier, [inclusive pages]. San Francisco: Harper, 1985.

N: George, Buttrick, ed., “Luke, Gospel of,” in *The Interpreter’s Dictionary of the Bible* (New York: Abingdon Press, 1962), 3:181, 183.

B: Buttrick, George. ed. “Luke, Gospel of.” In *The Interpreter’s Dictionary of the Bible*. Vol. 3. 180-188. New York: Abingdon Press, 1962.

Biblical Commentaries

Single Volume

N: Joseph A. Fitzmyer, “Pauline Theology,” in *The New Jerome Biblical Commentary*, ed. Raymond E. Brown, Joseph A. Fitzmyer, and Roland E. Murphy (Englewood Cliffs: Prentice Hall, 1990), 82:61 [i.e., section and paragraph number, not page number. Only use page numbers if there are not section or paragraph numbers].

B: Fitzmyer, Joseph A. “Pauline Theology.” In *The New Jerome Biblical Commentary*, edited by Raymond E. Brown, Joseph A. Fitzmyer, and Roland E. Murphy, section 82. Englewood Cliffs: Prentice Hall, 1990.

N: Ian Boxall, “Matthew,” in *The Jerome Biblical Commentary for the Twenty-First Century*, 3rd fully rev. ed., ed. John J. Collins, Gina Hens-Piazza, Barbara Reid, and Donald Senior (London: T&T Clark, 2022), 1168.

B: Boxall, Ian. “Matthew.” In *The Jerome Biblical Commentary for the Twenty-First Century*. 3rd fully rev. ed. Edited by John J. Collins, Gina Hens-Piazza, Barbara Reid, and Donald Senior. London: T&T Clark, 2022.

Multiple Volumes

N: Robert B. Coote, “The Book of Joshua,” in *The New Interpreter’s Bible*, ed. Leander E. Keck (Nashville: Abingdon Press, 1994), 2:602.

B: Coote, Robert B. “The Book of Joshua.” In *The New Interpreter’s Bible*. Edited by Leander E. Keck. Vol. 2, 553-719. Nashville: Abingdon Press, 1994.

~Book-length Commentary without Series Number

N: John Bright, *Jeremiah*, The Anchor Bible (Garden City, NY: Doubleday, 1965), 60.

B: Bright, John. *Jeremiah*. The Anchor Bible. Garden City, NY: Doubleday, 1965.

Book-length Commentary with Series Number

N: Luke Timothy Johnson, *The Gospel of Luke*, vol. 3 of *Sacra Pagina* Series, ed. Daniel J. Harrington, S.J. (Collegeville, MN: Liturgical Press, 1991), 132.

B: Johnson, Luke Timothy. *The Gospel of Luke*. Vol. 3 of *Sacra Pagina* Series, edited by Daniel J. Harrington, S.J. Collegeville, MN: Liturgical Press, 1991.

Note: In this commonly used source, the words *Sacra Pagina* are italicized only because they are in a language other than English and not because they are the title of the series. The title of a series is not italicized if it is in English.

Editions of the Bible

It is not necessary to list the Bible in your bibliography. Bible citations are not footnoted but put in parentheses after the quote. The edition of the Bible must be indicated by its italicized abbreviation, e.g. (1 Tim 3:12 *NAB*). This is only necessary the first time the Bible is cited if the same edition is used throughout your text. If you cite more than one edition of the Bible, it must be clear which edition you are citing each time. You must also be consistent in using the abbreviations for the books of the Bible designated by the edition of the Bible which you are using.

Classical Texts

N: Therese of Lisieux, *Story of a Soul: The Autobiography of St. Therese of Lisieux*, trans. John Clarke (Washington, DC: 1972), 35.

B: Therese of Lisieux, *Story of a Soul: The Autobiography of St. Therese of Lisieux*. Translated by John Clarke. Washington, DC: 1972.

Catholic Church Documents

Papal Documents

N: Francis, *Laudato Si'* (Vatican City: Vatican Press, 2015), no. 31.

B: Francis. *Laudato Si'*. Vatican City: Vatican Press, 2015.

N: Benedict XVI, *The Environment*, ed. Jacquelyn Lindsey (Huntington, IN: Our Sunday Visitor, 2012), nos. 49-57.

B: Benedict XVI. *The Environment*. Edited by Jacquelyn Lindsey. Huntington, IN: Our Sunday Visitor, 2012.

Canon Law

The 1917 Code of Canon Law

N: *Codex iuris canonici, Pii X Pontificis Maximi iussu digestus, Benedicti Papae XV auctoritate promulgatus, Romae, Typis polyglottis Vaticanis*, 1917. English translation, Peter Cardinal Gasparri, (trans.), *The 1917 Pio-Benedictine Code of Canon Law* (San Francisco, CA: Ignatius Press, 2001), [canons].

Note: When referring in a footnote to a particular canon, it is customary to use the short form: CIC/17 cc. xxx or CIC/83 cc. xxx

B: *Codex iuris canonici. Pii X Pontificis Maximi iussu digestus, Benedicti Papae XV auctoritate promulgatus, Romae, Typis polyglottis Vaticanis*, 1917. English Translation. Translated by Peter Cardinal Gasparri. *The 1917 Pio-Benedictine Code of Canon Law*. San Francisco, CA: Ignatius Press, 2001.

The 1983 Code of Canon Law

N: *Codex iuris canonici, auctoritate Ioannis Pauli PP. II promulgatus* Vatican City, Libreria editrice Vaticana, 1983. British version of the English-language translation: *The Code of Canon Law: New Revised English Translation*, prepared under the auspices of The Canon Law Society of Great Britain and Ireland in association with The Canon Law Society of Australia and New Zealand and The Canadian Canon Law Society (London: Harper Collins, 1997), [canons].

Short form: CIC/83 cc. xxx

B: *Codex iuris canonici, auctoritate Ioannis Pauli PP. II promulgatus* Vatican City, Libreria editrice Vaticana, 1983. American version of the English-language translation: *The Code of Canon Law: Latin-English Edition*, prepared under the auspices of The Canon Law Society of America. Washington, D.C., 2023.

Commentary on the Code

N: Francis Schneider, “Chapter II: The Enrollment, or Incardination, of Clerics [cc. 265-272],” in *New Commentary on the Code of Canon Law*, commissioned by the Canon Law Society of America, eds. John Beal, James Coriden and Thomas Green (Mahwah, NJ: Paulist Press, 2000), 329-30.

B: Schneider, Francis. “Chapter II: The Enrolment, or Incardination, of Clerics [cc. 265- 272].” In *New Commentary on the Code of Canon Law*, commissioned by the Canon Law Society of America. Edited by John Beal, James Coriden and Thomas Green. Mahwah, NJ: Paulist Press, 2000, 329-342.

The Catechism

N: *Catechism of the Catholic Church, Revised in Accordance with the Official Latin Text Promulgated by Pope John Paul II*, 2nd ed. (Washington, DC: United States Catholic Conference, 1997). no. 339.

Short form: CCC, no. 339.

B: *Catechism of the Catholic Church. Revised in Accordance with the Official Latin Text Promulgated by Pope John Paul II*. 2nd Edition. Washington, DC: United States Catholic Conference. 1997.

OCIA

N: *The Order of Christian Initiation of Adults – Ritual de La Iniciación Cristiana de Adultos: For Use in the Dioceses of the United States of America: Approved by the United States Conference of Catholic Bishops and confirmed by the Apostolic See*. Bilingual edition (Chicago: Liturgical Training Publications, 2024), no. 35.

B: Catholic Church. *The Order of Christian Initiation of Adults – Ritual de La Iniciación Cristiana de Adultos: For Use in the Dioceses of the United States of America*. Bilingual edition. Chicago, IL: Liturgy Training Publications, 2024.

Roman Pontifical

N: Congregation for Divine Worship and the Discipline of the Sacraments, Vox Clara Committee, “Ordination of a Bishop,” in *The Roman Pontifical. Promulgated by Authority of Pope Paul VI and Revised at the Direction of Pope John Paul II*. (Vatican City, 2012) 19-62.

Note: The Roman Pontifical is generally not included in the bibliography unless it is part of a separate list of official documents used.

Lectionary

N: United States Conference of Catholic Bishops, Bishops' Committee on the Liturgy. *Lectionary for Mass, Vol III* (Totowa, NJ: Catholic Book Publishing, 2002), 38.

B: United States Conference of Catholic Bishops. Bishops' Committee on the Liturgy. *Lectionary for Mass, Vol III*. Totowa, NJ: Catholic Book Publishing, 2002.

Second Vatican Council Documents

N: Second Vatican Council, *Gaudium et spes, Vatican Council II, Volume 1: The Conciliar and Postconciliar Documents*, ed. Austin Flannery, new rev. ed. (Northport, NY: Costello Publishing Co., 1992), no. 48.

Short form for subsequent citations of the same document:

N: Second Vatican Council, *Gaudium et spes*, no. 48.

Short form for subsequent citations from a different document (first mention):

N: Second Vatican Council, *Ad gentes*, no. 12, Flannery, *Vatican Council II*.

B: Flannery, Austin, ed. *Vatican Council II, Volume 1: The Conciliar and Postconciliar Documents*. New Revised Edition. Northport, NY: Costello Publishing Co., 1992.

USCCB Documents

N: United States Conference of Catholic Bishops, *Program of Priestly Formation in the United States of America*, 6th ed. (Washington, DC: United States Conference of Catholic Bishops, 2022), no. 55.

B: United States Conference of Catholic Bishops. *Program of Priestly Formation in the United States of America*. 6th Edition. Washington, DC: United States Conference of Catholic Bishops, 2022.

Note: Before 2001, the US bishops 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.

N: National Conference of Catholic Bishops and Hugh J Nolan. *Pastoral Letters of the United States Catholic Bishops: Volume V. 1983-1988* ed. (Washington, DC: United States Catholic Conference, 1990), no. 15.

B: National Conference of Catholic Bishops and Hugh J Nolan. *Pastoral Letters of the United States Catholic Bishops: Volume V. 1983-1988* Edition. Washington, DC: United States Catholic Conference. 1990.

Electronic Media

Books Consulted Online

Note: Include URL/DOI and access date for books consulted online.

Books with an editor or translator appear as in a regular book bibliographic entry.

Break URLs after a backslash (preferred) or dash.

Hyperlinks are in black type and not underlined.

N: Margaret Y. MacDonald, *Colossians and Ephesians*, ed. Daniel J. Harrington (Collegeville, MN: Liturgical Press, 2008), chap. 1, sec. 3, <https://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=1260146>.

B: MacDonald, Margaret Y. *Colossians and Ephesians*. Vol. 17 of *Sacra Pagina Series*, edited by Daniel J. Harrington. Collegeville, MN.: Liturgical Press, 2008. Accessed June 7, 2024.
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eBooks

Note: eBooks are defined as books that require a specific application or device, i.e., iBooks, Kindle, NOOK, or Google Play Books.

Do not use url for eBooks.

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Use page numbers or paragraph numbers, if they are provided. Otherwise, indicate location with chapter or section headings.

*****When possible, use the actual book, not the eBook, for the citation because it will allow you to identify the actual page, rather than the digital location, of the quotation.**

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Short form: **N:** Benedict XVI, *Caritas in veritate*, 103.

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Websites

Note: Note that websites are not included in the bibliography unless a particular one is cited frequently or is essential to your argument.

N: Susannah Brooks, "Longtime Library Director Reflects on a Career at the Crossroads," University of Wisconsin-Madison News, September 1, 2011, accessed May 14, 2012, <http://www.news.wisc.edu/19704>.

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AI Footnotes

Material derived from an AI prompt is not noted in a bibliography. However, it may be appropriate to cite it in a footnote. The general pattern for such a note is:

N: Text generated by ChatGPT, OpenAI, March 7, 2023, <https://chat.openai.com/chat>.

If the prompt isn’t included in the text of the document, then:

N: ChatGPT, response to “What route did the Apostle Paul take to Rome,” OpenAI, March 10, 2023.

Generative AI

IF a professor allows Generative AI to be used for an assignment, the contribution and extent of the use of an AI model should be acknowledged in the footnotes. How the student

author used Gen AI information should be clearly stated. Professional writers now acknowledge the types (names) of AI used in the preparation of their manuscripts, the tasks given to AI (e.g. to find related literature, to draft an outline, etc.), and the extent to which it has been used. They then verify that they have reviewed and edited the content and take final responsibility for the published work.

Translation software and grammar check programs should be acknowledged in the first footnote. A simple statement such as the following may be used:

N: Google Translate was used extensively throughout this paper to assist in the English renditions of text that the writer of this paper originally wrote in Spanish.

CHAPTER TITLES AND SUBHEADINGS

Most academic papers of several pages are generally written in sections and subsections. Longer papers may require two or more chapters. If the paper is written with chapters, a table of contents is required. A table of contents may be included in shorter works to give a visual overview of the content of the paper. To help maintain consistency throughout a paper and to automate the table of contents, students are encouraged to use the Styles function on the MS Word ribbon to format chapter titles and subheadings.

Chapter titles begin 1 ½ inches below the paper edge on a new page. Chapter titles are Times New Roman, centered, 14-point font, all caps (no boldface). The chapter number is spelled out with the descriptive title double-spaced below. So that your two-line title shows up on one line in your table of contents, use a ‘soft return’ (Shift+Enter) between the lines of the title in the body of the document, instead of Enter. An example and the MS Word style settings are below. Note that in MS Word, chapter titles are level one subheadings.

CHAPTER ONE

DESCRIPTIVE TITLE

Font: Times New Roman, 14 pt, Centered, Black, CAPS
Before: 36 pt (this setting provides the 1 ½ inch from the top of the page)
After: 24 pt
Keep with next, Level 1
Line spacing: double

Subheadings serve to divide a large unit of text into two or more smaller units and are printed in a uniform manner at the same subdivision level throughout the text. Do not use

subheadings to set off a single unit of text. In other words, a single use of a subheading is not permitted. Below is a recommended set of subheadings.

Second-Level Subheading

Font: Times New Roman, 12 pt., Bold, Centered, Black
Before: 18 pt.
After: 12 pt.
Keep with next, Level 2
Line spacing: single

Third-Level Subheading

Font: Times New Roman, 12 pt., Bold, Italic, Centered, Black
Before: 18 pt.
After: 12 pt.
Keep with next, Level 3
Line spacing: single

Fourth-Level Subheading

Font: Times New Roman, 12 pt., Italic, Black
Before: 18 pt.
After: 12 pt.
Keep with next, Level 4
Line spacing: single

Demonstrations of how to format papers and use Styles to automate a table of contents can be found in numerous places online. Students are encouraged to look online for videos that explain how to do formatting tasks. If unable to find the right help, check with the IT director or the Associate Academic Dean.

FINAL PROJECTS AND THESES

Final projects, dissertations, and theses that are bound and available in our library have a few additional requirements, including printing and formatting. The final copy(ies) submitted to the library for binding must be printed on the appropriate paper. The paper must be white, watermarked, 100% cotton, acid-free, and a minimum of 20 lb. weight.

Final papers include a formal cover page (see example below) and may be printed on one or both sides of the paper. Manuscripts of 250 pages or less, excluding front matter, are to be printed single-sided. To allow for the width of the binding on the left side, the margin should be 1.5 inches on the left. Manuscripts of more than 250 pages of text, excluding front matter, are to be printed double-sided to ensure they fit in one volume.

Double-sided manuscripts necessitate additional attention to formatting. They require 1.5-inch margins on both the right and left sides of the page. Pages should be arranged following standard principles of recto and verso. Each major section of the manuscript begins on the recto (right-hand) side of the page, (e.g., Title Page; Dedication; Acknowledgements; Contents; Chapter One, Chapter Two, etc; Bibliography). Blank pages can be added to the end of one section to force the next section to begin on the recto side. The copyright page is on the verso (left-hand side or back) of the Title Page. Odd pages (1, 3, 5 in the text as well as i, iii, v in the front matter) appear on the recto side.

The page numbering, in Arabic numerals, bottom center of each page, begins with the first page of the main text and continues consecutively through the entire main text and back matter (appendices, bibliography). The title page and any other pages before the table of contents are not numbered. If there is more than one page after the table of contents but before the main

text (such as lists of tables, abstract, etc.), those pages are given non-capitalized Roman numerals (i, ii, iii, iv) at the bottom center of each page, and should be included in the table of contents⁵

Most final projects, theses, and dissertations will have formatting requirements beyond the scope of this brief style guide, which is meant to be an abbreviation of Turabian 9, which is a simplification of *The Chicago Manual of Style 17*. Please consult these primary sources for more complicated questions.

⁵ For more information about formatting front matter, see Turabian, A.2.1.

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Title Page for Class Paper

Place the title about 1/3 down the page.

Cultivate and Keep the Garden:
An Ecological Reading of Biblical Creation Stories

Janie Smith

Oblate School of Theology

TS 9218: Ecological Theology

December 6, 2024

(Title Page for Thesis - 1.5-inch margins on the right and left if printed double sided)

TITLE: ALL CAPS, BOLDFACED SINGLE-SPACED IF MULTI-LINED

(title is 1.5 inches from top of page, 14pt boldfaced)

(the following appears four line-spaces below title, 12 pt., double spaced:)

Thesis (or Final Project or Final Paper, depending)

submitted to the Faculty of Oblate School of Theology

in partial fulfillment of the requirements

(triple spaced)
for the degree of

Master of *(name of degree, e.g.,* Master of Arts (Theology)

by

Name *(with previous degrees)*

(One-and-a-half inches below the candidate's name appears the following)

(printed name, with initials), Director
(three line-spaces in between)

(printed name, with initials), Reader
NB: For doctoral papers only, an additional line is added for the third reader.

San Antonio, Texas
(centered, two spaces above next line)

Month Year of conferral (centered)

**AGUA ES VIDA:
ECO-MUJERISTA THEOLOGY IN THE BORDERLANDS**

Thesis

submitted to the Faculty of Oblate School of
Theology in partial fulfillment of the requirements

for the degree of

Master of Arts (Theology)

by

Elise D. Garcia, O.P.

Maria Cimperman, OSU

Maria Cimperman, O.S.U., S.T.L., Ph.D, Director

Linda J Gibler, OP

Linda Gibler, O.P., Ph.D., Reader

San Antonio, Texas

May 2009

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SAMPLE Footnotes (on the bottom of the page)

¹ Alejandro Garcia-Rivera, *The Community of the Beautiful: A Theological Aesthetics* (Collegeville, MN: Liturgical Press, 1999), 132.

² Garcia-Rivera, *Community*, 151.

³ William V. D’Antonio, James D. Davidson, Dean R. Hoge, and Mary L. Gautier, *Catholic Laity: Their Faith and Their Church* (Lanham, MD: Rowman and Littlefield, 2007), 122.

⁴ Wes Howard-Brook and Sharon Ringe, eds. *The New Testament: Introducing the Way of Discipleship* (Maryknoll, NY: Orbis, 2002), 142.

⁵ Raymond F. Person, “The Ancient Israelite Scribe as Performer,” *Journal of Biblical Literature* 117, no. 4 (1998): 603.

⁶ Garcia-Rivera, *Community*, 205.

⁷ Teresa J. Hornsby, “Why is She Crying: A Feminist Interpretation of Luke 7, 35-50,” in *Escaping Eden: New Feminist Perspectives on the Bible*, ed. by Harold C. Washington, Susan L. Graham and Pamela Lee Thimmes (91-103). (Sheffield, England: Sheffield Academic Press, 1998), 93.

⁸ 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: University of Notre Dame, 1994), 180.

⁹ Therese of Lisieux, *Story of a Soul: The Autobiography of St. Therese of Lisieux*, trans. John Clarke, (Washington, DC: 1972), 35.

¹⁰ United States Conference of Catholic Bishops, *Program of Priestly Formation*, 5th ed. (Washington, DC: United States Conference of Catholic Bishops, 2006), no. 74.

¹¹ Susannah Brooks, “Longtime Library Director Reflects on a Career at the Crossroads,” University of Wisconsin-Madison News, September 1, 2011, Accessed May 14, 2012, <http://www.news.wisc.edu/19704>.

¹² M.C. Steenberg, *Irenaeus on Creation: The Cosmic Christ and the Saga of Redemption*. Supplements to Vigiliae Christianae. Leiden: Brill, 2008. Accessed July 10, 2020, <http://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=308434&site=ehost-live&scope=site>.

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