Style Guide

In academic writing, a “style” is a kind of template or format that governs the consistent and accurate acknowledgement of direct quotations from other authors and of the source of key ideas. Different academic institutions use different “styles” for the citation of the sources used in compiling written work. Normally the CTC Style Guide (Chicago 16, Turabian 8th ed.) is used for all assessments.

Parts of an Essay
- Title Page (see page Error! Bookmark not defined.)
- Text
- Bibliography
- If Required
  - Table of Contents (if the essay is divided into distinct sections or chapters)
  - List of Abbreviations
  - Synopsis
  - Appendices

Presentation
- All essays are submitted electronically through Turnitin via the UDiv Learning Management System (ARK). For more information see page Error! Bookmark not defined..
- Essays are typed on A4-sized paper.
- The left-hand margin is 3cm, and other margins are at least 2cm.
- Text is in a 12-point font and double-spaced (except in lengthy quotations, footnotes and bibliography, which are single spaced).
- Pages are numbered in the top right-hand corner.
- Student name and student number are to appear in the header (top left corner) of each page.
- Essays should be within 10% of the stipulated length (not counting footnotes, bibliography and lengthy quotations).
- Inclusive language should be used where possible.
- Foreign words are italicised, except when used in actual script, e.g. Greek or Hebrew

Quotations
Whenever another author’s words are included in an essay, this is a quotation and must be indicated in one of the following two ways:
Short quotations (up to about three lines) are incorporated in the body of the text and enclosed in double quotation marks.
Lengthy quotations are single-spaced and indented by 1cm from both margins, with no quotation marks. These quotations are not normally included in the word count for an assignment.

Punctuation
End of quotation: period/comma always inside .” or ,”
semicolon/colon always outside “; or “:
when the quotation itself is a question ?
if you are questioning the quotation “?”
Scriptural References

Scriptural references are included, in brackets, in the body of the text, rather than in notes. In scriptural references:

- a colon is placed between chapter and verse(s): e.g. Ex 12:1
- a hyphen placed between verse numbers indicates a block of verses e.g. Ex 12:1-5
- a comma (followed by a space) is placed between different verses within the same chapter of a book: e.g. Ex 12:1-5, 10, 17-19
- a semicolon (followed by a space) is placed between references from different chapters of the same book and between references from different books e.g. Ex 12:1-5; 20:2; Deut 5:8; 10:2-4

When a part only of a verse is referred to, ‘a’ or ‘b’ may be added according to whether the first or second part is concerned: e.g., Mt 16:16b; Rom 5:12a.

Abbreviations of biblical books are as follows:

<table>
<thead>
<tr>
<th>OT:</th>
<th>Gen</th>
<th>Ex</th>
<th>Lev</th>
<th>Num</th>
<th>Deut</th>
<th>Josh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judg</td>
<td>Ruth</td>
<td>1–2 Sam</td>
<td>1–2 Kings</td>
<td>1–2 Chr</td>
<td>Ezra</td>
<td></td>
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<tr>
<td>Neh</td>
<td>Tob</td>
<td>Jdt</td>
<td>Esth</td>
<td>1–2 Macc</td>
<td>Job</td>
<td></td>
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<tr>
<td>Ps</td>
<td>Prov</td>
<td>Eccl</td>
<td>Song</td>
<td>Wis</td>
<td>Sir</td>
<td></td>
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<tr>
<td>Isa</td>
<td>Jer</td>
<td>Lam</td>
<td>Bar</td>
<td>Ezek</td>
<td>Dan</td>
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<tr>
<td>Hos</td>
<td>Joel</td>
<td>Am</td>
<td>Ob</td>
<td>Jon</td>
<td>Mic</td>
<td></td>
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<tr>
<td>Nah</td>
<td>Hab</td>
<td>Zeph</td>
<td>Hag</td>
<td>Zech</td>
<td>Mal</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NT:</th>
<th>Mt</th>
<th>Mk</th>
<th>Lk</th>
<th>Jn</th>
<th>Acts</th>
<th>Rom</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–2 Cor</td>
<td>Gal</td>
<td>Eph</td>
<td>Phil</td>
<td>Col</td>
<td>1–2 Thess</td>
<td></td>
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<tr>
<td>1–2 Tim.</td>
<td>Titus</td>
<td>Phlm</td>
<td>Heb</td>
<td>Jas</td>
<td>1–2 Pet</td>
<td></td>
</tr>
<tr>
<td>1–2–3 Jn</td>
<td>Jude</td>
<td>Rev</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

References

Essays and assignments must contain appropriate referencing, including footnotes (as required) and a bibliography. References are to be in the Note – Bibliography format of the ‘Chicago Style,’ as set out in:


What follows is a summary of important elements of this style. Students should refer to chapters 16 and 17 of the above text for any further clarification that is required, and for details not explicitly mentioned here.
EndNote referencing software is available to postgraduate and research students. For more information see page Error! Bookmark not defined..
Footnotes
Footnotes are used to acknowledge the sources of information for an essay or assignment. Careful use of footnotes shows the research that underlies an essay, and allows readers to identify and retrieve references for their own use. See Turabian 16.1.

Footnotes should be used to indicate the source for:
- all direct quotations
- any paraphrase or summary of an author’s ideas or arguments
  (i.e., putting someone else’s thoughts into your own words)

Information obtained from the internet or from other electronic resources must be cited.

Footnotes are marked in the text by a superscript number at the end of the sentence or quotation to which the note refers (after any punctuation). At the bottom of the page, the number is repeated, followed by the necessary information.

Footnotes are single-spaced and numbered consecutively throughout the essay. They may be printed in a smaller font size than the body of the essay.

**Basic Format:**  Given name Surname, Title, edition, editor, translator, series, number of volumes (City of publication: Publisher, year), page.

Other information are included between the title and publishing details, each followed by a comma.

The first reference to a text should give full publication details. Subsequent references only need to include the author’s surname and the title (appropriately shortened).

*Ibid.* and *op. cit.* should not be used.

Bibliography
The bibliography lists the major works that have been consulted in researching the essay, including all texts that are cited in footnotes. See Turabian 16.2.

The bibliography is single-spaced and arranged alphabetically by author’s surname. A hanging indent is used when the reference exceeds one line (see example below). A blank line is left between each entry. If the next entry is by the same author three em-dashes are used in place of the author’s name (see example below).

**Basic Format:**  Surname, Given name. Title. Edition. Editor. Translator. Series. Number of volumes. City of publication: Publisher, year.

Other information is included between the title and publishing details, each followed by a period.

**Example:**
Examples (Turabian, chapter 17)

Style Guides specific to the disciplines of Philosophy and Biblical Studies, composed by CTC Staff, to be used in conjunction with Turabian, are available online at www.ctc.edu.au/Style-Guides.

**Book with one author (Turabian 17.1.1)**


Subsequent: Blenkinsopp, *Sage, Priest, Prophet*, 126.


**Book with two or three authors (Turabian 17.1.1)**


**Book with four or more authors (Turabian 17.1.1)**


**Book with editor and/or translator in addition to an author (Turabian 17.1.1.1)**


**Book with editor and/or translator in place of an author (Turabian 17.1.1.2)**


Book with an organisation as author (Turabian 17.1.1.3)


Revised Editions (Turabian 17.1.3.1)


Reprint Editions (Turabian 17.1.3.2)


Subsequent: Keating, *Open Mind, Open Heart*, 5.


Specific Volume (Turabian 17.1.4.1)


Book Series with a volume number (Turabian 17.1.5)


Book Series without a volume number (Turabian 17.1.5)


Subsequent: Walsh, *1 Kings*, 134.

Book Chapter, Essay/article in a collection with up to three editors (Turabian 17.1.8.2)


Book Chapter, Essay/article in a collection with four or more editors (Turabian 17.1.8.2)


Electronic Book (Turabian 17.1.10)


Subsequent: George Pattison, God and Being, 103-4.


Electronic Book Chapter (Turabian 17.1.10)


Subsequent: Aristotle, “Virtue is a Habit,” 52

Journal Articles with a volume number (Turabian 17.2.4.1)

Journal Articles with an issue and a volume number (Turabian 17.2)

Electronic Journal Articles (Turabian 17.2.2)
Subsequent: Boyle, “The Figure of the Nasi,” 3

Classical Works (Turabian 17.5.1.1)

Medieval Works (Turabian 17.5.1.2)
Subsequent: Aquinas, *Summa Theologiae*, Ia, q.4, art. 3, r.

Early English Works (Turabian 17.5.1.3)
Reference Works: Encyclopaedia and Dictionaries with author(s) (Turabian 17.5.3)

Unpublished sources (Turabian 17.6)

Website with a modified date (Turabian 17.7.1)
Subsequent: Finnis, “Aquinas’ Moral, Political, and Legal Philosophy.”

Website without a modified date (Turabian 17.7.1)

One source quoted in another (Turabian 17.10)
Subsequent: Zukofsky, “Sincerity and Objectification” 269.
Catechism
1st footnote: Catechism of the Catholic Church, English translation. 2nd ed. (1997), n. 778.
Subsequent: Catechism of the Catholic Church, n. 778.

Conciliar Document
Subsequent: Vatican Council II, Dei verbum, n. 5.

Other Church Document
1st footnote: Congregation for the Doctrine of the Faith, Doctrinal Note on Some Questions regarding the Participation of Catholics in Political Life (2002), n. 5.
Subsequent: Participation of Catholics in Political Life (2002), n. 5.

Papal Document
1st footnote: John Paul II, Veritatis splendor, Encyclical Letter (1993), n. 3.
Subsequent: John Paul II, Veritatis splendor, n. 3.

Unit Reader
Only give a reference to the unit reader when it is not possible to refer to the original text
Subsequent: Locke, Second Treatise of Government, chap. 7, §80, p. 76.