

Style Guide

CTC requires essays and assignments to be submitted in the 'Chicago Style,' as set out in:

Kate L. Turabian. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 7th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and the University of Chicago Press Editorial Staff. Chicago: University of Chicago Press, 2007.

What follows is a summary of important elements of this style.

Students should refer to the above text for any further clarification that is required, and for details not explicitly mentioned here.

Parts of an Essay

Table of Contents (if the essay is divided into distinct sections or chapters)

List of Abbreviations

Synopsis (if required)

Text

Appendices

Bibliography

Presentation

- Essays are typed, single-sided, on A4 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, and stapled in the top left-hand corner.
- Essays should be within 10% of the stipulated length (not counting footnotes, bibliography and lengthy quotations)
- A completed Assignment Cover Sheet must be attached to all written work.
- For fourth-level 6,000- or 12,000-word essays, two copies must be submitted, as these essays are always assessed by two examiners.
- 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	.” <i>or</i> ,”
	semicolon/colon always outside	”; <i>or</i> ”:
	when the quotation itself is a question	?”
	if you are questioning the quotation	”?

Content omitted within a quotation is indicated by three ellipsis points: ...

References

Essays and assignments must contain appropriate referencing, including footnotes (as required) and a bibliography.

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.

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 in the same way as print resources.

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.

Format: GivenName Surname, *Title* (Place of publication: Publisher, year), page.

Other information, such as the name of the edition, volume number, editor, and series, is 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 (which may be shortened if appropriate).

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.

The bibliography is single-spaced and arranged alphabetically by author's surname. A blank line is left between each entry.

Format: Surname, Given name. *Title*. Place of publication: Publisher, year.

Other information, such as the name of the edition, volume number, editor, and series, is included between the title and publishing details, each followed by a period.

Scriptural References

In scriptural references, a colon is placed between chapter and verse(s), and a semicolon between one reference and another: e.g., Mt 16:16; Mk 8:29; Lk 9:20.

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.

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

Abbreviations of biblical books are not followed by a full stop.

OT:	Gen	Ex	Lev	Num	Deut	Josh
	Judg	Ruth	1–2 Sam	1–2 Kings	1–2 Chr	Ezra
	Neh	Tob	Jdt	Esth	1–2 Macc	Job
	Ps	Prov	Eccl	Song	Wis	Sir
	Isa	Jer	Lam	Bar	Ezek	Dan
	Hos	Joel	Am	Ob	Jon	Mic
	Nah	Hab	Zeph	Hag	Zech	Mal
NT:	Mt	Mk	Lk	Jn	Acts	Rom
	1–2 Cor	Gal	Eph	Phil	Col	1–2 Thess
	1–2 Tim	Titus	Phlm	Heb	Jas	1–2 Pet
	1–2–3 Jn	Jude	Rev			

Examples

Book with one author

- 1st footnote: Joseph Blenkinsopp, *Sage, Priest, Prophet: Religious and Intellectual Leadership in Ancient Israel* (Louisville, KY: Westminster John Knox, 1995), 126.
- Subsequent: Blenkinsopp, *Sage, Priest, Prophet*, 126.
- Bibliography: Blenkinsopp, Joseph. *Sage, Priest, Prophet: Religious and Intellectual Leadership in Ancient Israel*. Louisville, KY: Westminster John Knox, 1995.

Book with two or three authors

- 1st footnote: John H. Hayes and Carl R. Holladay, *Biblical Exegesis: A Beginner's Handbook* (London: SCM, 1982), 49.
- Subsequent: Hayes and Holladay, *Biblical Exegesis*, 49.
- Bibliography: Hayes, John H., and Carl R. Holladay. *Biblical Exegesis: A Beginner's Handbook*. London: SCM, 1982.

Book with four or more authors

- 1st footnote: Jacquelyn Dowd Hall et al., *Like a Family: The Making of a Southern Cotton Mill World* (Chapel Hill: University of North Carolina Press, 1994), 114.
- Subsequent: Hall et al., *Like a Family*, 114.
- Bibliography: Hall, Jacquelyn Dowd, James Leloudis, Robert Korstad, Mary Murphy, Lu Ann Jones, and Christopher B. Daly. *Like a Family: The Making of a Southern Cotton Mill World*. Chapel Hill: University of North Carolina Press, 1994.

Book with editor and/or translator

- 1st footnote: André Vauchez, *The Laity in the Middle Ages: Religious Beliefs and Devotional Practices*, ed. Daniel E. Bornstein, trans. Margery J. Schneider (Notre Dame, IN: University of Notre Dame Press, 1993), 107.
- Subsequent: Vauchez, *The Laity in the Middle Ages*, 107.
- Bibliography: Vauchez, André. *The Laity in the Middle Ages: Religious Beliefs and Devotional Practices*. Edited by Daniel E. Bornstein. Translated by Margery J. Schneider. Notre Dame, IN: University of Notre Dame Press, 1993.

Editor/Translator(s) in place of author

- 1st footnote: Louise Ropes Loomis, trans. *The Council of Constance: The Unification of the Church*, ed. and annotated by John Hine Mundy and Kennerly M. Woody (New York: Columbia University Press, 1961), 82.
- Subsequent: Loomis, trans., *The Council of Constance*, 82.
- Bibliography: Loomis, Louise Ropes, trans. *The Council of Constance: The Unification of the Church*. Edited and annotated by John Hine Mundy and Kennerly M. Woody. New York: Columbia University Press, 1961.

Revised or new edition

- 1st footnote: Albert Nolan, *Jesus Before Christianity*, 3rd, rev. ed. (London: Darton, Longman and Todd, 1992), 96.
- Subsequent: Nolan, *Jesus Before Christianity*, 96.
- Bibliography: Nolan, Albert, *Jesus Before Christianity*. 3rd ed. London: Darton, Longman and Todd, 1992.

Multi-volume work

1st footnote: Jaroslav Pelikan, *Christian Doctrine and Modern Culture (since 1700)*, vol. 5. of *The Christian Tradition: A History of the Development of Doctrine* (Chicago: University of Chicago Press, 1989), 16.

Subsequent: Pelikan, *Christian Doctrine and Modern Culture*, 16.

Bibliography: Pelikan, Jaroslav. *Christian Doctrine and Modern Culture (since 1700)*. Vol. 5. of *The Christian Tradition: A History of the Development of Doctrine*. Chicago: University of Chicago Press, 1989.

Unpublished manuscript

1st footnote: Peter D'Ailly, "A Treatise on the Reformation of the Church," trans. James Kerr Cameron, annotated by Ian Murdoch (unpublished manuscript), 16.

Subsequent: D'Ailly, "A Treatise on the Reformation of the Church," 16.

Bibliography: D'Ailly, Peter. "A Treatise on the Reformation of the Church." Translated by James Kerr Cameron. Annotated by Ian Murdoch. Unpublished manuscript.

Essay/article in a collection with up to three editors

1st footnote: John O'Donnell, "Faith," in *The New Dictionary of Theology*, ed. Joseph A. Komonchak, Mary Collins, and Dermot A. Lane (London: Gill and Macmillan, 1987), 381.

Subsequent: O'Donnell, "Faith," 381.

Bibliography: O'Donnell, John. "Faith." In *The New Dictionary of Theology*, edited by Joseph A. Komonchak, Mary Collins, and Dermot A. Lane, 375–86. London: Gill and Macmillan, 1987.

Essay/article in a collection with four or more editors

1st footnote: Stephen Buckle, "Biological Processes and Moral Events," in *Embryo Experimentation*, ed. Peter Singer et al. (Cambridge: Cambridge University Press, 1990), 198.

Subsequent: Buckle, "Biological Processes and Moral Events," 198.

Bibliography: Buckle, Stephen. "Biological Processes and Moral Events." In *Embryo Experimentation*, edited by Peter Singer, Helga Kuhse, Stephen Buckle, Karen Dawson, and Pascal Kasimba, 195–201. Cambridge: Cambridge University Press, 1990.

Article in Journal or Periodical

1st footnote: Ian Waters, "The Fourth Plenary Council of Australia and New Zealand," *Annuario Historiae Conciliorum* 38 (2006): 460.

Subsequent: Waters, "The Fourth Plenary Council of Australia and New Zealand," 460.

Bibliography: Waters, Ian. "Fourth Plenary Council of Australia and New Zealand." *Annuario Historiae Conciliorum* 38 (2006): 451–66.

Encyclopaedia Article

Signed

1st footnote: T. H. Tobin, “Logos,” in *Anchor Bible Dictionary* (1992), 4: 350–51.

Subsequent: Tobin, “Logos,” 350–51.

Bibliography: Tobin, T. H. “Logos.” In *Anchor Bible Dictionary* (1992), 4: 345–56.

Unsigned

1st footnote: “Rahner, Karl,” in *The New Encyclopedia Britannica*, 15th ed. (1986), 9:901.

Subsequent: “Rahner, Karl,” in *The New Encyclopedia Britannica*, 9:901.

Bibliography: “Rahner, Karl.” In *The New Encyclopedia Britannica*, 15th ed. (1986), 9: 901.

Conciliar Document

1st footnote: Vatican Council II, *Dei verbum*, Dogmatic Constitution on Divine Revelation (18 November 1965), par. 5, in *Vatican II: The Conciliar and Post Conciliar Documents*, ed. A. Flannery (Collegeville, MN: Liturgical Press, 1980).

Subsequent: Vatican Council II, *Dei verbum*, par. 5.

Bibliography: Vatican Council II. *Dei verbum*. Dogmatic Constitution on Divine Revelation. 18 November 1965. In *Vatican II: The Conciliar and Post Conciliar Documents*, edited by A. Flannery. Collegeville, MN: Liturgical Press, 1980.

Papal Document

1st footnote: John Paul II, *Veritatis splendor*, Encyclical Letter (1993), par. 3.

Subsequent: John Paul II, *Veritatis splendor*, par. 3.

Bibliography: John Paul II. *Veritatis splendor*. Encyclical Letter. 1993.

Catechism

1st footnote: *Catechism of the Catholic Church*, English translation. 2nd ed. (1997), par. 778.

Subsequent: *Catechism of the Catholic Church*, par. 778.

Bibliography: *Catechism of the Catholic Church*. English translation. 2nd ed. 1997.

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), par. 5.

Subsequent: *Participation of Catholics in Political Life* (2002), par. 5.

Bibliography: Congregation for the Doctrine of the Faith. *Doctrinal Note on Some Questions regarding the Participation of Catholics in Political Life*. 2002.

Internet

Title of Site; website URL; date retrieved.

E.g.: ‘Vatican Museums’; http://mv.vatican.va/3_EN/pages/MV_Home.html; retrieved 29 June 1997.