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THEOLOGICAL METHODOLOGY: A GUIDE FOR WRITING SCIENTIFIC PAPERS AND THESES

[Based on Turabian/Chicago Style]

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SCIENTIFIC RESEARCH (THEOLOGICAL)

We are aware that any research is an art. Research is nothing but a deeper search. In any scientific research, the first requirement is intellectual honesty. Research aims to seek 'the truth, the whole truth and nothing but the truth' and so all the dimensions of truth must be scrupulously respected.

Scientific work essentially consists of **three stages**: the choice of the theme/title; the gathering of the information about the theme; elaboration of the theme/title. These three can be subdivided into the following points: 1) choice of a theme; 2) the possible elaboration of the theme chosen; 3) gathering the necessary information; 4) sketching the outline of the work (scheme); 5) first draft; 6) verification and correction; 7) final redaction.

Reading and Gathering information:

With regard to the organization, the first and foremost requirement is reading. As you read you keep getting ideas to focus on one of the topics or to form a title which is comprehensive enough to start and complete your written assignment. Earlier organization of ideas were in the form of gathering Information Cards (*schede*), which is still in vogue among some important research scholars in the realm of theology. In most cases today there is electronic variety which is a data-base sorted and stored in a disk.

The thesis although not a meditation, but carries with it inspirations, personal reflection and motivation. This comes along with quality time given in reading. A work is like fine wine that is maturing or a bamboo tree that shoots out suddenly after years of preparation underground (which is unseen). At times nothing appears to be done. Patience! Patience! Patience!

Title/Subtitle:

- It is unwise to put too many ideas in one paragraph or under one title/subtitle.
- Data arranged properly helps you to save time and makes your organization easier.
- Clarity is important to specify the purpose of the research undertaken and to know what is being sought out and where it is to be found (it is a must to know the sources in our Library).
- As the written work progresses, material may well be found which will alter somewhat the direction of the work (change of title and subtitle in the course of your writing).

The choice of the theme (general guidelines)

- The theme must lie within the general area of interest of the faculty in which the work is being carried out. If the area of interest is Theology, then the topic should have mainly theological emphasis.

- The title could at times be interdisciplinary but it has to be within well-defined parameters.

- In the search for a title or a theme a student may begin from personal interest of knowledge or from a concrete and specific pastoral need or from any scholarly discussions (the weekly seminar can be very handy). In any case one must keep his personal interest in accord with the requirement of the faculty.

- Themes/titles are changeable – a theme can be provisionally approved by the university and a more definite approval given at a later stage. This is due to the process of the maturity of the work which is seen in a greater clarity at the finishing stage than at the beginning stage. All the same, the thesis must be a single unit.

- A thesis is work that answers a question: What do I intend to explain? What are the key ideas that I would expose? The thesis must be constructed around the key ideas.

A thesis answers a certain question.[1] For e.g.

(what)I am working on the topic of 'ecumenism'.

(why) Because I want to find out the theological differences between the churches.

(so what if I do that?) So that I can help bringing unity among the Christians in my region.

Economy of the work:

- Economy is one of the fundamental principles required in order to achieve clarity.

- When it is the matter of a thesis, attention is to be made that - given the scientific nature - it differs from essay-writing, poetry, a book, a lecture-course or meditation. It is an exercise based on scientific research. Therefore, the theme should be **restricted and limited.**

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[1] Only the *conceptual question* is mentioned here as given in the Turabian Method. There are also two other types of questions; Practical question (What Should We do?) and Applied question.

- The thesis should have a precise scope and proper way to arrive at the ideas or else there is danger of falling in the trap of superficiality, being unable to explain the theme fully, giving undue attention to minor topics etc.

Bibliography:

- A thesis needs a sound bibliography and a well defined project of how to go about it.
- While in the initial stages of reading, take notes and keep a clean record of the bibliography of the reading materials (have a complete parameter of the sources you access, at times this could be frustrating).

Sources:

- Any superfluous material should be avoided, whether this be in the method, in the text or in the notes (avoid the uncatalogued books of our Library).
- It would be unwise to pursue a written work if there are not sufficient materials to substantiate it.
- Take into account the language in which the thesis has to be written: if there are no sufficient sources, you may have to undergo a course or to translate too many texts which is time consuming.
- The purpose of a written work/thesis in the first cycle of theology (B.A.) is not the presentation of an original piece of work. Rather it is an exercise in the skills of research in the use and organization of sources, and the presentation of the work in a very methodical manner.
- While personal reflections do help the formation of a written work, at the initial stages of your studies you are not required to give your personal opinions – may be in the conclusion you could mention them. In any case one has to take responsibility for what he has written including the choice of the particular citation (unless cited from an authentic source).

Finding useful Sources: *primary, secondary, tertiary*

*Primary Sources***:**

Consult the primary sources for evidence (direct/unaltered). In the field of theology primary sources indicate the *original works* – Manuscripts, letters, diaries, images, speech recordings, evidences from eyewitnesses; testimonies, musical scores, art, archaeological evidences like clothes, coins, tools, and other artefacts of the epoch that you study or of the epoch of the person that you study. These *sources* extend sufficient support to a scientific

writing. The primary sources for those collected data are the publications that first publish them (ranging from government and commercial database[2] to scholarly journals).

Each of the above mentioned primary sources can be further subdivided. Let us take the example of *testimony*.

TESTIMONY   mute, oral, written.

Written testimony …………..1) narrative (Biography, chronicles, diary, commentary etc.),

2) documentary (Church, state, government laws etc.),

3) in the form of art (rite, maps, popular tradition, songs etc.)

Secondary sources:

Secondary sources are books and articles that analyse primary sources, usually written for other researchers. Secondary sources help us in three ways: Keeping oneself abreast of the current research; being consistent in finding other points of view; having them as models of your own written work.

Tertiary sources:

The tertiary sources are based on the secondary sources, usually written for non specialists. They comprise general dictionaries, encyclopaedias, newspapers, magazines (like *Time*). Beware of the online database such as *Wikipedia* that rely on anonymous contributions (never cite *Wikipedia* as an authoritative source).

The spirit of research:

We can arrive at a conclusion through so many ways: intuition, emotion, spiritual insight etc. The truth reached through these means is very subjective and cannot be universally explained. The truth of research has a set of principles to follow which makes the dynamism of reasoning very much visible to the scholars. When we make a claim, we must also make available to others the possibility to evaluate it in a critical manner. We must also show the way we have arrived at it.

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[2] Commercial databases are collection of information presented electronically.

Author:

When we cite a book there are various elements that run through our mind: Author, editor, translator, edition, volume, series, and facts of publications, page number and other locating information. What comes first in order is the name of the author.

Give each author's name exactly as it appears on the title page. If the name includes more than one initial, use spaces between them.

In notes, list authors' names in standard order (first name first). Instead in the Bibliography the author's name is inverted.

In furnishing the bibliography of works with multiple authors, list the first author's name in **inverted order**, followed by a comma, and list the rest of the authors in **standard order**. Include all authors, no matter how many; do not use *et al*.

Editor or translator in addition to an author: If a title page lists an editor or a translator in addition to an author, treat the author's name as described above. Add the editor or translator's name after the book's title. If there is a translator as well as an editor, list the names in the same order as on the title page.

Editor or translator in place of an author: When an editor or a translator is listed on a book's title page instead of an author, use that person's name in the author's slot. Treat it as you would an author's name (see above), but add the abbreviation *ed.* (plural, *eds*.) or trans. (singular or plural) following the name. If there are multiple editors or translators, follow the principles in "Multiple Authors".

Additional authorial situations: Following are some additional ways authors might be identified in your sources. If you encounter situations not covered here, adapt the pattern that seems most closely related.

Author's name in the title. An author's name may appear in the title or subtitle of a book such as an autobiography. **In a note, omit the author's name and begin with the title.** In a bibliography entry, however, include the author's name despite the repetition. Although many such works also have editors, do not list the works under the editor's name except in special cases (for example, in a study of works edited by that individual).

Organization as author. If a publication issued by an organization, association, commission, or corporation has no personal author's name on the title page, **list the organization itself as**

author, even if it is also given as publisher. E.g. Congregation for the Doctrine for the Faith (*Congregatio pro Doctrina Fidei*, C.D.F).

Pseudonym. Treat a widely used pseudonym as if it were the author's real name. If the real name is unknown, add *pseud*. in brackets after the pseudonym.
Notes: Centinel [pseud.], "Letters," In *The Complete Anti-Federalist*, ed. Herbert J. Storing (Chicago: University of Chicago Press, 1981), 76.

Anonymous author. If the authorship is known or guessed at but omitted from the book's title page, include the name in brackets (with a question mark to indicate uncertainty). If the author or editor is unknown, avoid the use of Anonymous in place of a name, and **begin the note or bibliography entry with the title.** (in the theological realm a student at times would have to consult or cite ancient books which are either not very precise about details on the author, or it could be even a pseudepigrapha)

Special types of names: Some authors' names consist of more than a readily identifiable "first name" and "last name."

Alice Kessler-Harris	**Kessler-Harris**, Alice
Ludwig Mies van der Rohe	**Mies van der Rohe**, Ludwig
Darlene Clark Hine	**Hine**, Darlene Clark
Pierre Teilhard de Chardin	**Teilhard de Chardin**, Pierre
Xavier Léon-Dufour	**Léon-Dufour**, Xavier

Names with particles. **Depending on the language**, particles such as *de, di, D'*, and van may or may not be considered the first part of a last name for alphabetizing. Note that particles may be either lowercased or capitalized, and some are followed by an apostrophe.

de Gaulle, Charles - **Beauvoir**, Simone de - **di Leonardo**, Micaela - **Kooning**, Willem de - **Van Rensselaer**, Stephen - **Medici**, Lorenzo de'

Names beginning with *"Mac," "Saint," or "O'."* Names that begin with *Mac, Saint, or O'* can have many variations in abbreviations (*Mc, St.*), spelling (*Sainte, San*), capitalization (*Macmillan, McAllister*), and hyphenation or apostrophes (*O'Neill or Odell; Saint-Gaudens or St. Denis*). Alphabetize all such names based on the letters actually present; do not group them because they are similar.

Many Spanish last names are compound names, consisting of an individual's paternal and maternal family names and usually joined by the conjunction y. Alphabetize such names under the first part.

Ortega y Gasset, José

Sánchez Mendoza, Juana

Alphabetize Arabic last names that begin with the particle *al- or el*("the") under the element following the particle. Names that begin with *Abu, Abd,* and *Ibn* are similar to English names beginning with *Mac* or *Saint* and should be alphabetized under these terms.

Hakim, Tawfiq al-

Abu Zafar Nadvi, Syed

Jamal, Muhammad Hamid al-

Ibn Saud, Aziz

If an author with a Chinese or Japanese name follows traditional usage (family name followed by given name), do not invert the name or insert a comma between the "first" and "last" names. If the author follows westernized usage (given name followed by family name), treat the name as you would an English name.

Traditional usage	Westernized usage
Chao Wu-chi - **Yoshida** Shigeru	**Tsou**, Tang - **Kurosawa**, Noriaki

A few guidelines:

Avoid using first person pronoun:

Almost everyone has heard the advice to avoid using *I* or *we* in academic writing. The use of *I* makes the work very 'subjective'. You could employ the personal pronoun *I* or *we* in the introduction and in the conclusion (but use them sparingly).

Glaring Methodological Errors:

There are some methodological errors that can bring down the quality of your work: Not keeping the minimum and maximum pages of your work; mistakes in the order of the page number; placing empty sheets between the body of the text; correcting with pencil, pen; inconsistency in font; unrecognized internet sources; plagiarism; too many inconsistencies in using abbreviations; basing oneself on heretical and false theological notions etc.

Give it up….Print your thesis!!!

If one thing is harder than starting to write, it's stopping. We all want another day to get the organization right, another hour to tweak the opening paragraph, another minute to . . . you get the idea. If experienced researchers know one more crucial thing about research and its reporting, it's this: nothing you write will ever be perfect, that the benefit of getting the last 1 percent or even 5 percent right is rarely worth the cost. Dissertation students in particular agonize over reaching a standard of perfection that exists largely in their own minds. No thesis or dissertation has to be utterly perfect; what it has to be is done. At some point, enough is enough. Give it up and print it out. (But before you turn it in, leaf through it one last time to be sure that it looks the way you want it to: look at page breaks, spacing in margins, positions of tables and figures, and so on.).

Learning from your returned paper

Teachers are baffled and annoyed when a student looks only at the grade on his paper and ignores substantive comments, or, worse, doesn't bother to pick up the paper at all. Since you'll write many reports in your academic and professional life, it's smart to understand how your readers judge them and what you can do next time to earn a better response. For that, you need one more plan.

When you read your teacher's comments, **focus on those that you can apply to your next project**: If your teacher reports only his judgments of your writing, look for what causes them. If he says **your writing is choppy, dense, or awkward, disorganized or wandering**, give due attention to what exactly went wrong. You won't always find what caused the complaints, but when you do you'll know what to work on next time.

Talk to your instructor: If your teacher's comments include words like *disorganized*, *illogical*, or *unsupported* and you cannot find what triggered them, make an appointment to ask.

Don't complain about your grade. Be clear that you want only to understand the comments so that you can do better next time.

Focus on just a few comments. Rehearse your questions so that they'll seem amiable: not "You say this is disorganized but you don't say why," but rather "Can you help me see where I went wrong with my organization so I can do better next time?"

Ask your instructor to point to passages that illustrate his judgments and what those passages should have looked like. Do not ask "What didn't you like?" but rather "Where exactly did I go wrong and what could I have done to fix it?"

You might visit your teacher even if you got 30 out of 30. It is important to know how you earned it, because your next project is likely to be more challenging and may even make you feel like a beginner again. In fact, don't be surprised if that happens with every new project. It happens to most of us. But with a plan, we usually overcome it, and so can you.

List of Abbreviations

Abbreviations can be divided under several categories. Usually terms can be shortened, or abbreviated, in several ways. When a term is shortened to only the first letters of each word and pronounced as a single word (NATO, AIDS), it is called an *acronym*; if the letters are pronounced as a series of letters (EU, PBS), it is called an *initialism*. Other terms are shortened through contraction: just the first and last letters of the term are retained (Mr., Dr.), or the last letters are dropped (ed., Tues.). In your written work, use abbreviations sparingly, as too many abbreviations in text can make your writing seem either too informal or too technical.

Abbreviations are given in all capital letters (BC), all lowercase letters (kg), or a combination (PhD).

In general, abbreviations given in all capital letters do not include periods (full stops), while those given in lowercase or a combination of capital and lowercase letters have a period after each abbreviated element. *Do not italicize abbreviations.* If an abbreviation contains an ampersand (&), do not leave spaces around it (Texas A&M).

In general, do not leave a space between letters in *acronyms* (USCCB for United States Conference of Catholic Bishops) and *initialisms* (AAS), but do leave a space between elements in abbreviations formed through shortening (Dist. Atty.).

In general, do not abbreviate a person's first (Benj. Franklin) or last name. Once you have used a full name in text, use just the person's last name in subsequent references. However, if you are referring to more than one person with that last name, spell out their names fully on each use to avoid confusion (Alice James, William James).

Some individuals are known primarily by initials in place of a first and/ or middle name. Such initials should be followed by a period and a space. E.g., G. K. Chesterton

Social titles such as Ms./Mrs. and Mr./Msgr./Fr./Br. should always be abbreviated and capitalized, followed by a period. Abbreviating professional title (e.g., Doctor – Dr.) is always accompanied by their personal name.

Write abbreviations such as *Sr., Jr., III* (or *3rd*), and *IV* (or *4th*) **without commas before them**. Use them only after a full name, not with a surname alone. E.g., Martin Luther King Jr. – Pope Pius IX – Pope Benedict XVI

If standard abbreviations do not exist, create your own and explain them either in the first citation – first footnote or, if there are many, mention them in a list of abbreviations in your paper's front matter. In our course on Methodology (RA 1201) we have not tried to add 's' to render any abbreviation into plural.[3] Thus editor/editors remain always ed. This is same with other abbreviations such as volume (vol.), column (col.) etc. There are abbreviations that would end with the letter 's'. Use abbreviations carefully when they end in 's' and utmost attention is needed if you want to show them in a possessive form. E.g., 2 Kgs (the second book of Kings).

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[3] There are very few exceptions for not rendering the abbreviations in plural with the letter *s*. E.g., MS – Manuscript; MSS – Manuscripts.

Common Abbreviations

The following is a list of the most common abbreviations used in citations and other scholarly contexts. For most abbreviations, add 's' or 'es' for plural forms, unless otherwise shown. Do not italicize abbreviations of Latin terms. If you are not sure how to use a particular abbreviation appropriately, consult a reliable authority.

abbr. - abbreviated, abbreviation
abr. - abridged, abridgment
a.m. - *ante meridiem*
anon. - anonymous
app. - appendix
assn. - association
b. - born
bib. - Bible, biblical
bibliog. - bibliography, bibliographer
biog. - biography, biographer
bk. - book
ca. - circa, about, approximately
cap. - capital, capitalize
CD - compact disc
cf. - confer, compare
chap. - chapter
col. - column
comp. - compiler, compiled by
cont. - continued d. - died
dept. - department
dict. - dictionary
diss. - dissertation
div. - division
DOI - digital object identifier
DVD - digital versatile (or video) disc
ed. - editor, edition, edited by
e.g. - exempli gratia, for example
esp. - especially
et al. - et alii or et alia, and others
etc. - et cetera, and so forth
ex. - example
fig. - figure
ff. - and following
fol. - folio
ftp - file transfer protocol
http - hypertext transfer protocol
ibid. - ibidem, in the same place
id. - idem, the same
i.e. - id est, that is
intl. - international
intro. - introduction
l. (pl. ll.) - line loc.
cit. - loco citato, in the place cited
misc. - miscellaneous

MS (pl. MSS) - manuscript
n (pl. nn) - note
natl. - national
n.b. - or NB nota bene, take careful note.
n.d. - no date
no. - number
n.p. - no place; no publisher; no page
NS - New Style (dates)
n.s. - new series
op. cit. - opera citato, in the work cited
org. - organization
OS - Old Style (dates)
o.s. - old series
p. (pl. pp.) - page
par. - paragraph
pl. - plate; plural
p.m. - *post meridiem*
PS - *postscriptum*, postscript
pseud. - pseudonym
pt. - part
pub. - publication, publisher, published by
q.v. - quod vide, which see
r. - recto, right
repr. - reprint
rev. - revised, revised by, revision; review, reviewed by
ROM - read-only memory
sec. - section
ser. - series
sing. - singular
soc. - society
sup. - supra, above
supp. - supplement
s.v. (pl. s.vv.) - *sub verbo, sub voce*, under the word
syn. - synonym, synonymous
trans. - translated by, translator
univ. - university
URL - uniform resource locator
usu. - usually
v. (pl. vv.) - verse; verso, right
viz. - videlicet, namely
vol. - volume
vs. or v. - versus (in legal contexts, use v.)

Abbreviation – Ecclesiastical Sources

DOCUMENTS OF VATICAN II (1962-1965)

AA   *Apostolicam Actuoisitatem*, Decree on the "apostolate of lay people"
AG   *Ad Gentes*, Decree on "missionary activity in the Church"
CD   *Christus Dominus*, Decree on the "pastoral office of bishops in the church"
DH   *Dignitatis Humanae*, Declaration on "religious freedom"
DV   *Dei Verbum*, Dogmatic Constitution on "Divine Revelation"
GE   *Gravissimum Educationis*, Declaration on "Christian education"
GS   *Gaudium et Spes*, Pastoral Constitution on the "Church in the modern world"
IM   *Inter Mirifica*, Decree on the "media of social communications"
LG   *Lumen Gentium*, Dogmatic Constitution on the "Church"
NA   *Nostra Aetate*, Declaration on the "relation of the church to non-christian religions"
OE   *Orientalium Ecclesiarum*, Decree on the "catholic churches of the eastern rite"
OT   *Optatam Totius*, decree on "priestly training"
PC   *Perfectae Caritatis,* decree on the adaptation and "renewal of religious life"
PO   *Presbyterorum Ordinis*, Decree on the "ministry and life of priests"
SC   *Sacrosanctum Concilium*, Constitution on the "sacred liturgy"
UR   *Unitatis Redintegratio*, Decree on "ecumenism"

Other Documents of the Magisterium

AAS   *Acta Apostolicae Sedis* (Acts of the Apostolic See)
AD   *Ad Diem Illum* (Jubilee of definition of the Immaculate Conception, Pope St. Pius X,1904)
AN   *Acerbo Nimis* (The teaching of christian doctrine, Pope St. Pius X, 1905)
CCC   *Catechism of the Catholic Church*,(1992)
CIC   *Codex Iuris Canonici* (The Code of Canon Law)
CL   *Christifideles Laici* (The vocation and mission of the lay faithful in the Church and in the world, Pope John Paul II,1988)
CT   *Catechesi Tradendae* (Catechesis in our time, Pope John Paul II,1979)
EI   *Enchiridion Indulgentiarum* (Official list of Indulgences and the laws governing them - The Sacred Penitentiary,1968)
EN   *Evangelii Nuntiandi* (Evangelisation in the modern world, Pope Paul VI, 1975)
FC   *Familiaris Consortio* (The christian family in the modern world, Pope John Paul II,1981)
JSE   *Jucunda Semper* (The Rosary, Pope Leo XIII,1894)
MC   *Mystici Corporis* (The Mystical Body of Christ, Pope Pius XII, 1943)
Mcul   *Marialis Cultus* (The right ordering and development of devotion to the Blessed Virgin Mary, Pope Paul VI, 1974)
MD   *Mediator Dei* (The Sacred Liturgy, Pope Pius XII, 1947)
MF   *Mysterium Fidei* (The mystery of faith - on the mystery of the Eucharist, Pope Paul VI, 1965)
MN   *Mens Nostra* (Retreats, Pope Pius XI, 1929)
PDV   *Pastores Dabo Vobis* (The formation of priests in circumstances of the present day, Pope John Paul II, 1992)
RM   *Redemptoris Missio* (The permanent validity of the Church's missionary mandate, Pope John Paul II, 1990)
Rmat   *Redemptoris Mater* (Mary, Mother of the Redeemer, Pope John Paul II, 1987)
SM   *Signum Magnum* (Consecration to Our Lady, Pope Paul VI, 1967)
UAD   *Ubi Arcano Dei* (On the peace of Christ in the reign of Christ, Pope Pius XI, 1922)

Introduction to Citation Practices

The need and the reason to cite – citation styles – notes- bibliography style – reference list style – citation of electronic sources.

Bibliography style refers to the style of giving a reference through a super script. <u>Let us see an example.</u>

Luke presents Mary not only as the Mother of the Lord, but also as one of his disciples.[4]

In the above-mentioned phrase the super script ˣ refers to a source drawn from a manual. Notes are printed at the bottom of the page which are called *footnotes* or the notes placed at the end of the page or the chapter which are called *endnotes*.

Cf. Raymond E. Brown, *Biblical Exegesis & Church Doctrines* (London: Geoffrey Chapman, 1985), 22-25.

If you cite the same source again you can shorten the citation as follows:

When only a single work of the author is used:

Cf. Brown, 28.

When more than one work of the same author is used:

Cf. Brown, *Biblical Exegesis & Church Doctrines*, 28.

You will have to cite again the information of the source in a slightly different manner when it comes to bibliography.

The list that you give in the bibliography should include every source you cited in a note.

For e.g.

Brown, Raymond E. *Biblical Exegesis & Church Doctrines*. London: Geoffrey Chapman, 1985.

A keen attention is needed here to note the punctuations (colon, semicolon, comma, period, bracket etc.), capitalization, italicizing etc. It is better to create fixed patterns or templates and be consistent throughout your written work. When you come across some unusual sources (or those sources that are not given directly in the Turabian style) you could more or less follow the regulations (information) that the following templates offer.

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[4] She is portrayed as one of the disciples of Jesus not just because she said, "May it be done to me according to your word" (cf. Lk 1:38), but because she shows what that aforesaid expression meant in real life, by being a representative of the poor and the slaves. Cf. Raymond E. Brown, *Biblical Exegesis & Church Doctrines* (London: Geoffrey Chapman, 1985), 99.

1 Single author or Editor

Notes:
^{Note number} **Author's First and Last Names,** *Title of the Book: Subtitle of the Book* **(Place of Publication: Publisher's Name, Date of Publication), XX-XX.**

[7] Raymond E. Brown, *Biblical Exegesis & Church Doctrines* (London: Geoffrey Chapman, 1985), 22-25.

Bibliography:
Author's Last name, Author's First Name. *Title of the Book: Subtitle of the Book***. Place of Publication: Publisher's Name, Date of Publication.**

Brown, Raymond E. *Biblical Exegesis & Church Doctrines*. London: Geoffrey Chapman, 1985.

1.1 For a book with an editor instead of an author…

Notes:
^{Note number} **Editor's First and Last Names, ed.,** *Title of the Book: Subtitle of the Book* **(Place of Publication: Publisher's Name, Date of Publication), XX-XX.**

[2] Austin Flannery, ed., *Vatican Council II*: *The Conciliar and Post-conciliar Documents* (New Delhi: St. Paul's, 2007), XX-XX.

Bibliography:
Editor's Last name, Editor's First Name, ed. *Title of the Book: Subtitle of the Book***. Place of Publication: Publisher's Name, Date of Publication.**

Flannery, Austin, ed. *Vatican Council II: The Conciliar and Post-conciliar Documents*. New Delhi: St. Paul's, 2007.

2 Multiple Authors – for a book with two authors

Notes:
^{Note Number} **Author 1's First and Last Names and Author 2's First and Last Names,** *Title of Book: Subtitle of the Book* **(Place of Publication: Publisher's Name, Date of Publication), XX-XX.**

[2] Gerd Theissen and Dagmar Winter, *The Quest for the Plausible Jesus: The Question of Criteria* (Louisville: Westminster John Knox, 2002), 22-25.

Subsequent notes:
[21] Theissen and Winter, 28.

Bibliography:

Author 1's Last Name, Author 1's First Name and Author 2's First and Last Names. *Title of the Book: Subtitle of the Book*. **Place of Publication: Publisher's Name, Date of Publication.**

Theissen, Gerd and Dagmar Winter. *The Quest for the Plausible Jesus: The Question of Criteria*. Louisville: Westminster John Knox, 2002.

2.1 For a book with three authors

Notes:
^{Note Number} **Author 1's First and Last Names, Author 2's First and Last Names and Author 3's First and Last Names,** *Title of Book: Subtitle of the Book* **(Place of Publication: Publisher's Name, Date of Publication), XX-XX.**

[14] Jeffrey Gros, Eamon McManus and Ann Riggs, *Introduction to Ecumenism* (New York: Paulist Press, 1998), 60-65.

Subsequent notes:
[15] Gros, McManus and Riggs, 68.

Bibliography:
Author 1's Last Name, Author 1's First Name, Author 2's First and Last Names and Author 3's First and Last Names. *Title of the Book: Subtitle of the Book*. **Place of Publication: Publisher's Name, Date of Publication.**

Gros, Jeffrey, Eamon McManus and Ann Riggs. *Introduction to Ecumenism*. New York: Paulist Press, 1998.

2.2 For a book with four or more authors

Notes:
^{Note Number} **Author 1's First and Last Names et al.,** *Title of Book: Subtitle of the Book* **(Place of Publication: Publisher's Name, Date of Publication), XX-XX.**

[12] Maurice Balme et al., *Athenaze: Introduzione al Greco Antico*, parte 1 (Roma: Edizioni Accademia *Vivarium Novum*, 2011), 21-25.

Bibliography:
Author 1's Last Name, Author 1's First Name, Author 2's First and Last Names, Author 3's First and Last Names and Author 4's First and Last Names. *Title of the Book: Subtitle of the Book*. **Place of Publication: Publisher's Name, Date of Publication.**

Balme, Maurice, Gilbert Lawall, Luigi Miraglia and Tommaso Francesco Bórri. *Athenaze: Introduzione al Greco Antico*, parte 1. Roma: Edizioni Accademia *Vivarium Novum*, 2011.

If there are four or more authors, then list only the first author's name followed by *et al.* (with no intervening comma after the first and the last name of the first author). Put a period after *al.* (an abbreviation for *alii* – in Latin – "others" [*et* in Latin means "and"]). In the

citation there is no necessity to italicize it (et al.). In the Bibliography mention all the names of the authors.

3 Author[s] plus editors or translators

3.1 With an editor

Notes:
^{Note number} Author's First and Last Names, *Title of the Book: Subtitle of the Book*, **ed. Editor's First and the Last Names (Place of Publication: Publisher's Name, Date of Publication), XX-XX.**

³ Gregory of Nyssa, *From glory to glory: texts from Gregory of Nyssa's mystical writings*, ed. Jean Daniélou and Herbert Musurillo (New York: St. Vladimir's Seminary Press, 1979), 23.

Bibliography:
Author's Last name, Author's First Name. Title of the Book: Subtitle of the Book. Edited by, Editor's First Name and the Last Names. Place of Publication: Publisher's Name, Date of Publication.
Gregory of Nyssa. *From glory to glory: texts from Gregory of Nyssa's mystical writings*. Edited by Jean Daniélou and Herbert Musurillo. New York: St. Vladimir's Seminary Press, 1979.

3.2 With a translator

Notes:
^{Note number} Author's First and Last Names, *Title of the Book: Subtitle of the Book*, **trans. Translator's First and the Last Names (Place of Publication: Publisher's Name, Date of Publication), XX-XX.**

⁵ Segundo Galilea, *The Beatitudes: To Evangelize as Jesus did*, trans. Robert R. Barr (New York: Orbis Books, 1984), 14.

Bibliography:
Author's Last name, Author's First Name. *Title of the Book: Subtitle of the Book*. **translated by, Translator's First Name and the Last Names. Place of Publication: Publisher's Name, Date of Publication.**

Galilea, Segundo. *The Beatitudes: To Evangelize as Jesus Did*. Translated by Robert R. Barr. New York: Orbis Books, 1984.

4 Edition Number

Notes:
^{Note number} Author's First and Last Names, *Title of the Book: Subtitle of the Book*, **Edition Number ed. (Place of Publication: Publisher's Name, Date of Publication), XX-XX.**

¹² Ronald Lawler, Joseph Boyle and William E. May, *Catholic Sexual Ethics: A Summary, Explanation and Defense*, 2nd ed. (Huntington: Our Sunday Visitor, 1998), 94-95.

Bibliography:
Author's Last name, Author's First Name. *Title of the Book: Subtitle of the Book.* **Edition Number. Place of Publication: Publisher's Name, Date of Publication.**

Lawler, Ronald, Joseph Boyle and William E. May. *Catholic Sexual Ethics: A Summary, Explanation and Defense*. 2nd ed. Huntington: Our Sunday Visitor, 1998.

5 Single Chapter in an Edited Book

Notes:
Note number Chapter Author's First and Last Names, "Title of the Chapter: Subtitle of the Chapter," in *Title of the Book: Subtitle of the Book*, ed. Editor's First and the Last Names (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

[11] Joseph A. Fitzmyer, "Introduction to the New Testament Epistles," in *The New Jerome Biblical Commentary*, ed. Raymond E. Brown, Joseph A. Fitzmyer and Roland E. Murphy (Bangalore: Theological Publications in India, 2005), 768-771.

Bibliography:
Chapter Author's Last Name, Chapter Author First Name. "Title of the Chapter: Subtitle of the Chapter." In *Title of the Book: Subtitle of the Book*, edited by Editor's First and Last Names, XX-XX. Place of Publication: Publisher's Name, Date of Publication.

Fitzmyer, Joseph A. "Introduction to the New Testament Epistles." In *The New Jerome Biblical Commentary*, edited by Raymond E. Brown, Joseph A. Fitzmyer and Roland E. Murphy, 768-771. Bangalore: Theological Publications in India, 2005.

Explanation:
- The term *edition* indicates that certain works are published more than once with some changes in the content and/or format.
- If there are various editions, in the citation the student is expected to mention which edition he/she has used.
- If nothing is mentioned exclusively on edition, then it is taken for granted that the work is of first edition: a fact which is not cited.
- When the content of the books is significantly revised, it is called 'revised' edition.
- The long description of the edition such as 'revised edition' or the 'second edition' can be abbreviated thus: rev. ed.; 2nd ed. (not italicized).
- In the citation only the date of the publication of the particular edition you use is mentioned and not the date of the previous editions.
- At times a book is reprinted under different format – electronic version, paperback edition etc. The content of the book can differ to a certain extent in a different format, but you may indicate it as a reprint.

Notes:
[18] Cf. Peter Ward Fay, *The Opium war, 1840-1842* (1975; repr., Chapel Hill: University of North Carolina Press, 1997), 67-68.
Bibliography:
Fay, Peter Ward. *The Opium war, 1840-1842*. 1975. Reprint, Chapel Hill: University of North Carolina Press, 1997.

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6 Volume

6.1 One volume of several volumes and each volume has different titles
If the work is part of several volumes, and each individual volume has a specific title, then include the following information in the citations.

Notes:
Note number **Author's First and Last Names,** *Title of the specific volume***, vol. X of** *general title* **(Place of Publication: Publisher's Name, Date of Publication), XX-XX.**

[22] 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), 18.

Bibliography:
Author's Last name, Author's First Name. *Title of the Book: Subtitle of the Book***. Vol. number of** *general title.* **Place of Publication: Publisher's Name, Date of Publication.**

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.

6.2 Volumes under one general title

If the volumes do not have individual titles given (all the volumes under one title) then follow the example given below – the volume number comes before the page number, immediately followed by a colon and the page number without a space.

Notes:
[35] Eugenio Ceria, *The Biographical Memoirs of Saint John Bosco*, ed. Diego Borgatello, (New Rochelle, NY: Salesian Publishers, 1980), 12:174.

Bibliography:
Ceria, Eugenio. *The Biographical Memoirs of Saint John Bosco*. Vol. 12. Edited by Diego Borgatello. New Rochelle: Salesian Publishers, 1980.

7 Journal Article in print

Notes:
Note number **Author's First and Last Names, "Title of the Article: Subtitle of the Article,"** *Title of the Journal* **Volume Number (Date of Publication): XX-XX.**

[18] Ronald E. Heine, "In Search of Origen's Commentary on Philemon," *Harvard Theological Review* 93, no. 2 (2000): 117-120.

Subsequent notes:
When only a single work of the author is used:
Heine, 121.
When more than one work of the author is used:
Heine, "In Search of Origen's Commentary on Philemon," 124.

Bibliography:
Author's Last Name, Author's First Name. "Title of the Article: Subtitle of the Article."
　　Title of the Journal Volume Number (Date of Publication): article's total page.

Heine, Ronald E. "In Search of Origen's Commentary on Philemon." _Harvard Theological_
　　Review 93, no. 2 (2000): 177-183.
In the Bibliography - unlike in the notes - usually the article pages (page range) are fully
quoted.

8 Journal Article Online

Notes:
Note number Author's First and Last Names, "Title of the Article: Subtitle of the Article,"
Title of the Journal Volume Number (Date of Publication), URL (accessed date of URL).

[12] Gerald L. Sittser, "The catechumenate and the rise of Christianity," _Journal Of Spiritual
Formation & Soul Care_ 6, no. 2 (September, 2013),
http://web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=7&sid=f5122283-f847-4cfa-
999b-30e08c635b56%40sessionmgr115&hid=102 (accessed November 3, 2014).

Bibliography:
Author's Last Name, Author's First Name. "Title of the Article: Subtitle of the Article."
　　Title of the Journal Volume Number (Date of Publication). URL (accessed date of
　　URL).

Sittser, Gerald L. "The catechumenate and the rise of Christianity." _Journal Of Spiritual
　　Formation & Soul Care_ 6, no. 2 (September**,** 2013).
　　http://web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=7&sid=f5122283-f847-
　　4cfa-999b-30e08c635b56%40sessionmgr115&hid=102 (accessed November 3, 2014).

9 Book Review

Book reviews appear generally in periodicals and journals, and should usually be cited only in
the notes and not in the Bibliography.
The name of the reviewer, the word **review of,** followed by the **name of work reviewed** and
its **author**, **location and date,** and the **periodical in which the review was written.**

Notes:
[7] Richard P. Taub, review of _Reclaiming Public Housing: A Half-century of Struggle in Three
Public Neighborhoods_, by Lawrence J. Vale, American Journal of Sociology 110, no. 3
(November 2004): 797.

Bibliography:
Taub, Richard P. Review of _Reclaiming Public Housing: A Half-century of Struggle in Three
　　Public Neighborhoods,_ by Lawrence J. Vale. _American Journal of Sociology_ 110, no. 3
　　(November 2004): 797-800.

10 Entries from Encyclopedias and Dictionaries

Major dictionaries and encyclopedias, if they are well known, should usually be cited only in
notes. Within the note, you may omit the facts of publication, but you must **specify the**

edition (if not the first). For an alphabetically arranged work such as an encyclopedia, cite the item (not the volume or page number) preceded by s.v. (*sub verbo,* "under the word"; pl. *s.vv.*).

E.g.

[1] *Encyclopaedia Britannica*, 15th ed., s.v. "Salvation."

[2] *Dictionary of American Biography*, s.v. "Wadsworth, Jeremiah."

If the Encyclopedia or the dictionaries that you use are not well known, then mention the publication detail, and include it in the bibliography.

11 Articles in an Encyclopedia (entries with a specific author in the Encyclopedia or Dictionary)

Notes:

[32] Daniel Sesboüé, "Parable," *Dictionary of Biblical Theology*, ed. Xavier Léon-Dufour, 2nd ed. (Ijamsville: The Word Among Us Press, 1988), 400-402.

[36] William Henn, "Hierarchy of Truths," *The New Dictionary of Theology*, ed. Joseph A. Komonchak, Mary Collins and Dermot A. Lane (Collegeville, MN: The Liturgical Press, 1987): 464.

Bibliography:

Henn, William. "Hierarchy of Truths." *The New Dictionary of Theology*. Edited by Joseph A. Komonchak, Mary Collins and Dermot A. Lane. Collegeville, MN: The Liturgical Press, 1987, 464-466. (give the page range of the article in the bibliography)

PART II

Citing Sacred Scripture and Church Documents
There are two citation styles that can be used in your written work: *Notes-Bibliographical* style and *Parenthetical Citation* or *Reference list style*. There are certain sources that are easier to cite in the *Parenthetical Citation*: Sacred Scriptures, Church Documents, Papal Documents, Catechism of the Catholic Church, Canon Law etc. These can be quoted in the main text within the parenthesis, which saves time and space for your written work. The Church documents such as Papal Encyclicals, Apostolic Exhortations and other documents of this style can be given in abbreviations. For the first time, cite the document; it is recommended to cite it completely with a footnote with every minor detail. At the end of the citation within the parenthesis, kindly, mention the abbreviation assigned to that particular document. E.g., *Lumen Gentium…*(henceforth LG). Make sure in your abbreviation list the **abbreviations** that are used for the Sacred Scripture are not double-counted with the other abbreviations (e.g., Letter to the Romans = Rm; Redemptoris Missio = RM; Roman Missal = RMiss). This is to avoid any confusion that could mislead the reader. Do not duplicate the abbreviation.

12 The Sacred Scripture

You can cite the Sacred Scriptures and other religious sources in the *Parenthetical Citation*. You need to mention these sources in the bibliography.

For the sake of convenience and precision in the written work, a student chooses a particular version of the Bible. The *New American Bible* (NAB) is recommended in use for the citations in your written work.

For the first time you quote the Bible it is recommended to cite it as following:
(1 Cor 6:1–10 NAB).

If the scriptural quotations are not directly quoted, then you can use the indication cf. Use arabic numerals for chapter and verse numbers (with a colon between them).

- "A clean heart create for me, God; renew in me a steadfast spirit" (Ps 51:12).
- St. Paul firmly asserts that it is in Jesus that all the promises of God find their 'yes', and therefore it is through the same Jesus that our 'amen' rises to God (cf. 2 Cor 1:19).
- In cases where the citation has more references, then follow the given style: 2 Sm 11:1–17, 11:26–27; 1 Chr 10:13–14.
- It is necessary that, following the example of Jesus who "knew what was in humanity"… (Jn 2:25, cf. 8:3-11).

12.1 Biblical Sources

New American Bible - Bibliography (abbr. NAB)
Senior, Donald, John J. Collins and Mary Ann Getty, ed. *The Catholic Study Bible: The New American Bible*, 2nd ed. Oxford: Oxford University Press, 2010.

12.2 Article within the (New American) Bible

Notes:
Note number **Author's First and Last Names, "Title of the article," in *Title of the Bible*, ed. (Place of Publication: Publisher's Name, Date of Publication), XX-XX.**

[32] Kevin Madigan, "Catholic Interpretation of the Bible," in *The Catholic Study Bible: The New American Bible*, ed. Donald Senior, John J. Collins and Mary Ann Getty, 2nd ed. (Oxford: Oxford University Press, 2010), 55.

Bibliography:
Author's Last Name, First name. "Title of the article." in *Title of the Bible*. Edited by, edition. Place of Publication: Publisher's Name, Date of Publication, yy-yy.
(yy-yy – page range of the article).
Madigan, Kevin. "Catholic Interpretation of the Bible." In *The Catholic Study Bible: The New American Bible*. Edited by Donald Senior, John J. Collins and Mary Ann Getty, 2nd ed. Oxford: Oxford University Press, 2010, 54-67.

12.3 The UBS Greek New Testament (Bibliography)

Editor's Last Name, First Name, other Editors First and Last Names, ed. Title: Subtitle, edition number. Place of Publication: Publisher's Name, Date of Publication.

Aland, Kurt, Barbara Aland, Johannes Karavidopoulos, Carlo M. Martini and Bruce M. Metzger, ed. *The UBS Greek New Testament: Reader's Edition with Textual Notes*, 4th rev. ed. Stuttgart: Deutsche Bibelgesellschaft, 2010.

13 Church Documents – Magisterial Sources - Papal Encyclical, Exhortation, or Church Document Published as a Monograph
The title 'Church Document' embraces a vast variety of sources that indicate conciliar documents, Papal writings (Encyclicals, Apostolic Exhortations), magisterial teachings etc.

Example:
"It is necessary that, following the example of Jesus who "knew what was in humanity" (Jn 2:25, cf. 8:3-11), the priest should be able to know the depths of the human heart, to perceive difficulties and problems, to make meeting and dialogue easy, to create trust and cooperation, to express serene and objective judgments" (PDV 43).
Pastores Dabo Vobis (abbr. PDV)

Notes:
Note number **Author's First Name Last Name, *Title [English title of document if not evident from book title]*, Month Day, Year of promulgation, sec., para., or line (Place of Publication: Publisher, Publication Date).**

[21] John Paul II, *Pastores Dabo Vobis* [Apostolic Exhortation on the Formation of Priests in the Circumstances of the Present Day], March 25, 1992, no. 43 (Boston: Saint Paul Books and Media, 1992).

Bibliography:
John Paul II. *Pastores Dabo Vobis* [Apostolic Exhortation on the Formation of Priests in the Circumstances of the Present Day]. March 25, 1992. Boston: Saint Paul Books and Media, 1992.

14 Papal Writings or Church Documents in Edited Collections

Notes:
Note number Author's First Name Last Name, *Title of document [English title if given]*, Month day, year of promulgation, sec. or para., in Title of Collection, ed. Editor's First Name Last Name (Place of Publication: Publisher, Publication Date), xx-xx.

[22] John Paul II, *Redemptor Hominis*, March 4, 1979, no.1.2, in *The Encyclicals of John Paul II*, ed. J. Michael Miller (Huntington, IN: Our Sunday Visitor Publishing Division, 1996).

Bibliography:
Author's Last Name, First Name. *Title of document* [English title if given]. Month day, year of promulgation. In *Title of Collection*, edited by Editor First Name Last Name, yy-yy. Place of Publication: Publisher, Publication Date.
(yy-yy – page range of the total work).

John Paul II. *Redemptor Hominis*. March 4, 1979. In *The Encyclicals of John Paul II*, edited by J. Michael Miller, 46-96. Huntington, IN: Our Sunday Visitor Publishing Division, 1996.

15 Online Magisterial Sources

Bibliography online
John Paul II. *Evangelium Vitae* [Encyclical letter on the value and inviolability of human life]. Vatican Web site. March 25, 1995. http://www.vatican.va/edocs/ENG0141/_INDEX.HTM (accessed November 22, 2014).

16 Conciliar Documents (e.g., Vatican II)

To quote Vatican II documents you need not every time cite it with every detail. It is important that the reader locates the name of the document (abbreviated) and its reference number. The Vatican II documents can be quoted with their abbreviation and the paragraph number (see the example given below). Students are expected to give a clear bibliographical indication with all the required details.

Example 1:
Jesus reveals a God who wants us to participate in His divine nature, manifesting that He is love – *ex abundantia caritatis* (cf. DV 2).

Example 2:
Nevertheless the Christian revelation has a far greater part in that fullness than any other revelation given to humanity. *Dominus Iesus* describes it as "unique, full, and complete, because he who speaks and acts is the Incarnate Son of God" (DI 6). When *Dominus Iesus*

emphasizes that, "He completed and perfected revelation and confirmed it with divine testimony" (DI 5)[5] it reaffirms the same notion which was already stated in *Dei Verbum* (cf. DV 4).[6]

Bibliography
Flannery, Austin, ed. *Vatican Council II: The Conciliar and Post-conciliar Documents*. Vol. 1. Northport, NY: Costello Publishing Company, 1998.

17 Monographs

At times an Encyclical (or Exhortation or Declaration) is printed in a single issue (which is intended here as monographs).

Notes:
Note number **Author/congregation/group, *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher's Name, Date of Publication), page or paragraph number.**

[24] Cf. Pontificia Academia Pro Vita, *Reflexions on Cloning* (Vatican City: Libreria Editrice Vaticana, 1997), 7.
(If the monographs have the paragraph number it is necessary to quote it as follows: no.12)

Bibliography:
Author/congregation/group. *Title of the Book: Subtitle of the Book*. Place of Publication: Publisher's Name, Date of Publication.

Pontificia Academia Pro Vita. *Reflexions on Cloning*. Vatican City: Libreria Editrice Vaticana, 1997.

18 Acta Apostolicae Sedis (AAS) = official gazette of the Holy See.

AAS contains official comments of the Holy See, encyclical letters, principal decrees, various deliberations of the Roman Congregation.

Example:
"At the dawn of creation God made man the steward of his handiwork and charged him to cultivate and protect it" (AAS 106 (2014): 470).

Notes:
Note number **Author, *Title: Subtitle*, date of issue (of the text that you quote), in *Acta Apostolicae Sedis*, issue number (year), progressive page number.**

[30] Franciscus, *Nuntius ad CIII Sessionem Conferentiae Organizationis Internationalis Labori Accurando*, 22 May, 2014, in *Acta Apostolicae Sedis* 106 (2014): 470.
(abbr. AAS)

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[5] Cf. Congregation for the Doctrine of the Faith, *Dominus Iesus* [Declaration on the Unicity and Salvific Universality of Jesus Christ and His Church], August 6, 2000, in *Précis of Official Catholic Teaching of the Supplementary Magisterial Documents*, vol. 12, ed., George P. Morse (Silver Spring, MD: CCSP, 2000), 281-282.
[6] *Dei Verbum* affirms that Jesus Christ had completed and perfected the revelation (*revelationem complendo perficit*), and called him the fullness of revelation (cf. DV 4).

Bibliography:
Author. *Title: Subtitle*. **Date of issue (of the text that you quote) in** *Acta Apostolicae Sedis* **issue number (year), page range.**

Franciscus. *Nuntius ad CIII Sessionem Conferentiae Organizationis Internationalis Labori Accurando*. 22 May, 2014 in *Acta Apostolicae Sedis* 106 (2014), 470-471.

19 Denzinger and other compendium

Example:
The mystery of revelation is celebrated within the ecclesial community.[7] Hence the ecclesial tradition becomes an indispensable source of revelation (cf. Dz 1792).

Note:
Denzinger, *The Sources of Catholic Dogma*, trans., R. Deferrari, 13th ed. of Henry Denzinger's *Enchiridion Symbolorum* (Fitzwilliam, NH: Loreto Publications, 2002), no. 1792. (abbr. Dz)

Heinrich Denzinger, *Compendium of Creeds, Definitions, and Declarations on Matters of Faith and Morals*, 43rd edition, rev., Peter Hünermann, ed., Robert Fastiggi and Anne Englund Nash (San Francisco: Ignatius Press, 2012).
(abbr. DH)

Josef Neuner and Jacques Dupuis, *The Christian Faith: Doctrinal Documents of the Catholic Church*, ed., Jacques Dupuis, 7th ed. (New York: Alba House, 2001).
(abbr. ND).

20 Enchiridion

Enchiridion Oecumenicum: The enchiridion contains some significant texts regarding Ecumenism.
Example:
        Where does the doctrinal authority of the Church come from? The Church always refers back to the Scripture and turns back to what was handed on to her by the Apostles. To the Christians the exercise of authority can be thought about in three modes: Supreme Authority that belongs to God, authority drawn from the Scripture and the Tradition and finally authority of the institution which is drawn from the Magisterium (for the Catholics) and the synod (for the protestants) (cf. EnchOe, 10/140).[12] (this super script only for an example)

Notes:
[Note number] **Author/group,** *Title: Subtitle*, **year of publication of that article or essay, in** *name of the Enchiridion*, **volume: marginal number.**

[12] Cf. Gruppo di Dombes, *Un Solo Maestro (Mt 23,8): L'autorità dottrinale nella Chiesa*, 2004, in *Enchiridion Oecumenicum*, 10:140.

In the above-mentioned example we have the following pattern: The name of the author (author, pope, dicastery, congregation, groups etc.), followed by the title and subtitle, the date of promulgation and the name of the enchiridion. The citation closes with the volume of the enchiridion and the exact number indicated at the margin.

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[7] Cf. E. Schillebeeckx, *Revelation and Theology*, vol. 1, trans., N. D. Smith (New York: Sheed & Ward, 1967), 16-17.

Abbr.
Enchiridion Vaticanum – EnchVat
Enchiridion Oecumenicum – EnchOe

21 Code of Canon Law = Codex Iuris Canonici (CIC)

Example:
Vatican II affirms evermore clearly the role of the Holy Spirit in the life of the Church, which is the universal sacrament of salvation (cf. LG 48). Since she is the universal sacrament of salvation, attending to the salvation of the souls becomes her primary mandate or the 'supreme law' (cf. CIC 1752).

Notes:
Note number *Code of Canon Law,* **edition (Place of Publication: Publisher's Name, Date of Publication), number of the Canon.**

[21] *Code of Canon Law*, Latin-English ed. (Washington, DC: Canon Law Society of America, 1998), no. 1752.

22 Catechism of the Catholic Church = CCC

Example:
For Gregory of Nyssa, human nature stands in need of healing, of the resurrection, and of the light; it is therefore necessary that humanity awaits a redeemer for its redemption and healing (cf. CCC 457).

Notes:
Note number *Catechism of the Catholic Church,* **edition (Place of Publication: Publisher's Name, Date of Publication), number of the Canon.**

[22] *Catechism of the Catholic Church* (New York: Doubleday, 1994), no. 457.

23 Compendium of Social Teachings = CSDC

Example:
"The State has the twofold responsibility to *discourage* behavior that is harmful to human rights […] through the penal system, the disorder created by criminal activity" (CSDC 402).

Pontifical Council for Justice and Peace, *Compendium of the Social Doctrine of the Church* (Città del Vaticano: Libreria Editrice Vaticana, 2004), no. 28.

24 Patristic Sources

24.1 J.P. Migne
A compendium or collection of Patristic sources in various volumes.
- J.P. Migne (*Patrologiae cursus completus. Series graeca*) = PG
- J.P. Migne (*Patrologiae cursus completus. Series latina*) = PL
Author, the Title, (abbreviation: number of the volume in arabic character, column and the corresponding alphabetical letter).
Innocentius III, *Sermo XXIX: In Solemnitate Nativitatis Gloriosissimae Semper Virginis Mariae* (PL 217, 535 b).

24.2 Sources chrétiennes = SCh

Notes:
Note number Author, Title, reference number, trans. *Title*, series name and number (Place of Publication: Publisher's Name, Date of Publication), XX-XX.
[12] Cf. Joannes Damascenus, *Homilia ii in dormitionem b. v. Mariae*, 15, trans. P. Voulet, *Homélies sur La Nativité et La Dormition,* Sources Chrétiennes 80 (Paris: Cerf, 2010), 160.

24.3 Corpus christianorum

 (*Corpus christianorum. Series graeca*, Turnhout: Brepols, 1977 ss) = CChr.SG
 (Corpus christianorum. Series latina, Turnhout: Brepols, 1953 ss) = CChr.SL

Notes:
Author, the Title, number of the book in roman character, chapter in arabic character (abbreviation: number of the volume in arabic character, page).

Aurelius Augustinus, *De Civitate Dei*, Liber XI, 1 (CChr.SL 48, 321).

24.4 Other edited and Translated Sources

Athanasius, *Letter to Epictetus of Corinth*, 6, in *The Faith of the Early Fathers,* vol. 1, ed. W.A. Jurgens (Bangalore: Theological Publications in India, 2005), 344.

Augustine, *Exposition of the Psalms 1-32*, in *The Works of Saint Augustine: A Translation for 21ˢᵗ Century*, vol. 1, ed., J. E. Rotelle (New York, NY: New City Press, 2000), 234.

Gregory of Nyssa, *The Lord's Prayer - The Beatitudes,* Ancient Christian Writers 18*,* trans., Hilda C. Graef (New York, NY: Paulist Press, 1954), 8.

In the above mentioned pattern there is the 'hyphen' between the first and the second titles. It happens sometimes the book can carry two titles which need to be separated with a hyphen.

25 Liturgical Sources

25.1. Missale Romanum (in Latin)

Notes:
Note number. ***Title of the Article*, in *Title*, edition (Place of Publication: Publisher, Publication Date), XX-XX.**
[1] *Post communionem*, Dominica VII per annum, in *Missale Romanum*, editio typica tertia (Città del Vaticano: Libreria Editrice Vaticana, 2002), 300.

Subsequent notes:
Title of Article, general title, page.
[22] *Post communionem*, Dominica VII per annum, 379.

Bibliography:
***Title*. Edition. Place of Publication: Publisher, Publication Date.**
Missale Romanum. Editio typica tertia. Città del Vaticano: Libreria Editrice Vaticana, 2002.

25.2. Roman Missal (English)

Notes:
^{Note number} *Title of Article*, in *Title*, trans. Translator's First Name and Last Name, ed. (Place of Publication: Publisher, Publication Date), page.

²¹ *Eucharistic Prayer I*, in *The Roman Missal*, trans. The International Commission on English in Liturgy, 3rd typical ed. (Washington, DC: United States Catholic Conference of Bishops, 2011), 638.

Subsequent notes:
Title of Article, page.
³¹ *Eucharistic Prayer I*, 639.

Bibliography:
Title. Translated by Translator's First Name Last Name. ed. Place of Publication: Publisher, Publication Date.

The Roman Missal. Translated by The International Commission on English in the Liturgy. 3rd typical ed. Washington D.C.: United States Catholic Conference of Bishops, 2011.

26 Liturgical Books

Notes:
Note number. *Title*, ed./trans. (Place of Publication: Publisher, Publication Date), XX-XX.

¹ *Rite of Penance*, trans., The International Commission on English in the Liturgy (Washington, DC: United States Catholic Conference of Bishops, 2010), 4-5.

Subsequent notes:
Title, page.
Rite of Penance, 4.

Bibliography:
Title. Translated by translator's last name and first name. Place of Publication: Publisher, Publication Date.
Rite of Penance. Translated by The International Commission on English in the Liturgy. Washington D.C.: United States Catholic Conference of Bishops, 2010.

27 Liturgical Books in Collection

Notes:
^{Note number} *Title*, in *Title of Collection*, trans. Translator's First Name Last Name, edition (Place of Publication: Publisher, Publication Date), vol. : XX-XX.

¹ *Rite of Baptism for Children*, in *The Rites of the Catholic Church*, trans., The International Committee on English in the Liturgy, Study ed. (New York, NY: Pueblo Publishing Company, 1976), 1:235.

Subsequent notes:
Title, volume: page.
³ *Rite of Baptism for Children*, 1:235.

Bibliography:
Title. In *Title of Collection*, translated by Translator's First Name Last Name. Place of
 Publication: Publisher, Publication. Vol.:page range.

Rite of Baptism for Children. In *The Rites of the Catholic Church*, translated by The
 International Committee on English in the Liturgy, Study ed. New York: Pueblo
 Publishing Company, 1976. 1:183-283.

28 The Liturgy of the Hours (Breviary)

Example:
The following hymn of Gregory the Great, prayed in the Divine Office, brings out the theme
that OT prepared the way to Christ:

>　　The Covenant so long revealed
>　　To faithful men in former time,
>　　Christ by his own example sealed;
>　　The Lord of love, in love sublime.[4]

Notes:
[4] Gregory the Great, *Hymn* no. 19, in *The Divine Office: The Liturgy of the Hours According
to the Roman Rite*, rev. by Decree of the Second Vatican Ecumenical Council and
Promulgated by the Authority of Pope Paul VI (London: Collins, 2006), 2:571*.

Bibliography:
Gregory the Great. *Hymn* no. 19. in *The Divine Office: The Liturgy of the Hours According to
 the Roman Rite*, vol. 2, rev. Decree of the Second Vatican Ecumenical Council and
 Promulgated by the Authority of Pope Paul VI. London: Collins, 2006.

29 Thomas Aquinas, *Summa Theologiæ*

Summa Theologiæ by Thomas Aquinas is divided into three different parts that are divided
into questions, which are further divided into articles. Any particular translation or edition can
divide *Summa Theologiæ* differently into volumes or choose to abridge the content. Use the
bibliography to cite the information pertaining to the edition, translation, number of volumes,
and publisher. This is similar to the way you would cite any other book in your bibliography.
You may also prefer to cite a single volume rather than an entire multivolume set. Do this if
only one volume was used in your research. If you used multiple volumes then you should
cite the entire set in your bibliography.

In the parenthetical citation/footnote citations you will need to indicate the author, title of the
work (abbreviated), part number, question number, and article number.

With *Summa Theologiæ* you should also pay close attention to the way the title is written on
the edition you are using. It may be written as *Summa Theologiae* or *Summa Theologica*.
Your citations should match the edition you are using.

There is no uniform style for citing *Summa Theologiæ*, but the following way of citing is
permissible:
Notes:
Thomas Aquinas, *Summa Theologica,* Ia, q. 39, art. 8, trans. Fathers of the English Dominican
Province (London: Burns Oates & Washbourne, 1920), 1:23.

Bibliography:
Aquinas, Thomas. *Summa Theologica*. Translated by Fathers of the English Dominican
        Province. 24 vol. London: Burns Oates & Washbourne, 1920.

Bibliography (online source):
**Author's Last Name, Author's First Name. *Title: Subtitle of the book*. Translated by
        Translator's First and the Last Names. Edition. Place of Publication: Publisher's
        Name, Date of Publication. URL (accessed date of URL).**

Aquinas, Thomas. *Summa Theologica*. Translated by Fathers of the English Dominican
        Province. Benziger Bros. ed. Westminster, MD: Christian Classics, 1947.
        http://www.ccel.org/ccel/aquinas/summa.html (accessed December 8, 2014).

30 Hagiography: Writings of the saints

Notes:
^{Note number} **Author's First and Last Names, *Title of the Book: Subtitle of the Book*, trans.
Translator's First and the Last Names (Place of Publication: Publisher's Name, Date of
Publication), XX-XX.**

Teresa of Avila, *The Interior Castle*, trans. Mirabai Starr (New York, NY: The Berkley
Publishing Group, 2003), 21.

Bibliography:
**Author's Last name, Author's First Name. *Title of the Book: Subtitle of the Book*.
        translated by, Translator's First Name and the Last Names. Place of Publication:
        Publisher's Name, Date of Publication.**

Teresa of Avila. *The Interior Castle*. Translated by Mirabai Starr. New York, NY: The
        Berkley Publishing Group, 2003.

31 Preface, foreword, or other titled parts of a book

If you cite a part with a generic title such as introduction, preface, or afterword, add that term before the title of the book. List the generic title in roman type without quotation marks. If the part is written by someone other than the main author of the book, **give the part author's name first and the book author's name after the title; parenthetical citations mention only the part author's name.**

Notes:
Note Number **Part Author's First and Last Names, part title *title of the book*, by Author's First and Last Name (Place of Publication: Publisher, Publication Date), page.**

² Martin E. Marty, foreword to *Christ & Culture*, by Helmut Richard Niebuhr (New York: HarperCollins, 2001), xix.

Bibliography:
Part Author's Last Name, First Name. Part title to Title and Sub title, by Author's Last Name, First Name, page range of the part title. Place of Publication: Publisher, Publication Date.

(Part title: Introduction to, Foreword to, Preface to etc.)
Marty, Martin E. Foreword to *Christ & Culture*, by Helmut Richard Niebuhr, xiii - xix. New York, NY: HarperCollins, 2001.

32 Series

If the book is part of a formal series, the citation requires information about the series. Insert the necessary information of the series after the title and before the details of publication.

Notes:
Note number **Author First Name Last Name, *Title: Subtitle*, series' name and number (Place of Publication: Publisher, Publication Date), XX-XX.**

²² Gregory of Nyssa, *The Lord's Prayer - The Beatitudes,* Ancient Christian Writers 18, trans., Hilda. C. Graef (New York, NY: Paulist Press, 1954), 8.

33 Ebooks

Note:
Note Number **Author's First and Last Name, *title of the book* (Place of Publication: Publisher, Publication Date), page, URL (accessed date and year).**

Michael E. Stone, *Ancient Judaism: New Visions and Views*, (Grand Rapids, MI: Wm. B. Eerdmans, 2011), 22
https://books.google.ps/books?id=zXVcgEaxsNkC&printsec=frontcover&dq=Judaism&hl=en&sa=X&ei=1aWJVOBfg69T9biBoAc&redir_esc=y#v=onepage&q=Judaism&f=false (accessed 12 December 2014).

(Please take note that page numbers in the ebooks can vary from one source to the other depending on the websites and programmes that you use)

Bibliography:

Author's Last Name and First Name. *Title: Subtitle*. Place of Publication: Publisher, Publication Date. URL (accessed date of URL).

Stone, Michael E. *Ancient Judaism: New Visions and Views*. Grand Rapids, MI: Wm. B. Eerdmans, 2011. https://books.google.ps/books?id=zXVcgEaxsNkC&printsec=frontcover&dq=Judaism &hl=en&sa=X&ei=1aWJVOBfg69T9biBoAc&redir_esc=y#v=onepage&q=Judaism& f=false (accessed 12 December 2014).

The above mentioned patterns are drawn from

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed., revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press editorial staff. Chicago: University of Chicago Press, 2013.

Elements involved in the written work

Some of the elements already mentioned (such as Abbreviations, Bibliography) are discussed here. This is not to repeat what has been said already, rather to complement it.

Page layout (body of the text):

Standard page size: A4 = 21 width x 29.7 height

Line spacing: 1.5

Margins: 3cm left, 2cm top, 2cm down and 2cm right.

Font: size 12 of Times New Roman for body of text; size 11 for indented quotation, size 10 for footnote. Avoid ornamental typefaces that distract readers and make your work seem less serious.

Foreign Words:

All Foreign words and phrases require to be rendered in italics, except when they have been already rendered part of the English language.

Quotation:

For a direct quotation use double inverted commas "". Use single inverted comma for a quote within a quotation. Every quote should be perfect and exact. You can make certain omissions in the direct quotation provided the meaning is not distorted or falsified. The omission is indicated with three periods within a square bracket […]. If the final words of the sentence are omitted, then four periods must be used as follows: […]. If necessary editorial notes are permitted within the direct quotation which is to be written within the square brackets.

Quotes that go to 5 and more lines should be indented. Double/single inverted commas are omitted, though the quotation marks that belong to the text are to be reproduced. The block quotation requires a single line spacing.

Avoid too many direct quotations (*per se* your work is mostly personal reflection). Quotations are meant to **illustrate**, to support and to confirm what you intend to write (it is like seasoning the food). Generally direct quotations should not make up more than 10% of the text.

Body of the text: The body of the text should exhibit some specific plans drafted, to expose the ideas methodologically. Therefore the written work should have coherence and consistency.[8] The thought should proceed in an orderly fashion in every chapter. Do not stray from the main stream of the topic or subtopic. If your topic is very vast try to focus only on certain aspects of the topic instead of wasting time on minor details.

Each paragraph should generally contain one main idea and should be neither too short nor too long. Do not make your paragraph too big. The main idea should be at the beginning of the paragraph and followed by indications and explanations etc. Every new paragraph is indented about 5 spaces (or 1 cm). There is no need to give a blank line between two paragraphs under the same subheading. However a blank line is given between a paragraph and a new subtitle.

Consistency as Criteria: Consistency should be apparent in every part of the written work.

Italics: *italicize a word if it is*

- a foreign word
- a title of a book, official Church Document
- some proper names
- if it needs an emphasis (but use sparingly)

Capital letters:

- Use the upper case and the lower case consistently.
- Original sin need not be in upper case but the Fall should be capitalized to indicate that it is not just any fall.
- Names of very important books: Bible, Qurʾān, Tanakh, Mishnah etc.
- Specific organizations take upper case: e.g., Pueblo Publishing Company.
- Geographical Location: e.g., The Kidron Valley.
- Religious bodies take upper case: e.g., Catholic, Catholicism, Islam etc.
- The ecclesiastical and noble titles when attached to the full title: e.g., Pope Benedict XVI, the Bishop of Rome. When the titles are general they are in lower case, such as queen, king, cardinal etc. However some publishing houses would put Pope in upper case even in general.

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[8] St. Thomas Aquinas defines beauty in the following words: "Beauty includes three conditions: integrity or perfection; due proportion or harmony;: and lastly, brightness or clarity" (*Sum.Th* Ia, q. 39, art. 8). Consistency also involves the usage of upper case and the lower case. For instance if 'Him' is used for God, then it must be carried throughout the thesis.

- The names of the councils: The Second Vatican Council, Council of Toledo etc.
- The names of the movements or styles usually use capital letter when derived from a proper noun (e.g., Aristotelian, Thomistic, Romanesque) but otherwise begin in lower case (like baroque, imperialism, modernism).

Other minor observations in being consistent

- Consistent use of spellings is recommended (British – American) e.g., 'ize' or 'ise'. Colouring or coloring.
- Numbers are generally written in words below one hundred; above this the numerals can be employed.
- Use of abbreviation should be consistent.
- Repetition of words and expressions can be avoided: Use thesaurus.
- Sentence should never begin with 'And', 'But' or with a numeral.
- A thesis is not the same literary *genre* as a novel: Do not use tabloid terms (namby pamby, bombshell, déjà vu, etc.).

Quoting accurately and avoiding plagiarism:

- Accurate quotation is crucial to the scholarly enterprise, so use the most reliable edition available.
- accurately report the source in your bibliography or reference list so that readers can consult it for themselves.
- clearly indicate what you borrowed and from where, using the appropriate citation style – this is the ethic of scholarship.
- you can integrate a **run-in quotation** (which is less than five lines) smoothly by introducing the name of the author before the quotation: verbs such as *notes*, *claims*, *argues*, or *according to* are used with the author's name.

E.g., Violence should be objected to even when it appears to be good, the good is only temporary, whereas the evil that it brings is permanent. Hence Mahatma Gandhi *affirms,* "An eye for an eye only ends up making the whole world blind."

As Mahatma Gandhi *notes***, "An eye for an eye only ends up making the whole world blind."**

If you weave a quotation more tightly into the syntax of your sentence, as with the word *that*, do not put a comma before it.

Mahatma Gandhi warns us that "An eye for an eye only ends up making the whole world blind."

If you put the attributing phrase in the middle of a quotation, set it off with commas.

"An eye for an eye," says Mahatma Gandhi, "only ends up making the whole world blind."

- **A block quotation** is usually from 5 lines and above. The block quotations are introduced with a sentence. If you introduce the quotation with a complete sentence, end the sentence with a **colon**. If you use only an attribution phrase such as *notes*, *claims*, *argues*, or *according to* along with the author's name, end the phrase with a **comma**. (indent = 2cm from left, line spacing = 1).

- The Canon Law affirms the centrality of the Eucharist in the life of the Church:

> The most August sacrament is the Most Holy Eucharist in which Christ the Lord himself is contained, offered, and received and by which the Church continually lives and grows. The eucharistic sacrifice, the memorial of the death and resurrection of the Lord, in which the sacrifice of the cross is perpetuated through the ages is the summit and source of all worship and Christian life, which signifies and effects the unity of the People of God and brings about the building up of the body of Christ. Indeed, the other sacraments and all the ecclesiastical works of the apostolate are closely connected with the Most Holy Eucharist and ordered to it (CIC 897).

- Permissible Changes in the quotation: If the direct quotation has an obvious mistake related to spelling, grammar, syntax, punctuation - typographic error, then correct it with a comment.

Original: "In between Luke places most of the public ministry account that he takes over from Mark, on which he imposis his own order."

Raymond E. Brown asserts that Luke "imposes" his own order over what he borrowed from Mark.

If, however, such an error reveals something significant about the source or is relevant to your argument, preserve it in your quotation. Immediately following the error, insert the Latin word *sic*, italicized and enclosed in a square brackets, to identify it as the author's error. (The Latin abbreviation *sic* means "thus"; in full: *sic erat scriptum*, "thus was it written". <u>It is considered bad manners to call out errors just to embarrass a source.</u>

Original: "In between Luke places most of the public ministry account that he takes over from Mark, on which he imposis [*sic*] his own order."

(OR)

Raymond E. Brown asserts that Luke borrowed from Mark and "imposis [*sic*] his own order".

Table of Contents:

A table of contents does not list pages that precede it (submission page, title page, copyright or blank page, dedication and epigraph) but should begin with the front matter pages that follow it.

- Number all pages before the Table of Contents with roman numerals.
- Be sure that the wording, capitalization, number style (Arabic, roman, or spelled out), and typography of all titles and subheads match exactly those in the paper.

Pagination:

- Most long papers and all theses and dissertations have three main divisions: (1) **front matter**, (2) **the text** of the paper itself, and (3) **back matter** (bibliography, Illustration, appendix). The front and back matter are also divided into elements that vary, depending on your paper. In a class paper, the front matter will probably be a single title page and the back matter just a bibliography or reference list.
- It is recommended the page number is placed centred in the footer (bottom of the page).
- Any other identifying information besides the page number in the header or footer is not recommended.

Abbreviations and Sigla:

- Abbreviations and *sigla* form part of the front matter.
- Number all pages of such a list with roman numerals. Title the page as *Abbreviations* at the top of the page. If the list is more than one page, do not repeat the title. Leave two blank lines between the title and the first item listed. Single-space individual items listed, but leave a blank line between items.
- Note that the items are arranged alphabetically by the abbreviation, not by the spelled-out term. The abbreviations themselves are left side of the margin; spelled-out terms are set on a consistent indent on the right.

Introduction

- Previews the contents and argument of the entire paper.
- The introduction gives the purpose (objective) of the thesis and it can be called the 'map' to the whole written work.

- Factors that motivated you to choose the topic (e.g., I chose to expose the problem between Justin Martyr and Trypho because I am interested in the early Christian apologetics; in order to emphasize the value of dialogue between Christianity and Judaism etc.)
- If there had been some studies, researches, seminars done on the same theme you could mention them.
- Label the page *Introduction* at the top of the page. Do not repeat the *title* on subsequent pages of the introduction.
- Leave two blank lines between the title and the first line of text.
- You could also indicate the main sources you have employed.

Title (chapter):

- Titles of larger divisions (parts, chapters) should be **more visually prominent** than subheadings. In general, titles are more prominent when centred, in boldface or italic type, in **all capital letters**, or capitalized headline style aligned left or in regular type.

Conclusion:

- It contains the synthesis of the body of the text.
- It answers the question, 'did I achieve my purpose in writing this work?'
- It exhibits the benefits of the written work e.g., the written work enabled me to see the problem of ecumenism in a better light.
- It acknowledges the sources used and the limitations of the written work – your written work at times cannot give a holistic picture due to the limitation of time and space.
- Suggest further research. This gesture suggests how the community of researchers can continue the conversation.

Bibliography:

Arrange the bibliography in alphabetical order, making discreet division between primary, secondary and tertiary sources. If the work however is of either synchronic or diachronic approach, in consultation with the guide, the primary sources can be arranged chronologically.

General elements of the paper:

Short written assignments: Title page**;** Short introduction; the body of the text; Short conclusion**;** Bibliography**.**

Baccalaureate Thesis/synthesis: Cover page (external – a hard paper, same content of title page is printed); Blank page; Title page; Table of contents; Abbreviations; Introduction; Body of the text with footnotes; Conclusion; Bibliography; Appendix (if original works – manuscripts – are employed in the thesis. For full detail have a word with your instructor in Methodology).

TABLE OF CONTENTS

SALESIAN PONTIFICAL UNIVERSITY
FACULTY OF THEOLOGY
JERUSALEM CAMPUS
STUDIUM THEOLOGICUM SALESIANUM

THE REASON FOR CHRISTIAN HOPE:
A LITURGICAL UNDERSTANDING OF ESCHATOLOGY

By
Xxxxxx Xxxxxxxx

A Written Assignment Submitted
for the Baccalaureate in Theology (TZ1007)
Tutor: Rev. Fr. Xxxxxxx Xxxxxxx

Jerusalem
April 2018

SALESIAN PONTIFICAL UNIVERSITY
FACULTY OF THEOLOGY
JERUSALEM CAMPUS
STUDIUM THEOLOGICUM SALESIANUM

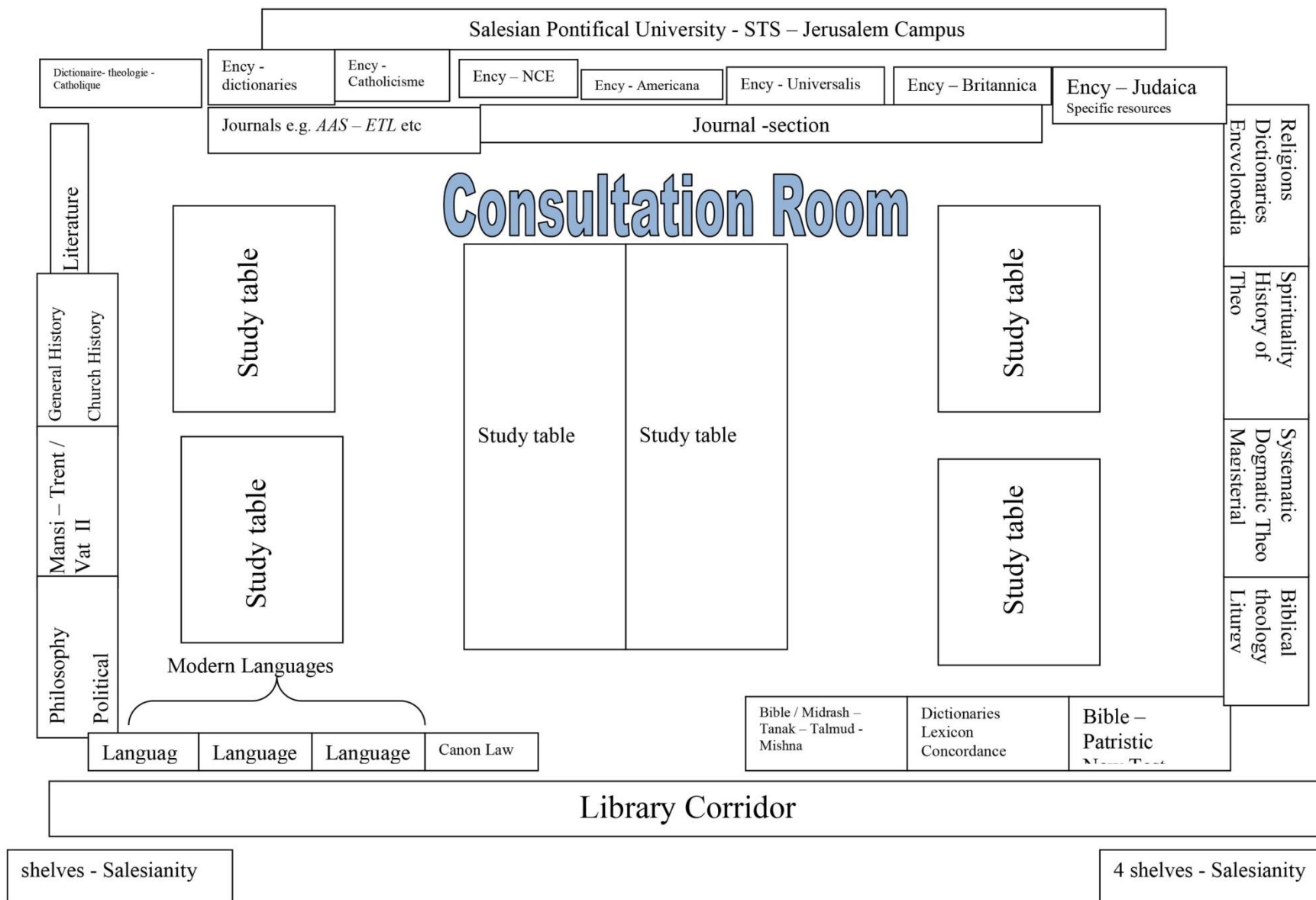**PERSONAL RELATIONSHIP WITH GOD IN LIVING THE PRIESTLY VOCATION IN WRITINGS OF SAINT JOHN PAUL II**

By
Xxxxxx Xxxxxxx

A Written Assignment Submitted
for the course in Methodology (RA1201)
Tutor: Rev. Fr. Xxxxxxx Xxxxxxx

Jerusalem
December 2014

- The following is a purview of what is given as pattern. The number corresponds to numbers used in the above-mentioned notes.
- The following table applies to <u>any scientific written work that comes under theological methodology.</u>
- Although we have a common pattern, it is more clearly shown which source can be primary, secondary or tertiary. For instance, a person who does a written work on 'Revelation' would certainly have the Vatican II document *Dei Verbum* as the primary source.
- A student is recommended to consult his or her lecturer / guide to arrange the final bibliography.

General pattern	Primary Source	Secondary Source	Tertiary Source

1. Single author or Editor
2. Multiple Author – for a book with two authors
4. Edition Number
5. Single Chapter in an Edited Book
6. Volume (Depends on the intensity and importance – for instance if a person does a written work on St. John Bosco, then the Biographical Memoirs in different volumes would become the primary source)
	12. Scripture
	13. Papal Encyclical, Exhortation, or Church Document Published as a Monograph
	14. Papal Writings or Church Documents in Edited Collections
	16. Conciliar Documents (e.g., Vatican II)
	17. Magisterial - Monographs
	18. Acta Apostolicae Sedis
	19. Denzinger and other compendium
	20. Enchiridion
	21. Code of Canon Law – Codex Iuris Canonici (CIC)
	22. Catechism of the Catholic Church – CCC
	23. Compendium of Social Teachings
	24. Patristic Sources:
	    J.P. Migne
	    Sources chrétiennes
	    Corpus christianorum
	25.1. Missale Romanum (in Latin)
	25.2. Roman Missal (English)
	26. Liturgical Books
	27. Liturgical Books in Collection
	28. The Liturgy of the Hours (Breviary)
	29. Thomas Aquinas, *Summa Theologiæ*
		3. Author[s] plus editors or translators
		With a translator
		28. Series
		30.Hagiography: Writings of the saints
		31. Preface, foreword, or other titled parts of a book
		33. Series
			7. Journal Article in print
			8. Journal Article Online (under *Online* category)
			9. Book Review
			10. Entries from Encyclopedias and Dictionaries
			11. Articles in Encyclopedia (entries with a specific author in the Encyclopedia or Dictionary)
			15. Online Magisterial Sources (actually it is a primary source. Just for the sake of uniformity, all online sources are to be grouped together under tertiary with a specific title *Online Sources*).
			33. Ebooks (online)

Salesian Pontifical University - STS – Jerusalem Campus

Dictionaire- theologie - Catholique	Ency - dictionaries	Ency - Catholicisme	Ency – NCE	Ency - Americana	Ency - Universalis	Ency – Britannica	Ency – Judaica

Ency – Judaica
Specific resources

Journals e.g. *AAS – ETL* etc

Journal -section

Religions Dictionaries Encyclopedia

Consultation Room

Literature

General History

Church History

Mansi – Trent / Vat II

Philosophy

Political

Study table

Study table

Study table

Study table

Study table

Study table

Spirituality History of
Theo

Systematic Dogmatic Theo
Magisterial

Biblical theology
Liturgy

Modern Languages

Languag	Language	Language	Canon Law

Bible / Midrash – Tanak – Talmud - Mishna	Dictionaries Lexicon Concordance	Bible – Patristic New Test

Library Corridor

shelves - Salesianity

4 shelves - Salesianity

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II Dogma

III Mariology/iv Moral Theology / special ethics.

V Canon Law   **VI A** Sacred Scriptures

VI A Sacred Scripture – **VI B** Biblical Themes

VI B Biblical Themes – **VI D** New Test.

VI A Archaeology - **VII E** Holy Land

VII E Holy Land – Patrologia Latina – **VIII G** – Source Chretienne.

VIII – Patrology

IX History – Church & General.

IX History

IX E History of religions / **X** Spirituality

X Spirituality / **X** Priesthood / **X2** Religious life/ **XI** Hagiography

XI Hagiography / Biographies / **XII** liturgy

XII Liturgy / **XIV** homiletics / **XIV** Pastoral Theology

XIV Missiology / Ecumenism

XIV Magisterium / Vatican II / **XV** Oriental Churches/ **XV** Judaism

Reference Room