



OBLATE SCHOOL OF THEOLOGY
STYLE GUIDELINE
FOR
ACADEMIC PAPERS
AND
FINAL WRITTEN PROJECTS

Summer 2017

CONTENTS

ELEMENTS OF STYLE	1
PAGE LAYOUT.....	2
CITATIONS	3
Quotations	3
Footnotes	4
Exceptions to Turabian.....	6
Bibliography.....	6
Electronic Media	7
Examples of Citations	8
Book with One Author	8
Book with Two Authors	9
Book with Three or More Authors	9
Book with Two Editors	9
Article in a Journal	9
Article in an Edited Book.....	9
Chapter in an Edited Volume with Several Authors	10
Biblical Dictionary	10
Biblical Commentaries	11
Abstracts	11
Editions of the Bible.....	12
Catholic Church Documents.....	12
Electronic Media	15
CHAPTER TITLES AND SUBHEADINGS	17
TABLES AND FIGURES	19
FINAL PROJECTS AND THESES	20
SAMPLE PAGES	22
WRITING CONSIDERATIONS: A CHECK LIST.....	28

ELEMENTS OF STYLE

The *Oblate School of Theology Style Guideline* was first written at the request of students seeking guidance about academic writing expectations at Oblate. In response to their request and in an effort to standardize practice across the school, this style guide highlights the most relevant portions of Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th Edition. Students and instructors are encouraged to refer to this document for guidance about page layout, citations, chapter titles and subheadings, and specific requirements for thesis and dissertations. Students who encounter style and formatting challenges not included in this guide should refer to Turabian 7 or 8 or to the *Chicago Manual of Style*. Although inconsistencies may remain, this guide is intended to serve as a model of the academic style and formatting required at Oblate.

Elements of style for all papers submitted at the Oblate School of Theology should normally follow the directives contained in *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th Edition by Kate Turabian. Although the eighth edition of Turabian is now available, the only substantial change from the seventh edition concerns the citing of electronic sources. Examples of citations for sources such as webpages and eBooks from Turabian 8 are included below. To make formatting with Word less arduous, Oblate allows a few exceptions to Turabian including page numbering and the format of footnotes. These are described below. Professors may instruct students to use alternative formatting for some assignments.

Students should note that academic papers have a particular style and layout that is much more restrained than other more embellished, colorful, and illustrated publications. Illustrations, table, and charts may be appropriate in academic papers when they add clarity to the content of

the paper. See the examples below and consult Turabian as necessary for the appropriate formatting.

The use of good grammar and syntax is presupposed in every written assignment. Students are encouraged to take full advantage of the spell check and grammar check in Word. Additionally, Oblate provides free access to Grammarly, an online editing platform, to all members of the OST community. For information about Grammarly, see the associate academic dean. Submissions containing numerous grammatical, syntactical, or formatting errors may be returned to the student for revision before being read, critiqued, or graded. The use of a willing and competent proofreader is also recommended. *Students who have notable difficulty with style, grammar, and composition should seriously consider using the services of a professional editor and taking a composition course at a local college.*

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

PAGE LAYOUT

The same page layout is required for all papers submitted at OST unless the professor gives other instructions. Times New Roman font is used throughout the text. The main text is 12-point font and double-spaced. Footnotes are Times New Roman 10 and singled spaced with an additional space between notes. Page numbers are Times New Roman 12 and placed in the bottom center of the page. Headers and footers are not used except for page numbers. Margins (top bottom, right, and left), are one inch.

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

CITATIONS

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

According to Kate Turabian,

The ethics of scholarship also require that whenever you quote words or rely on tables, graphics, or data from another source, you clearly indicate what you borrowed and from where, using the appropriate citation style (see chapter 15). If you do not, you risk a charge of plagiarism. But even if you do cite a source accurately, you still risk a charge of plagiarism if you use the exact words of the source but fail to identify them as a quotation.¹

Any intentional act of plagiarism by a student will be treated severely.

Quotations

A series of words taken directly from another person's written work or verbal comments must be set off with quotation marks. An ellipsis, which is three periods separated by spaces . . . ,

¹ Kate L Turabian. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed. (Chicago: University of Chicago Press. 2013), Kindle Location 11976, Kindle.

is used within a quote to indicate that words have been omitted. An ellipse is not used before or after a quote even if the quote begins or ends in the middle of a sentence. Brackets [] are used to enclose any words added to a quote by the student writing the paper. Examples of both are found in the quote below explaining the use of block (or box) quotes:

If the quotation is four lines or fewer, run it into your text and enclose it in quotation marks. If it is five lines or longer, set it off as a block quotation [indented, single-spaced, left justified], without quotation marks. . . . You may use a block quotation for a quotation shorter than five lines if you want to emphasize it or compare it to a longer quotation.²

Notice that you must manually change to single-line spacing for a block quotation, using a block quotation requires you to manually insert an additional single-space line after the quotation and then to return to double-spacing your lines.

Footnotes

At Oblate, footnotes rather than in-line citations or endnotes are used in all theses and professional papers. A variety of software programs, including MS Word, claim to format directly into Turabian-approved style for footnotes and bibliography. Students should not depend exclusively upon such programs since occasionally the software is not consistent with the directives provided in Turabian. Even eturabian.com often confuses editors and authors of articles. Students are responsible for the accuracy of all formatting. At OST, Turabian takes precedence over computer-generated formatting.

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

² Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 7th ed. (Chicago: University of Chicago Press, 2007), no. 25.2.

one work by an author is cited, list the author's last name, the shortened title, and the page number(s). If there is no author or editor, a title and page number are required.³ E.g. Ratzinger, *Introduction to the Catechism*, 14.

When referring to the same work as the preceding citation, use the Latin abbreviation *Ibid.* for the second reference. *Ibid.* comes from *Ibidem* which means "in the same place." If the second reference is not taken from the same page as the previous one, use *Ibid.* (with a period), followed by a comma, and the number of the new page.⁴

E.g. *Ibid.*, 185.

The place of publication in footnotes and in bibliography entries includes the state or province of publication if the city might be unknown or confused with another city.

The following are the standard formatting and information required in a footnote for a book⁵ and a journal article.⁶ In these examples, the XX-XX represents the page number(s) of only those pages on which the information cited is found.

For a Book

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

For a Journal Article

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

Article on a Website:

Note Number First Name Last Name, "Title of Article/Page." Other Contributor(s). Name of Web Site. Last modified Date. accessed date. URL.

³ *Ibid.*, no. 16.4.

⁴ *Ibid.*, no. 16.4.2.

⁵ *Ibid.*, no. 16.1.

⁶ *Ibid.*

A collection of commonly-encountered footnote and bibliography situations is included below.

Exceptions to Turabian

As strange as it seems, the Turabian default in MS Word for footnotes is not consistent with the style outlined in Turabian, *A Manual for Writers*. Because MS Word is persistent and will re-format notes even after they are saved, Oblate allows students to use the Turabian default with the two modifications: (1) the font in footnotes must be changed to Times New Roman, and (2) a blank line must be added manually between notes. Otherwise, OST follows MS Word Turabian default: footnotes begin with a superscript number, they are left justified with no indentation, in 10-point font, and single spaced. MS Word automatically inserts a line between your text and your footnotes. There should not be a space between this line and your first footnote. Footnotes are denoted in the main text by using superscripted numbers.

Bibliography

At the conclusion of the paper, a bibliography page lists the sources used in the paper.

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

1. Sources are listed in alphabetical order by the author's (or editor's) last name, which is therefore placed before the first name and separated from it by a comma. If no author or editor is given, the entry begins with the title.
2. Page numbers are not given for books. However, entire page numbers are given for periodical articles or chapters in a book. Page numbers are preceded by a colon rather than a comma.

3. Periods replace some commas.
4. Parentheses are not used for the publication information.
5. When “Edited by” and “Translated by” follow a title, they are capitalized and spelled out, not abbreviated as in footnotes. When they follow the name of the editor or translator, they are abbreviated.
6. The first line of each entry is flush with the left-hand margin; the second line is indented five spaces. Each entry is single spaced with an extra space between entries.

The following is the standard formatting and information required in a bibliography entry for a book.

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

When more than one work by the same author, editor, or translator is cited, the entries are alphabetized by the beginning letter of each title, ignoring articles such as *a* and *the*. Only the first entry contains the author’s name. In subsequent entries, replace the author’s name with a triple em dash (six hyphens).⁷ When the person listed with multiple works is the editor or translator rather than author, put a comma after the long dash and then the correct abbreviation such as ed. or trans.⁸

Electronic Media⁹

According to the Turabian 8, “Online sources fall into two categories.

“1. Many online sources are like print sources in everything except medium — for example, an article published in an online journal instead of in a printed journal. Other sources of this type

⁷ There are several ways to insert an em dash in Word. The simplest is to press Ctrl and Alt and the minus key on the number pad. For a triple em dash used in bibliographies, do this three times.

⁸ Ibid., no. 16.2.2.

⁹ This entire section is quoted from Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed. (Chicago: University of Chicago Press, 2013), Kindle Location 4273-4317, Kindle.

include online books, newspaper and magazine articles, and public documents. Cite an online source of this type similarly to a print source, beginning with standard facts of publication (author's name, title, date, and so forth). At the end of the citation, add the date you accessed the material and the URL (see 15.4.1.3) ... You can find examples of how to cite such items under the relevant type of source in chapter 17 [and in this OST Style Guide below].

“2. Other types of online sources, such as institutional or personal websites and social networking services, are unique to the medium. Unlike more traditional media, these sources often lack one or more of the standard facts of publication. To cite such a source, you will need to give as much information as possible about it in addition to a URL and access date (see 15.4.1.3). Examples of how to cite these items appear in 17.7 [and in this OST Style Guide below].

“Capitalize the components of a URL exactly as they appear on your screen. If the URL ends in a slash, include it. Do not enclose the URL in brackets. It is best not to break a URL at the end of a line, but if you need to do so, see 20.4.2 for some guidelines.

“Other Electronic Media

Publications available in other electronic media, such as an electronic book available for download or as a CD- or DVD-ROM, can often be cited similarly to printed books, with the addition of information about the medium or file format; see 17.1.10 and 17.5.8 [and the examples in the OST Style Guide.]”

Examples of Citations

In the examples below, the footnote entry [N] is followed by the bibliographic entry [B].

Book with One Author

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

Short form: Garcia-Rivera, 132.

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

Garcia-Rivera, *Community*, 132.

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

Book with Two Authors

N: Russell R. Conners and Patrick T. McCormick, *Character, Choices and Community* (New York: Paulist Press, 1998), 135.

Short form: Conners and McCormick, 135.

B: Conners, Russell R., and Patrick T. McCormick. *Character, Choices and Community*. New York: Paulist Press, 1998.

Book with Three or More Authors

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

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

Book with Two Editors

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

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

Article in a Journal

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

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

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

B: Loue, Sana. "Parentally Mandated Religious Healing for Children: A Therapeutic Justice Approach." *Journal of Law and Religion* XXVII, no.1 (2011-12): 397-422.

Article in an Edited Book

N: Teresa J. Hornsby, "Why is She Crying: A Feminist Interpretation of Luke 7, 35-50," in *Escaping Eden: New Feminist Perspectives on the Bible*. edited by Harold C. Washington, Susan

L. Graham and Pamela Lee Thimmes. (91-103). (Sheffield, England: Sheffield Academic Press, 1998), 93.

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

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

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

Chapter in an Edited Volume with Several Authors¹⁰

N: Marina Herrera, “The Context and Development of Ecclesial Leadership,” in *Hispanic Catholic Culture in the U.S.: Issues and Concerns*, eds. Jay P. Dolan and Allan Figueroa Deck (Notre Dame: University of Notre Dame, 1994), 180.

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

Biblical Dictionary¹¹

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

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

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

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

¹⁰ Ibid., no. 16.1.

¹¹ Ibid., no. 17.1.8.

*Biblical Commentaries*¹²

Single Volume

N: Joseph A. Fitzmyer, S.J., “Pauline Theology,” in *The New Jerome Biblical Commentary*, ed. Raymond E. Brown et al. (Englewood Cliffs: Prentice Hall, 1990), 82:61 [i.e., section and paragraph number, not page number].

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

Multiple Volumes

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

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

Book-length Commentary of One Book of the Bible

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

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

Book-length Commentary with Series Number

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

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

NB: Please note in this commonly used source that the words *Sacra Pagina* are italicized only because they are in a language other than English and not because they are the title of the series. A title of a series is not italicized if it is in English.

Classical Texts

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

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

¹² Examples based on University of Portland, “Chicago Format: Citing Biblical Sources in Chicago Style (Full Footnotes)” accessed July 2, 2013, <http://library.up.edu/showimage/show.aspx?file=6581>.

Abstracts¹³

(To cite the abstract of a journal article, dissertation, or other work, include the full citation of the work and include the word “abstract” after the title. Cite the full article or other work in your bibliography rather than the abstract.)

N: Campbell Brown, “Consequentialize This,” abstract, *Ethics* 121, no. 4 (July 2011): 749.

B: Brown, Campbell. “Consequentialize This.” *Ethics* 121, no. 4 (July 2011): 749-782.

Editions of the Bible

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

Catholic Church Documents

Canon Law

The 1917 Code of Canon Law

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

Short form: *CIC17.*

¹³ Turabian, *A Manual for Writers*, Kindle Locations 6123-6129.

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

The 1983 Code of Canon Law

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

Short form: CIC83.

B: *Codex iuris canonici, auctoritate Ioannis Pauli PP. II promulgatus*, Vatican City, Libreria editrice Vaticana, 1983. American version of the English-language translation: *Code of Canon Law*, Latin-English Edition, translation prepared under the auspices of the Canon Law Society of America, Washington, DC, Canon Law Society of America, 1999.

Commentary on the Code

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

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

The Catechism

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

Short form: CCC, no. 339.

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

RCIA

N: *Rite of Christian Initiation of Adults: Approved for Use in the Dioceses of the United States of America by the National Conference of Catholic Bishops and Confirmed by the Apostolic See*, Study ed. (Washington, DC: United States Catholic Conference, 1988).

B: *Rite of Christian Initiation of Adults: Approved for Use in the Dioceses of the United States of America by the National Conference of Catholic Bishops and the Confirmed by the Apostolic See*. Study Edition. Washington, DC: United States Catholic Conference, 1988.

Roman Pontifical

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

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

Second Vatican Council Documents

N: Second Vatican Council, *Gaudium et Spes*, no. 62, *Vatican Council II, Volume 1: The Conciliar and Postconciliar Documents*, ed. Austin Flannery, O.P., new rev. ed. (Northport, New York: Costello Publishing Co., 1992), no. 48.

Short form for subsequent citations of the same document:

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

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

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

B: Flannery, Austin, O.P., ed. *Vatican Council II, Volume 1: The Conciliar and Postconciliar Documents*. New rev. ed. Northport, New York: Costello Publishing Co., 1992.

USCCB Documents

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

B: United States Conference of Catholic Bishops. *Program of Priestly Formation*. 5th Edition. Washington, DC: United States Conference of Catholic Bishops. 2006.

N.B. Before 2001, the US bishops acting jointly were known as the National Conference of Catholic Bishops and their documents were published by the United States Catholic Conference. Thus these titles should be used respectively for ‘author’ and publisher of the bishops’ documents before 2001, as the documents themselves should make clear.

Electronic Media

*eBooks*¹⁴

(Note that the access date comes before the URL.

Break URLs after a backslash.

Do not include a URL for an eBook.)

N: George Pattison, *God and Being: An Enquiry* (Oxford: Oxford University Press, 2011), 103–4, accessed September 2, 2012, [http://dx.doi.org/ 10.1093/acprof:oso/9780199588688.001.0001](http://dx.doi.org/10.1093/acprof:oso/9780199588688.001.0001).

B: Pattison, George. *God and Being: An Enquiry*. Oxford: Oxford University Press, 2011. Accessed September 2, 2012. [http:// dx.doi.org/ 10.1093/acprof:oso/9780199588688.001.0001](http://dx.doi.org/10.1093/acprof:oso/9780199588688.001.0001).

N: Joseph P. Quinlan, *The Last Economic Superpower. The Retreat of Globalization, the End of American Dominance, and What We Can Do about It* (New York: McGraw-Hill, 2010), 211, accessed November 1, 2011, ProQuest Ebrary.

B: Quinlan, Joseph P. *The Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do about It*. New York: McGraw-Hill, 2010. Accessed November 1, 2011. ProQuest Ebrary.

N: Erin Hogan, *Spiral Jetta: A Road Trip through the Land Art of the American West* (Chicago: University of Chicago Press, 2008), 86– 87, Adobe PDF eBook.

B: Hogan, Erin. *Spiral Jetta: A Road Trip through the Land Art of the American West*. Chicago: University of Chicago Press, 2008. Adobe PDF eBook.

N: Malcolm Gladwell, *Outliers: The Story of Success* (Boston: Little, Brown, 2008), Kindle location 193, Kindle.

B: Gladwell, Malcolm. *Outliers: The Story of Success*. Boston: Little, Brown, 2008. Kindle.

*Journal Articles*¹⁵

(note that the access date comes before the URL)

N: Lisa J. Kiser, “Silencing the Lambs: Economics, Ethics, and Animal Life in Medieval Franciscan Hagiography,” *Modern Philology* 108, no. 3 (February 2011): 340, accessed September 18, 2011, [http:// dx.doi.org/ 10.1086/ 658052](http://dx.doi.org/10.1086/658052).

¹⁴ Ibid., Kindle Locations 5764-5778.

¹⁵ Ibid., Kindle Locations 4566-4575.

B: Kiser, Lisa J. "Silencing the Lambs: Economics, Ethics, and Animal Life in Medieval Franciscan Hagiography." *Modern Philology* 108, no. 3 (February 2011): 323–42. Accessed September 18, 2011. <http://dx.doi.org/10.1086/658052>.

Religious Documents

N: Second Vatican Council, *Sacrosanctum Concilium* (1963), no. 106, accessed September 20, 2007, http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_const_19631204_sacrosanctum-concilium_en.html.

B: Second Vatican Council. *Sacrosanctum Concilium* (1963). Accessed September 20, 2007. http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_const_19631204_sacrosanctum-concilium_en.html.

N: Benedict XVI, *Caritas in Veritate, Encyclical Letter* (Vatican City, Italy: Libreria Editrice Vaticana, 2009), 103, accessed July 27, 2014, http://www.vatican.va/holy_father/benedict_xvi/encyclicals/documents/hf_ben-xvi_enc_20090629_caritas-in-veritate_en.html.

Shortened footnote (for subsequent citations):

N: Benedict XVI, *Caritas in Veritate*, 103.

B: Benedict XVI. *Caritas in Veritate, Encyclical Letter*. Vatican City, Italy: Libreria Editrice Vaticana, 2009. Accessed July 27, 2014. http://www.vatican.va/holy_father/benedict_xvi/encyclicals/documents/hf_ben-xvi_enc_20090629_caritas-in-veritate_en.html.

N: United States Conference of Catholic Bishops, "Seven Themes of Catholic Social Teaching," United States Conference of Catholic Bishops, last modified 2005, <http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm>.

Shortened footnote (for subsequent citations):

N: USCCB, "Seven Themes of Catholic," United States Conference of Catholic Bishops.

B: United States Conference of Catholic Bishops. "Seven Themes of Catholic Social Teaching." United States Conference of Catholic Bishops. Last modified 2005. <http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm>.

Websites¹⁶

(Note that websites do not need to be included in your bibliography unless a particular one is cited frequently or is essential to your argument.)

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

N: “Privacy Policy,” Google Privacy Center, last modified October 3, 2010, accessed March 3, 2011, <http://www.google.com/intl/en/privacypolicy.html>.

N: “Toy Safety,” McDonald’s Canada, accessed November 30, 2011, <http://www.mcdonalds.ca/en/community/toysafety.aspx>.

B: Google. “Privacy Policy.” Google Privacy Center. Last modified October 3, 2010. Accessed March 3, 2011. <http://www.google.com/intl/en/privacypolicy.html>.

CHAPTER TITLES AND SUBHEADINGS

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

Chapter titles begin 1 ½ inch below the paper edge on a new page. Chapter titles are Times New Roman, centered, 14-point font, all caps (no boldface). The chapter number is spelled out. The chapter number is followed by a colon, one space, and the chapter title. An example and the MS Word style settings are below. Note that in MS Word, chapter titles are level one subheadings.

¹⁶ Ibid., Kindle Locations 6314-6330.

CHAPTER ONE: TITLE

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

Subheadings serve to divide a large unit of text into two or more smaller units and are printed in a uniform manner at the same subdivision level throughout the text. Do not use subheadings to set off a single unit of text. In other words, a single use of a subheading is not permitted. Below is a recommended set of subheadings.

Second-Level Subheading

Font: Times New Roman, 12 pt, Bold, Centered
Before: 18 pt
After: 30 pt
Keep with next, Level 2
Line spacing: single

Third-Level Subheading

Font: Times New Roman, 12 pt, Bold, Italic, Centered
Before: 18 pt
After: 30 pt
Keep with next, Level 3
Line spacing: single

Fourth-Level Subheading

Font: Times New Roman, 12 pt, Italic
Before: 18 pt
After: 30 pt
Keep with next, Level 4
Line spacing: single

Students are encouraged to ask for formatting help from the IT director or the associate academic dean. Additionally, demonstrations of how to format papers and use Styles to automate a table of contents can be found in numerous places online.

TABLES AND FIGURES

For complete guidance on how to format tables and figures in a paper, see chapter 26 in Turabian. Below are general rules on how to place illustrations within the body of a paper:

1. Place table number and title **above** the table; place figure number and title **under** the figure. The example of the table below is taken from Turabian page 362.

Table 26.1. Selected Churches in the Four Corners, Boston

Source: Data adapted from Omar M. McRoberts, *Streets of Glory: Church and Community in a Black Urban Neighborhood* (Chicago: University of Chicago Press, 2003), 53.

2. For musical examples only, place number and title **above** the table.
3. Add one blank line between the figure / table and any text above or below.
4. If the illustration is too big to place within the body of the paper, place it in the back matter as an appendix.
5. Do not number tables or figures if there are only a few in a paper.



Figure 26.3. Grammarly is an online writing support program available to all members of the OST community.

FINAL PROJECTS AND THESES

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

They include a formal cover page (see example below) and are printed on both sides with 1.5 inch right and left margins.¹⁷ Pages should be arranged following standard principles of recto and verso. Each major section of the manuscript begins on the recto (right-hand) side of the page, (e.g. Title Page; Dedication; Acknowledgements; Table of Contents; Chapter One, Chapter Two, etc; Bibliography). Blank pages can be added to the end of one section to force the next section to begin on the recto side. The copyright page is on the verso (left-hand side or back) of the Title Page. Odd pages (1, 3, 5 in the text as well as i, iii, v in the front matter) appear on the recto side.

The page numbering, in Arabic numerals centered bottom center of each page, begins with the first page of the main text and continues consecutively through the entire main text and back matter (appendices, bibliography). The title page and any other pages before the table of contents are not numbered. If there is more than one page after the table of contents but before the main text (such as lists of tables, abstract, etc.), those pages are given non-capitalized Roman numerals (i, ii, iii, iv) at the bottom center of each page, and should be included in the table of contents.

Most final projects, theses, and dissertations will have formatting requirements beyond the scope of this brief style guide, which is meant to be an abbreviation of *Turabian 7*, which is a

¹⁷ Manuscripts of 25 pages or less, excluding front matter, will be printed singled sided to allow for the width of the binding.

simplification of *The Chicago Manual of Style*. Please consult these primary sources for more complicated questions.

SAMPLE PAGES

(Final Written Project Title Page Template: 1.5 inch left and right margins; others 1 inch)

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

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

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

Thesis *(or Final Project or Final Paper, depending)*

submitted to the Faculty of Oblate School of Theology

in partial fulfillment of the requirements

(triple-spaced)

for the degree of

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

by

Name *(with previous degrees)*

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

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

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

San Antonio, Texas

(centered, two spaces above next line)

Month Year of conferral

(centered)

AGUA ES VIDA:
ECO-MUJERISTA THEOLOGY IN THE BORDERLANDS

Thesis

submitted to the Faculty of Oblate School of Theology

in partial fulfillment of the requirements

for the degree of

Master of Arts (Theology)

by

Elise D. Garcia, O.P.

Maria Cimperman, OSU

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

Linda J. Gibler, OP

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

San Antonio, Texas

May 2009

TABLE OF CONTENTS

Abstract	v
Acknowledgements	vi
Dedication	vii
List of Table	iii
Chapter One: Pastoral Analysis	1
Infant Baptism Program at St. Norbert Parish	4
Infant Baptism Program at Nuestra Señora de los Dolores Parish	10
Spanish Program	10
English Program	15
Archdiocesan Guidelines	20
Pastoral Issues	23
Chapter Two: Scriptural and Theological Reflection	25
Infant Baptism Process in the New Testament	26
Theological Principles for Infant Baptism	30
Faith of the Parents and Godparents	31
Initiation into the Christian Community	34
Canonical Guidelines	37
Church Marriage	39
Church Practice	42
Ministers in the Infant Baptism Process	45
Chapter Three: Pastoral Recommendations	48
Inquiry Process	48
Preparation Process	53
Baptismal Celebration	56
Post-Rite Ministry	59
Conclusion	63
Appendices	65
St. Norbert Baptismal Registration Form	65
Archdiocesan Guidelines	66
Bibliography	68

BIBLIOGRAPHY

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WRITING CONSIDERATIONS: A CHECK LIST

Words

- Correct spelling (including those introduced by typos)
- Word choice
 - Use the right word to make your point and add clarity
 - Do not use words you do not know (including from a list of synonyms)
 - Chose metaphors that enhance clarity

Sentences

- Grammatically correct
- Clear meaning
- Concise (avoid long and run-on sentences)
- One space after terminal punctuation (periods, question marks, etc.)

Paragraphs

- Topic Sentences
- One idea per paragraph
- All material in the paragraph supports or adds nuance to the main idea
- Clear meaning

Quotations

- Cite your sources
- Introduce quotes
 - Who you are quoting
 - Why her or his voice important (e.g. According to Pat Siemen, the founder of the Center for Earth Jurisprudence, “Nature has rights to exist and flourish.”¹)
- Use quotes to support your point not to make it
- Quote from the original source when possible

Sections

- Introduction
 - State what is in the section
 - State why it is important (how it supports your thesis)
 - The order of the introduction matches the order of the paragraphs in the section(s)
- Paragraphs
 - Order of paragraphs supports the argument
 - Topic sentences outline argument
 - Transitions flow from one paragraph to the next
- Conclusion
 - State what you accomplished in the section
 - State why it is important to your argument
 - Transition to what comes in the next section

Watch for

- Tense agreement
- Number agreement (no singular “they”)
- Clear use of pronouns (avoid pronouns especially in topic sentences)
- Consistent voice (first, second, third person)
- Use of active voice (avoid passive voice)
- Metaphors (avoid violent and unintended metaphors)
- Inclusive language (gender, race, creation)