

SAINT PAUL UNIVERSITY
FACULTY OF CANON LAW

**GUIDELINES FOR SEMINAR PAPERS AND
DOCTORAL THESES**

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FOREWORD

These *Guidelines* are primarily intended for candidates for degrees in the preparation and material presentation of their seminar papers and doctoral theses, and they also provide a standard methodology for research papers required in some courses.

For matters not treated in these *Guidelines*, the student should consult the current edition of K.L. TURABIAN, *A Manual for Writers of Research Papers, Theses, and Dissertations, Seventh Edition: Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing)*, 7th ed. [or later], Chicago, The University of Chicago Press, 2007. In case Turabian does not provide sufficient guidance on more complicated issues, students should refer to current edition of *The Chicago Manual of Style*, 16th ed. [or later], Chicago, University of Chicago Press, 2010 (“Turabian” is actually a shorter version of *Chicago*, to use their respective conventional titles).

This revised, twelfth edition of the *Guidelines* was approved by the Faculty Council on May 8, 2015. The revision process (the ad-hoc committee comprised professors Chad Glendinning, Wojciech Kowal and John Renken) had as its goal, while maintaining “the home style” as developed by the Faculty of Canon Law, to introduce some necessary innovations, especially regarding the new types of resources (accessible on line), to simplify the rules regarding the composition of bibliographical descriptions while providing for their informative content, and to allow students/directors for easy designing of necessary adaptations of the style to some unconventional situations.

Users are kindly asked to forward any suggestions for future revisions to the editor, Wojciech Kowal, OMI.

Ottawa, 3 September 2015

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1 — THE MATERIAL PRESENTATION

The guidelines of this section treat various matters regulating the material presentation of the seminar paper or doctoral thesis. The common norms of the first section apply to all degree programs. The subsequent sections are devoted to particular rules for specific program.

1.1 — Common Norms

Uniformity and consistency must be maintained throughout the student's work in all matters. The student, not the supervisor, retains full responsibility for errors or irregularities. This section considers basic matters to be observed in all seminar papers and theses.

Page setup. The page size is the North American standard (8.5" by 11") with the text on one side only. The font size is 12 point for the text and 10 point for footnotes and block quotes. The entire work has full page justification.¹ Pagination is consecutive throughout the work. The number for each page is placed in the top right-hand corner except for pages with a major heading (introduction, new chapter, conclusions, etc.) on which the number is centred at the bottom of the page.

Spacing. The body of the work is double-spaced. In exceptional circumstances and with the consent of the supervisor, a seminar paper may have 1.5 spacing. Footnotes are single-spaced. Only one space follows the end of a sentence.

Divisions. The body of the work is divided into chapters. The titles of chapters are given in upper-case letters and in boldface font. All chapters begin on a new page. Chapters are subdivided into major sections (ordinarily no more than five) with a short title for each section. A numbering system may be used as well, such as the following: the major divisions of Chapter One would be numbered 1.1, 1.2, 1.3, etc., subsections under section 1.1, if needed, would be numbered 1.1.1, 1.1.2, etc., while the sections of subsequent chapters would begin with the chapter number (for chapter 2, sections 2.1, 2.2, etc.). The numbers and titles of the divisions are in boldface, at least for the major sections.

No section or subsection may consist only of a title followed by another section or subsection. There must be some text under it, even if only two brief sentences to identify the matters to be treated in the subsections that follow. Whenever subsections are used, there must be at least two of them. For example, one should not have a section 2.3 and a subsection 2.3.1 followed by the new section 2.4; there must at least be one further subsection 2.3.2. Numerous subsections of only one paragraph in length should be avoided. A section title at the bottom of the page must be followed by at least two lines of text. All chapters, sections, and subsections are listed in the Table of Contents.

¹ The use of hyphenation is discouraged, except in columns. A hyphenated text transferred into another electronic format often results in a distorted text.

Paragraphs. A paragraph consists of several sentences pertaining closely to one central idea. Short paragraphs of only two sentences are acceptable on occasion, especially for a brief introduction to a section. Such introductions need only identify the principal topics to be addressed in the subsections that follow. The first line of a paragraph is indented a consistent length throughout, normally from five to eight spaces. A paragraph never begins at the bottom of the page unless it has at least two lines of text.

Italics, not boldface, may be used occasionally to emphasize one or several words in a sentence.² Foreign words are italicized when used in an English language sentence. Italics are not used when one or more whole sentences from a foreign language are being quoted. They are also not used if the foreign words are the title of an article (which is enclosed in quotation marks) or the description of an ecclesiastical document. The *incipit*, as discussed in section 2.3.2, is always italicized, even if it is in English. Numbers and punctuation marks are not italicized unless part of a book title or italicized phrase.

A **list of abbreviations** and acronyms³ should be compiled for familiar documents, commentaries, academic societies, conferences of bishops, curial dicasteries, etc. if there are several references to them in the seminar paper or thesis. The standard abbreviations of the Faculty of Canon Law are found in Appendix 2 (page 40). Other abbreviations found in English language canonical commentaries may serve as additional models.

The full reference to an abbreviated publication (books or pamphlets; texts of law) is provided in the bibliography. In the list of abbreviations, the brief description following the abbreviation must include the precise information necessary for the reader readily to find the full reference in the bibliography. Thus, the words of the description following the abbreviation must be the first relevant several words exactly as they appear in the entry for that publication in the bibliography. Abbreviations for publications are given in italics.

The acronyms for the dicasteries of the Roman Curia employ the first letter of the principal words (e.g., Congregation for the Doctrine of the Faith = CDF). Common English abbreviations are not included in the list of abbreviations (e.g., i.e., Inc., Ltd., Co., etc.).

Examples:

<i>CCLA</i>	E. CAPARROS et al. (eds.), <i>Code of Canon Law Annotated</i>
<i>CIC/17</i>	<i>Codex iuris canonici, Pii X Pontificis Maximi iussu digestus</i>
<i>CIC</i>	<i>Codex iuris canonici, auctoritate Ioannis Pauli PP. II promulgatus</i>
<i>CLSA Comm1</i>	J.A. CORIDEN, T.J. GREEN, and D.E. HEINTSCHEL (eds.), <i>The Code of Canon Law: A Text and Commentary</i>

² **Boldface** is used in these *Guidelines* for ease of consultation, but it is not acceptable in an academic work.

³ Acronyms, such as “PCILT” for the Pontifical Council for the Interpretation of Legislative Texts, are traditionally listed with abbreviations under the sole heading of “Abbreviations.” As such, acronyms often must also be understood in these *Guidelines* when reference is made to abbreviations in general.

<i>CLSA Comm2</i>	J.P. BEAL, J.A. CORIDEN, and T.J. GREEN (eds.), <i>New Commentary on the Code of Canon Law</i>
<i>CLSGBI Comm</i>	G. SHEEHY et al. (eds.), <i>The Canon Law: Letter & Spirit</i>
<i>FLANNERY1</i>	A. FLANNERY (ed.), <i>Vatican Council II: The Conciliar and Post-Conciliar Documents</i> , vol. 1
<i>FLANNERY2</i>	A. FLANNERY (ed.), <i>Vatican Council II: More Post Conciliar Documents</i> , vol. 2

The titles of books are always reproduced in italics. Therefore all the above mentioned acronyms are italicized (also those which contain the name of the author/editor), because they refer to publications and not to persons.

1.2 — The Research (Seminar) Paper

Research on a particular canonical subject results in its presentation to the seminar group and director, and in submission of a written project. The guidelines in this section apply to the seminar paper for the degree of master of canon law (MCL) and of licentiate in canon law (JCL). They treat the format of the paper and the procedures to be observed in presenting the final copy.

1.2.1 — The format of the seminar paper

A standard format is to be observed for the title page of the seminar paper, as exemplified in Appendix 1 (pages 38–39). The paper itself is about forty pages long with one-inch margins on all sides. Only in special cases, to be approved by the seminar director, may a paper be less than thirty-five or more than forty-five pages long. The following indicates the pages that are counted as part of the forty-page requirement.

Title page	Counted
Table of contents	Counted
Abbreviations	Counted
Text	Counted
Appendix	Not counted
Bibliography	Not counted

Although not counted, the appendices and bibliography are numbered consecutively with the text. If the seminar paper is prepared by a group of students, the forty-page limit is multiplied by the number of participating students (e.g., a collective seminar paper by four students may be up to 160 pages long, calculated according to the same criteria as above).

1.2.2 — Presentation of final copy

After final approval by the supervisor, an electronic copy of the seminar paper, in a single, read-only PDF file, is to be submitted to the Academic Advisor. The seminar paper will be archived on a secure server of the Faculty, however, upon recommendation of the supervisor and with the consent of the student, a paper may be made publicly accessible through uO Research, the institutional repository of the University of Ottawa. As an open repository, uO Research is continuously indexed by Google and other major search engines. Anyone with internet access and a web browser can search, view and download the seminar paper.

If selected for uO Research, when depositing the final text of the seminar paper, the student is required to sign an authorization form provided by the Academic Advisor (Electronic Research Papers – Non-exclusive license to the University of Ottawa).

1.3 — The Doctoral Thesis

The standards to be followed regarding length, number of copies, title page, and authorization for duplication of the doctoral thesis are set out in the Faculty of Canon Law's *Procedures for the Doctoral Degree*. The composition of a doctoral thesis conforms to the following pattern.

1) The **title page**.

2) The **table of contents**, which contains the complete list of chapters and other divisions in order to offer a brief and complete overview of the research done. The numbers for the pages of the table of contents are in small roman numerals.

3) The **acknowledgments**. It is standard practice to express gratitude to those who gave special assistance: superiors who made the research possible, the dean of the faculty, professors or friends particularly interested in or useful to the work, the supervisor of the thesis, a librarian who took special care to obtain rare books, et al. Publishers who gave permission to reprint abstracts must also be thanked. Persons remunerated by the student for their specific assistance are generally not acknowledged. Page numbers are in small roman numerals.

4) The list of **abbreviations**. Page numbers are in small roman numerals.

5) The **introduction** explains clearly the state of the question, mentions previous works on the subject and their limitations, and addresses the possibility of new developments or conclusions. The description of the method(s) employed in the research, an indication of the scope of the research and its limitations are indispensable elements of the introduction. The reasons for treating the subject could also be noted. Page numbers are in arabic numerals.

In the academic field today the word “method” is taken to mean the various reasoned procedures (even within a given field of science, different methods are used to resolve different problems) put to use to

seek for truth. The current trend favours providing a description of the method(s) used in the actual research over simply naming it (consequently, the student is to refrain from making such summary statements, like “analytico–synthetic method,” “statistical method,” etc. and be aware that certain methods require a sophisticated approach, like for instance, historical method, involving, among others, critical evaluation of sources). Therefore, the method(s) description is to present the structure of the process(es) of scientific inquiry, address their presuppositions and epistemological consequences, including their limitations and the verification of the results.

6) The **body** of the thesis is divided into parts, if necessary, and/or chapters. The text is double-spaced. The left margin is 1.5 inches; the other margins are one inch. Page numbers are in arabic numerals. The use of running heads is recommended.

7) The **conclusion** briefly recapitulates the principal results of the research and shows their importance and consequences. Since scientific research often goes into innumerable details, one or several clear conclusions must be drawn at the end of the thesis. In case of a controverted doctrine or interpretation, the researcher must very clearly state the position taken. While the conclusion must include the main elements of the research, it is never a simple recapitulation of the whole work. It aims at giving the essentials of the study so that, in spite of its brevity, it informs the reader on the precise point of the thesis and the proposed solution or solutions. Page numbers are in arabic numerals.

8) **Appendices**, if needed, may be tables, charts, survey data, important documents not readily available, etc.

9) The **bibliography** lists the sources, books, and articles used in the development of the research. Page numbers are in arabic numerals.

10) **Indices** may be helpful to the reader, especially in tracking key terminology used throughout.

11) A brief **curriculum vitae** of the author is provided on the last page.

2 — THE BIBLIOGRAPHY

Although the bibliography is located at the end of a seminar paper or thesis, it should be one of the first things the student begins to prepare. If entries are correctly made to the bibliography from the start, much effort will be saved later. Numerous examples of bibliographical entries are given in sections 2.3 to 2.7 in order to demonstrate the method to be observed in composing various kinds of bibliographical entries, both standard and exceptional. Explanations and additional guidelines are given in the indented text below an entry. The student should carefully consider all these points before beginning to compile the bibliography and, to ensure complete accuracy, this section should be reviewed again before a draft is given to the professor.

2.1 — Style

The bibliography may be divided into various sections (e.g., Sources, Books, Articles, etc.) depending on the nature of the paper and the length of the bibliography. As a rule of thumb, a separate section for sources is desirable if they fill about a page or more. No matter which internal divisions are used, the entries within each section are arranged alphabetically by author or editor (personal or corporate). When there are multiple entries of the same author, they are arranged in alphabetical order by the titles. Exceptionally, the entries may be arranged in chronological order of publication or of content if this is more appropriate. Anonymous works are filed under their title. If the first word of the title is a definite or indefinite article, it is left in place, but the second word of the title is used for the alphabetical entry.

The key differences between the style of the entries in the bibliography and in the footnotes or endnotes are that, in the bibliography:

the surname of the author is inverted (or first author, if more than one), in order to make the alphabetical arrangement easy to read, scan, or be programmed for sorting;

the first line of the entry is *not* indented, but all the subsequent ones are, using the “hanging indent” command of the wordprocessor.

Numbering. The abbreviations preceding numbers are primarily: c. (canon), cc. (canons), art. (article), arts. (articles), col. (column), cols. (columns), no. (number, or article number), nos. (numbers, or articles), vol. (volume), and vols. (volumes). The abbreviations no. and nos. are used in footnotes to indicate the number of the article of an ecclesiastical document. The abbreviation “no.” is also used to indicate the number in a series (e.g., Canon Law Studies, no. 42) or, when necessary, to indicate the issue number of a journal following a volume number (vol. 12, no. 3). The abbreviation “vol.” is also used for a multi-volume work. Examples are seen in sections 2.3 and following.

Spacing. In the bibliography the entries are single-spaced, with an extended paragraph spacing (between 6 and 12 pts in Word or between 1.5 and 2 in WordPerfect) in order to safeguard an aesthetic presentation of entries in the way that they be neither congested nor dispersed.

Punctuation. Commas are used to separate the logical elements within a single entry, including separation of a translation from the original source. A colon separates the title from the subtitle unless the title ends with the exclamation mark “!” or the question mark “?” Similarly, there is no comma after the exclamation or the question mark at the end of the title (or subtitle, if any). Semicolons are not used within the same entry unless they form part of the title. A period (full stop) is used at the completion of each bibliographical entry.

2.2 — Titles in English and Foreign Languages

The rules of capitalization of titles proper to each language must be observed. The practice in English is to capitalize not only the first word of the title and subtitle and all proper names, but also all nouns, adjectives, verbs, adverbs, and subordinate conjunctions. Articles, coordinating conjunctions, and prepositions are not capitalized. The general principle in languages other than English is to capitalize only the words that, according to the rules in each language, would be capitalized in normal prose.⁴

The descriptive title of ecclesiastical documents is not italicized when it appears in a larger publication (e.g., in *Canon Law Digest*, *Origins*, *AAS*, etc.). The titles of church documents are italicized if published separately as booklets or pamphlets. Titles of articles in journals and newspapers are given in quotation marks. Conventional (unofficial) titles are neither italicized nor enclosed in quotation marks. Rescripts, singular decrees, private replies, and judicial sentences are not given titles. All these rules are illustrated in the following sections.

For entries in foreign languages, it is necessary to use the wordprocessor to reproduce the accents and diacritics: ´ (acute accent), ` (grave accent), ^ (circumflex accent), ¨ (dieresis, tréma, Umlaut), ~ (tilde), ç (c with cedilla), etc. Accents and diacritics are to be used also with capital letters and small capitals.

2.3 — Sources

Sources in canon law are primarily ecclesiastical documents, whether juridical or magisterial. They may also be historical documents, texts of civil law, court decisions, etc. Commentaries on the Codes, although they contain the canons, are not sources but are listed as books. Likewise, collections of documents are not listed as sources but as books under the editor’s name. The sources given below exemplify the style to be used for the bibliographical

⁴ For the rules in each language, consult *The Chicago Manual of Style*, 16th ed., Chicago, University of Chicago Press, 2010, Chapter 11, “Foreign Languages,” 532– 558.

entry. They are divided into four sections: the Codes; documents of the universal Church; judgements of the Roman Rota and other tribunals; and documents of dioceses, conferences of bishops, religious institutes, etc. In the actual bibliography there would be no such division; they would normally all be included in the same section, in alphabetical order, under the single heading “Sources.”

2.3.1 — The Codes

- 1)⁵ *Codex canonum Ecclesiarum orientalium, auctoritate Ioannis Pauli PP. II promulgatus, fontium annotatione auctus*, Libreria editrice Vaticana, 1995, English translation *Code of Canons of the Eastern Churches: Latin-English Edition, New English Translation*, prepared under the auspices of the CANON LAW SOCIETY OF AMERICA, Washington, DC, Canon Law Society of America, 2001.

Recent versions. The Latin version and translation(s) of the Code cited should ordinarily be the most recent versions, since later editions generally correct errors made in earlier ones. If no translation is used, none is given.

Abbreviations for the province or state of the publisher are given for cities in the USA (excluding the well known, like New York). The abbreviation “DC” (District of Columbia) is optional after Washington since it is a familiar city, like Rome, New York, Ottawa, etc. The District of Columbia is not part of the name of the city, but the federal district in which the city is situated. It is, however, recommended that the abbreviation “DC” (District of Columbia) be used after “Washington” in order to avoid any ambiguity concerning the District of Columbia (the federal district in which the city of Washington is situated) and the State of Washington (WA). For the abbreviations of the states in the USA or provinces/territories in Canada, the format using the capital letters is used, for instance, “MA” instead of “Mass.”

- 2) *Codex iuris canonici, auctoritate Ioannis Pauli PP. II promulgatus, fontium annotatione et indice analytico-alphabetico auctus*, Libreria editrice Vaticana, 1989, English translation *Code of Canon Law: Latin-English Edition, New English Translation*, prepared under the auspices of the CANON LAW SOCIETY OF AMERICA, Washington, DC, Canon Law Society of America, 1999.

This is an entry when only one translation of the Code is used, that of the CANON LAW SOCIETY OF AMERICA. If the student has included the abbreviation “CLSA” in the list of abbreviations, it should be used instead of the publisher’s name in full (Canon Law Society of America).

Small capitals are used for the authors’ and editors’ names as well as for their equivalents, but not for the publisher.

⁵ Note that the sequential numbers before each entry **would not be** in the bibliography; they are included here for ease of referral.

Codex iuris canonici, auctoritate Ioannis Pauli PP. II promulgatus, fontium annotatione et indice analytico-alphabetico auctus, Libreria editrice Vaticana, 1989, English translations:

Code of Canon Law: Latin-English Edition, New English Translation, prepared under the auspices of the CANON LAW SOCIETY OF AMERICA, Washington, DC, Canon Law Society of America, 1999.

The Code of Canon Law, new rev. English translation prepared by 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, HarperCollins, 1997.

Multiple translations. Ordinarily, only one translation of the Code should be listed in the bibliography – the one used consistently throughout the work – unless the student has reason to use more than one, as when comparing and contrasting different translations. If more than one foreign language translations are used, they too should be listed in alphabetical order below the Latin original, with a double indent (from both left and right margins).

- 3) *Codex iuris canonici, Pii X Pontificis Maximi iussu digestus, Benedicti Papæ XV auctoritate promulgatus*, Typis polyglottis Vaticanis, 1917, English translation E.N. PETERS (ed.), *The 1917 Pio-Benedictine Code of Canon Law*, San Francisco, Ignatius Press, 2001.

2.3.2 — Other documents of the universal Church

The documents of Vatican II, the popes, and the dicasteries of the Roman Curia generally include the following information in the order indicated.

Author of the document given in English, e.g. [SECOND VATICAN COUNCIL]
 Descriptive **title** in English as in the translation used [Declaration on Religious Liberty]
 The *incipit* [*Dignitatis humanæ*]
Date of promulgation [7 December 1965]
 Reference to the official **publication** [in *AAS*, 58 (1966), 929–941]
 Reference to the **translation** used [English translation in *FLANNERY I*, 799–812]

The official version should be given first followed by the translation used.

With its helpful indices at the beginning of each volume, the collection *Enchiridion Vaticanum* is a valuable resource for getting all the bibliographical information for contemporary official documents. Documents are published in chronological order beginning with Vatican II. Bibliographical information on documents published after the 1917 Code up to the present can be found in X. OCHOA (ed.), *Leges Ecclesiae post Codicem iuris canonici editæ*. However, it is necessary to know the date of the document to use this collection.

Examples:

- 1) CONGREGATION FOR DIVINE WORSHIP, decree *Benedictionum celebrationes*, 31 May 1984, in *AAS*, 76 (1984), 1085–1086, English translation in *Book of Blessings*, Collegeville, MN, The Liturgical Press, 1989, xxi.

No title, just *incipit*. This decree, promulgating the revised ritual of blessings, has no descriptive title, so only the *incipit* is given (*Benedictionum celebrationes*). The *incipit* consists of the first few words of the document, which ordinarily are highlighted in the *AAS* or other source by small capital letters, at least in the more important documents. The *incipit* is always *italicized* anywhere it occurs in the bibliography, footnotes, or the body of the student's work, as when referring to *Lumen gentium*, *Pastor bonus*, etc.

The first word of the *incipit* is always capitalized, since it is the first word of the sentence, but subsequent words are transcribed following rules for capitalization in the language of the *incipit* (e.g. *Sacrosanctum concilium*, *Ex corde Ecclesiae*, *Sacrae disciplinae leges*, *Mit brennender Sorge*, *Laudato si*).

The date to be used is that of the document's promulgation by the congregation, not the date of its approval by the pope, nor the date of its publication in the *AAS*, nor the date it begins to bind.

Translation in larger work. Whenever the translation used is part of a larger work, the word "in" is added to "English translation." When the translation of the original document is published separately, "in" is not used.

- 2) PIUS XI, Encyclical Letter on Christian Marriage *Casti connubii*, 31 December 1930, in *AAS*, 22 (1930), 539-592, amended in *AAS*, 22 (1930), 604, English translation in C. CARLEN (ed.), *The Papal Encyclicals 1903-1939*, Wilmington, NC, McGrath Publishing Co., 1981, 391-414.

This is an example of an entry with a short descriptive title.

LEO XIII, encyclical letter *Sancta Dei civitas*, 3 December 1880, in *ASS*, 13 (1880), 241– 248.

However, for rather obscure documents, when the address provided by the author/publisher does not refer to the content of the document (as it is in the case above), the canonical description of the document (not capitalized) with the *incipit* will suffice.

- 3) JOHN PAUL II, Post-synodal Apostolic Exhortation on the Vocation and the Mission of the Lay Faithful in the Church and in the World *Christifideles laici*, 30 December 1988, in *AAS*, 81 (1989), 393–521, English translation *The Lay Members of Christ's Faithful People*, Boston, St. Paul Books and Media, 1989.

Lengthy titles. This is an example of a lengthy descriptive title provided in the translation used by the student. The descriptive titles of ecclesiastical documents are not italicized.

Students are always to use the descriptive titles provided in the document itself or by the publisher unless no descriptive title exists. Inventing descriptive titles for ecclesiastical documents is discouraged. However, for some documents with a long and complicated title, a conventional (shortened) title might be useful.

- 4) CONGREGATION FOR DIVINE WORSHIP AND THE DISCIPLINE OF THE SACRAMENTS, Instruction on Certain Matters to Be Observed or to Be Avoided regarding the Most Holy Eucharist *Redemptionis Sacramentum*, 25 March 2004, in *AAS*, 96 (2004), 549–601, English translation in *Origins*, 33 (2003–2004), 801–822.

This is an example when the translation does not provide directly an informative descriptive title, or the title is trivial, or even misleading, and in fact misrepresenting the nature and/or contents of the document. In such cases, the descriptive title can be taken from elsewhere (as it is in fact in the given case: the descriptive title is provided in the introduction to the translated document in *Origins*).

- 5) CONGREGATION FOR THE DOCTRINE OF THE FAITH, Profession of Faith and Oath of Fidelity on Assuming an Office to Be Exercised in the Name of the Church *I fedeli chiamati*, 1 July 1988, in *AAS*, 81 (1989), 104–106, English translation in *CLD*, vol. 12, 559–561.

Optional incipit. In a document such as this, the *incipit* is optional because it is not from the Profession of Faith itself but from the document of presentation. If given, the *incipit* must be in the official language of the promulgated text, which is usually Latin, but in this case is Italian.

Abbreviations in bibliography. The abbreviation *CLD* refers to the *Canon Law Digest*, while *AAS* refers to the *Acta Apostolicæ Sedis*. Any acronyms or abbreviations used in the bibliography, text, or footnotes must be given in the list of abbreviations at the beginning of the work, unless it is a common English abbreviation. Both of the above are found on the List of Standard Abbreviations (Appendix 2, 40). The full information on each abbreviated entry, if a publication, is given in the proper place in the bibliography.

- 6) CONGREGATION FOR INSTITUTES OF CONSECRATED LIFE AND SOCIETIES OF APOSTOLIC LIFE, rescript (private), n.d., in F. PEDONE and J.I. DONLON (eds.), *Roman Replies and CLSA Advisory Opinions 2003*, Washington, DC, CLSA, 2003, 11–12.

Unidentified and undated document. This document is not identified as a rescript, but its nature is evident from the fact that it grants the sanation of the doubtfully valid perpetual profession of a religious. Documents of a personal nature appearing in *Roman Replies* are not dated (n.d. = no date), and the names of the recipients, religious institute, etc. are not given to ensure the greatest confidentiality. The title for this document in *Roman Replies* is “Readmission to the Institute and the Time of Temporary Profession,” but this is the title given by the editors. Singular decrees and rescripts do not have official titles, and none should be used in their citation.

Roman Replies, unlike *Canon Law Society of America Proceedings*, are identified by the publisher as a book, therefore they are treated as such in the entry above.

- 7) *Ordo initiationis christianæ adultorum, editio typica*, 6 January 1972, Typis polyglottis Vaticanis, 1972, adapted English version *Rite of Christian Initiation of Adults*, Ottawa, CCCB, 1987.

Liturgical books. The publication information for liturgical books and rites is listed in the following order: title of book or rite, the most recent edition (*editio typica*, *editio typica altera*, or *editio typica tertia*), the date of promulgation of the edition, the publisher, and the year of publication. The year of publication of the book often is later than the year of

promulgation, although not in this case. It is unnecessary to include Vatican City as the place of publication since this is evident from the publisher's name, Typis polyglottis Vaticanis. Note that some liturgical rites are not just translations but also include adaptations by the conference of bishops.

The use of the acronym "CCCB" (CANADIAN CONFERENCE OF CATHOLIC BISHOPS) presumes it is included by the student in the list of abbreviations.

- 8) PAUL VI, allocution to the Roman Rota, 31 January 1974, in *AAS*, 66 (1974), 84–88, English translation in W.H. WOESTMAN (ed.), *Papal Allocutions to the Roman Rota 1939–2011*, Ottawa, Faculty of Canon Law, Saint Paul University, 2011, 123–127.

The descriptions of the form (canonical category) of ecclesiastical document are in small characters. The expression "allocution to the Roman Rota" is not found in the *AAS* but is conventionally used as a description for all papal addresses to the Rota. It is accompanied by the date of the event to distinguish it easily from other such allocutions. Allocutions to the Rota by the same pope are listed in the bibliography in chronological order.

Note that the publisher is identified as "Faculty of Canon Law, Saint Paul University:" Saint Paul University as such has no proper publishing agency, while the Faculty of Canon Law does have one!

- PAUL VI, Allocution to the Roman Rota on the Sacred Nature of Judicial Authority and Activity in the Church, 31 January 1974, in *AAS*, 66 (1974), 84–88, English translation in W.H. WOESTMAN (ed.), *Papal Allocutions to the Roman Rota 1939–2011*, Ottawa, Faculty of Canon Law, Saint Paul University, 2011, 123–127.

The student may choose to include the descriptive title of the allocution provided by the author or publisher (for instance, in this case, *L'Osservatore Romano*).

- 9) PONTIFICAL COMMISSION FOR THE AUTHENTIC INTERPRETATION OF THE CODE OF CANON LAW, reply, 28 February 1986, in *AAS*, 78 (1986), 1323, English translation in E. CAPARROS et al. (eds.), *Code of Canon Law Annotated*, 2nd ed. rev., Montréal, Wilson & Lafleur Limitée, 2004, 1635. [to be updated]

Untitled document. This is an example of a text with no descriptive title. The expression "reply," indicates its type or genre. It is a response, i.e., an authentic interpretation. The **date** given for authentic interpretations is the date the reply was made by the Pontifical Council, not the date of papal approbation or promulgation.

The phrase "et al." – "and others" – , in roman type, is used after the first editor or author when the work has **four or more** editors or authors.

- 10) PONTIFICAL COUNCIL FOR PROMOTING CHRISTIAN UNITY, *Directory for the Application of the Principles and Norms on Ecumenism*, 25 March 1993, in *AAS*, 85 (1993), 1039–1119, Vatican English version *Directory for the Application of the Principles and Norms on Ecumenism*, Boston, St. Paul Books and Media, 1993.

Directories. Even though the promulgated original version of this text is in French, nevertheless the descriptive titles are rendered in English. The title of the English version is in italics since it is published as a separate booklet. The *incipit* of a directory is not ordinarily used. Directories are known by their descriptive titles, e.g., the Directory for the Ministry and

Life of Permanent Deacons, the Directory for Children's Masses, etc. If the English version is supplied by the Vatican, it is not called a translation, as sometimes the English is the original version that is the basis for other versions.

- 11) SACRED CONGREGATION FOR THE CLERGY, Norms for Cooperation among Local Churches and for a Better Distribution of the Clergy *Postquam apostoli*, 25 March 1980, in *AAS*, 72 (1980), 343–364, English translation in A. FLANNERY (gen. ed.), *Vatican Council II: More Post Conciliar Documents*, vol. 2, new rev. ed., Northport, NY, Costello Publishing Co., 1998, 361–381.

“Sacred” congregations. The names of the Roman dicasteries used in references are those they had when the document was issued. The word “sacred” may be used for the Roman congregations when referring to their documents issued before 27 November 1983, but this practice is declining.

Single reference. If a work is only to be cited once, an abbreviation or short title is not used. In this instance, the abbreviation *FLANNERY2* is not used since the student will not be citing it elsewhere, other than perhaps in a footnote.

- 12) SECOND VATICAN COUNCIL, Decree on the Apostolate of Lay People *Apostolicam actuositatem*, 18 November 1965, in *AAS*, 58 (1966), 837–864, English translation in *FLANNERY1*, 766–798.

———, Dogmatic Constitution on the Church *Lumen gentium*, 21 November 1964, in *AAS*, 57 (1965), 5–75, English translation in *FLANNERY1*, 350–426.

Same author. When the same author is repeated (in this instance, SECOND VATICAN COUNCIL), all further references to the author are indicated by a six-space line (two 3-em dashes), as given here, or by using the underline key for eight strokes. A comma follows the line. The style chosen must be used consistently. If the list of the works of the same author runs over to another page, the author's name is repeated at the first entry on the top of the next page.

In this example, the student intends to have several references to the first volume of Flannery and therefore employs the standard abbreviation, *FLANNERY1*. The full reference to Flannery's book would be given in the bibliography in the usual fashion: FLANNERY, A. (gen. ed.), *Vatican Council II: The Conciliar and Post-conciliar Documents*, vol. 1, new rev. ed., Northport, NY, Costello Pub. Co., 1992. In the case of several volumes of the publication identified by the acronym, the necessary information is included in the acronym itself (see *FLANNERY1*, *FLANNERY2*).

An example of an entry concerning a document of which no translation is available – the corporative author is transcribed in English, while the original title is used, with no *incipit* (to avoid a situation in which the *incipit* would need to be in the same language as the title):

CONGREGATION FOR BISHOPS AND REGULARS, Normæ ex decreto 6 mart. 1921 secundum quas Sacra congregatio de religiosis in novis religiosis congregationibus approbandis procedere solet, 18 June 1921, in *AAS*, 13 (1921), 312–317.

The same document could also be cited using the *incipit* instead of the document title:

CONGREGATION FOR BISHOPS AND REGULARS, norms *Parvus hic normarum*, 18 June 1921, in *AAS*, 13 (1921), 312–317.

2.3.3 — Judgements of the Roman Rota and of other tribunals

Bibliographic references to judgements of tribunals have rules different from other documents. This section gives the various instances of citing judgements of both the Rota and other tribunals. The actual form of a Rotal judgement citation varies according to whether the judgement is published in a journal or is unpublished. For a Rotal judgement **published in a journal**, the following information is given:

Name of ponens [*coram* ANNÉ, or *c.* ANNÉ]
 Date of judgement [25 February 1941]
 Originating tribunal (if given) [Boston]
 Journal reference [in *Sacrae Romanae Rotae Decisiones seu sententiae*, 33 (1941), 126–142]

For an unpublished judgement:

Name of ponens [*coram* ANNÉ, or *c.* ANNÉ]
 Date of judgement [25 February 1941]
 Originating tribunal (if given) [Boston]
 Prot. no. 10,629 [file number, if it is given]
 unpublished (reference will be made to the typescript of the judgement or to a photocopy thereof)

Examples:

- 1) TRIBUNAL OF THE ROMAN ROTA, *coram* AGUSTONI, 16 November 1982, prot. no. 13,374, unpublished photocopy.
- 2) —, *coram* EGAN, 10 November 1983, in *Studia canonica*, 18 (1984), 487–496.
- 3) —, *coram* FELICI, 3 December 1957, in *Sacrae Romanae Rotae decisiones seu sententiae*, 49 (1957), 788–801.

The same rules for Rotal judgements obtain, *mutatis mutandis*, for judgements of other tribunals. However, the form of the name of local tribunals does not follow strict rules. In general, one should employ the name used by the tribunal in question.

CANADIAN APPEAL TRIBUNAL, *c.* THÉRIAULT, 25 October 1993, Vancouver-New Westminster, in *Studia canonica*, 28 (1994), 254–262.

One can use “c.” for *coram*, meaning the case was processed “before” the presiding judge who is named.

2.3.4 — Other documents

Insofar as possible, the rules applicable to bibliographical entries for documents of the universal Church also apply to the documents of dioceses, conferences of bishops, religious institutes, etc. – but there is no *incipit*. Among these is the rule that the title of these documents is not italicized when it appears in a larger publication (e.g., in *Canon Law Digest, Origins*, etc.). The titles of Church documents are italicized, however, if published separately as booklets or pamphlets.

Examples:

- 1) CANADIAN CONFERENCE OF CATHOLIC BISHOPS AND THE HOUSE OF BISHOPS OF THE ANGLICAN CHURCH OF CANADA, *Pastoral Guidelines for Interchurch Marriages between Anglicans and Roman Catholics in Canada*, Ottawa, CCCB, 1987.

Books and pamphlets. This is a booklet, and the publication information is explicitly given in it.

- 2) DEPARTMENT FOR FINANCIAL MATTERS OF THE DIOCESE OF CANONSVILLE, *Procedures for the Implementation of Diocesan Taxation Norms*, [2001], photocopied material.

Photocopied documents. This fictional example assumes that these are photocopied procedures that are not dated, but a dated cover letter was sent out with the text so the year is known. The “publisher” is known implicitly as being the Diocese of Canonsville, so there is no need to state this.

- 3) DEPARTMENT FOR FINANCIAL MATTERS OF THE DIOCESE OF CANONSVILLE, *Procedures for the Implementation of Diocesan Taxation Norms*, 2001, in *The Diocesan News*, 23 (2001), 7–14.

If the procedures were published in the diocesan newspaper, the title is neither italicized nor placed in the quotation marks, but the other rules applicable for articles published in periodicals are to be followed.

- 4) BOYLSTON, T.J. [Bishop of Canonsville, ON], *Pastoral Letter on the Ministry of Permanent Deacons*, 6 January 2003, photocopied material.

In this case, the title of the pastoral letter is given by the author or publisher. However, one can choose to identify the same source through providing the description of its canonical character and the corresponding date:

BOYLSTON, T.J. [Bishop of Canonsville, ON], *pastoral letter*, 6 January 2003, photocopied material.

The student here has identified the author as the bishop of Canonsville by putting this information in brackets, since it was not given on the document itself and is necessary information for understanding its nature. This document does not identify the Diocese of Canonsville as publisher, nor is it necessary to include that information, as it is implicit in the author's identification as the bishop of Canonsville. The inclusion of the abbreviated reference to a province (ON) or to a state is necessary in the case of a small city whose location is not widely known.

- 5) NATIONAL CONFERENCE OF CATHOLIC BISHOPS [USA], *Ex corde Ecclesiae: An Application to the United States*, 17 November 1999, in *Origins*, 30 (2001–2002), 68–75.

The descriptive title is not italicized because it is published in a larger work, *Origins* but, in accordance with the rule, the *incipit* of the apostolic constitution *Ex corde Ecclesiae* is italicized.

The student has identified the conference of bishops as being that of the USA by putting this information in brackets. This would only be necessary if the student envisions that some potential readers would not know this.

Dating. The date is that of the approval of the text by the conference of bishops, not the later date of the *recognitio*, the date of publication, or the date it took effect. It does not matter that changes required by a Roman congregation are later made to a conference text; the original date of approval by the conference is still used.

Unlike for other periodicals, **the volumes of *Origins*** span a year-long period from May to May. The corresponding years of the coverage are to be given in the parentheses.

- 6) SISTERS OF CHARITY, ST. JOSEPH PROVINCE [Toronto], *Guidelines for the Preparation and Celebration of Provincial Assemblies*, n.d.

No date. This fictional reference indicates a pamphlet internal to a province of a religious institute that is lacking all publication information. The rules for pamphlets apply in this case. The place in brackets [Toronto] is the seat of the provincial headquarters, known to the student but not given in the document itself. It is included for the benefit of the reader. The date of this document is not given, but if the year or approximate year of publication is known to the student, it may be placed in brackets, as follows: SISTERS OF CHARITY, ST. JOSEPH PROVINCE [Toronto], *Guidelines for the Preparation and Celebration of Provincial Assemblies*, [1999].

2.4 — Books, Pamphlets, Parts of Works, Encyclopaedia Articles

The general rule for providing the bibliographical descriptions of books (pamphlets) is that one follows the pertinent information included in the book itself, accommodating it, however, to the following rules of the Faculty of Canon Law.

Books are works of at least fifty pages; pamphlets are less than fifty pages. Their listing in the bibliography contains the following information in the order indicated. Articles in dictionaries and encyclopaedias follow this same pattern, adding the page or column numbers of the article.

Name of author(s), editor(s), or compiler(s) in inverted form [e.g., BRETT, P.D.]
 Title and, if any, subtitle (separated by a colon, unless the title ends with ! or ?)
 Name of editor or compiler, if different from the author's
 Name of translator, if written on title page
 Number of edition, if other than the first
 Name of series in which the book appears, if any, with number in the series
 Volume number, if applicable
 Facts of publication, i.e., place (in English), publisher, date
 Page or column numbers (for articles in dictionaries and encyclopaedias)

Authors' first names may be used, or only the initial letter of the first name. A consistent approach is to be observed throughout. Note that in the Spanish-speaking societies people typically have two surnames, both of which are to be used, filed in alphabetical order under the first surname.

Examples:

- 1) BEAL, J.P., J.A. CORIDEN, and T.J. GREEN (eds.), *New Commentary on the Code of Canon Law*, commissioned by the CANON LAW SOCIETY OF AMERICA, New York and Mahwah, NJ, Paulist Press, 2000.
- 2) *Canon Law Digest*, vols. 1–6, Milwaukee and New York, Bruce Pub. Co., 1934–1969, vols. 7–10, Chicago, Canon Law Digest, 1975–1986, vols. 11– , Washington, DC, CANON LAW SOCIETY OF AMERICA, 1991– .

Encyclopaedias and collections of documents. Well-known reference tools and encyclopaedias are generally **not** listed in bibliographies, including *Canon Law Abstracts*, *Dictionnaire de droit canonique*, etc. Also not usually listed are collections of documents well known to canonists such as *Canon Law Digest*, *Documents on the Liturgy 1963–1979*, and *Enchiridion Vaticanum*. If the student has a particular reason for listing a collection, it comes under the heading of books, not sources, and normally under the editors' names. However, in the above case there are four different editors for the various volumes, with other editors to follow in future editions. To avoid confusion and needless complexity, the *CLD*, if included for some reason in the bibliography, is listed by title rather than by editor.

For this entry there are three different publishers for the various volumes – Bruce, Canon Law Digest, and the CLSA (note that Canon Law Digest is italicized only when used as the title of the work, not when used as the publisher's name.)

- 3) DUCHESNE, L., *Early History of the Christian Church from Its Foundation to the End of the Fifth Century*, rendered into English from the 4th ed., vol. 2, London, J. Murray, 1933.
- 4) *Enchiridion Vaticanum: Documenti ufficiali della Santa Sede*, 16th ed., Bologna, Edizioni Dehoniane Bologna, 1997, vols. 1– .

Anonymous works. This is a multi-volume collection of official documents of the universal Church in the original language and Italian translation spanning the years 1962 to the present.

It is prepared by an anonymous editorial board of the publisher and so is listed by the title of the work. The indication “vols. 1–” informs the reader that it is an ongoing publication.

- 5) GASPARRI, P. (ed.), *Codicis iuris canonici fontes*, Typis polyglottis Vaticanis, 1923-1939, 9 vols. (vols. 7–9 ed. by I. SERÉDI).

This is a multi-volume collection of the sources of the 1917 Code of Canon Law, prepared by Card. P. Gasparri and completed by Card. I. Serédi. The indication “9 vols.” informs the reader that this publication is completed.

- 6) FLANNERY, A. (gen. ed.), *Vatican Council II: The Conciliar and Post-Conciliar Documents*, vol. 1, new rev. ed., Northport, NY, Costello Pub. Co., 1996.

- 7) GUINIVEN, J.J., *The Precept of Hearing Mass: An Historical Conspectus and Commentary*, Canon Law Studies, no. 158, Washington, DC, The Catholic University of America Press, 1942.

This is a **thesis published as a book**, therefore the title is in italics. If it were unpublished, or published in another form (microfilm, CD), the title would be given in regular font (see below, under 2.6 — Academic Dissertations; Unpublished Works).

- 8) KAMAS, J., *The Separation of the Spouses with the Bond Remaining: Historical and Canonical Study with Pastoral Applications*, Tesi Gregoriana, Serie diritto canonico, no. 20, Rome, Editrice Pontificia Università Gregoriana, 1997.

This is a thesis published within the specific series (diritto canonico – canon law), distinguished among other publications of the theses of the university (the Gregorian). The name of the series is not translated into English. The publisher’s name is treated as a proper name and, therefore, not translated, either.

In the expression “Tesi Gregoriana, Serie diritto canonico,” the capitalization follows the rules of the Italian language: “Gregoriana” is treated as a derivative of a proper name, and capitalized, while “diritto canonico” is considered a common noun with an adjective, with no capitalization. Following this rule will avoid inconsistency in transcribing foreign language titles or expressions, as publishers use often the capital letters for the titles or the names of series.

- 9) SHEEHY, G. et al. (eds.), *The Canon Law: Letter & Spirit, A Practical Guide to the Code of Canon Law*, prepared by the CLSGBI in association with the CCLS, Collegeville, MN, The Liturgical Press, 1995.

Multiple editors and authors. In a work with multiple authors, only the name of the editor(s) is given (in this particular case, there were four or more editors, as “et al.” is used). The authors of the commentaries are cited for their individual contributions, as treated in the following section.

- 10) AUSTEN, J., *Pride and Prejudice*, New York, Penguin Classics, 2007, Kindle ed.

This is an example of an e-book; the electronic edition identification (Kindle ed.) is added at the end of a regular book entry.

2.5 — Articles in Journals, Newspapers, and Edited Volumes

For **journal articles**, the bibliographical reference is to be presented according to the following order of elements.

Name of the author(s)
 Title and, if any, subtitle of article
 Name of journal
 Volume number (plus, when needed, issue number)
 Year of publication in parentheses (plus, in rare cases, month)⁶
 Page numbers of the entire article

Examples:

- 1) FARIS, J.D., “The Latin Church *sui iuris*,” in *The Jurist*, 62 (2002), 280–293.

This is the normal type of entry for a journal article, i.e., where the journal is paged continuously throughout the issues of a particular year. No reference to issue number or to month or season is given, just volume number, year, and the pages of the article.

- 2) FENTON, J.C., “The Religious Assent Due to the Teachings of Papal Encyclicals,” in *American Ecclesiastical Review*, 123 (1950), 59–67.

This is a case where the journal is divided into two volumes (122 and 123) for the calendar year, each one being paged separately. The journal is readily located by volume number and year.

- 3) FERRER MILLET, I., “El ‘error redundans’ en Tomás Sánchez,” in *Ius canonicum*, vol. 17, no. 33 (1977), 33–59.

This is a case where the journal had, in the past, two separately paged issues (nos. 33 and 34) within a given volume (no. 17) corresponding to the calendar year. The inclusion of the issue number and the year of coverage is thus necessary.

- 4) SARTAIN, J.P., “Curia Moderator: ‘Son of Encouragement’,” in *The Priest*, vol. 45, no. 7 (1989), 41–43.

Volume and issue numbers required. Some journals have separately paged issues within the year. In cases like this, it is necessary to specify the volume and issue numbers and the year of publication.

For **newspaper articles**, the following information is given in the order indicated:

Name of the author(s), if given
 Title and, if any, subtitle of article
 Name of newspaper, and, sometimes, the language version
 Date of the issue (no need for volume and/or issue numbers)
 Page number(s)

⁶ The month would only be necessary in the case of a journal that does not have consecutive page numbering throughout the year and does not identify the issues by number but only by month(s) and year.

- 5) “The Power of the Pope and the Marriage of the Baptized,” in *L’Osservatore Romano*, English ed., 25 November 1998, 2.

L’Osservatore Romano has separate language editions, therefore the indication of the language version is necessary. It is an example of an article with no author indicated – the bibliographical entry starts with the title and the title’s first letter(s) decide about the placement of the entry in the alphabetical order in the bibliography. As the first word of the title is a definite article, the second word of the title (“power”) is used for determining the alphabetical order.

Articles in dictionaries and encyclopaedias as well as parts of works, like separately authored chapters, commentaries, and like contributions in edited volumes are listed in the section on articles (if there are distinct sections in the bibliography for books and articles).

The following information is given in the order indicated:

Name of author(s)

Title of article, chapter, or other contribution

Name(s) of editor(s)

Title of book and subtitle, if any, or equivalent

[Continue with additional information as for a book]

Page numbers of the article, chapter, or other contribution.

Examples:

- 6) DUMAS, A., art. “Personnes morales,” in R. NAZ (ed.), *Dictionnaire de droit canonique*, vol. 6, Paris, Letouzey et Ané, 1957, cols. 1359–1420.

For **dictionaries and encyclopaedias**, the abbreviation “art.” precedes the title. This work is arranged in columns (“cols.”) instead of pages.

- 7) DOYLE, T.P., “Marriage (cc. 1055–1165),” in *CLSA Comm1*, 792–800.

Commentaries with titles. “Marriage (cc. 1055–1165)” is the actual title of the section in the commentary and therefore is put in quotation marks.

- 8) LOMBARDÍA, P., Commentary on cc. 1–95, in *CCLA*, 35–47.

Commentaries without titles. This is a contrived title (Commentary on cc. 1–95) and therefore is not put in quotation marks. There is no actual title in the work that corresponds to this unit of canons for which Lombardía wrote the commentary. In this and certain other multi-author commentaries, the list of contributors, found at the beginning or end of the work, indicates the canons they covered. If such a list is lacking and it is impossible to identify the author of a commentary, there should be no separate entry for that section of the commentary; the whole commentary is cited as a book.

- 9) IBAN PÉREZ, I.C., “Organización diocesana y reforma del Codex iuris canonici: un ejemplo, la diócesis Asidonense-Jerezana (Jerez de la Frontera),” in M. THÉRIAULT and J. THORN (eds.), *The New Code of Canon Law: Proceedings of the*

5th International Congress of Canon Law, August 19–25, 1984, Ottawa, Faculty of Canon Law, Saint Paul University, 1986, 635–670.

Multiple volumes. Since this two-volume work is paged continuously, it is unnecessary to specify in the reference that the paper referred to is actually in volume 2. Note that the author has two surnames. The actual title for this work is given in both French and English. Students may use the title of their own language or give both titles.

2.6 — Academic Dissertations; Unpublished Works

Titles of academic dissertations, unless published in the form of a book, are neither italicized nor given in quotation marks.

Similarly, titles of unpublished works are neither italicized nor given in quotation marks.

Examples:

BAILLARGEON, P., *The Canonical Rights and Duties of Parents in the Education of Their Children*, JCD thesis, Ottawa, Saint Paul University, 1987.

The type of the dissertation (“JCD thesis,” “MA thesis”) is indicated, together with the identification the place, the institution and the year when the thesis was presented/defended.

KHANH, H., *Matrimonial Consent in a Vietnamese Marriage*, JCL thesis, Washington, DC, The Catholic University of America, 2000.

KROL, John [Cardinal, Bishop of Philadelphia], letter to Joseph Cardinal Bernardin, Chicago, 27 November 1983, Philadelphia, PA, archdiocesan archives.

2.7 — Sources from the Internet⁷

The use of the Internet is no substitute for library research. However, a text may be cited from a website (1) if it has not yet been published in printed form or (2) if the printed version is unavailable (e.g., a diocesan document not distributed outside the diocese). The form of reference is an adaptation of conventional forms. Apart from the usual details (author, title, etc.), the reference provides the URL (Uniform Resource Locator; it is a reference [an address] to a resource on the Internet) and the date of access of the website by the student.

Examples:

- 1) CONGREGATION FOR DIVINE WORSHIP AND THE DISCIPLINE OF THE SACRAMENTS, *Instruction on Certain Matters to be Observed or to Be Avoided regarding the Most*

⁷ More details can be found in A. HARNACK and E. KLEPPINGER, *Online! The Internet Guide for Students and Writers*, New York, St. Martin’s Griffin, 1997, 93–105.

Holy Eucharist *Redemptionis Sacramentum*, 25 March 2004, http://www.vatican.va/romancuria/congregations/ccdds/documents/rc_con_ccdds_doc_20040423_redemptionis-sacramentum_en.html (9 September 2004).

Subsequent to the first printing of these *Guidelines, Redemptionis Sacramentum* was published in *AAS*, 96 (2004), 549–601. This is the version that must be cited; not that on the Vatican website:

- 2) CONGREGATION FOR DIVINE WORSHIP AND THE DISCIPLINE OF THE SACRAMENTS, Instruction on Certain Matters to Be Observed or to Be Avoided regarding the Most Holy Eucharist *Redemptionis Sacramentum*, 25 March 2004, in *AAS*, 96 (2004), 549–601, English translation in *Origins*, 33 (2003–2004), 801–822.
- 3) ARCHDIOCESE OF NEW YORK, press release “Archdiocese of New York Announces Elementary School Closures and Mergers,” 7 March 2008, <http://www.archny.org/news-events/news-press-releases/?search=schoolclosures&C=647&I=7605&Y=2008> (15 January 2009).

The type of the publication is indicated (press release), followed by its title on the Web page, in the quotation marks.

Some publications are available in print and, additionally, posted in their entirety online, in the PDF (Portable Document Format). They can be cited from the on line source but with an indication of the URL – even though the portable document format allows for presenting documents in a manner independent of application software, hardware, and operating systems, preserving thus the original format of the document.

PAGÉ, R., « Reflections of a Judicial Vicar of an Appeal Tribunal on the Proposed Reform of the Canonical Matrimonial Process », in *The Jurist*, 75 (2015), 59-69, <http://www.heinonline.org/HOL/Page?handle=hein.journals/juristcu75&id=1&size=2&collection=journals&index=journals/juristcu> (26 August 2015).

For canon law research, the *Acta Sanctæ Sedis* and *Acta Apostolicæ Sedis* available on the Vatican Web site in the PDF are an excellent resource material. The clear advantage is in avoiding a labourious transcribing of a text in a foreign language, and using instead a “copy and paste” feature, thus avoiding potential misspellings. Therefore, when the student uses the PDF version of the *AAS*, posted on line on the Vatican Web site, the bibliographical reference is no different than if the printed version of the *AAS* had been used, with the addition of the URL.

For **online journal** articles, the bibliographical reference is to be presented according to the order of elements for articles published in printed journals, with necessary modifications:

- 4) YOUNG, J. and B. LEVIN, “The Origins of Educational Reform: A Comparative Perspective,” in *Canadian Journal of Educational Administration and Policy*,

12 (1999), <http://www.umanitoba.ca/publications/cjeap/articles/younglevin.html> (6 January 2010).

Instead of page numbers, the reference provides the URL and the date of accessing the website to make the reference. If there are page numbers in the article on line, in the reference they come after the year of publication and before the URL.

The bibliographical entries to e-mail messages contain the following elements.

Name of the author, if known
 Subject, taken from the message's subject line
 Date of transmission
 Type of communication (e-mail, distribution list, office memo, etc.)
 Author's E-mail address, in angle brackets

Examples:

- 5) BAJADA, J., Extraordinary Form of Marriage, 25 August 1998, e-mail <chabaj@nextgen.net.mt>.

The subject of the message is treated as a "quasi-title," therefore the capitalization rules apply.

The references to listserv or distribution list messages contain the following elements.

Name of the author
 Subject, taken from the message's subject line
 Date of transmission
 Address of listserv or distribution list, in angle brackets
 Date of access, in parentheses

Example:

- 7) THÉRIAULT, M., On the Importance of Roman Law for Canon Law Students, 23 July 1998, listserv <canonlaw@moe.computing.csbsju.edu> (8 August 1998).

Listserv and distribution list messages are confidential, including those of the CLSA sponsored listserv. Before citing such a message, the student must obtain the written permission of the author, by letter or e-mail.

- REID, C.J. Jr., Publication of the Acts, 13 August 1998, distribution list <creid@law.emory.edu>.

3 — FOOTNOTES

Footnotes are a very important part of a research work. They indicate the breadth of the author's familiarity with the subject, are aids to further research, enable further discussion of points too detailed for the text, demonstrate support for the author's position, or point out conflicting views. Footnotes are used to indicate biographical or bibliographical data; to cite authorities for statements made; to give the meaning of a word; to add a historical detail; to make short explanations, incidental remarks, or digressions; to forestall an objection; to avoid labourious explanations in the text; etc.

Ordinarily, the reference number to the note is placed in the text at the end of the sentence after the period (full stop). However, in the case of a certain word or phrase needing explanation, the number for the note is placed immediately after that word or phrase.

Footnotes are single-spaced with double or single spacing between notes.⁸ The consecutive numbering of footnotes throughout the same chapter is followed. Footnotes may also be numbered consecutively throughout the entire work, but this can create difficulties for the student, especially in the case of longer works, as when a new footnote must be added or deleted after the thesis is printed.

The first letter of the first word of every footnote is capitalized, including an abbreviation like *ibid.* One is to write out the word "Canon" or "Canons" when either appears as the first word of a sentence rather than using "C." or "Cc." All footnotes conclude with a period (full stop). When referencing a paragraph or section of a canon, the correct signs are to be used (e.g., c. 276, §2, 2°).

Unless the work deals with the evolution of the thought of an author, the *latest* edition of the work being cited is always used in the reference. It is not permissible to cite or quote secondary sources when the source itself is available. If it is impossible to have recourse to the original, this is indicated by using such expressions as "quoted by," or "cited in."

The concern of these *Guidelines* is with footnotes that are references to other works – sources, books, articles, etc. – not the further comments of the student.

3.1 — Standard Footnote References

References, that means attributions in a footnote, are required every time an author or text is directly quoted or when a specific text or author's ideas are paraphrased by the student.

⁸ The double-spacing is 0.41 cm. (0.167 inches) between notes, which is the default spacing for WordPerfect. For Word and other wordprocessors that do not double space between notes, a hard return (enter key) at the end of the note will achieve this effect. The single-spacing is 0 cm (inches) between notes.

The structure of a reference varies according to whether it is the first or a subsequent reference. In either case, all necessary data for a successful identification of the work must be given.

The first reference to a document, book, or article contains the same information in the same order as in a bibliographical entry with two key differences:

- 1) the author's name is **not inverted**;
- 2) the numbers are given for the **specific** pages, columns, or document articles being cited, unless the student wants (in exceptional situations) to reference an entire work.

For the convenience of the reader, the first reference should give the full bibliographical information followed by the abbreviation, acronym, or short title in parentheses, for example (=UDG), indicating the apostolic constitution *Universæ Dominici gregis*. The standard abbreviations for the Faculty of Canon Law may be used in the first reference (the full information is supplied in the bibliography). Other abbreviations devised by the student may also be used in the first reference, provided there is no ambiguity. They are to be added to the list of standard abbreviations for the Faculty of Canon Law.

Subsequent references to the same work use abbreviations, acronyms, short titles, *ibid.*, or *idem* (see section 3.6 below.)

The short form of a title consists of the author's surname and the first key words (forming an informative entity) of the title of the book or article. For a work with a subtitle, only the title, or first part of the title, is used. No ellipsis points are used to replace omitted parts of the title, unless, in case of some ancient, very long titles certain parts are to be omitted in order to compose an understandable short form of the title. Most of the following examples give both the first and a subsequent reference of the same work.

¹ *Codex iuris canonici, auctoritate Ioannis Pauli PP. II promulgatus fontium annotatione et indice analytico-alphabetico auctus*, Libreria editrice Vaticana, 1989, English translation *Code of Canon Law: Latin-English Edition, New English Translation*, prepared under the auspices of the CANON LAW SOCIETY OF AMERICA, Washington, DC, Canon Law Society of America, 1999, canon 34. All references to the canons of the 1983 Code will be styled "c." for canon and "cc." for canons, followed by the canon number(s).

Canons of the Codes. This is the first, full reference to the Code of Canon Law. For subsequent citations of canons from the 1983 Code, it suffices simply to put the canon number after the sentence in the body of the text in parentheses (c. 34). No footnote is necessary unless many canons are cited.

In the case that a different translation of the Code is used in a particular instance, it is to be notified to the reader. The page number of the translation is not given; the canon number suffices.

For ecclesiastical documents in languages other than English, the source of the translation used is necessary unless the author provides its own translation (it should, however, be

indicated to the reader in each case or stated beforehand “all translations are of the author unless otherwise indicated”).

¹ *Codex iuris canonici, Pii X Pontificis Maximi iussu digestus, Benedicti Papæ XV auctoritate promulgatus*, Typis polyglottis Vaticanis, 1917, English translation E.N. PETERS (ed.), *The 1917 Pio-Benedictine Code of Canon Law*, San Francisco, Ignatius Press, 2001, canon 238. All references to the canons of the 1983 Code will be styled “CIC/17, c.” for canon and “CIC/17, cc.” for canons, followed by the canon number(s).

This is the first, full reference to the 1917 Code of Canon Law.

² *Codex iuris canonici, auctoritate Ioannis Pauli PP. II promulgatus, fontium annotatione et indice analytico-alphabetico auctus*, Libreria editrice Vaticana, 1989, English translation *Code of Canon Law: Latin-English Edition, New English Translation*, prepared under the auspices of the CANON LAW SOCIETY OF AMERICA, Washington, DC, Canon Law Society of America, 1999, canon 35. All references to the canons of the 1983 Code will be styled “c.” for canon and “cc.” for canons, followed by the canon number(s).

³ *Codex canonum Ecclesiarum orientalium, auctoritate Ioannis Pauli PP. II promulgatus, fontium annotatione auctus*, Libreria editrice Vaticana, 1995, English translation *Code of Canons of the Eastern Churches: Latin-English Edition, New English Translation*, prepared under the auspices of the CANON LAW SOCIETY OF AMERICA, Washington, DC, Canon Law Society of America, 2001. All references to the canons of the 1990 Code will be styled “CCEO, c.” for canon and “CCEO, cc.” for canons, followed by the canon number(s).

⁴ PONTIFICAL COUNCIL FOR PROMOTING CHRISTIAN UNITY, *Directory for the Application of the Principles and Norms on Ecumenism*, 25 March 1993, no. 159, in *AAS*, 85 (1993), 1110, Vatican English version *Directory for the Application of the Principles and Norms of Ecumenism*, Boston, St. Paul Books and Media, 1993 (=DAPNE), 91.

Documents of the universal Church are referenced by the article number, not by the page number unless there are no article numbers, as in the case of many short documents. The page number of the *AAS* (1110) corresponds exactly to the passage for which the translation is given (page 91).

The student has here devised an acronym (*DAPNE*), indicating that this document will be cited again in this form. The acronym replaces as much of the preceding reference as called for. With the acronym, subsequent footnote references to the document would be as follows:

⁶ PONTIFICAL COUNCIL FOR PROMOTING CHRISTIAN UNITY, *Directory for the Application of the Principles and Norms of Ecumenism*, no. 159, in *AAS*, 85 (1993), 1110, *DAPNE*, 91.

A student-designed short title for the original document can also be used:

⁷ PONTIFICAL COUNCIL FOR PROMOTING CHRISTIAN UNITY, *Directory for the Application of the Principles and Norms of Ecumenism*, 25 March 1993 (=Ecumenical Directory), no. 159, in *AAS*, 85 (1993), 1110, Vatican English version *Directory for the Application of the Principles and Norms of Ecumenism*, Boston, St. Paul Books and Media, 1993 (=DAPNE), 91.

In some exceptional cases, instead of a short form of the title which normally consists of the author's surname and the first key words of the title of the book or article, a descriptive title designed by the student can be used; for instance, instead of the title *Directoire pour l'application des principes et des normes sur l'œcuménisme*, which can hardly be shortened into a fully informative entity, a descriptive title, *Ecumenical Directory*, may be introduced. In this case, however, the contrived short title needs to be introduced in the first entry.

This descriptive title, *Ecumenical Directory*, is not italicized, as it refers to the original document which is published in a collection of documents, the *AAS*. It is introduced in the bibliographical entry exactly in the place which indicates which document, and to what extent, it substitutes for. In this particular example, the English translation has its own acronym (*DAPNE*). The descriptive title is designed in English to conform to the language of the thesis, even though the original document is in French. However, especially in the case of Latin documents, the student can compose a descriptive title in the language of the document as long as it is fully informative to the reader.

The subsequent reference would read:

⁹ *Ecumenical Directory*, no. 159, in *AAS*, 85 (1993), 1110, *DAPNE*, 91.

¹⁰ SECOND VATICAN COUNCIL, Dogmatic Constitution on the Church *Lumen gentium*, 21 November 1964 (=LG), no. 1, in *AAS*, 57 (1965), 5, English translation in *FLANNERY I*, 350.

The subsequent reference to an ecclesiastical document can use only the *incipit* (or its acronym) to identify the document:

¹² *LG*, no. 6, in *AAS*, 57 (1965), 8–9, *FLANNERY I*, 353–354.

¹³ TRIBUNAL OF THE ROMAN ROTA, *coram* EGAN, 10 November 1983, no. 14, in *Studia canonica*, 18 (1984), 492.

Footnote references to **judgements of tribunals** follow the same pattern as for entries in the bibliography, with the inclusion of the referenced article number(s), if there is one, and the page of the journal only for that citation, not for all the pages of the sentence.

¹⁴ C. LEFEBVRE, art. "Pouvoirs de l'Église," in *Dictionnaire de droit canonique*, vol. 7, Paris, Letouzey et Ané, 1965, col. 103.

This is the citation of a **dictionary article**. The indication “col.” is necessary in this case, as the arabic numerals refer normally to page numbers.

The subsequent reference would be:

¹⁶ LEFEBVRE, “Pouvoirs de l’Église,” col. 106.

¹⁷ L. DUCHESNE, *Early History of the Christian Church from Its Foundation to the End of the Fifth Century*, rendered into English from the 4th ed., vol. 2, London, J. Murray, 1933, 143–144.

Books. The subsequent reference includes the surname(s) of the author(s), and the main part of the title (leaving out the subtitle) or its first part constituting a logical entity:

¹⁹ DUCHESNE, *Early History of the Christian Church*, 151.

The book has a long title (and no subtitle), therefore the title is abbreviated to an informative entity (*Early History* as an abbreviation would not be informative enough as one does not know whose early history is treated in the book).

²⁰ T.P. DOYLE, “Marriage (cc. 1055–1165),” in *CLSA Comm1*, 794.

This is a reference to a **commentary with a standard abbreviation**, namely, the first commentary on the 1983 Code published by the CLSA in 1985.

The subsequent reference would read:

²² DOYLE, “Marriage (cc. 1055–1165),” 793.

²³ AUSTEN, J., *Pride and Prejudice*, New York, Penguin Classics, 2007, Kindle ed., 77–78.

The subsequent reference would read:

²⁵ AUSTEN, *Pride and Prejudice*, 79.

3.2 — Types of References

Often one may need to refer the reader to works and articles without having quoted from them. This is when “see,” “see also,” and “cf.,” may be used. These three types of references can be used within a single note.

“**See**” is a word used in a note and precedes the reference to material paraphrased in the text (e.g., a paraphrase of a canon of the Code). It also precedes the reference to material

related to the one used in the text in whatever other way. There can be more than one “see” reference within a note. “**See also**” references are similar to “see” references, but the relationship of the related materials to one another is more distant. There can be more than one “see also” reference within a note.

“**Cf.**” is the abbreviation for the imperative of the Latin verb *conferre* (to compare). Used in a note, it precedes the reference to a passage of a work and invites the reader to compare that passage to the author’s statement appearing in the body of the text or to a quote from another work appearing either in the body of the text or earlier in the note. There can be more than one “cf.” reference within a note. “Cf.” is *not* capitalized except at the beginning of a sentence.

Example:

¹ See SACRED CONGREGATION FOR THE SACRAMENTS, decree *Catholica doctrina*, in *AAS*, 15 (1923), 390, English translation in *CLD*, vol. 1, 765. For a contemporary commentary on this issue, see “The Power of the Pope and the Marriage of the Baptized,” in *L’Osservatore Romano*, English ed., 25 November 1998, 2; cf. B. MARCHETTA, *Scioglimento del matrimonio canonico per inconsumazione e clausole proibitive di nuove nozze (Dottrina-Procedura-Giurisprudenza)*, Padua, CEDAM-Casa Editrice dott. Antonio Milani, 1981, 241–245.

Multiple references. This footnote has three references. The first is the one that the student is treating in the body of the text. However, the student also wants to alert the reader to the fact that this matter is also treated by an article published in *L’Osservatore Romano*, with no author indicated, thus understood as expressing the view of the Apostolic See on the issue. The third reference is to different author whose work the student considers helpful for throwing an additional light on the issue.

Punctuation in footnote references. Semicolons are used to separate multiple references in the same footnote unless the logic calls for a period (full stop) to introduce a new idea in the subsequent sentence. A period is used at the completion of each reference.

3.3 — The Use of *Ibid.* and *Idem*

Ibid. (not italicized or boldfaced) is the abbreviation for “*ibidem*,” which means “in the same place.” It is used when footnote references to the same work follow one another without any intervening references (whether in the same page or not), as long as the first reference contains only the reference to the work in question. *Ibid.* replaces as much of the preceding reference as called for in that subsequent reference. *Ibid.* is only capitalized if it is the first word of the footnote.

Examples:

¹ NICHOLAS, *An Introduction to Roman Law*, 89–95.

² Ibid.

The reference is to the same pages of the same work.

³ Nicholas makes this point again later. See *ibid.*, 102.

The reference is to a different page of the same work.

⁴ See SCHULZ, *Principles of Roman Law*, 131–136; NICHOLAS, *An Introduction to Roman Law*, 121.

Since there are two titles in the reference, the regular short form is used for both titles. “Ibid.” cannot be used because the reader would not know to which work reference is being made.

ID. (“idem”) means “the same” (person). It is used **within one note** to replace the author’s name in references to a work different from the previous one mentioned in that particular note. The two or more works by the same author have to follow one another without any intervening reference to a work by another author. Small capital letters are used, as ID. substitutes for an author’s name; it is not italicized.

Example:

⁵ CHIAPPETTA, *Il Codice di diritto canonico*, vol. 1, 236; ID., *Dizionario del nuovo Codice di diritto canonico*, 329.

The second title **in the same note** is by the same author as the first one. Both are short titles, with the full publication information given previously.

The abbreviations *loc. cit.* (in the place cited) and *op. cit.* (in the work cited) are not to be used. They are not helpful to the reader. Moreover, with abbreviated titles, short titles, and *ibid.*, the use of *loc. cit.* and *op. cit.* is superfluous.

3.4 — The Bible

Brief biblical references may be put either in parentheses in the body of the text or in a footnote. The books of the Bible are represented by very short abbreviations.

Examples:

Gn 26:18⁹ = Genesis, ch. 26, verse 18
 2 Sm 14:7, 25 = 2 Samuel, ch. 14, verses 7 and 25
 Lk 8:5–8 = Luke, ch. 8, verses 5 to 8

The same version of the Bible should be used throughout, unless there is a question of comparison between versions, in which case the various versions have to be identified.

Example:

¹ 2 Tm 19. In this paper, all quotations from the Bible are from the New Revised Standard Version, [adding complete publication information as for a book].

3.5 — The *Corpus iuris canonici*

Special attention must be given to citations from the *Corpus iuris canonici*. There are two principal methods of citation, classical and modern. The classical method is followed in the notes of *CIC/17*.¹⁰ This method is largely abandoned today in favour of another, more contemporary and logical style, which is to be used at Saint Paul University, as exemplified by the following citations.

Gratian's Decree: The first part of *Gratian's Decree* is divided into distinctions and subdivided into canons or chapters. Thus, **D. 1, c. 7** is a reference to *Gratian's Decree*, Part I, Distinction I, canon 7. To indicate *dicta Gratiani* (his original comments), one uses the expression “d. p. c.” (*dictum post canonem* – remark after canon) or “d.a.c.” (*dictum ante canonem* – remark before canon) with the appropriate number, for instance, **D. 36, d. p. c. 2**, or **D. 36, d. a. c. 1**. This method applies to the other parts of the *Decree* as well.

The second part of *Gratian's Decree* is divided into Causes, which are subdivided into questions and further into canons. Thus, **C. 1, q. 1, c. 116** is a reference to *Gratian's Decree*, Part II, Cause I, question 1, canon 116. One should notice the difference between a capital “C” (*Causa*) and a small “c” (*canon* or *capitulum*).

The third part of *Gratian's Decree* is divided into distinctions and subdivided into canons or chapters. This book is cited *de cons.*, which stands for *de consecratione*, the title of the third part of the *Decree*, concerning the law on the sacraments. Thus **D. 1 de cons., c. 18** means the third part of *Gratian's Decree*, Distinction I, canon 18.

⁹ There is no space after the colon.

¹⁰ For this method, see T.L. BOUSCAREN, A.C. ELLIS, and F.N. KORTH, *Canon Law: A Text and Commentary*, 4th ed. rev., Milwaukee, Bruce, 1973, 12–14. This section of the *Guidelines* is largely taken from this commentary, with the changes made for the modern style.

Special attention must be paid to citations from Cause XXXIII of this book. In this cause, questions 1, 2, 4, and 5 are divided and cited in the manner above indicated. However, question 3 of this Cause XXXIII has a distinctive title and is differently subdivided and differently cited. It is subdivided into distinctions and canons, and it is cited by the title, *de poenit.* (*de poenitentia*), with an indication of the distinction and canon. Thus, **D. 1 de poenit., c. 6** is a reference to *Gratian's Decree*, Part II, Cause XXXIII, question 3, Distinction I, canon 6. The title *de poenit.* identifies not only the book, *Gratian's Decree*, Part II but also Cause XXXIII and question 3.

The *Decretals of Gregory IX*, always recognized by the sign “X” (which points to *eXtra Decretum* – “outside the Decree”) consist of five books, which are subdivided into titles and chapters. Thus, **X 1, 2, c. 13** (or **X 1, 2, 13**) means the *Decretals of Gregory IX*, book I, title 2, chapter 13.

Liber sextus (considered a supplement to the five books of Gregory IX), the *Decretals of Boniface VIII*, is divided into five books, which are subdivided into titles and finally into chapters. Thus, **Sextus 1, 3, c. 5** (or **Sextus 1, 3, 5**) means the *Decretals of Boniface VIII*, book I, title 3, chapter 5.

The *Constitutions of Clement V*, or *Clementinæ*, are divided into five books and subdivided into titles and chapters. Thus **Clem. 3, 7, c. 2** (or **Clem. 3, 7, 2**) means the *Constitutions of Clement V*, book III, title 7, chapter 2.

The *Extravagantes* of John XXII are divided into titles and subdivided into chapters. Thus, **Extrav. J. XXII, 7, c. 1** (**Extrav. J. XXII, 7, 1**) means the single chapter of title 7 of this book.

The *Extravagantes communes* are divided into five books, subdivided into titles and chapters. Thus, **Extrav. com. 5, 7, c. 3** (**Extrav. com. 5, 7, 3**) means Book V, title 7, chapter 3 of the *Extravagantes communes*.

The *Regulæ iuris*. The Rules of Law occur in two places in the *Corpus iuris canonici*. The more important set of these rules is at the end of *Liber sextus*. They are cited as follows: **RJ 37 in VI^o**. The few rules at the end of the *Decretals of Gregory IX* (X, 5, 41) are cited in the same way as the other parts of that book (see above).

Many authors who adopted the contemporary method of citation from the *Corpus iuris canonici* add the page reference in Friedberg's edition. This practice is not obligatory, however.

3.6 — Archival Materials

For a reference to a manuscript or an unpublished letter, it is necessary to give very clearly the name of the archives where the document can be consulted and to add the call number of the document. For instance, P.A.C., C.O. 194, vol. 35, 631, Reel B-676, refers to

a microfilm kept in the Public Archives of Canada (P.A.C.) of documents kept in the Colonial Office (C.O.) in London.

4 — ADDITIONAL MATTERS TO BE NOTED

This section presents additional grammatical and stylistic rules that are to be observed in the student's paper or thesis. The subjects treated are quotations, capitalization, commas and semicolons, titles of address, formal writing style, and plagiarism.

4.1 — Quotations and References to Quotations

After a quotation in the text, a reference is always given to its source. This is generally put in a footnote but may be put in parentheses after the quote in the case of a short abbreviation, such as (c. 294). After the number introducing the footnote, the reference is given in direct form without being preceded by “cf.,” “see,” or “see also.” If the quotation appears within the note, the reference to the source is given in parentheses after the quotation.

Example:

¹ “Vatican II, as we have seen, made an epochal decision when it substituted, in Article 8 of *Lumen gentium*, the term ‘subsists in’ for the term ‘is’” (A. DULLES, *Models of the Church*, 139).

Parentheses are used to enclose a reference when it is given after a quotation in the footnote. Note that, except for the question mark “?” and the exclamation point “!”, which may form part of the text quoted, there is no closing period or other punctuation after the quote; the closing period is put after the parenthesis containing the reference. This rule applies to all parentheses: the punctuation marks come always **after** the parenthesis.

² “For the indissolubility or dissolubility of marriage, no norm and practice can prevail in the Church, other than that which is established by God, the Author of nature and of grace (PIUS XII, allocution to the Roman Rota, 3 October 1941, no. 3, in *AAS*, 33 [1941], 425, WOESTMAN [ed.], *Papal Allocutions to the Roman Rota 1939–2011*, 14).

Within parentheses, brackets replace parentheses.

A text of special importance or one difficult to obtain is generally quoted verbatim but, when too long, is given in an appendix.¹¹ Ordinarily, a text of a law or an official regulation is directly quoted rather than paraphrased. A text lacking clarity or whose interpretation is doubtful must also be quoted verbatim, but it is often sufficient to reproduce it in the footnotes. The reader is thus able to judge personally the interpretation and the use made of the text by the researcher.

Texts in foreign languages are not used in the body of the work unless they are necessary because of the interpretation or the criticism made by the researcher. In this case,

¹¹ Before quoting an extensive text, the student should ensure that the copyright does not forbid the use of such passages. If so, permission should be obtained beforehand.

a good translation is to be supplied in the main text or copied in the footnote. This rule admits of exceptions that must be evaluated according to the requirements of the subject and the linguistic abilities of the likely readers. For example, especially in doctoral theses, Latin sources (and in theses presented in Canada, French language sources) may be quoted in the original for the purposes of providing the reader with a possibility of verifying the author's argumentation. In such cases, the original text is placed in the footnotes. One should, however, avoid mundane quotations from easily available original sources, like the Codes of Canon Law unless they serve a particular purpose (see 13.72. Whether Translation Is Needed, in *Chicago Manual of Style*, 16th ed.).

Every brief and direct quotation must be clearly enclosed in **quotation marks**. A quotation within a quotation is enclosed in single quotation marks (' ') if the quotation itself is enclosed in double quotation marks (" ").

A **block quotation**, used for a long quote (over five lines), is indented on both sides, is single-spaced, and should have the same font size as that of the footnotes. Quotation marks are not used; the indentation serves the purpose of identifying the text. A quote within the block quote is enclosed in double quotation marks. Fragments of the original text omitted by the writer of the thesis in the actual reproduction of the quotation are to be noted by ellipsis points, which consist of three period dots if the break occurs in the middle of a sentence, or four dots if the break occurs at the end of the sentence. The ellipsis points may be put in brackets [...].

Indentation. In addition to the double indent, the first line of a block quotation is indented again if the sentence is the beginning of a new paragraph in the original text being quoted. Subsequent new paragraphs in the block quote are also indented. The student's own text that resumes after the block quotation is indented only if a new paragraph is truly intended.¹²

Emphasis. When the student italicizes words of a quotation for emphasis, the phrase "[emphasis added]" is put in square brackets at the end of the sentence in the text or the footnote. Similarly, explanations or additions within a quote are put in brackets.

4.2 — Capitalization

The modern tendency is not to capitalize except when required. Ecclesiastical Latin capitalizes many "sacred" words that are not capitalized in English, like sacrament, baptism, bishop, etc. Some words can be either small or capital, e.g., Western or western, eucharist or Eucharist. The other sacraments are not capitalized, although the adjective "eucharistic" may be in lower-case even when the noun is capitalized. The word "church," when referring to a place for worship, is not capitalized. It is capitalized when referring to the title of a

¹² Some word processing programs automatically indent the text after a hard return. If the student does not intend a new paragraph (e.g., when the student's text above the block quotation consists only of one or two sentences), this automatic indentation must be corrected.

specific religious body, such as the Roman Catholic Church, Anglican Church, etc. When referring to the people of God, capitalization is optional. “Church” is often capitalized when it refers to the universal Church, or the Church in general, but sometimes not capitalized when used as an adjective (e.g., “church law”) or for a local church. Although these options exist, consistency must be maintained throughout. Often, the best solution is to follow the same capitalization as that of the translation of the Code being cited so that both the text and the quotations from the Code have the same capitalization.

4.3 — Commas and Semicolons

The most frequently occurring mistake in student papers is the placement of commas and semicolons. Some of the rules most commonly broken are noted here.

A **comma** is normally placed before the conjunction that begins a clause, as in: “George always goes home on time, but he arrived an hour late last night.” An exception is permitted when the conjunction is immediately followed by another clause requiring a comma, as in: “George always goes home on time but, due to the snow storm, he arrived an hour late last night.” This could also be written with an additional comma as follows: “George always goes home on time, but, due to the snow storm, he arrived an hour late last night.”

A comma is *not* used when no subject is expressed in the second clause because it is the same subject as that of the first clause, as in: “Mary wants to study canon law but does not have the money for tuition.” There is no subject in the second clause following “but.” However, a comma would be used in this sentence: “Mary wants to study canon law, but she does not have the money for tuition.” Although they are the same person, the subject “she” is expressed in the sentence.

A comma is placed after a conjunction that introduces a sentence, such as: therefore, moreover, however, thus, etc. (the conjunctions “and,” “or,” and “but” should not begin a sentence in formal writing). Adverbs beginning a sentence should be set off by a comma if they interrupt the flow of the sentence, for example, “Clearly, she knew this situation could not last.” The same is true of adverbial and prepositional phrases, for example: “By using commas in the right place, the student will present a text more intelligible to the reader.”

Semicolons are used to separate independent clauses not joined by a conjunction, such as: “Barbara went shopping in Toronto, New York, and Paris; she likes the stores in Paris the best.” The semicolon is also used in compound sentences with logical connectives (however, moreover, therefore, nevertheless, consequently, accordingly, furthermore, etc.), as in: “The bishop was absent from the diocese when his decree was published; however, this had no effect on the validity of the decree.” Semicolons are used instead of commas when one of the phrases in a sequence also has commas, as in: “Bill ate ham, eggs, and toast for breakfast; a hamburger and chips for lunch; and a steak for dinner.”

4.4 — Titles of Address

Titles of address (“Msgr.,” “Rev.,” “Sr.,” “Dr.,” “Mrs.,” “Prof.,” etc.) are not ordinarily used for citing persons, especially authors, in formal academic writing. Nor are religious initials used after an author being cited (SJ, OMI, etc.) since this will inevitably result in inconsistencies. Exceptionally, a title may be used when it has a particular importance to the point being made, for example: “The archbishop of Montréal is Cardinal Jean-Claude Turcotte.” Here, the author wants to tell the reader that the archbishop is also a cardinal. Titles should never be used anachronistically, as in attributing a quotation to “Cardinal” Joseph Ratzinger that was written before he became a cardinal. The title “pope” is preferable to “Holy Father” in academic works. It is unnecessary to identify an author who is a bishop or cardinal by title, unless knowing their rank or office is important in the context (e.g., if he is authoring an official diocesan document that is being cited and the reader should know that he is the bishop of the diocese).

4.5 — Style

Seminar papers and theses are to be written in a formal academic style, as in published works by canonical authors. The use of colloquial language is not permitted.

4.6 — Plagiarism

The pamphlet *Beware of Plagiarism!* (available at <https://www.uottawa.ca/about/sites/www.uottawa.ca.about/files/plagiarism.pdf>), is to be observed by students of the Faculty of Canon Law. It says that plagiarism is the use of another person’s words, ideas, theories, statistics, facts (that are not considered general knowledge), etc. as if they were one’s own. Changing the language of the information or paraphrasing it without acknowledging the source is also plagiarism. The pamphlet provides helpful guidelines for avoiding plagiarism.

APPENDICES

1 — Sample Title Page for Seminar Paper

**THE QUASI-EPISCOPAL JURISDICTION OF ABBESSES
UP TO 1874**

by
Isidore HISTORICUS

Research Seminar - DCA 6395
Prof. Chrysostom ACADEMICUS

Faculty of Canon Law
Saint Paul University
Ottawa
2015

2 — List of Standard Abbreviations

<i>AA</i>	SECOND VATICAN COUNCIL, Decree on the Apostolate of Lay People <i>Apostolicam actuositatem</i>
<i>AAS</i>	<i>Acta Apostolicæ Sedis, Commentarium officiale,</i>
<i>AG</i>	SECOND VATICAN COUNCIL, Decree on the Church's Missionary Activity <i>Ad gentes</i>
<i>ASS</i>	<i>Acta Sanctæ Sedis</i>
c.	canon
cc.	canons
CCCB	Canadian Conference of Catholic Bishops
<i>CCEO</i>	<i>Codex canonum Ecclesiarum orientalium, auctoritate Ioannis Pauli PP.II promulgatus, fontium annotatione auctus</i>
<i>CCLA</i>	E. CAPARROS et al. (eds.), <i>Code of Canon Law Annotated</i>
CCLS	Canadian Canon Law Society
<i>CD</i>	SECOND VATICAN COUNCIL, Decree on the Pastoral Office of Bishops in the Church <i>Christus Dominus</i>
<i>CIC/17</i>	<i>Codex iuris canonici, Pii X Pontificis Maximi iussu digestus</i>
<i>CIC</i>	<i>Codex iuris canonici, auctoritate Ioannis Pauli PP. II promulgatus</i>
<i>CLD</i>	<i>Canon Law Digest</i>
CLSA	Canon Law Society of America
<i>CLSA Comm1</i>	J.A. CORIDEN, T.J. GREEN, and D.E. HEINTSCHEL (eds.), <i>The Code of Canon Law: A Text and Commentary</i>
<i>CLSA Comm2</i>	J.P. BEAL, J. A. CORIDEN, and T.J. GREEN (eds.), <i>New Commentary on the Code of Canon Law</i>
CLSANZ	Canon Law Society of Australia and New Zealand
<i>CLSAP</i>	<i>Canon Law Society of America Proceedings</i>
CLSGBI	Canon Law Society of Great Britain and Ireland

<i>CLSGBI Comm</i>	G. SHEEHY et al. (eds.), <i>The Canon Law: Letter & Spirit</i>
<i>DH</i>	SECOND VATICAN COUNCIL, Declaration on Religious Liberty <i>Dignitatis humanae</i>
<i>DV</i>	SECOND VATICAN COUNCIL, Dogmatic Constitution on Divine Revelation <i>Dei Verbum</i>
<i>Exegetical Comm</i>	A. MARZOA, J. MIRAS, R. RODRÍGUEZ-OCAÑA (eds.) and E. CAPARROS (gen. ed. of English translation), <i>Exegetical Commentary on the Code of Canon Law</i>
<i>FLANNERY1</i>	A. FLANNERY (gen. ed.), <i>Vatican Council II: The Conciliar and Post-Conciliar Documents</i> , vol. 1
<i>FLANNERY2</i>	A. FLANNERY (gen. ed.), <i>Vatican Council II: More Post Conciliar Documents</i> , vol. 2
<i>GS</i>	SECOND VATICAN COUNCIL, Pastoral Constitution on the Church in the Modern World <i>Gaudium et spes</i>
<i>J</i>	<i>The Jurist</i>
<i>LG</i>	SECOND VATICAN COUNCIL, Dogmatic Constitution on the Church <i>Lumen gentium</i>
<i>NCCB</i>	National Conference of Catholic Bishops (of the USA – prior to 1 July 2001)
<i>OE</i>	SECOND VATICAN COUNCIL, Decree on the Catholic Eastern Churches <i>Orientalium Ecclesiarum</i>
<i>OT</i>	SECOND VATICAN COUNCIL, Decree on the Training of Priests <i>Optatam totius</i>
<i>PB</i>	JOHN PAUL II, apostolic constitution on the Roman Curia <i>Pastor bonus</i>
<i>PC</i>	SECOND VATICAN COUNCIL, Decree on the Up-to-date Renewal of Religious Life <i>Perfectæ caritatis</i>
<i>PO</i>	SECOND VATICAN COUNCIL, Decree on the Ministry and Life of Priests <i>Presbyterorum ordinis</i>
<i>SC</i>	SECOND VATICAN COUNCIL, Constitution on the Sacred Liturgy <i>Sacrosanctum concilium</i>
<i>StC</i>	<i>Studia canonica</i>

<i>UR</i>	SECOND VATICAN COUNCIL, Decree on Ecumenism <i>Unitatis redintegratio</i>
USCC	United States Catholic Conference (prior to 1 July 2001)
USCCB	United States Conference of Catholic Bishops (since 1 July 2001)

3 — Bibliographical Entries for Standard Abbreviations

For consistency and brevity, all abbreviations included on the list of abbreviations at the beginning of the thesis are to be used in the bibliographical entries other than the one actually referring to (providing the full form of) the given abbreviation. On the other hand, short titles should not be used in the bibliography.

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