

Saint Paul University

STYLE SHEET

The table below provides examples of how to cite the most common types of sources used in undergraduate term papers in theology. It is based on the guidelines found in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. (Chicago: University of Chicago Press, 2007) with thanks to G. Pierre Ingram. Bold-face numbers refer to the section in Turabian.

GENERAL REMARKS

- REMARK 1: A footnote is punctuated as if it were a single sentence, i.e. with one period at the end. A bibliography entry is punctuated as if it were a series of sentences (with periods separating the distinct elements of the reference).
- REMARK 2: Mentioning subtitles and series titles in footnotes is optional.

SAMPLE BIBLIOGRAPHY ENTRIES	SAMPLE FOOTNOTES (first reference to the work)
BOOK: SINGLE AUTHOR (simplest case!) 17.1.1	
Power, David N. <i>The Sacrifice We Offer: The Tridentine Dogma and Its Reinterpretation</i> . New York: Crossroad, 1987.	5. David N. Power, <i>The Sacrifice We Offer: The Tridentine Dogma and Its Reinterpretation</i> (New York: Crossroad, 1987), 48.
BOOK: MULTIPLE AUTHORS 17.1.1	
Freedman, David N., A. Dean Forbes, and Francis I. Andersen. <i>Studies in Hebrew and Aramaic Orthography</i> . Biblical and Judaic Studies, no. 2. Winona Lake, Ind.: Eisenbrauns, 1992.	16. David N. Freedman, A. Dean Forbes, and Francis I. Andersen, <i>Studies in Hebrew and Aramaic Orthography</i> (Winona Lake, Ind.: Eisenbrauns, 1992), 189.
BOOK: IN A SERIES 17.1.5	
Collins, Raymond F. <i>First Corinthians</i> . Sacra Pagina, no. 7. Collegeville, Minn.: Liturgical Press, 1999.	23. Raymond F. Collins, <i>First Corinthians</i> , Sacra Pagina, no. 7 (Collegeville, Minn.: Liturgical Press, 1999), 105.
BOOK: TRANSLATED 17.1.1	
Vorgrimler, Herbert. <i>Sacramental Theology</i> . Translated by L. M. Maloney. Collegeville, Minn.: Liturgical Press, 1992.	11. Herbert Vorgrimler, <i>Sacramental Theology</i> , trans. L. M. Maloney (Collegeville, Minn.: Liturgical Press, 1992), 59.

BOOK: EDITION OTHER THAN THE FIRST		17.1.3
Brooks, Peter Newman. <i>Thomas Cranmer's Doctrine of the Eucharist: An Essay in Historical Development</i> . 2d ed. Basingstoke: Macmillan Academic and Professional, 1992.	8. Peter Newman Brooks, <i>Thomas Cranmer's Doctrine of the Eucharist: An Essay in Historical Development</i> , 2d ed. (Basingstoke: Macmillan Academic and Professional, 1992), 49.	
BOOK: EDITED (single editor, multivolume)		17.1.3
Vorgrimler, Herbert, ed. <i>Commentary on the Documents of Vatican II</i> . 5 vols. Freiburg: Herder & Herder, 1967-1969.	21. Herbert Vorgrimler, ed., <i>Commentary on the Documents of Vatican II</i> , vol. 1 (Freiburg: Herder & Herder, 1967), 198.	
BOOK: EDITED (multiple editors)		17.1.3
Schmidt, Herman, and David Power, eds. <i>Politics and Liturgy</i> . Concilium—Religion in the Seventies. New York: Herder & Herder, 1974.	47. Herman Schmidt and David Power, eds., <i>Politics and Liturgy</i> , Concilium—Religion in the Seventies (New York: Herder & Herder, 1974), 73.	
VOLUME IN A MULTIVOLUME WORK (translated, edited, + with distinct title)		17.1.4
Balthasar, Hans Urs von. <i>The Glory of the Lord</i> . Translated by Oliver Davies. Edited by John Riches. Vol. 5, <i>The Realm of Metaphysics in the Modern Age</i> . Edinburgh: T. & T. Clark, 1991.	29. Hans Urs von Balthasar, <i>The Glory of the Lord</i> , trans. Oliver Davies, ed. John Riches, vol. 5, <i>The Realm of Metaphysics in the Modern Age</i> (Edinburgh: T. & T. Clark, 1991), 198.	
ARTICLE IN A SCHOLARLY JOURNAL		17.2
Campbell, R. Alastair. "Does Paul Acquiesce in Divisions at the Lord's Supper?" <i>Novum Testamentum</i> 33, no. 1 (1991): 61-70.	55. R. Alastair Campbell, "Does Paul Acquiesce in Divisions at the Lord's Supper?" <i>Novum Testamentum</i> 33, no. 1 (1991): 68.	
CHAPTER/ESSAY/ARTICLE IN AN EDITED COLLECTION		17.1.8
Betz, Johannes. "The Eucharist in the Didache." In <i>The Didache in Modern Research</i> , ed. J. A. Draper, 244-275. Leiden: E. J. Brill, 1997.	33. Johannes Betz, "The Eucharist in the Didache," in <i>The Didache in Modern Research</i> , ed. J. A. Draper (Leiden: E. J. Brill, 1997), 263.	
Gy, Pierre-Marie. "La pénitence et la réconciliation." In <i>L'Église en prière</i> , ed. A.-G. Martimort, vol. 3, <i>Les Sacrements</i> , 115-131. Paris: Desclée, 1984.	2. Pierre-Marie Gy, "La pénitence et la réconciliation," in <i>L'Église en prière</i> , ed. A.-G. Martimort, vol. 3, <i>Les Sacrements</i> (Paris: Desclée, 1984), 118.	
ESSAY IN A RIDICULOUSLY COMPLEX GERMAN WORK		cf. 17.1.2
Capper, Brian J. "Community of Goods in the Early Jerusalem Church." In <i>Aufstieg und Niedergang der Römischen Welt: Geschichte und Kultur Roms im Spiegel der neueren Forschung</i> , ed. W. Haase and H. Temporini, part 2, <i>Principat</i> , vol. 26.2, <i>Vorkonstantinisches Christentum: Neues Testament, 1730-1774</i> . Berlin/New York: W. de Gruyter, 1995.	4. Brian J. Capper, "Community of Goods in the Early Jerusalem Church," in <i>Aufstieg und Niedergang der Römischen Welt: Geschichte und Kultur Roms im Spiegel der neueren Forschung</i> , ed. W. Haase and H. Temporini, part 2, <i>Principat</i> , vol. 26.2, <i>Vorkonstantinisches Christentum: Neues Testament</i> (Berlin/New York: W. de Gruyter, 1995), 1747.	

ARTICLE IN A REFERENCE BOOK (Signed/Unsigned)		19.5.3
<i>Turabian states in section 19.5.3, p. 257, that well-known reference books should not generally be listed in bibliographies.</i>	19. Philip Land, "Justice," in <i>The New Dictionary of Theology</i> (1990).	
	27. <i>Pocket Catholic Dictionary</i> (1980), s.v. "Joy."	
THESIS OR DISSERTATION		17.6.1
Davidson, Richard M. "Typology in Scripture: A Study of Hermeneutical Typos Structures." Th.D. diss., Andrews University, 1981.	42. Richard M. Davidson, "Typology in Scripture: A Study of Hermeneutical Typos Structures" (Th.D. diss., Andrews University, 1981), 319.	
ARTICLE IN A MAGAZINE		17.3
Parachin, Victor M. "Bishop, Saint, Journalist." <i>Our Sunday Visitor</i> , 7 Feb. 1993, p. 5, cols. 1-4.	14. Victor M. Parachin, "Bishop, Saint, Journalist," <i>Our Sunday Visitor</i> , 7 Feb. 1993, p. 5, col. 2.	
ARTICLE IN A NEWSPAPER		17.4
<i>Turabian states in section 11.44 that items from daily newspapers are "rarely" listed in a bibliography. A parenthetical reference in the text is sufficient if the article is cited once or twice (p. 204). If it must be listed (i.e. it is a major source for your paper), use the following format:</i>		
Harvey, Bob. "Priest on Call to Battle Evil." <i>Ottawa Citizen</i> , 8 Oct. 2000, Section A, p. 1.	10. Bob Harvey, "Priest on Call to Battle Evil," <i>Ottawa Citizen</i> , 8 Oct. 2000, Section A, p. 1.	
<i>If the newspaper or several of its issues are used frequently, note only the newspaper name plus the dates (cf. 11.45).</i>		
<i>New York Times</i> , 2, 3, 5, 16 August; 9,12, 13 September 1998.	9. <i>New York Times</i> , 2, 3, 5, 16 August; 9,12, 13 September 1998.	
BOOK REVIEW		17.5.4
Voelker, John. Review of <i>The New Testament and Other Early Christian Writings: A Reader</i> , by Bart D. Ehrman. <i>Journal of Early Christian Studies</i> 7, no. 2 (1999): 325.	39. John Voelker, review of <i>The New Testament and Other Early Christian Writings: A Reader</i> , by Bart D. Ehrman, <i>Journal of Early Christian Studies</i> 7, no. 2 (1999): 325.	
PUBLISHED PROCEEDINGS		17.6.2
Malina, Bruce J. "Power, Pain and Personhood: Asceticism in the Ancient Mediterranean World." In <i>Asceticism: Proceedings of the First International Congress on Asceticism</i> , edited by V. L. Wimbush and R. Valantasis, 162-77. New York: Oxford University Press, 1995.	6. Bruce J. Malina, "Power, Pain and Personhood: Asceticism in the Ancient Mediterranean World," in <i>Asceticism: Proceedings of the First International Congress on Asceticism</i> , ed. V. L. Wimbush and R. Valantasis (New York: Oxford University Press, 1995), 168.	

CITING CHURCH DOCUMENTS

- *It is customary to use the first two words of the Latin text (e.g., “Lumen gentium”) to designate a Church document, but this tag does not replace the complete title, nor is it a subtitle. It is more like an appendage to the title. Complete titles include the specific classification of the document (e.g., constitution, decree, declaration, apostolic exhortation), as well as some indication of its subject. It is also helpful to include the date of promulgation by the competent authority—in square brackets after the title—in addition to the year of publication.*
- *Universally available authoritative works—such as the Bible, the Summa theologiae of St Thomas Aquinas, the Catechism of the Catholic Church, the Documents of Vatican II, and the Code of Canon Law—are not footnoted each and every time they are quoted. Rather, it is customary to use commonly accepted abbreviations, enclosed in parentheses, after a quoted passage in the body of a paper. However, because different editions and translations of these works exist, it would be helpful to the reader if you were to indicate—e.g. in a footnote after your first citation—which version you are using. If you are in fact using more than one translation (e.g. both the RSV and the NRSV), it is imperative that you indicate which one is being used for each citation.*
- *To distinguish them from page numbers, references to paragraph numbers or canons in the documents should accompany quotations in the body of the paper rather than in footnotes, e.g., “According to the Catechism, ‘The golden rule helps one discern, in concrete situations, whether or not it would be appropriate to reveal the truth to someone who asks for it’ (no. 2510).²⁴” Paragraph numbers may be preceded by the abbreviations “no.” or “par.,” or the symbol “§”. The abbreviation for canon is “can.”*

Conciliar Documents (Official Latin edition/English translation)

cf. 17.5.2; 24.6

Second Vatican Council. “Constitutio pastoralis De Ecclesia in mundo huius temporis (Gaudium et spes) [7 Dec. 1965].” <i>Acta Apostolicae Sedis</i> 58 (1966): 1025-1115.	5. Second Vatican Council, “Constitutio pastoralis De Ecclesia in mundo huius temporis (Gaudium et spes) [7 Dec. 1965],” AAS 58 (1966): 1093.
Second Vatican Council. “Pastoral Constitution on the Church in the Modern World <i>Gaudium et spes</i> [7 Dec. 1965].” In <i>Vatican Council II: Constitutions, Decrees, Declarations</i> , rev. ed., ed. Austin P. Flannery, 163-282. Vatican Collection. Northport, N.Y.: Costello, 1996.	26. Second Vatican Council, “Pastoral Constitution on the Church in the Modern World <i>Gaudium et spes</i> [7 Dec. 1965],” in <i>Vatican Council II: Constitutions, Decrees, Declarations</i> , rev. ed., ed. Austin P. Flannery (Northport, N.Y.: Costello, 1996), 194.

Papal Documents (Official Latin edition/English translation)

cf. 22.2.1

John Paul II. “Encyclical Letter <i>Evangelium vitae</i> [25 Mar. 1995].” <i>Acta Apostolicae Sedis</i> 87 (1995): 465-518.	17. John Paul II, “Encyclical Letter <i>Evangelium vitae</i> [25 Mar. 1995],” AAS 87 (1995): 469.
John Paul II. <i>Encyclical Letter “Evangelium vitae” on the Value and Inviolability of Human Life</i> [25 Mar. 1995]. Ottawa: CCCB, 1995.	31. John Paul II, <i>Encyclical Letter “Evangelium vitae” on the Value and Inviolability of Human Life</i> [25 Mar. 1995] (Ottawa: CCCB, 1995), 35.

Documents of the Roman Curia

cf. 17.1.2

Sacred Congregation for the Doctrine of the Faith. “Declaration on Euthanasia <i>Iura et bona</i> [5 May 1980].” In <i>Vatican Council II: More Postconciliar Documents</i> , ed. Austin P. Flannery, 510-517. Northport, N.Y.: Costello, 1982.	11. Sacred Congregation for the Doctrine of the Faith, “Declaration on Euthanasia <i>Iura et bona</i> [5 May 1980],” in <i>Vatican Council II: More Postconciliar Documents</i> , ed. Austin P. Flannery (Northport, N.Y.: Costello, 1982), 515.
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CITING ELECTRONIC WORKS	
<p>The 7th edition of <i>Turabian</i> is the first to have comprehensive information regarding electronic sources. See section 17.7. The basic format is:</p>	
<p>LastName, FirstName. <i>Title of Print Version of Work</i>. Edition statement [if given]. Publication information [Place of publication: publisher, date], if given. <i>Title of Electronic Work</i>. Medium. Information supplier. Available protocol [if applicable]: site/path/file. Access date.</p>	<p>#. FirstName LastName, <i>Title of Print Version of Work</i>, edition statement [if given] (Publication information [Place of publication: publisher, date], if given), <i>Title of Electronic Work</i>, medium, information supplier, available protocol [if applicable]: site/path/file, access date.</p>
<ul style="list-style-type: none"> • Often information is put on the Internet by organizations without citing a specific author. In such cases, ascribe authorship to the smallest identifiable organizational unit (e.g., Bishops' Committee on the Liturgy), or just start with the title of the electronic work. • Only mention an "edition statement" if the document clearly states that the pages have been rewritten rather than just updated. Most www pages are updated on a regular basis. • If the facts of publication are not provided on the web site itself, it is acceptable to omit them. Obviously, they cannot be given for electronic works that do not exist in print. • The term "information supplier" refers to the organization responsible for maintaining the web site, such as the Holy See, the CCCB, etc. • The "access date" is when you viewed, downloaded or printed the web page. This statement is necessary to allow for any subsequent changes which may be made to the page or if the page is no longer available. 	
E-Text (i.e. downloadable version of a printed book or article from a journal, magazine, or newspaper)	
<p>Brakke, David. "Parables and Plain Speech in the Fourth Gospel and the Apocryphon of James." <i>Journal of Early Christian Studies</i> 7, no. 2 (1999). Online. Available: http://muse.jhu.edu/journals/journal_of_early_christian_studies/toc/earl7.2.html. 12 June 2000.</p>	<p>22. David Brakke, "Parables and Plain Speech in the Fourth Gospel and the Apocryphon of James," <i>Journal of Early Christian Studies</i> 7, no. 2 (1999), online, available: http://muse.jhu.edu/journals/journal_of_early_christian_studies/toc/earl7.2.html, 12 June 2000.</p>
<p>Witczak, Michael G. "The Manifold Presence of Christ in the Liturgy." <i>Theological Studies</i> 59, no. 4 (1998). Online. UnCoverWeb. Available: http://uncweb.carl.org. 23 April 2000.</p>	<p>6. Michael G. Witczak, "The Manifold Presence of Christ in the Liturgy," <i>Theological Studies</i> 59, no. 4 (1998), online, UnCoverWeb, available: http://uncweb.carl.org, 23 April 2000.</p>
Web Item: Entire Work	
<p>Pontifical Academy for Life. <i>Declaration on the Production and the Scientific and Therapeutic Use of Human Embryonic Stem Cells</i>. 25 Aug. 2000. Online. Catholic Information Network. Available: http://www.cin.org/docs/stem-cell-research.html. 8 Sept. 2000.</p>	<p>20. Pontifical Academy for Life, <i>Declaration on the Production and the Scientific and Therapeutic Use of Human Embryonic Stem Cells</i>, 25 Aug. 2000, online, Catholic Information Network, available: http://www.cin.org/docs/stem-cell-research.html, 8 Sept. 2000.</p>

Web Item: Part of a Work (chapter, article, etc.)	
“Early Symbols of the Eucharist.” <i>The Catholic Encyclopedia</i> . 1917. Online. New Advent. Available: http://newadvent.org/cathen/05590a.htm . 2 May 2000.	17. “Early Symbols of the Eucharist,” <i>The Catholic Encyclopedia</i> , 1917, online, New Advent, available: http://newadvent.org/cathen/05590a.htm , 2 May 2000.
Electronic Journal (“e-journal,” “cyberjournal,” etc. with no corresponding print version)	
Parmentier, Martien. “Water Baptism and Spirit Baptism in the Church Fathers.” <i>Cyberjournal for Pentecostal-Charismatic Research</i> 3 (Jan. 1998). Online. Available: http://www.fullnet.net/np/archives/cyber/martin.html . 17 June 2000.	16. Martien Parmentier, “Water Baptism and Spirit Baptism in the Church Fathers,” <i>Cyberjournal for Pentecostal-Charismatic Research</i> 3 (Jan. 1998), online, available: http://www.fullnet.net/np/archives/cyber/martin.html , 17 June 2000.
Peterson, Mark J. “Satisfaction and Chalcedonian Christology.” <i>Quodlibet Journal</i> 2, no. 4 (2000). Online. Available: http://www.Quodlibet.net . 3 Sept. 2000.	8. Mark J. Peterson, “Satisfaction and Chalcedonian Christology,” <i>Quodlibet Journal</i> 2, no. 4 (2000), online, available: http://www.Quodlibet.net , 3 Sept. 2000.
Electronic Mail	
<i>Because they cannot usually be consulted by the reader of your paper, e-mail messages should only be cited if (a) they come from a recognized authority on the subject, and (b) they contain information that cannot be obtained from another verifiable source.</i>	
Foley, Chris M. (foley@sask.usask.ca). “Fw: Preliminary identification of ostraca discovered at Khirbet al-Mudayna.” E-mail to Jane Smith (janesm@hotmail.com). 30 Nov. 1999.	72. Chris M. Foley (foley@sask.usask.ca), “Fw: Preliminary identification of ostraca discovered at Khirbet al-Mudayna,” e-mail to Jane Smith (janesm@hotmail.com), 30 Nov. 1999.
CITING CANADIAN GOVERNMENT PUBLICATIONS cf. 12.32	
<i>The following is extracted from the “Guide to Citing Canadian Government Publications” (<http://www.mta.ca/library/govcite.htm>). More examples and information can be found at that site. The general format for government publications is as follows:</i>	
Authoring/Issuing agency. Title. Edition. Place: Publisher, Date. (Series elements). (Notes).	#. Authoring/Issuing agency, Title, Edition (Place: Publisher, Date). (Series elements). (Notes).
Canada. Department of Foreign Affairs and International Trade. <i>Anti-Personnel Land Mines: An Annotated Bibliography</i> . Ottawa: The Department, October 1996.	20. Canada, Department of Foreign Affairs and International Trade, <i>Anti-Personnel Land Mines: An Annotated Bibliography</i> (Ottawa: The Department, October 1996), 11.

FORMATTING SPECIFIC ELEMENTS WITHIN REFERENCES

9. **Titles and Subtitles** **17.1.2**
- a. *Books, Articles, and Essays in English:* HEADLINE STYLE (capitalize all words except non-initial conjunctions, prepositions, and articles)
 - b. *Articles and Essays in French:* SENTENCE STYLE (capitalize only first word in title and proper nouns)
 - c. *Books in French:* Capitalize first word in title, and second word if it follows a definite article (*Le, La, Les, L'*)
 - d. *Other Languages:* SENTENCE STYLE (note that in German, all substantives are capitalized)
10. **Names of Journals and Series** **16.1**
- a. *All Languages:* HEADLINE STYLE
11. **Names of Publishers** **17.1.6**
- a. *All Languages:* HEADLINE STYLE
 - b. Omit initial articles and prepositions [e.g., Clarendon Press; Liturgical Press]
 - c. Use initials for first names [e.g., F. A. Praeger; E. J. Brill]
 - d. Convert the conjunction "and" (or its equivalents in other languages) to the ampersand symbol "&" [e.g., Herder & Herder; Holt, Rinehart & Winston; Barnes & Noble]
 - e. Only include terms such as "Publishers," "Press," "Éditions," "Verlag," "Books," if they are not accompanied by surnames of persons [e.g., Allied Publishers; Westdeutscher Verlag; Catholic University of America Press; Dimension Books; Twenty-Third Publications]
 - f. Omit any commercial status indicators (Inc., Co., Ltd., etc.).

*Compiled by G. Pierre Ingram
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