

## *Studia canonica* – Guidelines for Articles

1. LENGTH OF ARTICLE: approximately 25-60 pages, double spaced, 11 point, English or French
2. PRELIMINARIES: Under the title of the article is the author's name and academic/professional office. Next is a brief abstract (approximately 100-150 words) in the language of the article; this will be translated by *Studia canonica* into English or French.
3. CITATIONS: Include *in the text* citations of canons, Vatican II documents, and sacred scripture; place other references in the footnotes. Quote *one* canon: c. 106 § 2, 1°. Quote *several* canons: cc. 106 § 2, 1°; 248 §§ 1, 3, 2°. (Write the entire word "canon" or "canons" in the text.) Quote Vatican II documents according to the initials of the Latin *incipit*, followed by the paragraph number: *GS* 14.
4. HEADINGS OF DIVISIONS OF THE TEXT: Indicate major divisions and sub-divisions in the text.  

**1 – *The Role of the Diocesan Bishop*** (all bold; title italics) - centered, 14 point  
**1.1 – *The Bishop as Legislator*** (all bold) – left justified, 12 point  
**1.1.1 – *The Bishop and the Diocesan Synod*** (all bold; title italics) – left justified, 12 point
5. QUOTATIONS IN THE TEXT: Quotations longer than four lines should be a block quote, double indented.
6. ABBREVIATIONS OF SOURCES/PERIODICALS, ETC.: See the inside back cover of *Studia canonica*. Additional abbreviations of the author may be used for a frequently cited text; the author should indicate this abbreviation in parenthesis when it is used the first time. (=DPMB).
7. NAMES OF AUTHORS CITED: An author's first name may be abbreviated or given in full, but consistency throughout is expected. Middle names are generally abbreviated unless part of the first name: Jean-Marie.
8. FOOTNOTES: Use small caps only in footnotes, and only for surnames. (The material in parenthesis below is included *only* in footnotes citing works referenced later.)  

**Book:** John SMITH and Eric JONSEN, *The Role of the Diocesan Bishop in the Universal Mission of the Church*, 2<sup>nd</sup> ed., vol. 2, Washington, Peterson Press, 1998, pp. 3-5, 7-10. (=SMITH and JONSEN, *Role of the Diocesan Bishop*)

**Article:** Samuel A. RIGHT, "The Legislative Function of the Diocesan Bishop," in *StC*, 42 (2008), p. 16. (=RIGHT, "The Legislative Function")

**Collected Work:** Terence CAGE, "The Diocesan Synod," in Thomas MICHAEL and James JUDE (eds.), *The Pastoral Mission of the Particular Church*, New York, Peterson Press, 2005, p. 16, fn. 12. (=CAGE, *The Diocesan Synod*)

**Papal Documents:** POPE JOHN PAUL II, apostolic constitution on the Roman Curia *Pastor bonus*, 28 June 1988, in *AAS*, 80 (1988), pp. 841-930; English translation in *CLD* 6, pp. 450-466. (POPE JOHN PAUL II, *Pastor bonus*)

**Vatican Dicasteries, etc.:** CONGREGATION FOR THE DOCTRINE OF THE FAITH, Letter *Ad exsequendam ecclesiasticam legem*, 18 May 2001, in *AAS*, 93 (2001), pp. 785-788. (=CDF, *Ad exsequendam*)

**Commentaries:** Jacob LIGHT, Commentary on Canon 234, in Carol Height (ed.), *Commentary on the Canons*, 4<sup>th</sup> ed., vol. 5, Chicago, Augustinian Press, 2004, pp. 66-69. (=LIGHT, Commentary on Canon 234)
9. BIOGRAPHY OF AUTHOR: Please include an updated biographical entry of professional/canonical information at the conclusion of the work. This biography of each author is included at the end of *Studia canonica*. See samples in a past issue.
10. Submit article to the editor of *Studia canonica* electronically in **.doc**, **.wpd** or **.rtf** format