

Manual on Style

Quærens

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Research, Planning, and Development

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THEOLOGICAL RESEARCH FORMAT

Theological research is generally made up of three important parts which are the introduction, the body and the conclusion. It is best advised that the research's general headings are titled according to the thought development of the research work. These titles and sub-titles, when read together, are to give to its readers an overall direction of the research work.

The Introduction

This is the first major part of the research paper. By its nature it introduces the whole paper in a nutshell. Depending on the style of the researcher, the introduction is made up of parts mandated by CHed requirements, but not necessarily in the order that is presented below. The judgment and approach of the researcher will determine the arrangement of the following parts. This section discusses the following parts:

1. The rationale of the paper i.e. what is or are the circumstances that led the researcher to deal with the theme;
2. The research question and the sub-questions that break down the major question into smaller and developmental parts,
3. The methodology that will be used in the research work,
4. The research outline and design to give a general and holistic view of the research to be done.
5. The contribution of the research work to the development of the theme under study.

Body

This is the second major part of the research work and the main part at that. The body of the research work or the discussion part is to take a lion's share in terms of page allocations of the whole research paper. It is the section that resolves the sub-problems raised, which when taken together, sufficiently discuss the main problem. Thus the main sub-heading in the body are the sub-problems of the study. Again, the body need not be titled as "the Body". The majority use of resources is to be expected in the discussion and resolution of the thesis question.

Conclusion

The conclusion of the research work may take various forms. It may be in a form of a summary of the important discoveries, a recommendation for further researches, a module as a corollary idea, a poem, or a resumption of the ideas stated in the introductory part of the research work; or a combination of these stated above items. The researcher has to consider whatever serves best for the paper and/or gives more impact to the study.

The researcher is highly encouraged to read and master this *Manual on Style*. This pamphlet is the official document for research publications of the said institution. The manual gives instructions on the details of the research format and the use of citations.

This *Manual* is a guide to all research endeavors of the student in working term papers for individual subject requirements, in doing the Terminal Paper Requirement for the degree of MAT (Thesis, Major Term Papers or Pastoral Ministry Project) or in contributing research articles for *Quaerens*, the official Theologico-Pastoral Journal of the Institution.

HEADING STYLES

A research material employs the use of headings to indicate various sections or sub-sections. For purposes of coherence and of facility in specifying the different levels or grades of division, each ought to be distinct from the other heading styles in type, font, size and position—all which considered important in the overall type-setting and layout.

In the division of the article, RST reseaches and Quærens allow only up to the seventh grade of sub-headings. This will ensure a more coherent article and will not reduce a study into a set of sub-sections, loosely bound by a mere enumeration of items.

RST researches and Quærens use neither the alphabetical nor the numerical order in the division of sub-titles. Divisions of sub-headings in any research material using either the alphabetical or the numerical order will automatically be converted to the publication's specific outline rules and characteristics, namely:

Heading Style One

Description: Main Title
 Type: Bold
 Font: Preferably Times New Roman PS
 Size: 17 (title); 12 (author's name)
 Position: Centered

Other Characteristics:

Written or printed with an initial capital letter followed

by a line separator below the full title. The author's full name is italicized and set below the line separator.

**The Transforming
Character of Divine Beauty in
Saint Augustine**

Regino Z. Bancaya, OAR

Heading Style Two

Description: Sub-title (Part One, Part Two,)

Type: Bold

Font: Preferably Times New Roman PS

Size: 12

Position: Centered

Other Characteristics:

Part One, Part Two, etc, printed with an initial capital letter and placed above the title. Title printed in capital letters (size 11).

e.g.:

**Part One
AUGUSTINIAN CONCEPT OF DIVINE BEAUTY**

Heading Style Three

Description: Sub-section

Type: Bold

Font: Preferably Times New Roman PS

Size: 12
Position: Flush left
Other Characteristics:

Printed in lower case. Only the initial letter function words (i.e., words that bear concepts or meaning) are capitalized. Prepositions and articles are not set in upper case unless these are written at beginning of the sub-title.

e.g.:

Influences on Augustine

To adequately understand Augustine's thought, it is necessary to know the tradition of ...

Heading Style Four

Description: Sub-section
Type: Bold
Font: Preferably Times New Roman PS
Size: 12
Position: Indented
Other Characteristics:

Printed in lower case. The initial letters of function words are capitalized.

e.g.:

Stoicism

The History of aesthetics includes a period called the Hellenistic epoch characterized by groups of thinkers following a school of thought.

Heading Style Five

Description: Sub-section
Type: Bold & italicized
Font: Preferably Times New Roman PS
Size: 12
Position: Indented

Other Characteristics: This sub-title is set in small letters except the initial letter of the first word. A period is placed at the end of the italicized sub-title. The actual paragraph immediately begins on the same line.

e.g.:

First moment of conversion. Initially, the path for Augustine is uncertain, even dramatic as he wonders through temporal beauties. He holds on to the ambiguous and seducing attraction of unchangeable and material beauty.¹⁰⁸

Heading Style Six

Description: Sub-section
Type: Underlined (not bold, not italicized)
Font: Preferably Times New Roman
Size: 12
Position: Indented
Other Characteristics:

This sub-title is printed in small letters except initial letter of the first word. A period is placed at the end of the underlined title. The actual paragraph immediately begins along the same line.

e.g.:

Scripture clarifies philosophy. In analysing nature of charity as friendship. Thomas presents Aristotle's statement that not all love has a character of friendship: only love that is benevolent...

Heading Style Seven

Feature:	Sub-section for enumeration, smaller items
Type:	Regular/Normal Text
Font:	Preferably Times New Roman
Size:	12
Position:	In the paragraph itself
Other Characteristics:	

Heading Style Seven-Type A

Except for the initial letter of the first, everything in this sub-titles is set in small letter, the enumerated items function as sub-titles must be followed by a period and enclosed in quotation marks. The enumeration procedure follows the alphabetical order and each letter (of the alphabetical enumeration) is enclosed in parenthesis.

e.g.:

Enumerated Items Sub-titles:

Let us now evaluate Augustine's use of his sources:
(a) "Augustine's use of Philosophy." In his *De Trinitate*, one can note a linguistic pattern that suggests his way of appropriating philosophical language.... (b) "Augustine's use of tradition." While Augustine leaned so much on Scripture in most of his works, still we can observe how... (c) "Augustine's use of Scriptures." There is indeed a

marked significance in the way Augustine weaves scriptural passages into his pastoral and theological framework.

Heading Style Seven -Type B

If the enumerated units do not stand as subtitles, they are not enclosed in quotation marks, nor are they followed by a period at the end. Enumerations are normally indicated by a comma. The semi-colon may be used in an enumeration that involves clauses. Each item is preceded by a letter enclosed in parentheses, following the alphabetical order of enumeration.

e.g.:

Enumerated Items in a Paragraph

Several indeed are the foundational elements of a culture. But for our limited purpose, let us just mention three: (a) the dynamic interplay between language and symbols, (b) the traditions and the worldviews peculiar to a culture and (c) the contact of one culture with another culture or sub-culture.

Head for Abstracts

Description:	Sub-section
Type:	Italicized
Format:	Times New Roman PS
Size:	12
Position:	Center and Justified
Other Characteristics:	

The abstract introduces and gives a bird's eye view of the research work. It is not to exceed one hundred and fifty word.

USAGE

Abbreviations of Scriptural Books

Biblical citations must be enclosed in parentheses (1 Jn 1: 1-5, Mt 6:5-10) and integrated into the text, i.e., they should not be included in the footnote reference.

Hebrew, Greek, Arabic, Chinese, Japanese and other Characters

The use of the words in various original characters must be done sparingly, and if analysis requires long quotations, these must be accompanied by transliterated or equivalent words. Transliterations must be italicized and enclosed in parentheses.

e.g.:

The early Christians were said to have difficulty finding the right place for the word flesh so that θεός (*theós*) was distinguished from ο θεός (*ho theós*). But on the basis of this distinction, we cannot simply

Italicization

The following are to be italicized:

Titles of general reference materials such as an Encyclopedia, Dictionary, Compendium, Concordance, Lexicon, Opera Omnia, Enchiridion, Bibliography, Index, Acta, Report, Directory and the like:

e.g.:

Webster's Third New International Dictionary
worterbach zur Biblischen Botschaft
Annuario Pontificio
Opera Omnia de Sant' Ambrogio

Titles of Books and Monographs:

e.g.:

The Trinity as History
Tres Pioneros del Future
Un Tesoro in Vasi d' Argilla
L'Exegèse de Saint Augustin Predicateur
Der Glaube Kommt vom Hören

Titles of serial publications or periodicals such as a Journal, Newsletter, Review, Quarterly, Bulletin, etc.:

e.g.:

The Heythrop Journal
Gregorianum
Revue Biblique
Scriptura e Civiltà
Theologogische Literaturzeitung

Foreign Words

Foreign words found in the body text are italicized. If clarity of language is to be supplied and required, a translation is to be supplied and enclosed in parentheses.

e.g.:

It is to be noted that his *disponibilité* (availability) takes the fullest expression in the heart of Mary as a disciple.

When understanding some terms or in making distinctions the use of a foreign word is necessary, the foreign term is to be supplied, italicized, and enclosed in parentheses.

e.g.:

Yet later in his exposition of the difference between the two forms of love, Thomas Aquinas seems to restrict the distinction between love of desire and love of friendship, saying that love of friendship is based on a person (*amare aliquem*) while love of desire is founded on a thing (*amare aliquid*).

As a journal that accepts contributions from all the five official languages of the university level—English, Spanish, Italian, French, German—referring to a word or phrase as foreign is relative to the language used by an author.

Foreign words may include Latin, Greek, or Hebrew. Specialized studies of anthropological and cultural nature may include words or terms as portrayed in their original characters or symbols.

As general rule, however, transliterations are preferred. The use of linguistic symbols or characters is therefore to be minimized.

Emphasized words

Words are at times italicized for purposes of emphasis or distinction:

e.g.:

Such a practice, whether in worship or in governance is *delegated* and can never be an object of *right*.

The Quotation Marks

The double-stroke quotation marks (“...”) are employed:

For titles of essays, articles, plays, films, poems, movies, allocutions, speeches, lectures, symposia, colloquia, and the like. It should be noted that quotation marks go inside semicolons and colons and outside commas and periods and question marks

e.g.:

Onofre Corpuz, “How Literate were the Pre-Spanish Filipinos?” *Historical Bulletin* 27 (1983) 57-76.

Miller Objected to the boss’s reference to “nonessential personnel”; it made him feel unnecessary.

The professors co-authored “Effects of Ultraviolet Rays on Planet life,” published in the May 1986 issue of *Science Today*.

Direct quotations (which consist of three lines or less)

e.g.:

“Language us a product of the social natuire of human beings, so that language is both a root and a product of their communyty life.”

– Corpuz, “How Literate,” 63.

In case of doubt or skepticism

e.g.:

In point of fact, the much-publicized “economic benefits” of a globalized economy have not as yet been enjoyed by the por masses.

To suggest another meaning (i.e. operative, functional or technical) to a word or phrase

e.g.:

The term, “religious conversion,” is distinct from the concept of “moral conversion” in the mind of Bernard Lonergan.

To designate a new word or compound words usually found in standard usage

e.g.:

Any reference to this sense of “we-ness” by Filipinos of a certain tribe is seen by most anthropologists as used either inclusively ir exclusively. The use of the inclusive first person plural indicates that the speaker and the addresses are united in a given activity; while the exclusive usage alienates a person or a group from a particular activity. This is reflected in their difficulty in using the “we” equivalent in other languages Spanish or English.

To imply in rare cases that a certain word or phrase is specifically and contextually used—as enumeration, distinction or appositive description to avoid confused language

e.g.:

The Concept of “World” in some Filipino sub-cultures has the equivalent meaning of “worldview.”

To suggest another meaning (i.e. operative, functional or technical) to a word or phrase

e.g.

The term, “religious conversion” is distinct from the concept of “moral conversion” in the mind of Bernard Lonergan.

The single-stroke quotation marks (‘...’) are used only when there is an existing citation within a direct quotation.

The editorial board respects the use of other forms of quotation marks (<...>) peculiar to the research styles of other languages.

Note: For long quotations (consisting of more than three lines) standard research rules require that they are set in a separate paragraph, indented, single-spaced, not italicized (except for foreign words), and are not enclosed in quotation marks. Footnote numbers should be placed after the period of the last sentence of the quoted material. Quoted material must be of a similar font.

e.g.:

To conclude this section on community life, we agree to the idea of community as a special support structure for individual vocations. in fact, the document *Congregavit nos* affirms:

The quality of fraternal life has a significant impact on the perseverance of individual religious. just as the poor quality of fraternal life has been mentioned frequently by many as the reason for leaving religious life, so fraternity lived fully has often been and still is a valuable support to the perseverance of many.⁹³

what is underlined in this context is the “quality of fraternal life” which admittedly affects individual religious. But we may ask in passing, what about the quality of “individual life?” Do not individual personalities affect community living?

The Ellipsis

The ellipsis is characterized by three dots (...) indicating a deletion of a word or phrase. It is used for purposes of condensing quotes, texts and other materials.

e.g.:

“It is note worthy that the movement ... now assumes various tasks necessary for its growth.”

If the deleted word or phrase continues up to the end of a sentence, then the researcher should so indicate by the use of the ellipsis and one more period in reference to the end of a sentence.

e.g.:

“It is noteworthy that the movement ... now assumes various tasks....”

NOTE: Ellipsis points are normally not used (1) before the first word of a quotation, even if the beginning of the original sentence has been omitted; or (2) after the last word of a quotation, even if the end of the original sentence has been omitted.

The Em-Dash, En-Dash and Hyphen

The em-dash (—) is used to indicate a break in the development of ideas in a sentence. Phrases within the em-dash may sometimes be of rhetorical or technical importance. However, the use of many modifiers and side comments within the em-dash is discouraged. They should therefore be used sparingly. Hyphen is used for compound words while the En-dash is used between numbers.

e.g.:

The process of communication — whether it is a communication by word or by gesture — always involves an external level of objective words or gestures and an interior level of significance or meaning.

Other Punctuation Marks

The Research Department of RST respects and maintains the different punctuation marks of the other official languages (i.e., French, Italian, German, Spanish) especially those concerning accents.

Citation Style

Verifiability is one of the hallmarks of a scientific work. Citations are therefore essential to any scholarly work. As for the editorial policy, footnotes are preferred to end-notes.

The entries below are arranged according to the following use;

1. Footnote
2. Shorter Form or succeeding use of footnote
3. Bibliographical entry

Catholic Primary Sources

The Bible

Biblical references are not footnoted but placed in parentheses after the quotation. The edition of the Bible must be indicated by its italicized abbreviation following the reference to the Biblical book, chapter number, and verse number(s). If the same edition is used throughout the paper, you need to give the edition only in the first citation. If more than one edition is used, give the edition with each reference. Sample: (1 Tim 3:12 NAB). When citing specific books of the Bible, use the abbreviations recommended by the latest edition of the *The SBL Handbook of Style*, not Turabian. These abbreviations are:

Old Testament

Gen, Ex, Lev, Num, Deut . Josh, Judg, Ruth, 1-2 Sam, 1-2 Kgs, 1-2, Chr, Ezra, Neh, Esth, Job, Pss, Prov, Eccl (or Qoh), Song (or Cant),

Isa, Jer, Lam, Ezek, Dan, Hos, Joel, Amos, Obad, Jonah, Mic, Nah, Hab, Zeph, Hag, Zech, Mal

New Testament

Matt, Mark, Luke, John, Acts, Rom, 1-2 Cor, Gal, Eph, Phil, Col, 1-2Thess, 1-2 Tim, Titus, Phlm, Heb, Jas, 1-2 Pet, 1-2-3 John, Jude, Rev

Apocrypha

Bar, 1-2 Esd, , Jdt,, 1-2 Macc, 3-4 Macc, Sir, Ecc, Tob, Wis

Bibliography for the Bible

The Holy Bible: Revised Standard Version. New York: Collins, 1973.

The New American Bible. Nashville: Thomas Nelson Publishers, 1987.

The Vulgate

¹*Biblia sacra iuxta Vulgatam versionem*, ed. Bonifatius Fischer, Robert Weber et al., 3rd ed. (Stuttgart: Deutsche Bibelgesellschaft, 1969).

(Jn 1:12 *Vulgata*).

Biblia sacra iuxta Vulgatam versionem. Ed. Bonifatius Fischer, Robert Weber et al. 3rd ed. Stuttgart: Deutsche Bibelgesellschaft, 1969.

Catechism of the Catholic Church

¹*Catechism of the Catholic Church*, 2nd ed. (Washington DC: United States Catholic Conference, 2000), 863.

²CCC, 863.

Catechism of the Catholic Church. 2nd ed. Washington DC: United States Catholic Conference, 2000.

Code of Canon Law

1983 Code

¹*Code of Canon Law*, c. 312, §1, in *Code of Canon Law: Latin-English Edition* (Washington, DC: Canon Law Society of America, 1999), 99.

²CIC, c. 312, §1.

Code of Canon Law: Latin-English Edition. Washington, DC: Canon Law Society of America, 1999.

1917 Code

¹*Code of Canon Law/1917*, cc. 2186-2187, in *Codex iuris canonici Pii X Pontificis Maximi iussu digestus, Benedicti Papae XV auctoritate promulgatus*, ed. Petro Gasparri (Westminster, MD: Newman Press, 1963), 678-679.

²*CIC/1917*, cc. 2186-2187.

Codex iuris canonici Pii X Pontificis Maximi iussu digestus, Benedicti Papae XV auctoritate promulgatus. Ed. Petro Gasparri. Westminster, MD: Newman Press, 1963.

Magisterial Documents

Papal Encyclicals in a Print Monograph

¹John Paul II, Apostolic Exhortation on the Formation of Priests in Circumstances of the Present Day *Pastore dabo vobis*, (March 25, 1992), §43 (Boston: St. Paul Books and Media, 1992), 30.

² *Pastores dabo vobis*, §43.

John Paul II, Apostolic Exhortation on the Formation of Priests in Circumstances of the present Day *Pastore dabo vobis*. Boston: St. Paul Books and Media, 1992.

Papal Encyclicals in a Periodical

¹Pope John Paul II, Encyclical on the Eucharist in Its Relationship to the Church *Ecclesia de Eucharistia* (17 April 2003), §26, *Origins* 32, no. §46 (2003), 760.

²*Ecclesia de Eucharistia*, §26.

Pope John Paul II. Encyclical on the Eucharist in Its Relationship to the Church *Ecclesia de Eucharistia* (17 April 2003). *Origins* 32, no. 46 (2003): 753, 755-768.

Papal Documents Accessed Online

¹Francis, Encyclical on the Light of Faith *Lumen Fidei* (29 June 2013) §18, at the Holy See, http://w2.vatican.va/francescp/en/encyclicals/documents/papa-francesco_20130629_encyclica-lumen-fidei.html

²*Lumen Fidei*, §43.

Francis, Encyclical on the Light of Faith *Lumen Fidei* (29 June 2013). At The Holy See, http://w2.vatican.va/francescp/en/encyclicals/documents/papa-francesco_20130629_encyclica-lumen-fidei.html

Papal Addresses in Edited Collections

¹Pope John Paul II, General Audience (17 September 1980), in *Man and Woman He Created Them: A Theology of the Body*, trans. Michael Waldstein (Boston: Pauline Books & Media, 2006), 40:2, p. 287.

²John Paul II, General Audience (17 September 1980), trans. Waldstein, 40:2, p. 287.

Pope John Paul II. *Man and Woman He Created Them: A Theology of the Body*. Trans. Michael Waldstein. Boston: Pauline Books & Media, 2006.

Papal Addresses in Compendiums such as Denzinger

¹John XXIII, Encyclical on the Social Doctrine of the Church *Mater et Magistra* (15 May 1961) §3935 in *Compendium of Creeds, Definitions and Declarations on Matters of Faith and Morals* ed. Peter Hunermann, Robert Fastiggi, and Anne Englund Nash (San Francisco: Ignatius Press, 2012), 819.

²*Mater et Magistra* §43

John XXIII, Encyclical on the Social Doctrine of the Church *Mater et Magistra* (15 May 1961) In *Compendium of Creeds, Definitions and Declarations on Matters of Faith and Morals*. Edited by Peter Hunermann, Robert Fastiggi, and Anne Englund Nash. San Francisco: Ignatius Press, 2012.

Papal Addresses Accessed Online

¹Benedict XVI, General Audience on St Augustine of Hippo, part 2 (16 January 2008), at The Holy See, http://w2.vaatican.va/contents/francesco/en/encyclicals/documents/papa-francesco_20130629_enciclica-lumen-fidei.html

²Benedict XVI, General Audience on St Augustine of Hippo, part 2.

Benedict XVI. General Audience on St Augustine of Hippo, part 2 (16 January 2008). At The Holy See, http://w2.vaatican.va/contents/francesco/en/encyclicals/documents/papa-francesco_20130629_enciclica-lumen-fidei.html

Acta Apostolica Sedis

¹Pope Pius XII, Encyclical on Promoting Biblical Studies *Divino afflante Spiritu* (30 September 1943), §26, *Acta Apostolicae Sedis* 35 (1943), 311.

²*Divino afflante Spiritu*, §26.

Pope Pius XII. Encyclical on Promoting Biblical Studies *Divino afflante Spiritu*. 30 September 1943. *Acta Apostolicae Sedis* 35 (1943).

Ecumenical Councils of the Church

Magisterial Document in print

¹Vatican Council II, Dogmatic Constitution on Divine Revelation, *Dei Verbum*, (18 November 1965) par. 5, in *Vatican Council II: The Conciliar and Post Conciliar Documents*, ed. A Flannery (Collegeville: The Liturgical Press, 1980), 24.

²Vatican Council II, *Dei Verbum*, 24

Vatican Council II, Dogmatic Constitution on Divine Revelation, *Dei Verbum*. 18 November 1965. In *Vatican Council II: The Conciliar and Post Conciliar Documents*. Edited by A Flannery. Collegeville: The Liturgical Press, 1980.

Documents Published in Edited Volumes in Translation

¹Second Vatican Council, Constitution on the Sacred Liturgy *Sacrosanctum concilium* (4 December 1963), §21, in *The Sixteen Documents of Vatican II*, ed. Marianne L. Trouvé (Boston: Pauline Books, 1999), 55.

²*Sacrosanctum concilium*, §21.

Second Vatican Council. Constitution on the Sacred Liturgy *Sacrosanctum concilium*. 4 December 1963. In *The Sixteen Documents of Vatican II*. Edited by Marianne L. Trouvé. Boston: Pauline Books, 1999.

Document Published in Edited Volumes in Latin

¹Council of Trent, Session 7, *Canones de sacramento confirmationis*, 1-3 (3 March 1547), in *Decrees of the Ecumenical Councils*, vol. 2, *Trent to Vatican II*, ed. and trans. Norman P. Tanner (Washington, DC: Georgetown University Press, 1990), 686.

²*Council of Trent, Canones de sacramento confirmationis*, 1-3, ed. Tanner, 686.

Council of Trent. Session 7 *Canones de sacramento confirmationis*, 1-3. 3 March 1547. In *Decrees of the Ecumenical Councils*, vol. 2. *Trent to Vatican II*. Edited and Translated by Norman P. Tanner. Washington, DC: Georgetown University Press, 1990.

Documents accessed online

¹Vatican Council II, Dogmatic Constitution on Divine Revelation, *Dei Verbum*, (18 November, 1965) §3 at The Holy See, www.vatican.va

²Vatican Council II, *Dei Verbum*

Vatican Council II, Dogmatic Constitution on Divine Revelation, *Dei Verbum*. 18 November, 1965. At The Holy See, www.vatican.va

NB: Documents Accessed in Compendiums are cited with the format of Papal Address in Compendium

Documents from the CBCP

e.g.:

¹Catholic Bishops' Conference of the Philippines: Episcopal Commission on Seminaries, *The Updated Philippine Program of Priestly Formation*, (2006), 74.

²*The Updated Philippine Program of Priestly Formation*, 74.

Catholic Bishops' Conference of the Philippines: Episcopal Commission on Seminaries. *The Updated Philippine Program of Priestly Formation*, 2006.

Liturgical Books

The Missale Romanum

¹Post communionem, Dominica VII per annum, *Missale Romanum*, editio typica tertia (Vatican City: Vatican Press, 2002), p. 457.

²Post communionem, Dominica VII per annum, *Missale Romanum* (2002), p.458.

Missale Romanum. Editio typica tertia. Vatican City: Vatican Press, 2002.

Published as Monographs

¹*Rite of Baptism for Children Approved for Use in the Diocese of the United States of America* (Totowa, NJ: Catholic Book Publishing, 2001), §91, 65-66.

²*Rite of Baptism for Children*, §91.

Rite of Baptism for Children Approved for Use in the Diocese of the United States of America. Totowa, NJ: Catholic Book Publishing, 2001.

Published in Collected Volumes

¹“Order for the Blessing and Conferral of a Scapular,” in *Book of Blessings* (Collegeville, MN: Liturgical Press, 1989), §1488, 561-67.

²“Blessing and Conferring of a Scapular,” §1488

“Order for the Blessing and Conferral of a Scapular,” in *Book of Blessings*. Collegeville, MN: Liturgical Press, 1989.

Ancient Primary Sources (Patristic, Medieval, e.t.c.)

Original Language Editions of Ancient Texts

¹Tertullian, *Apologeticum*, 23, 15-16, in *Quinti Septimi Florentis Tertulliani Opera*, pars 1, *Opera Catholica, Adversus Marcionem*, ed. Elegius Dekkers, Corpus Christianorum Series Latina 1 (Turnholt: Brepols, 1954), 132-133.

²Tertullian, *Apologeticum*, 23, 15-16, ed. Dekkers, 132-133.

Tertullian, *Apologeticum*, 23, 15-16. In *Quinti Septimi Florentis Tertulliani Opera*, pars 1, *Opera Catholica, Adversus Marcionem*, ed. Elegius Dekkers, 85-171. Corpus Christianorum Series Latina 1. Turnholt: Brepols, 1954.

Ancient Primary Sources in Translation

Ancient Texts Cited from Collections

¹Ignatius of Antioch, *Epistle to the Smyrnaeans*, 8, in *Early Christian Writings: The Apostolic Fathers*, trans. Maxwell Staniforth (London: Penguin Books, 1987), 103.

²Ignatius of Antioch, *Epistle to the Smyrnaeans*.

Ignatius of Antioch. *Epistle to the Smyrnaeans*. In *Early Christian Writings: The Apostolic Fathers*, trans. Maxwell Staniforth, London: Penguin Books, 1987.

Ancient Texts Published as Monographs in Translation

¹Augustine, *Against Julian*, I, 4, 12, trans. Matthew A. Schumacher, *Fathers of the Church 35* (New York: Fathers of the Church, 1957), 13.

²Augustine, *Against Julian*, I, 4, 12.

Augustine, *Against Julian*. Translated by Matthew A. Schumacher, *Fathers of the Church 35*. New York: Fathers of the Church, 1957.

Ancient texts found in the Ancient Christian Commentary on Scripture

¹Ephrem the Syrian, *Homily on Admonition and Repentance*, 15, in *Proverbs, Ecclesiastes, Song of Solomon*, ed. J. Robert Wright and Thomas C. Oden, *Ancient Christian Commentary on Scripture, Old Testament 9* (Downers Grove, IL: InterVarsity, 2005), 277-278.

²Ephrem the Syrian, *Homily on Admonition*, 15, ed. Wright, 277.

Wright, Robert J. and Thomas C. Oden (eds). *Proverbs, Ecclesiastes, Song of Solomon*. *Ancient Christian Commentary on Scripture, Old Testament 9*. Downers Grove, IL: InterVarsity, 2005.

Ancient Texts from Internet Sources

¹Basil the Great, *On the Holy Spirit*, 4,6, at New Advent, www.newadvent.org.

²Basil the Great, *On the Holy Spirit*, 4,6.

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Nota Bene:

1. Thomas Aquinas is cited by part (I, I-II, II-II, III), Question and article. For Example. *ST* II-II, q. 23, a. 3.
2. To cite more than one article at a time, use the abbreviation “arts” for articles, as in the following example: *ST*, I, q. 13, arts 5-6.

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In general, if an author cites another source, you should find and use the original source of the quotation. This helps to verify the accuracy of the quote and that its meaning is not altered by the context of a secondary source. However, when the original is not available, cite it as “quoted in” the secondary source. For example: “Because of human blindness and rigidity, ‘suffering is the deepest of the mysteries,’ according to Teilhard de Chardin, whom O’Connor read with some agreement late in her life (qtd. in Kilcourse).”

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Citing Cross References- use of See and cf.

See is used when referring the reader to another source different from the one just cited by the researcher.

cf. stands for the Latin word confer which means “compare.” It is primarily used in footnotes to point the reader to works that offer an argument which contradicts or is otherwise different from the author’s argument.

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