LOYOLA SCHOOL OF THEOLOGY

GUIDELINES FOR THESES AND DISSERTATION WRITERS

A Style Manual for Loyola School of Theology

(Revised edition)

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CHAPTER 1

GUIDELINES FOR THESES AND DISSERTATION WRITERS

The purpose of these guidelines is to assist the thesis or dissertation writer with the style requirements of Loyola School of Theology (LST). Knowing what is required in terms of style and following these requirements from the beginning can save the student much work, especially when the time comes for final correction and preparing the thesis for binding and submission to the Graduate School of Arts and Sciences of the Ateneo de Manila University.

LST generally follows the 6th edition of Turabian.[1] The present chapter will explain the essentials stipulated by this style manual with respect to page layout, text font and size, spacing, and methods of citing resources used for the thesis. Each requirement will be illustrated by the manual.

The second chapter will deal with various software programs that can assist the thesis writer in preparing his or her work for submission to the School. Nota Bene and MS Word will be discussed in some detail. The last section of the second chapter describes the use of Citation, which is a research database that can be integrated with MS Word or Word Perfect. It has the capability to format footnotes and bibliography not only in accordance with Turabian, but with many other styles as well. In addition, a template for MS Word will be made available and its use explained through the Academic Style Module of the required non-credit course entitled "Methods and Materials of Research."

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[1] Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago, IL: University of Chicago Press, 1996). For references to online sources, the present style guide for LST follows the 7th edition, published in 2007.

The Basics of Page Layout

The first part of this chapter will cover Text Font, Margins, Indention, Spacing, Pagination, Headings, and the general layout of Footnotes. The second part will discuss the formatting of reference footnotes, especially those that present special challenges to the writer. Each type of reference footnote will be illustrated with the fully formatted footnote followed immediately by the bibliography entry to show the difference between the two.

Text Font and Size

The main text of the thesis must be presented in a type font that makes it easy to read. Ornamental or flowery type fonts may not be used. Times New Roman in twelve-point font size is highly recommended. Whatever type font and size chosen must be consistently used throughout the main text.[2]

Paper Size and Margins

Special thesis paper with margin markers is not required for LST theses. The normal paper size for a thesis is 8 ½ inches by 11 inches. A margin of at least one inch is to be left all around the page. Increasing the left margin to 1 ½ inches can facilitate the binding of the thesis. Justifying the right margin is not necessary and should never be used, if it would result in gaps between words. If the right margins are justified and automatic hyphenation is enabled on the computer, all hyphenation is to be carefully checked and adjusted. Computer-generated hyphenation is often not accurate.[3]

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[2] Turabian, *A Manual for Writers*, 6th ed., 13.27.

[3] Ibid., 14.2–3.

Indention in General

The first line of every paragraph is indented. It does not matter whether the indention is five or eight spaces, or the default indention of half an inch found in most word-processing programs, as long as it is consistently followed throughout the thesis.[4]

Block Quotations

Ordinarily, direct quotations of prose from sources are enclosed in quotation marks. Short emphasized quotations or longer extracts of prose (running over seven lines) are given as block quotations. All the lines of a block quotation should be indented the same distance from the left margin as the first line of paragraphs in general. Paragraph openings within the block, if called for by the original which is quoted, should have a consistent additional indention.[5]

> Poetry treated as a block quotation may be indented a standard amount on the left, or the longest line may be centered on the full width of the text, so long as the choice is followed consistently for each extract.... When a block quotation includes one or more note references that form part of the extract, the corresponding footnotes should be placed beneath the quotation, separated from the last line by [a separator similar in length to that of the regular footnotes].[6]

Spacing

The text of the thesis should be double-spaced. Block quotations, however, are single-spaced and so are notes, captions, and long headings, which should be single-spaced. For headings that appear together—that is, where one follows after another without intervening text—a blank line must be placed between them.[7]

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[4] Ibid., 14.4.

[5] Ibid., 5.4.

[6] Ibid., 14.4 and 14.16. Note that any portion of a direct or block quotation that is not in the original is marked off by brackets, as in the above block quotation.

[7] Ibid., 14.5.

Pagination

"Every page of the paper, including blank pages, must be assigned a page number. Although counted in the pagination, the number should not appear on the title page or on other display pages such as the...dedication." Preliminary pages can be numbered with lower case Roman numerals centered at the foot of the page. Following these guidelines, the title page counts as page 1 (actually, page i in Roman numeral), and the number is not displayed on the title page. The rest of the pages, regardless of what they are, should be numbered with Arabic numerals centered or flush right at the top of the page at a regular distance below the top edge. In this manual the page numbers are flush right at the top with the first page of the chapter having the page number centered at the bottom.[8]

Headings

Major and Chapter Headings

> Headings for major sections of the paper (such as Introduction, Chapter 1, Bibliography), usually begin two inches from the top of the paper, often centered and typed in full capitals. Arabic numerals are recommended for chapter numbers, but roman numerals or spelled-out numbers [in full capitals] may also be used as long as the choice is followed consistently. The chapter title, in the same style as the chapter number, follows after a blank line [see the first page of this chapter]. Long chapter titles may need to be set in two or more lines, single-spaced, all centered or flush left, following the style chosen. No punctuation should be used at the ends. The text...should begin a regular distance below the last line of the heading.[9]

Subheads

"A *centered subhead* of more than forty-eight characters should be divided into two or more single-spaced lines, arranged in an inverted pyramid. A *sidehead* [a heading, flush with the

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[8] Ibid., 14.6–9. See pages 1 and 2 of the present chapter for an example of page number placement.

[9] Ibid., 14.10.

left margin] of more than half a line should be divided more or less evenly into two or more single-spaced lines with runovers [second or third lines] beginning at the margin."[10]

Run-in paragraph headings. These headings should be either bold-printed, italicized, or underlined and followed by a period. "With all other subheads, omit punctuation at the ends of lines."[11]

Style and Capitalization of Subheads

The title of chapter divisions are entitled first-, second-, third-, fourth-, and fifth-level subheads. It is very important to define and then to choose the subheads from the style menu of Nota Bene or MS Word, if you are using them for your dissertation, because this will enable you to generate a table of contents automatically. Nota Bene and MS Word can construct the table of contents from only those various-level heads that it recognizes or that were defined in it. The first level should have more prominence than the second and the second more than the third, etc. It is suggested in this manual to center the first and second-level subheads and to format third- and fourth-level subheads as sideheads. The fifth-level subhead takes the form of a run-in paragraph heading. The first-level subhead should be boldfaced, italicized, or underlined in capitalized headline style. The second-level subhead is also centered and in capitalized headline style, but not boldfaced. The third-level sidehead is again boldfaced, etc. and follows capitalized headline style, while the fourth-level follows sentence style and is not boldfaced.[12]

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[10] Ibid., 14.11.

[11] Ibid.

[12] Ibid., 1.37.

Footnotes

Spacing, Indention, and Placement

Footnotes must be placed, or at least begin, on the page where they are referred to. The text and footnotes are separated by a short rule, or separator, which is automatically supplied by word-processors such as MS Word. "Each footnote must begin on a new line, indented the same amount as paragraphs in the text. Footnotes are usually single-spaced, with a blank line between notes."[13] Note that this specification of paragraph-spacing and first-line indention is different from the default setting in MS Word.

Although the font point size can be uniform for both main text and footnote (12-point), footnotes may be presented in 10-point type, as in the default setting of MS Word. To number footnotes, one can use numerals on the line, followed by a period, or superscript numerals without punctuation between number and note. Here, as elsewhere, it is important to observe consistency. This manual is presented following the latter style, which is also the default setting of MS Word. The numbering of footnotes should begin with the number 1 in each chapter.[14]

Footnotes on a Short Page

Normally, if the last page of a chapter does not fill the page, the separator and footnotes should follow immediately after the text. However, since most word-processors are not programmed for this, footnotes on a short page may still be placed at the bottom of the page, even if this leaves much white space on the particular page.[15]

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[13] Ibid., 14.13.

[14] Ibid., 13.27 and 8.12.

[15] Here, the LST style guide differs from Turabian (compare against 14.15).

Reference Footnotes, Subsequent and Shortened References

Footnotes that cite the source of facts or opinions or quotes are called "reference footnotes," as opposed to "content footnotes" that explain or qualify a point made.[16] When a source is cited for the first time in the paper, the footnote must be in the form of a first, full reference which provides complete information about the source.

Subsequent references to the same source are of two kinds. "When references to the same work follow one another with no intervening references, even though they are separated by several pages, ibid. [short for 'ibidem,' meaning 'in the same place'] may take the place of [as much information of the source] as is identical" in the subsequent reference footnote.[17]

When the subsequent reference to the source occurs not immediately following the first full reference, a shortened reference is used. A shortened reference consists of simply the author's family name, the title of the work (or a shortened version of it), and the page number(s). Two rules govern how a title can be shortened by the thesis writer. (1) The shortened title should be unique to the particular book and easily identifiable. (2) The same shortened version of the title should be used throughout. The rules of consistency, clarity, and completeness apply. See Illustration No. 2 below for an example.[18]

Examples of First, Full Reference Footnotes

This section describes how to cite various types of resource material and illustrates the citation of each type with both an example footnote of the material described and the corresponding bibliographical entry for easy comparison. In the first few examples the footnote

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[16] Turabian, *A Manual for Writers*, 6th ed., 8.3.

[17] Ibid., 8.85. This footnote illustrates the use of ibid. Note that ibid. is not italicized or underlined. Note further that "the use of *op*. *cit*. and *loc*. *cit*., formerly common in scholarly references, is now discouraged" (ibid., 8.84).

[18] Ibid., 8.88 and 8.111.

will be repeated at the bottom of the page in order to show how it would appear. A number of the references cited will be collected into a bibliography at the end of the manual to give the thesis writer an example of how the bibliography as a whole should look.

Citing from Books

The simplest footnote is that of a book with a single author. The footnote begins with the name of the author followed by a comma and the title of the book italicized. A parenthesis follows and encloses the place of publication followed by a colon, then the publisher followed by a comma and the year of publication. The parenthesis is followed by a comma and the page number or numbers.

Author:	Thomas E. Crane
Title of Book:	*The Synoptics: Mark, Matthew and Luke Interpret the Gospel*
Place of Publication:	London
Publisher:	Sheed and Ward
Date of Publication:	1982
Page cited:	110

The footnote and the bibliographical entry for the above book look like this.[19]

Illustration No. 1: Citing a Book

[1] Thomas E. Crane, *The Synoptics: Mark, Matthew and Luke Interpret the Gospel* (London: Sheed and Ward, 1982), 110.

Crane, Thomas E. *The Synoptics: Mark, Matthew and Luke Interpret the Gospel*. London: Sheed and Ward, 1982.

Illustration No. 2: Subsequent, Shortened Reference to a Book

[2] Crane, *The Synoptics*, 124.

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[19] Thomas E. Crane, *The Synoptics: Mark, Matthew, and Luke Interpret the Gospel* (London: Sheed and Ward, 1982), 110.

Book in a series

A good example is the Commentary of Mark in the Sacra Pagina Series. Here is the

information about the book.

Author:	John R. Donahue and Daniel J. Harrington
Title of Book:	*The Gospel of Mark*
Series:	Sacra Pagina
Volume:	2
Place of Publication:	Collegeville, MN
Publisher:	Liturgical Press
Date of Publication:	2002
Page cited:	73

Illustration No. 3: Citing a Book in a Series[20]

[3] John R. Donahue and Daniel J. Harrington, *The Gospel of Mark*, Sacra Pagina, vol. 2 (Collegeville, MN: Liturgical Press, 2002), 73.

Donahue, John R. and Daniel J. Harrington. *The Gospel of Mark*. Sacra Pagina, vol. 2. Collegeville, MN: Liturgical Press, 2002.

Book in a multivolume work

A multivolume work is different from a series in that the former is published according to

a more clearly defined plan, particularly with respect to the number of volumes anticipated. The

format for a reference to a multivolume work varies slightly from the format for a series.[21] The

example here also illustrates reference to a work (translated or edited) by another.

Author:	Bernard Häring, C.SS.R.
Title of Book:	*The Law of Christ: Moral Theology for Priests and Laity*
Volume:	2
Title of Volume:	*Special Moral Theology*
Translator:	Edwin C. Kaiser, C.PP.S., S.T.D.
Place of Publication:	Westminster, Maryland
Publisher:	Newman Press
Date of Publication:	1964
Pages cited:	351–355

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[20] John R. Donahue and Daniel J. Harrington, *The Gospel of Mark*, Sacra Pagina, vol. 2 (Collegeville, MN: Liturgical Press, 2002), 73.

[21] Turabian, *A Manual for Writers*, 6th ed., 8.74–83.

Illustration No. 4: Citing a Book in a Multivolume Work[22]

⁴ Bernard Häring, C.SS.R., *The Law of Christ: Moral Theology for Priests and Laity*, vol. 2, *Special Moral Theology*, trans. Edwin C. Kaiser, C.PP.S., S.T.D. (Westminster, Maryland: Newman Press, 1964), 351–355.

Häring, Bernard, C.SS.R.. *The Law of Christ: Moral Theology for Priests and Laity*. Vol. 2, *Special Moral Theology*. Translated by Edwin C. Kaiser, C.PP.S., S.T.D. Westminster, Maryland: Newman Press, 1964.

An article in an edited book

Often enough, citations are to contributions by one author in an edited book. Here is the information about such a book.

Author:	Eva M. Lassen
Article/Chapter Title:	"The Roman Family Ideal and Metaphor"
Pages:	103–120
Book Title:	*Constructing Early Christian Families: Family as Social Reality and Metaphor*
Editor:	Halvor Moxnes
Place of Publication:	New York
Publisher:	Routledge
Date of Publication:	1997
Pages cited:	112–114

There is obviously additional information that needs to be included in the footnote and bibliographical entries. To distinguish the author's contribution from the book title, the article/chapter title is enclosed in quotation marks, while the book title is italicized. The editor's name is added with "edited by." The same is done in bibliographical entries. Note that the bibliographical entry includes as well the pages of the article/chapter. Apart from the special information, the entry is the same as that of a book.

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²² Bernard Häring, C.SS.R., *The Law of Christ: Moral Theology for Priests and Laity*, vol. 2, *Special Moral Theology*, translated by Edwin C. Kaiser, C.PP.S., S.T.D. (Westminster, Maryland: Newman Press, 1964), 351–355.

Illustration No. 5: Citing an Article/Chapter in an Edited Book[23]

[5] Eva M. Lassen, "The Roman Family Ideal and Metaphor," in *Constructing Early Christian Families: Family as Social Reality and Metaphor*, edited by Halvor Moxnes (New York: Routledge, 1997), 112–114.

Lassen, Eva M. "The Roman Family Ideal and Metaphor." In *Constructing Early Christian Families: Family as Social Reality and Metaphor*, edited by Halvor Moxnes, 103–120. New York: Routledge, 1997.

Citing from Periodicals

Many citations will be from periodicals. The same method will be used: first the pertinent

information will be given, and then the footnote and bibliographical entries will be offered.

Author:	Charles H. Giblin
Article Title:	From and before the Throne: Revelation 4:5–6a Integrating the Imagery of Revelation 4–16
Pages:	500–513
Periodical Title:	*Catholic Biblical Quarterly*
Volume:	60
Year:	1998
Page cited:	502

Illustration No. 6: Citing a Periodical

[6] Charles H. Giblin, "From and before the Throne: Revelation 4:5–6a Integrating Revelation 4–16," *CBQ* 60 (1998): 502.

Giblin, Charles H. "From and before the Throne. Revelation 4:5–6a Integrating Revelation 4–16." *CBQ* 60 (1998): 500–513.

The names of periodicals should normally be abbreviated. A good list of abbreviations

for periodicals can be found in Religion Index One and in The Catholic Periodical and Literature

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[23] Eva M. Lassen, "The Roman Family Ideal and Metaphor," in *Constructing Early Christian Families: Family as Social Reality and Metaphor*, edited by Halvor Moxnes (New York: Routledge, 1997), 112–114.

Index.[24] Note that when citing periodical literature whether in footnote or bibliography, the year is followed by a colon and then the page reference.

More Complicated First, Full References

The above constitutes the basics, so to speak, for citing in full various types of resource materials. There are more complicated types of resource materials that one encounters in theological research. The following types of citations shall be covered below:

1 Theses or dissertations

2 Unpublished papers

3 Internet resources

4 Newspapers

5 Official Church documents

6 FABC Papers

7 CBCP Material

8 Concilium

9 Dictionaries and Encyclopedias

Citing from theses or dissertations

This is really a rather simple citation. The title of the thesis or dissertation is in quotation marks. A parenthesis encloses a description of the material (MA thesis or PhD thesis) followed by the location where the thesis can be found and the year of submission. The parenthesis is

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[24] C. K. Coates, ed., *Religion Index One: Periodicals RIO. A Subject Index to Periodical Literature Including an Author Editor Index and a Scripture Index* (Chicago, IL: American Theological Library Association, 2000), xxi–xxvi. K. Spaltro, ed., *The Catholic Periodical and Literature Index* (Pittsfield, MA: Catholic Library Association, 2000), iv–v.

followed by the page number cited. Here is the example of the MA thesis of Adonis A. O.

Gorospe.

<pre>
          Author: Adonis A. O. Gorospe
  Title of Thesis: "The Role of Truth in St. Irenaeus"
     Description: MA thesis
        Location: Ralph B. Gehring Library, Loyola School of Theology
  Date submitted: 1997
     Page cited: 98
</pre>

Illustration No. 7: Citing a Thesis

[7] Adonis A. O. Gorospe, "The Role of Truth in St. Irenaeus" (MA thesis, Ralph B. Gehring Library, Loyola School of Theology, 1997), 98.

Gorospe, Adonis A. O. "The Role of Truth in St. Irenaeus." MA thesis, Ralph B. Gehring Library, Loyola School of Theology, 1997.

Citing unpublished papers

The example chosen is a citation from the lecture notes of Herbert Schneider. Below is

the pertinent information:

<pre>
         Author: Herbert Schneider
  Title of Notes: "Toward an Understanding of the Sermon on the Mount"
     Description: Lecture Notes
          Place: Quezon City
           Date: 2002
      Page cited: 13
</pre>

Illustration No. 8: Citing Unpublished Lecture Notes

[8] Herbert Schneider, "Toward an Understanding of the Sermon on the Mount" (Lecture Notes, Quezon City, 2002), 13.

Schneider, Herbert. "Toward an Understanding of the Sermon on the Mount." Lecture Notes, Quezon City, 2002.

Citing from the Internet

Due to the proliferation of unreliable information on the Internet, students may cite such

sources only if approved by the professor. There are generally two types of online sources:

Online sources that are analogous to print sources (such as articles published in online journals, magazines, or newspapers) should be cited similarly to their print counterparts but with the addition of a URL [Uniform Resource Locator which specifies an Internet resource] and an access date. For online or other electronic sources that do not have a direct print counterpart (such as an institutional Web site or a Weblog), give as much information as you can in addition to the URL and access date.[25]

An example of material from an online journal is the following:

Author:	Aloysius Ochasi
Article Title:	"Physician Assisted Suicide: A Review of Oregon Death With Dignity Act (ODDA)"
Periodical Title:	*Internet Journal of Catholic Bioethics*
Volume:	5, no. 1
Year:	Summer 2010
URL:	http://icbbioethics.com/archives.php?entry=106
Date Accessed:	16 November 2011

Illustration No. 9: Citing an Article in an Online Journal

[9] Aloysius Ochasi, "Physician Assisted Suicide: A Review of Oregon Death With Dignity Act (ODDA)," *Internet Journal of Catholic Bioethics* 5, 1 (Summer 2010), http://icbbioethics.com/archives.php?entry=106 (accessed 16 November 2011).

Ochasi, Aloysius. "Physician Assisted Suicide: A Review of Oregon Death With Dignity Act (ODDA)." *Internet Journal of Catholic Bioethics* 5, 1 (Summer 2010), http://icbbioethics.com/archives.php?entry=106 (accessed 16 November 2011).

There is a very fine introductory course to the Old Testament on a web page, entitled

"Reading the Old Testament." Here is the pertinent information, followed by illustrations of its

footnote and bibliographical entries:

Author:	Barry L. Bandstra
Title of Web page:	"Reading the Old Testament"
Institution:	Hope College, MI
Date of Publication:	1999
URL:	http://www.hope.edu/academic/religion/bandstra/RTOT/ RTOT.HTM
Date Accessed:	25 March 2003

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[25] "Turabian Quick Guide," Kate L. Turabian, *A Manual for Writers*, 7th ed., http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html (accessed 16 November 2011).

Illustration No. 10: Citing a Web Page

[10] Barry L. Bandstra, "Reading the Old Testament," Hope College, MI, 1999, http://www.hope.edu/academic/religion/bandstra/RTOT/RTOT.HTM (accessed 25 March 2003).

Bandstra, Barry L. "Reading the Old Testament." Hope College, MI, 1999.
      http://www.hope.edu/academic/religion/bandstra/RTOT/RTOT.HTM (accessed 25 March 2003).

Citing from newspapers

Two examples will be provided. The first is a citation from *L'Osservatore Romano* and the second a citation from the *CBCP Monitor*. Additional information needs to be provided here, namely the day and month of the issue. The following entries will make this clear:

Author:	Husar Lubomyr
Title of Article:	"Possible Visit of Patriarch of Moscow to Ukraine"
Description:	Declaration
Newspaper:	*L'Osservatore Romano*
Place of Publication:	Rome
Edition:	Weekly Edition in English
Issue:	12 February 2003
Pages:	5
Page cited:	5

Author:	Francisco F. Claver
Title of Article:	"Restore the Land. A Message for Indigenous Peoples' Sunday, October 8, 2000"
Description:	ECIP Message
Newspaper:	*CBCP Monitor*
Place of Publication:	Manila
Issue:	22 October 2000
Pages:	12
Page cited:	12

The two footnotes and the two bibliographical entries are given below.

Illustration No. 11: Citing Newspapers

[11] Husar Lubomyr, "Possible Visit of Patriarch of Moscow to Ukraine," Declaration, *L'Osservatore Romano* (Rome), 12 February 2003, Weekly Edition in English, 5.

Lubomyr, Husar. "Possible Visit of Patriarch of Moscow to Ukraine." Declaration.
      L'Osservatore Romano (Rome). 12 February 2003, Weekly Edition in English, 5.

¹² Francisco F. Claver, "Restore the Land. A Message for Indigenous Peoples' Sunday, October 8, 2000," ECIP Message, *CBCP Monitor* (Manila), 22 October 2000, 12.

Claver, Francisco F. "Restore the Land. A Message for Indigenous Peoples' Sunday, October 8, 2000." ECIP Message. *CBCP Monitor* (Manila). 22 October 2000, 12.

Citing official Church documents

Official documents of the Church are issued either by the Vatican (popes, ecumenical councils, the Roman Curia) or by bishops (as a group or conference or as individual leaders of dioceses). This style manual recommends the following format for citing such documents. The first, full reference to documents whose original language is not English (e.g. Latin) provides, among other information, the original title and the source of the translation used. References must be to numbered paragraphs rather than page numbers, when such paragraph numbers are provided in the document. Shortened subsequent references show only author, title (in English or Latin and abbreviated, if necessary) and paragraph number(s).

Author:	Vatican II
English Title:	*Pastoral Constitution on the Church in the Modern World*
Original Title:	*Gaudium et spes*
Date of Publication:	7 December 1965
Translation:	Vatican Archive
URL:	http://www.vatican.va/archive/hist_councils/ii_vatican_council /documents/vat-ii_const_19651207_gaudium-et-spes_en.html
Date Accessed:	16 November 2011
Paragraphs cited:	1–2

Illustration No. 12: Citing Official Church Documents

¹³ Vatican II, *Pastoral Constitution on the Church in the Modern World (Gaudium et spes)*, 7 December 1965, Vatican Archive, http://www.vatican.va/archive/hist_councils/ ii_vatican_council/documents/vat-ii_const_19651207_gaudium-et-spes_en.html (accessed 16 November 2011), nos. 1–2.

Vatican II. *Pastoral Constitution on the Church in the Modern World (Gaudium et spes)*. 7 December 1965. Vatican Archive, http://www.vatican.va/archive/hist_councils/ ii_vatican_council/documents/vat-ii_const_19651207_gaudium-et-spes_en.html (accessed 16 November 2011).

Illustration No. 13: Shortened Reference to an Official Church Document

[14] Vatican II, *Gaudium et spes*, nos. 1–2.

Citing from FABC

A great number of these documents have been collected in the various editions of *For All the Peoples of Asia*. There are, however, also editions of *FABC Papers*. A citation from both of these collections will be presented as examples together with the corresponding bibliographical entries:

Author:	South Asia Bishops' Meeting (SABIM)
Title:	"Christian Response to the Phenomenon of Violence in South Asia"
Description:	Final Statement
Book/Collection Title:	*For All the Peoples of Asia: Federation of Asian Bishops' Conference Documents from 1992–1996*
Editor:	Franz-Josef Eilers
Volume:	2
Place of Publication:	Quezon City
Publisher:	Claretian Publications
Date of Publication:	1996
Pages:	13–18
Page cited:	17

Author:	Luis A. Tagle
Title of Article:	"IV. B. The Challenges of Mission in Asia"
Issue Title:	*Living Mission in Asia: Recent Initiative of Local Churches for Evangelization*
Collection Title:	*FABC Papers*
Volume:	88
Place of Publication:	Hong Kong
Publisher:	FABC
Publication Date:	1999
Pages:	39–50
Page cited:	40

Illustration No. 14: Citing FABC Materials

[15] South Asia Bishops' Meeting (SABIM), "Christian Response to the Phenomenon of Violence in South Asia," Final Statement, in *For All the Peoples of Asia: Federation of Asian Bishops' Conferences Documents from 1992–1996*, edited by Franz-Josef Eilers, vol. 2 (Quezon City: Claretian Publications, 1996), 17.

South Asia Bishops' Meeting (SABIM). "Christian Response to the Phenomenon of Violence in South Asia." Final Statement. In *For All the Peoples of Asia: Federation of Asian Bishops' Conferences Documents from 1992–1996*, edited by Franz-Josef Eilers, vol. 2, 13–18 [**or** 2: 13–18]. Quezon City: Claretian Publications, 1996.

[16] Luis A. Tagle, "IV. B. The Challenges of Mission in Asia," in *Living Mission in Asia: Recent Initiative of Local Churches for Evangelization*, *FABC Papers*, no. 88 (Hong Kong: FABC, 1999), 40.

Tagle, Luis A. "IV. B. The Challenges of Mission in Asia." In *Living Mission in Asia: Recent Initiative of Local Churches for Evangelization. FABC Papers*, no. 88, 39–50. Hong Kong: FABC, 1999.

Citing from CBCP

The example provided is a pastoral letter of the CBCP. The detailed information about

the publication follows below.

Author:	Catholic Bishops' Conference of the Philippines
Title:	"What is Happening to Our Beautiful Land? A Pastoral Letter on Ecology"
Collection Title:	*Pastoral Letters 1945–1995*
Editor:	Pedro C. Quitorio III
Place of Publication:	Manila
Publisher:	CBCP
Date of Publication:	1996
Pages:	663–673
Pages cited:	669–670

Illustration No. 15: Citing CBCP Materials

[17] Catholic Bishops' Conference of the Philippines, "What is Happening to Our Beautiful Land? A Pastoral Letter on Ecology," in *Pastoral Letters 1945–1995*, edited by Pedro C. Quitorio III (Manila: CBCP, 1996), 669–670.

Catholic Bishops' Conference of the Philippines. "What is Happening to Our Beautiful Land? A Pastoral Letter on Ecology." In *Pastoral Letters 1945–1995*, edited by Pedro C. Quitorio III, 663–673. Manila: CBCP, 1996.

Citing from *Concilium*

Citations drawn from material in *Concilium* may be difficult, because of the article title,

issue title, and the name of the publication. A citation to an article by Pieris in this publication is

included here by way of example:

Author:	Aloysius Pieris
Article Title:	"Does Christ Have a Place in Asia? A Panoramic View"
Issue Title:	*Any Room For Christ in Asia?*
Editors:	Leonardo Boff and Virgil Elizondo
Publication Title:	*Concilium*
Issue Date:	1993/2
Place of Publication:	London
Publisher:	SCM Press
Publication Date:	1993
Pages:	33–47
Page cited:	35

Deciding what type of publication one is dealing with is part of the difficulty. Once the

writer is clear that the source is a periodical, a book, or some other specific type of literature, it is

easier to figure out how the footnote should be formatted. This difficulty is not solved by

footnote-formatting software. The writer has to choose the appropriate template, in order to

obtain the correct footnote. In these cases, Turabian needs to be consulted. The footnote and

bibliographical entry follow.

Illustration No. 16: Citing from *Concilium*

[18] Aloysius Pieris, "Does Christ Have a Place in Asia? A Panoramic View," in *Any Room For Christ in Asia?* edited by Leonardo Boff and Virgil Elizondo, *Concilium*, 1993/2 (London: SCM Press, 1993), 35.

Pieris, Aloysius. "Does Christ Have a Place in Asia? A Panoramic View." In *Any Room For Christ in Asia?* edited by Leonardo Boff and Virgil Elizondo. *Concilium*, 1993/2, 33–47. London: SCM Press, 1993.

Citing dictionaries

The final examples of footnotes are references to material drawn from Dictionaries and

Encyclopedias. These materials can cause the thesis writer some difficulties and that is the

reason for illustrating citations from such books here.

The first example is an article by Jacques Dupuis from the *Dictionary of Fundamental*

Theology.

Author:	Jacques Dupuis
Article Title:	"Evangelization: I. Evangelization and Mission"
Dictionary:	*Dictionary of Fundamental Theology*
Editor:	René Latourelle
Place of Publication:	Makati
Publisher:	St. Paul's
Date of Publication:	1994
Pages:	275–282
Page cited:	280

Illustration No. 17: Citing Dictionaries

[19] Jacques Dupuis, "Evangelization: I. Evangelization and Mission," in *Dictionary of Fundamental Theology*, edited by René Latourelle (Makati: St. Paul's, 1994), 280.

[19] *Dictionary of Fundamental Theology*, 1994 ed., s.v. "Evangelization: I. Evangelization and Mission," by Jacques Dupuis, edited by René Latourelle, 280.

Dupuis, Jacques. "Evangelization: I. Evangelization and Mission." In *Dictionary of Fundamental Theology*, edited by René Latourelle, 275–282. Makati. St. Paul's, 1994.

Dictionary of Fundamental Theology. 1994 ed. S.v. "Evangelization: I. Evangelization and Mission," by Jacques Dupuis. Edited by René Latourelle.

There are two ways of citing material from dictionaries and encyclopedias. Both were

illustrated above. Once a method of citing such materials is chosen, it must be consistently

followed throughout the thesis or term paper. The second mode of the second footnote and

bibliographical entries is simpler in a way, because it requires less information than the first. The

first seems preferable, because it puts more emphasis on the author of the article.[26]

Citing encyclopedias

These citations are similar to those from dictionaries. After listing the details about the

entries, the two modes of citing the material will be shown.

Author:	James H. Kroeger
Article Title:	"Philippines, the Church in the"
Encyclopedia:	*New Catholic Encyclopedia*
Editor:	Berard L. Marthaler
Volume:	19, *Supplement 1989–1995*
Place of Publication:	Palatine, IL
Publisher:	Jack Heraty and Associates
Date of Publication:	1996
Pages:	302–306
Page cited:	304–305

Author:	Fidel Villaroel
Article Title:	"Saint Lorenzo Ruiz, Filipino"
Encyclopedia:	*Kasaysayan: The Story of the Filipino People*
Editor:	Henry S. Totanes
Volume:	10
Volume Title:	*A Timeline of Philippine History*
Place of Publication:	Hong Kong
Publisher:	Asia Publishing
Date of Publication:	1998
Pages:	32–33
Page cited:	33

Illustration No. 18: Citing Encyclopedias

[20] James H. Kroeger, "Philippines, the Church in the," in *New Catholic Encyclopedia*, edited by Berard L. Marthaler, vol. 19, *Supplement 1989–1995* (Palatine, IL: Jack Heraty and Associates, 1996), 304–305.

[20] *New Catholic Encyclopedia*, 1996 ed., s.v. "Philippines, the Church in the," by James H. Kroeger, edited by Berard L. Marthaler, 304–305.

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[26] Turabian, *A Manual for Writers*, 6th ed., 8.112.

Kroeger, James H. "Philippines, the Church in the." In *New Catholic Encyclopedia*, edited by Berard L. Marthaler, vol. 19, *Supplement 1989–1995*, 302–306. Palatine, IL: Jack Heraty and Associates, 1996.

New Catholic Encyclopedia. 1996 ed. Vol. 19. S.v. "Philippines, the Church in the," by James H. Kroeger. Edited by Berard L. Marthaler.

[21] Fidel Villaroel, "Saint Lorenzo Ruiz, Filipino," in *Kasaysayan: The Story of the Filipino People*, edited by Henry S. Totanes, vol. 10, *A Timeline of Philippine History* (Hong Kong: Asia Publishing Co., 1998), 33.

[21] *Kasaysayan: The Story of the Filipino People*, 1998 ed., s.v. "Saint Lorenzo Ruiz, Filipino," by Fidel Villaroel, edited by Henry Totanes, 33.

Villaroel, Fidel. "Saint Lorenzo Ruiz, Filipino." In *Kasaysayan: The Story of the Filipino People*. Edited by Henry S. Totanes. Vol. 10, *A Timeline of Philippine History*, 32–33. Hong Kong: Asia Publishing Co., 1998.

Kasaysayan:The Story of the Filipino People. 1998 ed. Vol. 10. S.v. "Saint Lorenzo Ruiz, Filipino," by Fidel Villaroel. Edited by Henry Totanes.

The above examples of footnote and bibliographical entries do not represent a complete list of everything that a writer might encounter. For a complete guide to footnotes and bibliographical material, Turabian should be consulted.[27]

Citing Scripture

The following should be observed when citing Scripture. When referring to whole chapters or whole books of the Bible or the Apocrypha, the name of the book needs to be spelled out. The name of the book is not underlined or italicized. For example: "Jeremiah, chapters 42–44, records the flight of the Jews to Egypt when Jerusalem fell in 586 B. C." Or "The Revelation of John, known as 'Apocalypse,' closes the New Testament." When citing scriptural passages by verse, whether in text, parenthetical references, or notes, the name of the book is to be

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[27] Turabian, *A Manual for Writers*, 6th ed., 116–174, 185–213.

abbreviated while using Arabic numerals for chapter and verse. If not stated at the beginning of the paper or thesis, the version of the Bible should be placed after the quotation. For example:

Jer 42:5 NAB (New American Bible)

Jer 42:5f. means Jer 42:5–6 NRSV (New Revised Standard Version)

Jer 42:5ff. means Jer 42:5 and subsequent verses. NJB (New Jerusalem Bible)

Note that you may use either a colon or a period between chapter and verse in biblical quotations. Here, too, the basic rule holds. Consistency is to be observed throughout. Separate verses by a comma, if they are not cited as an inclusive unit. For example: Rom 4:4–5, 7, 9, 10–11 NEB (New English Bible).[28]

As a rule, the choices of style, including abbreviation and punctuation, of citing Scripture must be limited to those used by the scholarly journals *Catholic Biblical Quarterly* (CBQ) and *Journal of Biblical Literature* (JBL), as contained in their instructions for contributors, and by the following versions of the Bible: Revised Standard Version (RSV), New Revised Standard Version (NRSV), New American Bible (NAB), and New International Version (NIV). Once a style is chosen, consistency is required throughout.

<div align="center">Using Cross-references</div>

At times a writer may find it necessary to refer to other parts on a page or to material on different pages of his or her work. There are two methods for doing this: (a) the reference consists simply of page or note numbers, or both, in parentheses in the text or (b) cross-references can also be placed as footnotes at the bottom of the page. *Above* (earlier in the thesis) and *below* (later in the work) are often used with cross-references, because they make it clear that the reference is to the work in hand and not to some other material. The words *see* and *cf.*

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[28] Turabian, *A Manual for Writers*, 6th ed., 2.20–21 and 8.129.

(confer) are often used in cross-references. *See* is italicized in reference lists, but not in notes, *cf.* is never italicized. Regardless of whether you follow method (a) or (b), the writer must do so consistently.

Since theses or dissertations are nowadays prepared using word-processing software, the program's capabilities for automatic cross-referencing should be used. In that way, even if changes are made and pages change, cross-references are always automatically updated and remain accurate. Cross-references with page numbers pose a difficulty when a manual approach is used. They can only be added after all the editing has been done and the typing is completed. Learning to use the full capabilities of a word-processor such as Nota Bene or MS Word will pay rich dividends when it comes to preparing the thesis, dissertation, or term paper for submission. Unfortunately, most know only enough to turn their computer and word-processing program into something like a glorified typewriter.

More sophisticated software programs can generate a table of contents based on the headings you have chosen in your overall style. Programs allow you to choose the style you want for your table of contents. If you make changes, these tables of contents can be updated with just the click of the mouse. Software programs like Nota Bene and MS Word are capable of generating an index, if needed.

The Layout of Special Pages

The appendix presents examples for some of the pages that demand special layout: the Title Page, List of Abbreviations, List of Illustrations or Tables, and Glossary. Here, however, a short description of these pages is given.

The Title Page

The title page of a thesis, as stipulated by Loyola School of Theology and the Ateneo de Manila University, contains the following elements: the title of the thesis, a description (a thesis presented to the faculty of the Graduate School, Ateneo de Manila University), a statement that the thesis is in partial fulfillment of the requirement of the degree, and finally the author's name and the year of submission.

The sample title page provided in the appendix was generated using a single-column table. If the title of the thesis is too long and needs to be broken up into two or more lines, the multiline title should be double-spaced.

List of Abbreviations

If a thesis uses a sizable number of abbreviations, it is good to have a list of such abbreviations up front. The layout of such a list is very simple. The listing of the abbreviations begins with the abbreviation followed by the fully spelled-out item abbreviated. Inserting a table of two columns, one narrower and the other wider, can make the task easy. The only thing that needs to be done is to suppress the lines around the table and the cells. Another alternative for generating the list of abbreviations is by using tabs and hanging indents. Both ways are illustrated in the appendix.

List of Illustrations and List of Tables

In these lists, the illustrations or tables are numbered and listed with the page number where they can be found. The trick often is getting the page numbers lined up on the right side of the page. Using a table with suppressed borders makes the creation of such a list very easy. An even better way in MS Word is setting the tab stops for the page as desired and the rest is

automatic. This is also the only way of generating a table of contents manually in an efficient way. The sample found in the appendix comes with further explanation of how the tabs work to generate the list.

Glossary

The word or phrase to be defined is followed by a period and the definition follows. The paragraph containing each definition is best formatted in single space with hanging indents, so that definitions that run over into more lines are automatically indented a fixed distance from the left margin, thereby allowing the word or phrase to "hang" and to become more prominent on the page. An example of the glossary using hanging indents can be found in the appendix.

For other special pages not illustrated here, Turabian should be consulted.[29]

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[29] Turabian, *A Manual for Writers*, 6th ed., 14.24–31.

CHAPTER 2

SOFTWARE FOR THESIS WRITERS

The chapter focuses on using the computer for thesis-writing together with the presentation and evaluation of the following word-processing programs: Nota Bene Lingua Workstation and MS Word. It will also present and evaluate Citation, a bibliographic database program with the capability of generating and formatting footnotes, end notes, and bibliography in a large variety of styles. Since hardly anyone uses a typewriter anymore, knowing about the strengths and weaknesses of computer programs for the writing of academic papers can assist the students in the work and save them valuable time when the thesis has to be made ready for submission to the school.

Nota Bene Software

Nota Bene is a word-processor specifically designed for academic writing. The general academic program is called Nota Bene Workstation or Lingua Workstation. The Lingua Workstation is designed more for the biblical scholar who needs to have Greek and Hebrew at his fingertips.[30]

The Nota Bene Processor

Working with Nota Bene begins with the setting up of an overall style sheet for the paper or dissertation. The student has the choice of the following: Turabian, MLA, APA or the Chicago

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[30] *Nota Bene Lingua Workstation*, Version 7.0a, Software, CD-ROM, Nota Bene Associates, New York, 2003.

University Style Manual. After the required information is filled in by the user, the program

automatically handles the page layout, headings and footnotes according to the style manual

chosen. Nota Bene has many other powerful formatting features. To discover these, the student

has to work with the tutorials that come with the program. Extensive help screens assist the user

to navigate through the demands of formatting the various elements of the paper. Switching from

European languages to Greek or Hebrew is as easy as pressing Control and Shift and G (for

Greek) or H (for Hebrew).

<div align="center">Other Features of Nota Bene</div>

Two other fully integrated programs make Nota Bene a great research writing tool:

Ibidem and Orbis. Ibidem is a bibliographical database that allows the various items in the

database to be cited in the thesis or dissertation in the correct style at the click of the mouse.

Ibidem can also be used for creating electronic research notes. Tutorials on how to use the

program are included. Orbis is a text retrieval system. The program will organize the researcher's

notes and other material in such a way that it can be searched and retrieved according to key

words and search criteria set by the user. A tutorial for these programs is also included. Ibidem

and Orbis make Nota Bene such a useful and powerful tool for academic writing.

<div align="center">**Microsoft Word**[31]</div>

MS Word 2010, under its "References" menu, provides for adding and managing sources

of citations and for selecting Turabian as the style to follow for reference footnotes and

bibliographical entries. However, its capabilities in this regard are rather limited compared to

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[31] *Microsoft Word 2002*, Software, CD-ROM, Microsoft Corp., Redmond, Wash. 2002.

programs that are dedicated to academic writing like Nota Bene. Nevertheless, MS Word can be set up rather easily, using its template feature, so that it handles general layout according to the requirements of the present style manual. The advantage of using a word-processor such as MS Word is that the program is already familiar at least in its basics to most students. It does not involve having to learn and master a new program, as is the case with Nota Bene. MS Word allows for easy style adjustments and cross-referencing. It generates tables of contents automatically and facilitates greatly the creation of an index.

MS Word also comes with multilingual support. This means that all the required accents and other special characters needed for different European languages, including Greek and Hebrew, can be easily inserted. MS Word allows installing the various keyboards of other languages, making typing of longer excerpts much simpler than inserting text character by character.

It is possible to set up the overall style of footnotes with MS Word. The program will then provide the right separator, single-spaced footnotes separated by a blank line from one another. To take advantage of the familiar features of MS Word, one could supplement what it lacks in citation capabilities by using other programs for academic writing in conjunction with MS Word. One such program that can be recommended is Citation.

Citation

Citation is a bibliographic data base making the recording of works consulted easy.[32] It also includes a very fine method of taking electronic notes that allows the researcher to record

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[32] *Citation, Bibliographic Database and Research Note Software*, Version 8.1, CD-ROM, Oberon, ask-Sam Systems, 2002.

not only verbatim excerpts for possible inclusion in the thesis but also his or her own views about what the author under consideration wrote.

Similar to Ibidem of Nota Bene, Citation offers appropriate forms for a large variety of different sources including Internet materials. The researcher fills in the blanks. Citation generates an access phrase. When the researcher wants to insert a footnote, all he or she has to insert is the access phrase and a page number. Citation will later generate a copy of the original document and convert all the access phrases to appropriate footnotes in the style chosen. The program also inserts excerpts from the electronic notes and provides the appropriate footnote for them. Once installed, Citation can be opened from within MS Word and works in a fully integrated fashion with the word-processor. Through the use of key words and phrases, Citation is able to retrieve references and notes on particular subjects from a large bibliography. Citation can also generate the appropriate bibliography for the thesis. One further advantage is the following. Since Citation does not change the original document but rather creates a copy with the footnotes and the bibliography in the style chosen, if ever the author needs to present the paper in another style, all he or she has to do is select the new style and Citation will make another copy of the paper, but this time formatting the footnotes and bibliography in the new style. It can hardly get any easier.

MS Word and Citation together can cut hours off the time it takes to prepare a thesis for submission manually, because much of painstaking work of carefully proofreading and editing footnotes and bibliography is done automatically. If the data has been entered correctly into the database, whether into Ibidem or Citation, the footnotes will always be without typos and consistently formatted. Of course, if the database contains errors, Citation will consistently repeat those errors throughout the paper.

APPENDIX

The appendix offers some tips and examples of creating with a word-processor the following special pages, which may be required by the thesis:

Title Page

List of Abbreviations

List of Illustrations or Tables

Glossary

SAMPLE TITLE PAGE

CHRISTOLOGY AND DISCIPLESHIP IN THE GOSPEL OF MARK

A Thesis

Presented to

The Faculty of the Graduate School

Ateneo de Manila University

In Partial Fulfillment

of the Requirements of the Degree

Master of Arts

By

Rogel C. Cypriano

2003

SAMPLE LISTS OF ABBREVIATIONS

ABBREVIATIONS

AB	Anchor Bible
Bib	*Biblica*
BTB	*Biblical Theology Bulletin*
CBQ	*Catholic Biblical Quarterly*
EKKNT	Evangelisch-katholischer Kommentar zum Neuen Testament

ABBREVIATIONS

AB	Anchor Bible
Bib	*Biblica*
BTB	*Biblical Theology Bulletin*
CBQ	*Catholic Biblical Quarterly*
EKKNT	Evangelisch-katholischer Kommentar zum Neuen Testament

Note that the two identical looking lists above demonstrate two ways of creating such lists. The first sample was created using the two-column table with the lines or borders suppressed. The second sample was created by defining a tab and a hanging indent for each line.

SAMPLE LIST OF ILLUSTRATIONS OR TABLES

ILLUSTRATIONS/TABLES

The above list of figures has been generated by utilizing a variety of tab stops: a center-aligned tab stop, a left-aligned tab stop, and a right-aligned tab stop with a leader of dots. A similar use of tab stops is essential for manually generating a table of contents. Defining tab stops aligns the columns correctly and provides a leader for each page number automatically not manually. You will note that the column of page numbers is right aligned and does not snake down the page. To see how all of this works, view this page of the digital file of the present manual, then move your cursor into any of the lines of the illustration to make the tab stops visible in the ruler line above the work space. Open the dialog box that formats tabs (found under formatting paragraphs) to further examine the detailed settings of these tab stops.

SAMPLE GLOSSARY

GLOSSARY

Artifact. Anything made by a human being. The term is being modified here to mean any piece of stone that has been modified by humans.

Carinated. Shaped like the keel of a ship.

Cleavage surface. A cleavage formed by a separation of the rock along a natural cleavage plane or crack. Among the raw materials most apt to exhibit cleavage surfaces are quartz crystals, slate, and some kinds of petrified wood.

Note that the term or phrase to be defined comes first followed by a period. This is followed by the explanation. Hanging margins are used. The entry is single-spaced with a space between entries. A glossary page may become necessary if the thesis uses unusual terms or technical terms not familiar to most people. Having such a page up front will make reading and understanding the thesis much easier.

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