

B. **PUNCTUATION:** The rules of punctuation should be followed. Among these are the following: Place -

- . " (period inside quotes at end of quotation.)
- , " (comma always inside quotation marks.)
- ? " (when quotation itself is a question.)
- " ? (if author is questioning the actual quoted material.)
- " , (when author's sentence continues after the quotation.)
- ... " (matter omitted from the quotation.)

C. **FOOTNOTES:** Footnotes should be separated from the text by a short line, approximately 4 cm. long, extending from the left margin. The text of the footnotes should be single-spaced. Endnotes also must be single-spaced.

D. **QUOTATIONS:** Quotations should be put in quotation marks ("..."). A quotation of two or more sentences which occupies four or more typewritten lines should be set off from the text by being single-spaced and by being indented, in its entirety, four spaces from the left margin. Such an extended quotation should not be put in quotation marks. All quotations must be acknowledged. Paraphrases and indirect quotations should not be put in quotation marks, though the source of the material should be acknowledged in a footnote.

E. **FOREIGN WORDS** should be underlined except those in Greek and Hebrew script.

V. BIBLIOGRAPHICAL REFERENCES

NOTE THAT THE PRESCRIPTIONS FOR THE LAY-OUT OF FOOTNOTES AND ENDNOTES DIFFER FROM THOSE FOR THE BIBLIOGRAPHY PROPER.

Footnotes and endnotes are used to acknowledge the source of a quotation, an opinion, or a theory derived from another author. The difference between Bibliographical entries and Footnotes is set out below:

BOOKS	BIBLIOGRAPHY <i>(includes all referred to or quoted books used in essay. Not all books read. Put in alphabetical order)</i>	FOOTNOTES AND ENDNOTES
One author	Smart, Ninian. <u>The Religious Experience of Mankind</u> . London: Collins, 1971.	¹ Ninian Smart, <u>The Religious Experience of Mankind</u> (London, 1971), p.40. (Publisher's name may also be included). <i>These details should be taken from the title page not the cover page only.</i>
Two authors	Durka, Gloria and Joanmarie Smith. <u>Aesthetic dimensions of Religious Education</u> . New York: Paulist Press, 1979.	² Gloria Durka and Joanmarie Smith, <u>Aesthetic Dimensions of Religious Education</u> (New York, 1979), p.27.
More than three authors	Pelikan, Jaroslav et al. <u>Religion and the University</u> . York University Invitation Lecture Series, Toronto: University of Toronto Press, 1964.	³ Jaroslav Pelikan et al., <u>Religion and the University</u> . York University Invitation Lecture Series (Toronto, 1964) p.109.

BOOKS

BIBLIOGRAPHY

FOOTNOTES AND ENDNOTES

Editor	Anderson, J.N.D., ed. <u>The World's Religions</u> . London: Inter-Varsity Fellowship, 1950.	⁴ J.N.D. Anderson, ed., <u>The World's Religions</u> . (London, 1950), pp. 140-143.
Author and Editor [or Translator]	Shakespeare, William. <u>The Tragedy of Hamlet</u> . Edited by [Translated by] George L. Kittredge. New York: Ginn and Company, 1939.	⁵ William Shakespeare, <u>The Tragedy of Hamlet</u> , ed. [trans.] George L. Kittredge (New York, 1939), p.203.
Edition	Elkin, A.P. <u>The Australian Aborigines</u> . 5th edition. Sydney: Angus and Robertson, 1974.	⁶ A.P. Elkin, <u>The Australian Aborigines</u> , 5th ed. (Sydney, 1974), p.35.
Several volumes	Hughes, Philip. <u>A History of the Church</u> . 2 vols. London: Sheed and Ward, 1948.	⁷ Philip Hughes, <u>A History of the Church</u> , vol.2. (London, 1948), pp. 78, 82-84.
Separately titled volume	Durant, Will. <u>The Story of Civilization</u> . Vol.1: <u>Our Oriental Heritage</u> . New York: Simon and Schuster, 1942.	⁸ Will Durant, <u>The Story of Civilization</u> , vol.1.: <u>Our Oriental Heritage</u> (New York, 1942), p.88.
Essay or article in a collection	Boas, George. "Freshman Adviser," <u>Perspectives</u> . Edited by Leonard Dean. New York: Harcourt, Brace and Company, 1974.	⁹ George Boas, "Freshman Adviser," <u>Perspectives</u> , ed. Leonard Dean (New York, 1954), pp. 18-21.
Secondary Source citation	Stevenson, Robert L. "Essay on Marriage," in Judson T Landis and Mary G. Landis, <u>Building a Successful Marriage</u> . New York: Prentice-Hall, 1951.	¹⁰ Robert L. Stevenson, "Essay on Marriage," cited in Judson T Landis and Mary G. Landis, <u>Building a Successful Marriage</u> . (New York, 1951), p. 262.

includes all books referred to or quoted in the essay. Not all books read.

ENCYCLOPEDIA ARTICLES

BIBLIOGRAPHY

FOOTNOTES AND ENDNOTES

Put in alphabetical order

Signed	Nolan, P. "Free Will," <u>New Catholic Encyclopedia</u> , 6 (1967), 89-93.	¹¹ P. Nolan, "Free Will," <u>New Catholic Encyclopedia</u> , 6 (1967), 91-92.
Unsigned	"Ping Pong," <u>Encyclopedia Americana</u> (1956 ed.), 22.	¹² "Ping Pong," <u>Encyclopedia Americana</u> (1956 ed.), 22.

JOURNALS
NEWSPAPERS

Journal	Dulles, Avery S.J. "The Symbolic Structure of Revelation." <u>Theological Studies</u> , 41 (March 1980), 51-73.	¹³ Avery Dulles S.J., "The Symbolic Structure of Revelation," <u>Theological Studies</u> 41 (March 1980), 54.
Newspaper article signed	Barnard, E.L. "Good Grammar Ain't Good Usage," <u>Weekend Australian</u> , July 4, 1981, pp. 8,24.	¹⁴ E.L. Barnard, "Good Grammar Ain't Good Usage," <u>Weekend Australian</u> , July 4, 1981, p.8.
Book review	Vallance, Elizabeth. Review of <u>Natural Rights Theories</u> , by Richard Ruck. <u>Heythrop Journal</u> 22 (April, 1981), 183-5.	¹⁵ Elizabeth Vallance, Review of <u>Natural Rights Theories</u> , by Richard Ruck, <u>Heythrop Journal</u> 22 (April, 1981), 183-5.

VI. ABBREVIATED REFERENCES:

FIRST SYSTEM: It is permissible for a writer who must refer frequently to the same work to devise an abbreviation to be used after the first full reference. Only the last name of the author is normally given, the title is shortened, and the (volume and page) reference given. When an abbreviated title is to be used later, the first full citation should indicate the fact, e.g.

Hereinafter referred to as Marxsen, Resurrection.

SECOND SYSTEM: Another permissible approach in second and later references is to use the abbreviations ibid., op.cit. and art.cit.

"Ibid" (from Latin, ibidem, in the same place).

Used when the work quoted in the preceding reference is referred to again, e.g.

3. J. Collins, A History of Modern European Philosophy (Milwaukee, 1954), p.563.
4. Ibid.
5. Ibid., p. 678.
6. "op.cit." or "art.cit." (from Latin, opere citato, in the work cited; articulo citato, in the article cited). Used when reference to other works intervenes between citations from the same work, e.g.
7. J. Collins, A History of Modern European Philosophy (Milwaukee, 1954), p. 563.
8. K. Barth, Protestant Theology from Rosseau to Ritschl (New York, 1959), pp. 306-9.

9. Collins, op.cit., p. 650.

N.B. "op.cit." and "art.cit." can only be used when reference is made in the course of the paper to this one work by the author. Otherwise confusion will arise.

VIII. SCRIPTURAL REFERENCES

A. When exact references are made to the bible, the names of the books of the bible should be abbreviated. These abbreviations should be made in the following manner:

Mk 1 : 9 Lk 1 : 9-10 1 Cor 1 : 9,11a Rev 2 : 1; 9 : 1,3;

B. When a scriptural citation is given in full and the reference is also given, the reference should be incorporated into the text in the following manner: e.g., in the phrase. "Render therefore to Caesar the things that are Caesar's, and to God the things that are God's" (Mt 22:21b).

C. When the biblical reference is not an exact reference, the name of the book should be written in full. e.g., Romans 8 = Romans, chapter 8.

D. Abbreviations of biblical books:

1. O.T.

Gen	1-2 Sam	Jos	Ps	Jer	Joel	Hab	Tob	1-2 Mac
Ex	1-2 Kings	Jgs	Prov	Lam	Am	Zeph	Jdt	Sir
Lev	1-2 Chr	Ru	Eccl	Ezek	Ob	Hag	Wis	
Num	Ezra	Esth	Ct	Dan	Jon	Zech	Bar	
Dt	Neh	Job	Isa	Hos	Nah	Mal		

2. N.T.

Mt	Jn	1-2 Cor	Phil	1-2 Tim	Heb	1-2-3 Jn
Mk	Acts	Gal	Col	Tit	Jas	Jude
Lk	Rom	Eph	1-2 Thes	Phlm	1-2 Pet	Rev

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