ST. MARY'S SEMINARY
WRITER'S MANUAL AND STYLE GUIDE

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Introduction

The following is the house style for St. Mary's Seminary. General style and punctuation rules are taken directly from *Chicago Manual of Style* with additional examples provided. For matters not included in this guide, please reference these sources:

1. Spelling, hyphenation, and capitalization: *Merriam-Webster's Collegiate Dictionary*. 11th ed. Springfield, MA: Merriam-Webster, 2003. (hereafter *Webster's*)

2. *The Chicago Manual of Style* (hereafter CMS) for style and mechanics.

3. Biblical scholarship: *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*. Edited by Patrick H. Alexander. Peabody, MA: Hendrickson, 1999.

4. Catholic-specific terms: *CNS Stylebook on Religion: Reference Guide and Usage Manual*. 4th ed. Washington, DC: Catholic News Service, 2012. (hereafter *CNS Stylebook*)

Formatting

Block Quotations

- A prose quotation of five or more lines, or more than 100 words, should be blocked.
- Two or more lines of poetry should be blocked.
- If the quoted material is more than one paragraph (even if very brief), it should be blocked and reflect the paragraph breaks of the original source.
- A blocked quotation should be indented and begin a new line; it does not get enclosed in quotation marks. However, quoted matter within the block quotation is enclosed in double quotation marks.
- Capitalization and punctuation should be the same as if the quotation were to appear in running text.

For additional reference, see CMS 13.10

Italics

Italics are appropriate for the following:

1. Titles of books, periodicals, films, epic or book-length poems, works of art, and television or radio programs (including podcasts). Note: Books of the Bible do not need to be italicized.
2. Supreme Court cases
3. Foreign words
4. Epigraphs
5. Emphasis (should be used sparingly)

Grammar

Pronouns

- Be consistent with personal pronouns. Do not switch back and forth between singular and plural or *one/you* when referring to the same person or people, especially in complex sentences.
- If it is necessary to refer to a generic singular person and the gender is irrelevant or unknown, consider choosing from the following options: 1. Use the gender-neutral *one*. 2. Omit the pronoun and repeat the noun. 3. Revise the sentence to achieve gender neutrality. Do not use *they/them* as a singular pronoun.
- Pronouns should have unambiguous antecedents (see CMS 5.60).
- Use the masculine pronoun (lowercase unless beginning the sentence) when referring to God. Use the feminine pronoun when referring to the Church.

Plurals and Possessives

- Plurals (see CMS 7.6-16)
  - Form the plural of proper nouns by adding *s* or *es*. For exceptions, reference *Webster's*.
  - Do not use an apostrophe to form the plural of a family name.
    - Example: The Johnsons live in Houston. (Not correct: The Johnson's live in Houston.)
  - Do not use an apostrophe to pluralize abbreviations or numbers.
    - Example: 40s, 1960s, CCEs (Not correct: 40's, 1960's, CCE's)
- Possessives (see CMS 7.16-17)
  - Singular possessive: add an apostrophe and an *s* (Example: cat's tail)
  - Plural possessive: add an apostrophe only (Example: cats' tails)
    - Exception: irregular plurals that do not end in *s* (Example: children's cat)
- The rule for possessives extends to proper nouns, including those ending in *s*, *x*, or *z*. In addition to the exceptions listed in CMS 7.19-23, use Jesus' and Moses' rather than Jesus's or Moses's.

Punctuation

Colons

- Use a colon to introduce an element or series of elements.
- When a colon is used in a sentence, the first word after the colon is lowercase. If the colon introduces two or more sentences, dialogue, a quotation, or a question, the first word is capitalized (CMS 6.63). See examples below.
    - The textbook is available in three formats: paperback, audiobook, or e-book.
    - The priest addressed the following issues during the meeting: The parish needed more funding for the new project. Parking would continue to be an issue. The parishioners were not likely to increase their weekly giving.
    - The homily began with a question: Who am I to judge?

Commas and Semicolons

- Whenever a comma is used to set off an element, a second comma is required if the phrase or sentence continues beyond the element being set off (CMS 6.17).
    - Example: On April 16, 1927, Joseph Aloisius Ratzinger was born.
- Items in a series (three or more) are separated by commas. When a conjunction joins the last two elements in a series, a comma should appear before the conjunction (CMOS 6.18).
    - Example: Before becoming pope, Ratzinger's positions included Archbishop of Munich and Freising, President of the International Theological Commission, and Prefect of the Congregation for the Doctrine of the Faith.
    - Example: Ratzinger was the Cardinal-Priest of Santa Maria Consolatrice al Tiburtino, Cardinal-Bishop of Velletri-Segni, and Cardinal-Bishop of Ostia, as well as the dean of the College of Cardinals.
- A relative clause is restrictive if it provides information that is essential to the meaning of the sentence. Restrictive relative clauses are usually introduced by *that* (or *who/whom/whose*) and are never set off by commas from the rest of the sentence. A relative clause is said to be nonrestrictive if it could be omitted without obscuring the identity of the noun to which it refers or otherwise changing the meaning of the sentence. Nonrestrictive relative clauses are usually introduced by *which* (or *who/whom/whose*) and are set off from the rest of the sentence by commas. As a general rule, phrases that are restrictive should not be set off by commas. Nonrestrictive phrases, however, typically are enclosed by commas (CMS 16.22).

- Example of a restrictive relative clause with no comma: *Deus caritas est* is one of the many important encyclicals that Pope Benedict wrote.
- Example of a nonrestrictive relative clause set off by commas: *Jesus of Nazareth*, which Pope Benedict wrote during his papacy, was written to help foster in the reader a living relationship with Jesus Christ.
- If only a slight break is intended, commas should be used to set off a parenthetical element inserted into a sentence as an explanation or comment (CMS 6.24).
  - Example: *Caritas in veritate* is the most provocative, if not the most important, encyclical written by Pope Benedict.
- When independent clauses are joined by *and*, *but*, *or*, *so*, *yet*, or any other conjunction, a comma usually precedes the conjunction (CMS 6.28).
  - Example: Benedict completed his first draft of *Lumen fidei* before his resignation, and Pope Francis published it four months after he became pope.
- A dependent clause that precedes a main clause should be followed by a comma (CMS 6.30).
  - Example: During his papacy, Benedict XVI named Hildegard of Bingen a Doctor of the Church.

- A semicolon can be used between two independent clauses not joined by a conjunction. Use a semicolon rather than a period to signal a closer connection between the two clauses. Remember, an independent clause must contain both a subject and a verb and express a complete thought (CMS 6.54).
  - Example: I love St. Thomas Aquinas; he wrote the *Summa theologiae*.
- Certain adverbs, when they are used to join two independent clauses, should be preceded by a semicolon rather than a comma. These transitional adverbs include *however*, *thus*, *hence*, *indeed*, *accordingly*, *besides*, *therefore*, and sometimes *then* (CMS 6.56). A semicolon may also be used before expressions such as *that is*, *for example*, or *namely* when they introduce an independent clause.
  - Example: St. Thomas Aquinas is an important Doctor of the Church; therefore, we should all read the *Summa theologiae*.
- While an independent clause introduced by a conjunction is generally preceded by a comma, a semicolon may be used to effect a stronger separation between clauses or when the second independent clause has internal punctuation (CMS 6.57).
  - Example: The *Summa theologiae* was written in the 13th century; but it addresses many essential arguments related to the Catholic faith, including arguments for just war and the existence of God, that are still relevant to readers today.

- When items in a series themselves contain internal punctuation, separating the items with semicolons can aid clarity (CMS 6.58).
  - Example: The *Quinque viae* are five logical arguments for the existence of God. They are as follows: (1) the unmoved mover, which states that whatever is in motion is put in motion by another; (2) the first cause, which argues that the causes that make up the universe must have a first cause; (3) the argument from contingency, which claims that there must be a being in existence that is not contingent on any other being; (4) the argument from gradation, which argues that perfection must have a pinnacle; and (5) the teleological argument, which states that many things possess final causes or follow laws that are directed by God.

Quotations

- Final Punctuation and Quotation Marks
  - Periods and commas precede closing quotation marks (both double and single) (CMS 6.9).
    - Example: The seminarian said, "I always proofread my papers to check for errors."
    - Example: "I always proofread my papers to check for errors," said the seminarian.
  - If the final punctuation is an exclamation point or a question mark and is part of the quotation, it goes inside the final quotation mark (CMS 6.70; 6.74). If the final exclamation point or question mark is not part of the original quote, it goes outside the final quotation mark (CMS 6.10). Semicolons, colons, and dashes go outside the quotation marks.
    - Example: St. Clare said, "Place your mind before the mirror of eternity! Place your soul in the brilliance of glory!"
    - Example: Everyone should read "A Good Man is Hard to Find"!
    - Example: I was invited to recite Dorothy Parker's poem "Love Song"; instead, I decided to read a passage from Walker Percy's *Love in Ruins: The Adventures of a Bad Catholic at a Time Near the End of the Word*.

- Introducing Direct Quotes

- A formal or introductory phrase, such as *thus* or *the following*, is often followed by a colon. A comma rather than a colon is often used after *said*, *replied*, *asked*, and other similar verbs (CMS 13.17; 6.50).
  - Example: St. Francis said the following blessing to Brother Leo: "May the Lord bless thee and keep thee. May he show his face to thee and have mercy on thee. May he turn his countenance to thee and give thee peace."
  - Example: St. Thomas Aquinas said, "Better to illuminate than merely to shine, to deliver to others contemplated truths than merely to contemplate."
- When the quotation is used as a syntactical part of the sentence, it does not require introductory punctuation, and capitalization corresponds with placement within the sentence. If the quotation is introduced by *that*, *whether*, or a similar conjunction, no comma is needed (CMS 13.13-14; 6.50).
  - Example: St. Thomas Aquinas claimed that every individual "has free choice to the extent that he is rational."
- If the quotation forms a complete sentence when quoted, begin the quotation with a capital letter. If the quotation itself is not a complete sentence, capitalization is changed to assimilate the quotation to the surrounding text (CMS 13.8).
  - Example: St. Clare gave the following blessing: "Go forth without fear, for he who created you has made you holy, has always protected you, and loves you as a mother."
  - Example: St. Francis cautioned against having "a gloomy face" when in the service of God.

Language

Abbreviations and Acronyms

- General Rules
    - Abbreviations and acronyms should be spelled out on first instance unless commonly used (e.g., Mr. for Mister, DIY, NASA). The following should not be abbreviated: abbot, abbess, mother.
    - Spell out the full name on its first use in running text and note the abbreviation in parentheses.
        - Example: *Catechism of the Catholic Church* (CCC)...
    - When referencing a book of the Bible, give the name in full. Use the abbreviation in notes and citations.
    - Do not italicize the abbreviations.
    - Do not use periods in abbreviations for religious orders. For a reference of abbreviations for religious orders, see appendices of the *CNS Stylebook*.

Common Catholic Abbreviations

Ad Majorem Dei Gloriam	AMDG
Blessed	Bl.
Catechism of the Catholic Church	CCC
Code of Canon Law (Codex Iuris Canonici	CIC
Code of Canons of the Eastern Churches (Codex Canonum Ecclesiarum Orientalium)	CCEO
Congregation for the Doctrine of the Faith	CDF
Doctor of Sacred Theology	STD
Father	Fr.
Iesus Nazarenus Rex Iudaeorum	INRI
New American Bible	NAB

New Testament	NT
Old Testament	OT
Reverend	Rev.
Revised Standard Version, New Revised Standard Version, Catholic Edition	RSV, NRSV-CE
Rite of Christian Initiation of Adults	RCIA
Saint, Saints	St., Sts.
Sister	Sr.
United States Conference of Catholic Bishops	USCCB

Abbreviations for Books of the Bible

Old Testament	
Genesis	Gen
Exodus	Exod
Leviticus	Lev
Numbers	Num
Deuteronomy	Deut
Joshua	Josh
Judges	Judg
Ruth	Ruth
1 Samual	1 Sam
2 Samual	2 Sam

1 Kings	1 Kgs
2 Kings	2 Kgs
1 Chronicles	1 Chr
2 Chronicles	2 Chr
Ezra	Ezra
Nehemiah	Neh
Tobit	Tob
Judith	Jdt
Esther	Esth
1 Maccabees	1 Macc
2 Maccabees	2 Macc
Job	Job
Psalms	Ps/Pss
Proverbs	Prov
Ecclesiastes	Eccl
Song of Songs	Song
Wisdom	Wis
Sirach	Sir
Isaiah	Isa
Jeremiah	Jer
Lamentations	Lam
Baruch	Bar

Ezekiel	Ezek
Daniel	Dan
Hosea	Hos
Joel	Joel
Amos	Amos
Obadiah	Obad
Jonah	Jonah
Micah	Mic
Nahum	Nah
Habakkuk	Hab
Zephaniah	Zeph
Haggai	Hag
Zechariah	Zech
Malachi	Mal
New Testament	
Matthew	Matt
Mark	Mark
Luke	Luke
John	John
Acts of the Apostles	Acts
Romans	Rom
1 Corinthians	1 Cor

2 Corinthians	2 Cor
Galatians	Gal
Ephesians	Eph
Philippians	Phil
Colossians	Col
1Thessalonians	1 Thess
2 Thessalonians	2 Thess
1 Timothy	1 Tim
2 Timothy	2 Tim
Titus	Titus
Philemon	Phlm
Hebrews	Heb
James	Jas
1 Peter	1 Pet
2 Peter	2 Pet
1 John	1 John
2 John	2 John
3 John	3 John
Jude	Jude
Revelation	Rev

Capitalization

In general, capitalize specific full and formal names and titles. Use lowercase with informal or general terms. Do not capitalize for emphasis. When quoting source material, keep the text as written in the original source.

- **Church:**
    - Capitalize the word "church" when referring to the following:
        - Denomination as a whole (Roman Catholic Church)
        - Part of a name/title (St. Theresa Catholic Church)
    - Do not capitalize the word "church" when referring to the following:
        - The specific building or religious services held in that building. Example: I went to church yesterday.
        - When comparing ecclesiastical vs. secular government. Example: There should be separation between church and state.
        - Christian faith as a whole, not specifically Catholic. Example: I hope my sister returns to the church.
        - Body of Christians, either one congregation or in a particular country. Example: The church in North America is strong. She belongs to a different church.
- **Feast Days:**
    - Capitalize feast days (but lowercase when referencing the biblical events): feast of the Annunciation vs. the annunciation to Mary; feast of the Assumption vs. the assumption of Mary.
- **Sacraments:**
    - Do not capitalize the sacraments with the exception of the sacrament of the Eucharist: the Eucharist, baptism, confirmation, penance/sacrament of reconciliation, matrimony, holy orders, anointing of the sick.
- **Honorary titles:**
    - Always capitalize titles for God (Most High), Jesus (the Messiah, Savior), and the Holy Spirit (the Consoler). Do not capitalize the pronoun when referring to God (see: Pronouns).
    - Always capitalize titles for Mary (Blessed Mother, Mother of God).
    - Always capitalize titles for the Eucharist (Body of Christ, Holy Communion).
    - Always capitalize titles for the pope (Holy Father, Vicar of Christ).

- **Prayers and Sacred Texts**
  - Traditional prayers, Scripture, and other principal texts should be capitalized and treated as proper nouns (Hail Mary, Our Father; Bible; Torah). Italicize foreign words (*Memorare*).
  - Recent original works are capitalized and enclosed in quotation marks ("Prayer for Healing").
  - Incipits: Latin "titles" (actually the first two or three words of the Vatican or papal texts in Latin) should follow the sentence-case, capitalizing only the first word and proper nouns.
    - Example: John Paul II, That They All May Be One (*Ut unum sint*)
    - Example: Second Vatican Council, Decree on the Pastoral Office of Bishops in the Church (*Christus Dominus*)
- **Titles of Persons, Places, and Structures**
  - Capitalize the title when used with the individual's name (Bishop Italo, Abbot Ambrose Smith).
  - No capitalization is needed when the titles are used without names.
    - Example: The bishop will attend the meeting tomorrow.
    - Example: The pope is the Vicar of Christ.
  - Capitalize words such as *church*, *diocese*, *etc*. when they are part of an official name. Lowercase when used alone.
    - Example: Archdiocese of Galveston-Houston vs. the archdiocese
    - St. Theresa Catholic Church vs. the church

Frequently Used Terms

absolution
abstinence, days of
acolyte
act of contrition
Advent season
Advocate, the (Holy Spirit)
agnostic
agony in the garden
alb
Alexandrine Rite
Alleluia (before the gospel)
All Saints, feast of
almighty God;
Almighty, the
Alpha and Omega
altar server
ambo
Ambrosian Rite, Ambrosian Missal, Ambrosian chant
ancient Near East
angel Gabriel, the
Angelus
Anglican Church, Anglican orders
Annunciation, feast of
annunciation (to Mary)
anointing, sacrament of
Antichrist
antiphon
Antiphonary, the
Apocalypse
Apocrypha, apocryphal
apologetics
apostle Paul
apostles
Apostles' Creed

apostolic age, apostolic blessing, apostolic church, apostolic constitution, apostolic exhortation, apostolic nuncio, apostolic prefecture, apostolic succession, apostolic visitor

Apostolic Fathers, Apostolic See

archdiocese, the Archdiocese of Galveston-Houston

ark, Noah's, Ark of the Covenant (on second reference, the ark)

auxiliary bishop

Ave Maria

basilica, major basilicas, minor basilicas, St. Peter's Basilica

beatific vision

Beatitudes, the

Being (God)

Beloved Disciple

Benediction of the Blessed Sacrament

Bible, biblical

bishop, Bishop of Rome (pope)

bishops' conferences (general); the U.S. Conference of Catholic Bishops

Blessed Mother, Blessed Sacrament, Blessed Trinity, Blessed Virgin

blessing of the palms

Body and Blood of Christ (the Eucharist)

book of Genesis, Exodus, etc.

Book of Hours

Bread of Life (Christ)

breviary, a

Breviary, the

brief, papal

brother (religious)

Buddhism, Buddhist

bull, papal

Calvary

Cana conference, pre-Cana conference

canon (of the Code or of a council)

Canon (of the Mass)

canonical

canon law, canon of Scripture)

canticle

Canticle of Zechariah

cantor

captivity

Captivity Epistles

captivity of the Jews

cardinal

Cardinal DiNardo

catechumen

cathedra

cathedral

Cathedral of the Sacred Heart

Catholic Worker Movement

Chair of Peter

chapter, chapter house

charismatic renewal

cherubim

Chi-Rho

chosen people

chrism Mass

Christ

Christendom

Christian, Christian Era

Christlike

Christmas season

church and state

Church Fathers

church (local)

Church of England

City of David

coadjutor bishop

Code, the

Code of Canon Law

Code of the Covenant

Codex Vaticanus

collect

college of bishops

College of Cardinals

commandments, the Ten Commandments, the first commandment

Common of the Blessed Virgin, Common of the Saints

communal penance service

Communion, Holy (Eucharist)

communion antiphon, communion of saints

Compline

Confession of Augsburg

congregation

consecration (of the Mass)

constitutions (papal or religious)

corporal, spiritual works of mercy

council, the (Vatican II)

council fathers

Council of Nicea

Counter-Reformation

creation

Creator (God)

Creed, Nicene/Athanasian)

cross (wooden object or event)

crucifix, crucifixion

Crusades

Curia

Day of Atonement, Day of Judgement, Day of the Lord

deacon, diaconate

Dead Sea Scrolls

Decalogue

Deluge (the Flood)

Desert Fathers/Mothers

Diaspora

Dies Irae

diocesan see

diocese, Diocese of Beaumont

disciples

Divine Liturgy, Divine Office, Divine Persons, Divine Providence

doctor of the church

doxology

early church

east, eastern (direction); East, Eastern (region); Eastern church; Eastern Rite,

Easter season, Easter triduum, Easter Vigil, Easter duty

ecumenical council, ecumenical movement

Elohim

Ember Days

Eminence, His/Your (cardinal)

Emmanuel

empire; the Roman Empire

encyclical

Epistle, the (of Jude, *etc*.)

eschatology, eschatological

Essential Norms

Eucharist

eucharistic, the eucharistic prayer, Eucharistic Prayer I, II, *etc*.

ex cathedra

Excellence, Excellency, His/Your (bishops)

excommunication

Exsultet

extraordinary minister of Holy Communion (eucharistic minister)

Fall, the (Adam)

Father Eurel

Father (God)

Fathers of the Church, Fathers of the Council

feast day

feast of the Immaculate Conception, feast of the Ascension, *etc*.

filioque

First Communion, First Holy Communion, First Friday Vigil, First Person of the Trinity

Flood, the

footwashing

funeral Mass

general absolution, general chapter, general intercessions

Gentile

Glorious Mysteries of the rosary

gnosis, Gnosticism, Gnostic

Good News

Good Samaritan, Good Thief

gospel, Gospel of John, Gospel (Good News)

gradual psalms

Great Schism

Gregorian chant

guardian angel

Hail Mary

Heart of Jesus, Heart of Mary

heaven

hell

hierarchy

High Church, High Mass, High Middle Ages

high priest, High Priest (Christ)

Holy Bible, Holy Child, Holy City (Jerusalem), Holy Communion, Holy Family, Holy Father (pope), Holy Hour, Holy Land, Holy Mass, Holy Scripture, Holy See, Holy Week

holy day, holy day of obligation, holy oils, holy orders

Holiness, His/Your (pope)

homily

Host (consecrated)

Hours, the (Divine Office)

imprimatur

incarnate Word

indult

infant Jesus

jubilee, year of

judgment (general)

Judgement Day

kenosis, kenotic
King of the Jews
kingdom, northern/southern (Israel/Judah)
kingdom of God, kingdom of Heaven
kiss of peace
Kyrie (of Mass)

Lamb of God (of Mass)
Last Judgment, last rites, Last Supper, last things
Latin Rite, Latin Mass
Lauds
law of Moses
Law (Pentateuch)
layperson, lay ecclesial ministers
lectio divina
Lectionary
lector
Lent, Lenten, Lenten season
Litany of the Saints
liturgical calendar, liturgical year
liturgy
Liturgy of the Word
Logos (Christ)
Lord of Hosts, Lord of Lords
Lord's Prayer, Lord's Supper
Low Mass

magisterium
Magnificat
Marian apparition(s)
Mariology
Mass
master of ceremonies
Matins
mercy seat

Messiah (Christ)

messianic

Middle Ages

ministry of the Word

Minor Prophets

Miraculous Medal

Miserere

missal, a

Missal, the (Roman)

modernism

monstrance

Morning Prayer

Mosaic Law

motherhood of Mary

motherhouse

Mother of God

motu proprio

Mystical Body

natural family planning

New Testament

Nicea, Nicene Creed, Nicene Fathers

non-Catholic, non-Christian

novice master

nuptial Mass

octave

offertory, offertory hymn, offertory procession

Office, the (Divine)

Office of Readings

oil of the catechumens

Old Testament

Omega, the

Order of Mass

ordinary (bishop)

Ordinary Time

ordination

original sin

Our Father

our Lady, our Lord

papal nuncio

Papal States

Paraclete

paradise (heaven), Paradise (Garden of Eden)

parish council

paschal, paschal candle, paschal lamb (Exodus), Paschal Lamb (Christ), paschal mystery

Passion Sunday

passion narratives, passion of Christ

Passover

pastoral letter (from hierarchy), Pastoral Letters (from the Bible)

patriarch

patristic

Paul the Apostle

penitential rite

people of God

pericope

Person (First, Second, Third)

Pharisees

plainchant, plainsong

pontiff

pontificate

pope (general)

Pope Francis

postconciliar

post-Vatican II

prayer book

preface (of Mass)

Priestly source

Priestly writer

prior, prioress

Prodigal Son

Proper of the Saints, Proper of the Season

prophet

Protestant

psalm(s)

Psalm (OT book)

purgatory

Queen of Heaven

Rapture, the

RCIA

reading (first, second of the Mass)

Real Presence

Red Mass

Reformation

Regina Coeli

religious (monk, nun, *etc.*)

religious order

responsorial psalm

retreat house

risen Lord, the

Rite (Latin, Roman)

ritual Mass

Roman Breviary, Roman Canon, Roman Catholic Church, Roman Empire, Roman Missal, Roman Rite, Roman See

rosary

rule, a (monastic)

Rule, the (specific; example: Rule of St. Benedict)

Sabbath

Sacramentary, the

sacrament(s), sacramental(s)

Sacred Heart, Sacred Host, Sacred Scripture

saint

Sanctus

Satan, satanic

Savior (Christ)

season (of Advent, of Lent)

Second Coming

Second Vatican Council

see, diocesan

Semite, Semitic

Septuagint

Sermon on the Mount

Seven Sorrows of Our Lady

sign of peace, sign of the cross

sister (religious)

Son of David, Son of God, Son of Man, son of Mary (Jesus)

south (direction); South (the region); southern kingdom (Judah)

Star of David

Summa theologiae

Sunday in Ordinary Time

synod

Synoptic Gospels, the Synoptic Problem, the Synoptics

Te Deum

Temple Mount

temptation of Christ

Ten Commandments

Tetragrammaton

Thomism, Thomistic

titular see, bishop, church

Torah

tradition

transubstantiation

tribes, the twelve

Tridentine Mass

Trinity

Twelve, the

twelve apostles

Upper Room

Vatican II

Vespers

Viaticum

vicar general

Vicar of Christ

vigil (general)

Vigil of Pentecost, Easter Vigil, *etc*.

Virgin, the (Mary), Virgin Mary

votive Mass

Vulgate (Bible)

Way, the Truth, and the Life

Way of the Cross

west, western (direction); West, Western (region); Western church; Western Rites

Wisdom literature

Word made Flesh

Word, the (Christ)

Yahwist

Year A, B, C

Year I, II

Numbers

Follow CMS's general rule: spell out whole numbers from zero through one hundred and certain round multiples of those numbers (CMS 9.2).

- Whole numbers: The whole numbers one through one hundred followed by *hundred*, *thousand*, or *hundred thousand* are usually spelled out (CMS 9.4). Whole numbers used in combination with *million*, *billion*, *etc*. are also spelled out (CMS 9.8).
- Always spell out a number when it begins the sentence, including a year **IF** it must begin a sentence. However, it is preferable to reword.
    - Two thousand seventeen marked the priest's second anniversary. (not preferable)
    - In 2017, the priest celebrated his second anniversary. (preferable)
- Always use Roman Numerals when referencing popes or monarchs (Benedict XVI, Elizabeth II).

Citations

- **Scripture:** Books of the Bible in running text should be spelled out; references in parentheses and notes can be abbreviated. Spell out the words *verse*(s) and *chapter*(s) in running text but abbreviate in parentheses and notes (*v.*, *vv.*, *chap.*, *chaps.*).
- **Rule of St. Benedict:** In running text, spell out but do not italicize. Use a footnote for the first reference, then cite parenthetically as you would Scripture. For example: RB 52.1.
  - the Rule of St. Benedict (first reference)
  - the Rule
  - St. Benedict's Rule
- *Summa theologiae* **(ST)**: Italicize the title in running text. Cite by part, question, and article. Use "arts" to cite more than one article at a time.
  - [part] I, [question] q.____, [article] a.____, [objection] ad.____
  - For example: ST II-II, q. 22, a. 1, ad. 1 (This means: the second half of the second part, question twenty-two, article one, reply to the first objection)
- **Vatican Documents:** In running text, cite the first reference. English references are set in roman type (not italicized), without quotation marks. Italicize the Latin titles. Spell out the reference in running text and abbreviate in parenthetical citations. Do not use a comma between the document abbreviation and number. Follow the USCCB's recommendation: If you are writing for a general audience, give the English title first, followed by the Latin incipit in parentheses. If your audience is familiar with the Latin incipit, give the Latin first, followed by the English title in parentheses.
  - *Christus Dominus* (Decree on the Pastoral Office of Bishops in the Church)…
  - (CD 2)

Appendix A

Plagiarism

Citing Sources: Follow these 3 steps to avoid plagiarism

1. Always cite your source for any words or ideas that are not your own, even if it is not a direct quote.

2. Always enclose direct quotes in quotation marks, even if you cite the source in the running text.

3. When you paraphrase rather than quote directly, you must use your own words **and** sentence structure.

Appendix B

Citation Examples

Note: CMS no longer recommends the use of *ibid.*

Book

N.

1. Lawrence DiPaolo, Jr., *Hymn Fragments Embedded in the New Testament: Hellenistic Jewish and Greco-Roman Parallels* (Lewiston: Edwin Mellen Press. 2008), 88.

B.

DiPaolo, Lawrence. *Hymn Fragments Embedded in the New Testament: Hellenistic Jewish and Greco-Roman Parallels.* Lewiston: Edwin Mellen Press, 2008.

A Book by Two or Three Authors

N.

1. James M. Robinson and Helmut Koester, *Trajectories through Early Christianity* (Philadelphia: Fortress, 1971), 237.

2. Robinson and Koester, *Trajectories through Early Christianity*, 23.

B.

Robinson, James., and Helmut Koester. *Trajectories through Early Christianity*. Philadelphia: Fortress, 1971.

Journal Article

N.

1. Blake Leyerle, "John Chrysostom on the Gaze," *JECS* 1 (1993): 159-74.

2. Leyerle, "John Chrysostom," 161.

B.

Leyerle, Blake. "John Chrysostom on the Gaze," *JECS* 1 (1993): 159-74.

Untitled Book Review

N.

1. Howard M. Teeple, review of *Introduction to the New Testament*, by Andre Robert and Andre Feuillet, *JBR* 34 (1966): 368-70.

2. Teeple, review of *Introduction to the New Testament* (by Robert and Feuillet), 369.

B.

Teeple, Howard M. Review of *Introduction to the New Testament*, by Andre Robert and Andre Feuillet. *JBR* 34 (1966): 368-70.

Translated Volume

N.

1. Wilhelm Egger, *How to Read the New Testament: An Introduction to Linguistic and Historical-Critical Methodology*, trans. Peter Heinegg (Peabody, MA: Hendrickson, 1996), 28.

2. Egger, *How to Read*, 291.

F.

Egger, Wilhelm. *How to Read the New Testament: An Introduction to Linguistic and Historical-Critical Methodology.* Translated by Peter Heinegg. Peabody, MA: Hendrickson, 1996.

Catechism of the Catholic Church

N.

1. Catechism of the Catholic Church, 2nd ed., 2184.

2. CCC, 2187.

B.

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

Conference, 2000.

Code of Canon Law (1983)

N.

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.

2. CIC, c. 312, §1.

B.

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

Code of Canon Law (1917)

N.

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.

B.

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

Bible

N.

1.2 Kings 11:8 (NRSV)

B.

Not needed unless your professor asks you to include one.

Papal Encyclicals (accessed online)

N.

John Paul II, *Evangelium vitae*, Encyclical letter on the value and inviolability of human life, Vatican Website, March 25, 1995, http://www.vatican.va/edocs/ENG0141/_INDEX.HTM, sec. 97.

B.

John Paul II. *Evangelium vitae*. Encyclical letter on the value and inviolability of human
　　　　life. Vatican Website. March 25,1995.
　　　　http://www.vatican.va/edocs/ENG0141/_INDEX.HTM.

Saints

N.

Augustine, *On Christian Doctrine*, trans. by D. W. Robertson Jr. (Indianapolis: Bobbs-Merrill, 1993), 34.

B.

Augustine. *On Christian Doctrine*. Translated by D.W. Robertson Jr. Indianapolis:
　　　　Bobbs-Merrill, 1958.

Ecumenical Council

N.

1. Vatican Council II. Dogmatic Constitution on Divine Revelation *Dei verbum*, (18 November 1965) sec. 5, at The Holy See.
http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_const_19651118_deiverbum_en.html.

2. Vatican Council II, *Dei verbum*, sec. 5.

B.

Vatican Council II. Dogmatic Constitution on Divine Revelation *Dei verbum*. 18
      November 1965 sec. 5. At The Holy See.
      http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-i
      _const_19651118_deiverbum_en.html.

Appendix C

Common Sentence Structure Mistakes

- Parallelism: Each item in a list or comparison should always follow the same grammatical pattern. Note the following examples:
  - The seminarians who enjoy their pastoral year <u>spend time with parishioners</u>, <u>go to Mass</u>, and <u>pray frequently</u>. (*The items are all verbs + complements.*)
  - Most parishioners are neither <u>concerned</u> about the issue nor <u>worried</u> about the future impact. (*Note the parallel clauses with the paired conjunctions.*)
  - The seminarian prefers not only <u>to attend</u> Mass daily but also <u>to pray</u> the rosary every evening. The priest encourages both <u>attending</u> Mass daily and <u>praying</u> the rosary every evening. (*Note the parallel verbs that follow the paired conjunctions.*)
  - A good environment for writing includes a quiet <u>space</u>, good <u>lighting</u>, and comfortable <u>chair</u>. (*The items are all nouns.*)

- Incomplete sentences: A complete sentence should always have at least one main or independent clause. An independent clause is a group of words that contain a subject and verb and expresses a complete thought. Pay attention to sentences beginning with words such as *because, although, since, if,* and *before.* Clauses beginning with these words generally need to be connected to an independent clause.
  - Incorrect: Because prayer is very important. (*This contains only a dependent clause.*)
  - Correct: Because prayer is very important, we should make time for it every day. (*Add an independent clause after the dependent clause to make a complete sentence.*)
  - Correct: Prayer is very important. (*Remove the subordinate to make a complete sentence.*)

- Overuse of short sentences: Use a shorter sentence to make an impact and draw the reader's attention to your point. However, too many short sentences in a row will result in choppy and disconnected writing. Join short sentences together using compound or complex sentences based on how your ideas relate to each other.
  - Choppy, disjointed writing: Pope John Paul II talks about the idea of the "genius of women" in his letter. He believes that it is a very important concept. He also believes that it is a very misunderstood concept. He wants the readers to reflect on what this concept means for us today. Pope John Paul II points out that Mary is the highest expression of "feminine genius."

○ Improved using transition words and conjunctions that express relationship: In his *Letter to Women*, Pope John Paul II discusses the idea of the "genius of women" because he believes it is a very important concept. While the idea of the "genius of women" is essential for understanding Pope John Paul II's message, it is frequently misunderstood. In order to illustrate this idea, Pope John Paul II gives us the example of Mary, the highest expression of "feminine genius."

● Run-on sentences: Two or more independent clauses should be connected using correct punctuation.
  ○ Incorrect: The seminarian did not go to Mass but he prayed the rosary. (*run-on sentence*)
  ○ Incorrect: The seminarian did not go to Mass, he prayed the rosary. (*comma splice*)
  ○ Correct: The seminarian went to Mass, and then he prayed the rosary. (*A comma and conjunction together connect the two independent clauses.*)
  ○ Correct: The seminarian went to Mass; then he prayed the rosary. (*A semicolon connects the two independent clauses without a conjunction.*)

Punctuation Pattern Sheet

1. | Independent clause | .   (complete thought)

2. | Independent clause | ; | independent clause | .   (Ideas are closely related)

3. | Independent clause | ;   therefore   , | independent clause | .

   however
   nevertheless
   consequently   (logical connection)
   furthermore
   moreover

4. | Independent clause | ,   for | independent clause | .

   and
   nor
   but
   or
   yet
   so

5. | Independent | ,   with heart beating wildly   , | clause | .

   of course
   I believe
   on the other hand it   (interrupters)
   seems
   who knows me well

6. | **If** dependent clause | , | independent clause | .

   Because
   Since
   When
   While
   Although
   After
   Even before

7. | Independent clause | if | dependent clause | .   (no comma needed)

   because
   since
   when
   while
   after
   even before
   although

8. | Independent clause | , | A | , | B | , and | C | .

9. "_____," he said.
   He said, "_____."
   "_____," he said, "_____."