

# **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 (CMS 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 for 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 13<sup>th</sup> 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

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

|                                                                                 |              |
|---------------------------------------------------------------------------------|--------------|
| New Testament                                                                   | NT           |
| Old Testament                                                                   | OT           |
| Reverend                                                                        | Rev.         |
| <i>Revised Standard Version, New Revised Standard Version, Catholic Edition</i> | 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  |
| <i>Joshua</i> | Josh  |
| Judges        | Judg  |
| Ruth          | Ruth  |
| 1 Samual      | 1 Sam |
| 2 Samual      | 2 Sam |

|                |        |
|----------------|--------|
| 1 Kings        | 1 Kgs  |
| 2 <i>Kings</i> | 2 Kgs  |
| 1 Chronicles   | 1 Chr  |
| 2 Chronicles   | 2 Chr  |
| <i>Ezra</i>    | 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 Smith, 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 Euliel  
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  
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.*, *m.*, *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:

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," *J ECS* 1 (1993): 159-74.
2. Leyerle, "John Chrysostom," 161.

##### B.

Leyerle, Blake. "John Chrysostom on the Gaze," *J ECS* 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](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](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\\_dei\\_verbum\\_en.html](http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_const_19651118_dei_verbum_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-ii\\_const\\_19651118\\_dei\\_verbum\\_en.html](http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_const_19651118_dei_verbum_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 spend time with parishioners, go to Mass, and pray frequently. (*The items are all verbs + complements.*)
  - Most parishioners are neither concerned about the issue nor worried about the future impact. (*Note the parallel clauses with the paired conjunctions.*)
  - The seminarian prefers not only to attend Mass daily but also to pray the Rosary every evening. The priest encourages both attending Mass daily and praying the Rosary every evening. (*Note the parallel verbs that follow the paired conjunctions.*)
  - A good environment for writing includes a quiet space, good lighting, and a comfortable chair. (*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 an 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 he prayed the Rosary. (*A comma and conjunction together connect the two independent clauses.*)
  - Correct: The seminarian went to Mass; afterwards, 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, " \_\_\_\_\_."