Citation Guide
Revised 9 February 2021

A. General Citations Guidelines

1. Most articles should follow the *Chicago Manual of Style*, 17th edition (hereafter *CMOS*). Research in fields which do not normally use *CMOS* should follow the most widely used citation style in their field, such as APA for social science research.

2. If you have a question about citing or writing using *CMOS*, it is best to consult a full version of the manual. If one is not readily available, a quick citation guide is available [here].

3. All submissions using *CMOS* shall use footnotes rather than endnotes. Other submissions should use the most widely utilized citation style in their field.

4. If using *CMOS*, no bibliography beyond footnotes is required. Other styles should include a bibliography if necessary for the clarity of the citations.

5. Use of ibid., idem., op. cit., and loc. cit. are discouraged (see *CMOS* 14.34–6). Use shortened forms of citations instead, as in *CMOS* 14.29–33. For instance, "Lonergan, *Method,* 100."

6. Acronyms in the shortened form are discouraged, as in "Lonergan, *MT*, 100." If a text makes up a significant number of citations, consider abbreviating and using parenthetical, in-line citations. Hence, add a (hereafter, *MT*) to the first citation and then use (*MT,* 100). See *CMOS* 14.59, "Abbreviations of frequently cited works."

7. For sources that commonly use paragraph or section number (such as ancient, medieval, or Vatican documents), cite the number but omit n. or #, e.g. *Lumen Gentium*, 5.

8. When citing a book from commercial presses, omit the words "Press, Verlag, Editions, Publication, Ltd" unless the citation becomes unintelligible as a result. Thus, (Maryknoll, NY: Orbis, 2020). Include "press" with university presses. Thus (Toronto: University of Toronto Press, 2020). When several places in the same country are given, mention only the first; e.g., London: Oxford University Press.

9. If citing a URL, do not include access dates. See *CMOS* 14.12, "Access dates."

10. If a chart or diagram is used, it must have a label and title. See *CMOS* 3.41, "Charts defined."

B. Theology-Specific Citation Guide

1. For several theological sources, we use a citation style that differs from typical *CMOS* usage. Our system is like that of *Theological Studies*.

2. Biblical quotes: always use in-line citations unless explanatory commentary in a footnote is needed.

   - For the first citation, add the translation you are using, then omit in further citations. Hence: "No one has ever seen God" (John 1:18, NABRE) and then "Jesus wept" (John 11:35).

   - Use the *SBL Style Guide* 8.3.1–3 to abbreviate the title of biblical books.

   - If the translation is your own, cite as (Matt 25:31–46, author's translation).

3. Ancient sources other than the Bible:

   - Use whatever scholarly system is typical to the text in question, such as volume and column number for *Patrologia Latina*, Bekker pagination for Aristotle, and so on.

   - If quoting a modern translation of an ancient text, use normal *CMOS* style guidelines.

   - Use English titles unless the work is primarily known by its non-English title. Hence, *The Confessions*, not *Confessiones*, but *Summa Theologiae*.

4. Ecclesiastical documents except Vatican II documents:

   - For the first citation, give the author, title of the document, and date it was published or promulgated, paragraph number, website, and the abbreviation you will use for further references to the document. Hence: Francis, *Admirabale Signum*, December 1, 2019, 8, http://www.vatican.va/content/francesco/en/apost_letters/documents/papa-francesco-lettera-ap_20191201_admirabile-signum.html (hereafter *AS*).

   - For further citations of the same document, use parenthetical, in-line citations. Italicize the abbreviation of the document: (*AS*, 5).

   - If citing something from the *Acta Apostolicae Sedis* or the *Acta Sanctae Sedis*, cite the year, volume, and page. If appropriate, indicate that you are translating.

5. Speeches, homilies, and lectures:

   - Treat all these like lecture citations (*CMOS* 14.217), using the Name, "Title of the Speech/Homily/Lecture," (speech/homily/lecture, Place, Location, Date), URL for the first citation. Thereafter, use a shortened citation, either of your designation in-line, or following the shortened citation guidelines.

   - If the word "homily" or "speech" is already in the title, omit it from the rest of the reference. Hence: Francis, "Homily for 25th World Day for Consecrated

Life," (Vatican, Vatican City, February 2, 2021), http://www.vatican.va/content/francesco/en/messages/consecrated_life/docum ents/papa-francesco_20210202_omelia-vitaconsacrata.html.

- In order to make what you are referencing clear, you may need to create an appropriate title for the speech. This is acceptable so long as you can reasonably assume the author of the speech or homily did not specify a title. If you believe they did, use the title they specified.

6. Vatican II documents:

- If using a print translation, follow normal *CMOS* style guidelines for the first citation, and then abbreviate and use in-line, parenthetical citations for all subsequent references.

- If using the Vatican website, use the name of the document in Latin, (date of promulgation), paragraph number, website, (hereafter XX). Hence: *Lumen Gentium* (November 21, 1964), 5, http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat -ii_const_19641121_lumen-gentium_en.html (hereafter *LG*).

- Capitalize all major words of a Vatican II document. Hence, *Gaudium et Spes*, not *Gaudium et spes*.

7. Thomas Aquinas:

- For the first citation, follow normal *CMOS* guidelines and give a full citation.

- For subsequent citations, you may decide to use a shortened citation in the footnote (as in "Aquinas, *Summa Theologiae*, 1, q. 20, a. 2, ad 4) or in-line citations (as in *ST*, 1, q.20, a. 2, ad 4). If the latter, specify you will be doing this in your first citation.

- When citing the *Summa Theologiae*, use "obj. X" or "arg. X" for material before the *sed contra* and "ad X" for material after the *respondeo*.

8. Catechism of the Catholic Church:

- Always cite by paragraph number, never by page number of a particular print edition.

- For the first citation, cite as *Title,* paragraph number. Hence: *Catechism of the Catholic Church*, 35.

- For subsequent citations, you may decide to use a shortened citation in the footnotes (as in *Catechism*, 624) or in-line citations (as in *CCC*, 624). If the latter, specify you will be doing this in your first citation.

9. Canon Law:

- Follow the Catholic University of America's canon law style guide.

10. Denzinger:

- For your first citation, use *CMOS* for a full citation, making sure to specify the edition, as the numberings vary based on the edition. Include the number in the first citation. Hence: Heinrich Joseph Denzinger, *The Sources of Catholic Dogma*, trans. Roy J. Deferrari (St. Louis: Herder, 1957), DS 123 (hereafter DS).

- Use in-line citations thereafter, as in (DS, 110).