General Contents

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Notre Dame Seminary Style Guide
(Revised, Spring 2023)

This style guide is adapted from Kate Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed., 2013, with specific styles for use in all Notre Dame Seminary classes. There are instances in which we depart from Turabian’s paradigm to better reflect the exigencies of research at NDS. Please consult Turabian’s text for more detailed examples or for alternate methods of citation.

In addition to presenting methods for citation, Part I of Turabian’s book has a great deal of useful advice about how to research, outline, compose, and revise academic papers. This includes advice about how to avoid plagiarism. A brief summary of these conditions is presented in Appendix IV at the end of this Style Guide.

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I. Title Page

For research papers (i.e., papers approximately 8 pages or longer for which consultation of secondary sources is a requirement) a title page should be included.

- Place the title of the paper one-third of the way down the page and center it.
- If the paper has a main title and subtitle, put the main title on a single line, followed by a colon and begin the subtitle on the next line.
- Several lines below it (roughly in the bottom third), place on consecutive lines:
  - your name
  - the name of the course for which the paper is written
  - the name of the instructor of the course
  - the date on which it is due.
- This information is also to be centered.
- See Appendix I for a sample.

No title page is required for shorter papers, that is, reflection or argumentative papers in which no secondary literature (apart from that used as class texts) was consulted. For these papers, give your name, the
name of the course, professor’s name and the paper due date on consecutive lines on the top (left or right) of the first page.

For the formatting of Master’s theses, which is significantly more complex, please consult Turabian.

II. Text Formatting

A. Margins: The margins should be one inch at the top, bottom, and on both sides. Left justify the entire text, including section headings.

B. Font and Spacing:

1. The body of the text should be
   - in Times New Roman
   - double-spaced
   - 12-point type
   - The exception to this is block quotations (that is, quotations of five or more lines)
     - These should be single-spaced;
     - and indented .5 inch (e.g., select the paragraph and indent one tab length) from the rest of the text.
     - Quotation marks are not needed for block quotes.

2. Footnotes should be single-spaced and the font should be 10-point type. (NB: endnotes are not to be used, under pain of everlasting damnation.) See Appendix II for a sample.

3. Bibliography should be
   - Single spaced, but skipping lines between entries.
   - With hanging indents of .5 inch on subsequent lines.
   - The entries should be ordered alphabetically by author, and alphabetically by work under each author’s name. If more than one work from a single author is cited, subsequent entries should begin with eight dashes followed by a period (--------.) in place of the author’s name.
   - See Appendix III for a sample.
   - Note that you do not need a heading for the page since it is obvious that it is the bibliography.

C. Page Numbering

Do not number the title page. Place all page numbers centered on the bottom of the page.

D. Syntactical and Grammatical Considerations:

1. Current custom minimizes the use of capitals, especially in academic writing (as opposed to devotional writing, where capitals may be used more freely). However, if something can properly be construed a title or proper name (in contradistinction to a more generic usage), then it should be capitalized.
   a. Capitalize God and Christ. Similarly, capitalize other words referring to God, such as Trinity and Savior. However, do not capitalize divine attributes: divine ideas, providence, etc.
   b. Contemporary academic usage does not capitalize pronominal references to God: thus “he” and “him.” Since a pronoun logical functions only as referring to the antecedent noun and is not a substantive term in itself, this is acceptable. However, long usage within the Church has established the norm of capitalizing those pronouns: thus, “He”
and “Him.” Given this diversity of usage, it is up to the instructor to determine the preferred usage in a particular class; alternately, the preference may be left to the student so long as that usage is consistently observed.

c. Capitalize “Church” when referring to the universal Church or particular ecclesial entities, but not otherwise.

d. Capitalize Tradition and Scripture, and other specific theological elements, only when referring to the revealed bodies of knowledge as a whole.

e. The seven sacraments should be capitalized in order to indicate that they are specific rites within the Church.

2. **Foreign language words** or words transliterated from non-Latin alphabets should be *italicized*.

3. **Quotation marks:**
   a. Put close quotation marks outside of periods and commas.
   b. However, do not put close quotation marks outside of semicolons or colons.
   c. Double quotation marks should be used in all instances except (1) for quotes within quotes and (2) when denoting the spoken or written word rather than the object signified by the word (i.e., material supposition).

4. If you have a **quote within a quote**—that is, your source is quoting another text, including translations and citations from Scripture—put the interior quote in single quote marks; however, if your text is a block quote, put the interior quote in double quote marks.

   Also, **do not footnote the interior quote**; rather, in the footnote to the whole, after giving the proper citation, indicate the source the author is citing, giving the author (if it is not obvious from context), the work, and page number (or equivalent). For example, a shortened note would read: “Wippel, *Metaphysical Thought*, 265; the citation is to *ST I.19.4*.” No further bibliographic information to the second work is needed since it is in your source and you are not directly using it.

   If you are quoting **a passage that includes a Scriptural citation**, retain the translation used in the original—that is, do not substitute a different translation than the one the author uses—and give the citation for the passage in the footnote as above.

5. Use **ellipses** points to indicate the omission of words, observing these conditions:
   a. First, *never* use ellipses at the beginning of a passage, even if you are not quoting the entirety of the sentence.
   b. Second, use them at the end of a quotation only for rhetorical effect, as if you are purposely leaving a thought incomplete.
   c. Third, if you eliminate words from the middle of one sentence, you use three dots, with no space between them and the letters: "Hail Mary...the Lord is with thee."
   d. Fourth, if you eliminate words that include the ending of one (or more) sentences, you need a fourth dot to signify the period of the sentence(s) you are omitting. Because it is a period, there is a space between the fourth dot and the beginning of the next sentence: "Hail Mary.... Holy Mary, Mother of God."
   e. Never use less than three or more than four dots.

6. In order to avoid ambiguity, use the Oxford **comma** where necessary: that is, use a comma before the word “and” at the end of a list: “I thank my parents, the Blessed Virgin and Jesus” is not a pious sentiment, but rather implies something quite heretical.
7. **Do not** use **contractions**; spell out both words. However, if you are quoting a text, retain the original unaltered.

8. Spell out all **numbers** less than one-hundred (and hyphenate numbers that are compound words), and all numbers at the beginning of a sentence. You should also spell out round numbers ending *hundred, thousand, million*, etc. Similarly, spell out all **ordinals**: first, second, third, etc.

9. **Dashes**: Use a single dash (n-dash) to relate two words to one another (self-sufficient; three-hour layover; eight-ten people); use two dashes (m-dash) as a punctuation mark connecting parts of a sentence in place of a comma, colon, semi-colon, or parentheses. (Word will automatically create a single m-dash when you type the next word without an intervening space.)
III. Citation Style—page 5

Introduction
Samples
A. Citing Books—page 6
   One author
   Two or more authors
   For four or more authors
   Editor or translator with author
   Editor and Translator
   Revised Editions
   Reprint Editions
   Specific Volume in a Multivolume
   A Single Title from within a Series
   Chapter or other part of a book
   Preface, foreword, or introduction
   Essay in an Edited Collection
   Textbook Anthologies
      Unpublished Course Readers
      Class Lecture Notes

B. Citing Articles—page 10
   Journal article
      Article in a print journal
      Article in an online journal
   Magazine article—Print version
   Magazine Article—Online version
   Newspaper article
   Book review
   Article from Reference Works

C. Citing Electronic Resources—p. 13
   Book published electronically
   Blog entry or comment
   Online Video

III. Turabian Citation Style

For footnotes, list authors’ names in the same order as they are listed on the work you are citing. This is followed by the title in italics, the publication information in parentheses, and the page number(s) being cited. There is no need to use “p.” before listing the page number(s).

Give complete bibliographic information the first time the work is cited in your paper. For subsequent citations, you should use an abbreviated form that includes the author’s last name, a shortened form of the title, and the page number. If you repeatedly cite the same work because it is the topic of the paper, the author’s
name can be omitted: e.g., instead of repeating “Augustine, Confessions” you can merely cite “Confessions” or even an abbreviated form (“Conf.”) as long as it is clear what the reference is.

While not preferred, you may also use Ibid. to show you are citing from the same source as the previous reference. This is not preferred because in the process of editing, a reference might be moved, leading to a misattribution. If you do use it, be sure to check the reference. If you are citing from a different page in the same source, add a page number: Ibid., 68. (Note: it is capitalized but not italicized).

If you want to direct the reader to sources beyond those you are directly referencing, do so by using “see also” or “cf.” (for confer) at the end of your note. Keep in mind the distinction between them: see also directs the reader to further discussions along the same lines as your position, while cf. is used only to mean “compare” in that that text will have a different context and point than the one you are citing, so that your discussion can be compared with the alternate argument. Neither term is italicized in the note.

NB: All references should be contained in footnotes, with the exception of references to the Bible and the Catechism of the Catholic Church, which should be given a complete citation in a footnote on the first reference, but thereafter referenced parenthetically in the text according to the format specified in section IV.A.

For bibliography entries, authors are listed alphabetically with the last name first. (If a work does not have an author, start the citation with the work’s title.) This is followed by the title in italics, the publication information without parentheses; cite page number only if you are citing a specific article or chapter. Please note punctuation differences between footnote and bibliography citations as illustrated below.

Below are the most common types of sources; following this list will be some references that are more common to Notre Dame Seminary students. For other types of material not listed below, please consult Turabian.

- The first entry is an example of the initial footnote.
- The second entry is an example of a subsequent, or abbreviated, footnote, which normally consists of the author’s name, a short form of the title, and page number.
- The third entry is an example of a bibliographic entry.

**A. Citing Books**

**One author**


**Two or more authors**


For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by “et al.” (“and others”):


Editor or translator in addition to author

NB: In the first footnote, use the abbreviation “ed.” for “edited by” and “trans.” for “translated by,” but in the bibliography spell out “Edited by” or “Translated by.”


NB 2: For **Editor and Translator**: If the same person both edited and translated the work, be sure to note that. If different people acted as editor and translator, name the editor first and the translator second.

Revised Editions


Reprint Editions

2. ST I.2.3.ad 1.


**Specific Volume in a Multivolume work**

If volumes have **individual titles**:


If volumes are **not individually titled**, list volume and page number you cite:


To cite the **entire multivolume work** in a bibliography:


**A Single Book Title from within a Series**


NB: If the **entire series has an editor**, insert him/them after the name of the series, separated by a comma in both the note and bibliography:

Chapter or other part of a book


Preface, foreword, introduction, or similar part of a book


2. Cronon, foreword, x–xi.


Essay in an Edited Collection

Cite author, essay title, book title, then editor:


Textbook Anthologies

For textbook anthologies, be sure to cite the work you are referring to in the anthology, as well as the anthology itself. Note that if the anthologized work is a book (as opposed to an article), the title should be italicized (an article title should be in quotes).


For **unpublished readers** prepared by the course instructor:


**Class Lecture Notes**

NB: For the most part, class lectures do not need to be cited, since they can be assumed to be “common knowledge” in the context of the class.

22. James Jacobs, lecture on *Philosophical Ethics* (New Orleans, LA: Notre Dame Seminary, 10 November 2012).


**B. Citing Articles**

**Journal article**

NB: In a note, list the specific page numbers referred to; if citing the entire article, list the entire page range. In the bibliography, list the page range for the whole article. The Journal title is followed by the volume number, then number (if any).

NB 2: Turabian states that the citation should include both the volume and the number. Most journals are quarterly, so this citation would be “*Gregorianum* 92, no. 3”; however, **it is also acceptable** to cite this with a point (*Gregorianum* 92.3) or, since pagination through the year is continuous, simply cite the volume alone (*Gregorianum* 92).

**Article in a print journal**


**Article in an online journal**

For electronic versions of print journals which are delivered as PDFs of the print journal—such as is available through JSTOR or online access at many journal homepages—cite as if you are using the paper copy since pagination will be identical.

For journals which exist solely online, follow the guidelines for articles in print journals. In addition, include the URL and the date you accessed the material. A URL alone is NOT sufficient; you must provide the full facts of publication as far as they can be ascertained, so that the reader can search for it if the URL should change. (NB: Hyperlinks should be removed from the text in all cases where they appear as links (blue and underlined). Do this by right-clicking and selecting “remove link.”)


**Magazine article—Print version**


**Magazine Article—Online version**


2. Seabrook, “America’s Favorite Pickup.”

Newspaper article

Newspaper articles may be cited in running text (“As Elisabeth Bumiller and Thom Shanker noted in a New York Times article on January 23, 2013, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations.


2. Bumiller and Shanker, “Pentagon Lifts Ban.”


Book review


Article from Reference Works


OR


NB: Well-known reference books are generally not listed in Bibliographies, but if required:


OR

C. Citing Electronic Resources

NB: For Online Journal or Magazine, see above.

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, include an access date and a URL. If you consulted the book in a library or commercial database, you may give the name of the database instead of a URL. If no fixed page numbers are available, you can include a section title or a chapter or other number.


Blog entry or comment

Blog entries or comments may be cited in running text (“In a comment posted to The Becker-Posner Blog on February 16, 2012, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations.


2. Becker, “Is Capitalism in Crisis?”

**Online Video**


   If pertinent, you may include the time stamp for when the relevant discussion begins after the URL, e.g., “at 5:52.”

2. MacIntyre, “Human Dignity”.

IV. Common Citations for Notre Dame Seminary Students

Contents of this Section
IV. Common Citations for Notre Dame Seminary Students
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         Abbreviations for books
      2. Bible Commentary
      3. Magisterial Documents
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         b. 1. Conciliar Documents:
            b. 2. Council of Trent
         c. Denzinger
         d. 1. Papal Encyclicals
            d. 2. Other Papal
            d. 3. AAS
            d. 4. Papal addresses
         e. Bishops Conferences
         f. Canon Law and CL with Commentary
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   B. Philosophy—page 24
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      2. Aristotle
      3. Aquinas
      4. Other Philosophers

A. Theology

1. Sacred Scripture
   a. The preferred translation for use at Notre Dame Seminary is either the RSV-Catholic Edition, the NRSV, or the NAB. Specify which translation is being used in the first footnote citation: e.g., John 3:16 NAB; thereafter cite parenthetically with no reference to edition. However, if you do make use of another translation, that must be noted in a footnote. As the most basic source in theology, you need not list the Bible in the Bibliography.

   b. The citation for Biblical passages (after the first footnote citation) is to be done parenthetically according to the method of the Society of Biblical Literature:

      Standard Biblical Reference Forms: Normally a colon divides chapter from verse, a semi-colon divides chapter from chapter, and a comma divides verse from verse.
      Mark 7:11-21 means chapter 7 verses 11 through 21
      Mark 7:11-21:1 means chapter 7, verse 11 through to chapter 21, verse 1.
      Mark 7:11, 21 means chapter 7 verses 11 and 21
      Mark 7:11; 21 means chapter 7 verse 11 and chapter 21
Abbreviations for books of the Bible:

**Old Testament:**
- Eccl – Ecclesiastes
- Song – Song of Solomon
- Wis – Wisdom
- Sir – Sirach
- Jer – Jeremiah
- Dan – Daniel
- Hos – Hosea
- Joel – Joel
- Mic – Micah
- Nah – Nahum
- Hab – Habakkuk
- Hag – Haggai
- Zech – Zechariah
- Mal – Malachi
- Matt – Matthew

**New Testament:**
- Mark – Mark
- Acts – Acts
- Rom – Romans
- Eph – Ephesians
- Phil – Philippians
- Col – Colossians
- 1 Thess – 1 Thessalonian
- 2 Thess – 2 Thessalonian
- Titus – Titus
- Phlm – Philemon
- Heb – Hebrews
- Jam – James
- 1 Pet – 1 Peter
- 2 Pet – 2 Peter
- 1 Jn – 1 John
- 2 Jn – 2 John
- Jude – Jude
- Rev – Revelation

2. Bible Commentary

If the commentary is a single volume:

If the commentary is part of a series, it should be cited according to the rules of a title or monograph in a series. In contrast to other series, the **series editor does not need to be listed**.


If the commentary is in multiple volumes:
Follow the instructions for a specific volume in a multivolume work. In general, you should cite the volumes individually.


3. Magisterial Documents

The basic template for citing teaching documents of the Catholic Magisterium is: author, type of document (Encyclical, Apostolic Exhortation, Decree, etc.), title of document (normally in Latin), date of promulgation of document in parentheses, and the section or paragraph number of the document (not the page number).

Then follows the publication information of the source from which the document has been cited, whether hard copy or electronic.

a. The Catechism of the Catholic Church: The *Catechism* is to be cited parenthetically by paragraph number, except for the initial complete citation in a footnote. It does not need to be listed in the bibliography. The first footnote reference to the Catechism should give the whole name – *Catechism of the Catholic Church* – followed by the following parenthetical comment: (hereafter referred to as *CCC*). Then you may use the abbreviation for all subsequent references, e.g., *CCC*, 1251 as parenthetical references in the text. (NB: Be sure to italicize *CCC* as it the title of the book.)

NB: Unless you are comparing the first unofficial edition of the *CCC* to the 1997 official version (*editio typica*), only the *editio typica* should be used.

b. 1. Conciliar Documents: A work issued by the overall Church (like the Catechism, or any Vatican II document) is cited ONLY by its title from the publication information. No need to precede the citation with Catholic Church as author.

Footnote:
41. *Gaudium et Spes* (December 7, 1965), 22.

Subsequent footnotes the documents can be referred to by the two letter abbreviation system including the paragraph or section number as indicated above; e.g., *GS*, 24.

Bibliography:
b. 2. Council of Trent

NB: The Council of Trent can be cited using Denzinger—see the following entry for that method.


2. *The Roman Catechism*, 4.2.3. (NB, that only Part IV has two sections, so a third number is needed for Part IV that designates the part, the section, and the paragraph.)

OR


7. Council of Trent, Session 6, Chapter, chapter 12.


c. Denzinger

NB: In citing Denzinger, be sure to specify the edition used. The original edition edited by Denzinger appeared in 1854 and was revised many times resulting in inconsistent numberings. For this, use D ###. In 1963 Schönmetzer did a new revision which resulted in very different numberings; to cite this edition, use DS ###.

The initial citation should give the full bibliographic information. Examples using an old edition and a new one are below, with a subsequent sample citation from the cited version.

Older editions:


2. D 300.

New Edition:


2. DS 533.


d. 1. Papal Encyclicals (collection, book, or website)


Or:


Or:


For all formats, the short form is the same:


d. 2. Other Papal Writings


d. 3. Documents published in the *Acta Apostolica Sedis* or other journals


Abbreviated subsequent reference:

8 *DAS*, 26.


d. 4. Papal addresses accessed online


e. Bishops Conferences

NB: Before 2001, the bishops of the U.S. acting jointly were known as the National Conference of Catholic Bishops and their documents were published by the United States Catholic Conference. Thus these titles should be used respectively for author and publisher of the bishops’ documents before 2001, as the documents themselves should make clear.


6. *PPF*, 76.


f. Canon Law

When citing the *Code of Canon Law*, the abbreviation c. indicates one canon, cc. indicates two or more canons. The section symbol § indicates sections within a single canon. In addition, you should specify which printing is being cited (this is important since a new printing is currently in preparation to accommodate recent revisions made by Pope Francis).


**For the Canon Law printed together with Commentary:**


Or, if you cite many essays:


**To cite New Commentary on the Code of Canon Law**


**g. Roman Missal and GIRM**

References are to the paragraph number, not page number.


AND


2. *Rom. Mis.*, 34.
2. GIRM, 8.


**4. Theological Tradition**

**a. Patristics**

Many patristic writers, and in particular St. Augustine, should be cited not by page number, but by: Book (in Roman). Chapter. Paragraph. For example:


b. Scholastics

Scholastic treatises are often divided into large sections called Parts, the chapters of which are called Questions, and each question is divided into Articles. Articles, in turn, begin with objections, that is, opposing opinions to be considered by the author, then an “on the contrary” in which an authority is cited. This is followed by a longer “I answer that . . .” in which the main argument is presented. The last part is replies to each of the objections. Thus, in citing Scholastic works, you should cite the part of the work, and not the page number. The Part is cited in upper case Roman numeral, then the question and the article are specified in Arabic numbers. So, for example: “Thomas Aquinas, *Summa Theologica* I.2.3” is Part I, question 2, article 3.

“ST I.2.3.ad 1” is Part I, question 2, article 3, reply to objection 1.

“ST I-II.94.2” is First Part of the Second Part, ques. 94, article 2.

Since Part III was unfinished at his death, Thomas’s secretary Reginald of Piperno “completed” it by using texts from earlier works. These questions are referred to as a Supplement to the *tertia pars*, and should be cited in this fashion: “ST Suppl. III.42.1.”

NB: Conventions vary, and for that reason we stipulate this particular method. For example, if you are citing the corpus (“I answer that . . .”), you need not use the “c.” that is often used in citations. However, for further direction, and for more abbreviations for Thomas’s works, see Therese Bonin’s “Abbreviations explained for non-Latinists” at http://www.home.duq.edu/~bonin/thomasbibliography.html#nonlatinists.

In the initial footnote, be sure to note the translation being used:


Subsequent references can simply cite the abbreviated title and article:


NB: Medieval authors should be alphabetized according to their first name: thus Thomas, not Aquinas; William, not Ockham.

c. **Popular Editions**

Many important works have come out in popular edited editions; for these, be sure to indicate the appropriate author and editor.


**B. Philosophy**

For philosophers, be sure to note the translation in the initial footnote. Also, in those instances where there is a standard critical edition, the appropriate page references from that work should be cited as they are common to all translations.

1. **Plato** – Cite the dialogue and the Stephanus numbers, then the publication information:


   2. *Apology* 29a1.


2. **Aristotle** – Please provide the name of the work, and both book (in Roman numerals) and chapter number(s) (in Arabic numerals) as well as the complete Bekker number range for any quotation or reference.


3. Aquinas – See Above.

4. **Other Philosophers** – If there is a standard pagination from a critical edition—normally these are indicated in the margins to the text, as is common with Descartes (the Adam-Tannery edition) and Kant (the Akademie edition)—these ought to be cited.
V. Appendices: Sample Title Pages, Footnotes, Bibliography, Plagiarism

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   I.    Sample Title Page
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   III.  Sample Bibliography
   IV.   Avoiding Plagiarism
I. Sample Title Page

[Remember that for shorter papers not involving research, simply give your name, course, professor, and due date on consecutive lines at the top (either right or left side) of the first page]

“Nones” in Their Habits:

Vice as the Foundation for Atheism

John Smith

PHI 599: Modernity and Secularism

Dr. Samuel Johnson

October 21, 2022
II. Sample Footnotes

The question of the relation between traditional natural law and the modern notion of rights is a perennial source of debate because there is no agreement among natural law thinkers. Two eminent examples are John Finnis, who thinks natural law underwrites a full catalogue of modern rights, and Alasdair MacIntyre, who dismisses rights as fictions on par with witches and unicorns.¹ Nor can we settle the issue by going back to their common source: although Thomas Aquinas articulated a theory of natural law,² the question of rights in the modern sense simply did not arise for him.³

To resolve this impasse, it is helpful to consider the contribution of Jacques Maritain. A primary characteristic of Maritain’s intellectual project was to bring the principles of Thomism into dialogue with the developments of the modern world.⁴ Given the political trials of the mid-twentieth century, the most urgent dialogue that Maritain undertook was the attempt to update Thomistic political thought so as to incorporate the developments of modern democracy and the idea of human rights.⁵

III. Sample Bibliography (of same references from footnotes)


IV. Avoiding Plagiarism (Adapted from Turabian)

When to Quote, Paraphrase, or Summarize

You can present information from a source in the source’s words or in your own. Which you choose depends on how you plan to use the information in your argument, but also on the kind of paper you are writing, since different fields use quotation, paraphrase, and summary in different proportions.

**Summarize** when details are irrelevant or a source isn’t important enough to warrant the space.

**Paraphrase** when you can state what a source says more clearly or concisely than the source does, or when your argument depends on the details in a source but not on its specific words.

**Quote** for these purposes:
1. The quoted words themselves are your evidence, and you need to deal with them exactly as they appeared in the original.
2. The quoted words are highly original, well expressed, odd, or otherwise too useful to lose in paraphrase.
3. The passage states a view that you disagree with, and to be fair you want to state it exactly.
4. The passage is from an authority who backs up your view.
5. The passage expresses your key concepts so clearly that the quotation can frame the rest of your discussion.

Three Principles for Citing Sources
When you use any source in any way, readers expect you to follow three principles. You risk a charge of plagiarism if you ignore any one of them.

1. **You must cite the source for any words, ideas, or methods that are not your own.**
   Writers can avoid paraphrasing too closely if they focus on remembering what they understand from the original, not its actual words. One way to do this is to put the original aside as you write the paraphrase (Colomb and Williams, 92). But a better way is to imagine you are explaining the idea to someone who hasn’t read the original.

2. **When you quote the exact words of a source, you must put those words in quotation marks or a block quotation, even if you cite the source in your own text.**
   For example, this would be plagiarism:
   
   According to Colomb and Williams, when you quote the exact words of a source, you must put those words in quotation marks or a block quotation, even if you cite the source in your own text (100).

3. **When you paraphrase the words of a source, you must use your own sentences, not sentences so similar to the original that they are almost a quotation.**
   For example, this would be considered plagiarism by many teachers:
   
   According to Colomb and Williams, you risk being charged with plagiarism when you paraphrase a passage from a source not in your own words but in sentences so similar to it that you almost quote them regardless of whether your own text cites the source (100).

Some students think they don’t have to cite material available for free online. Not so. These principles apply to sources of any kind—printed, recorded, oral, and online. You risk a charge of plagiarism if you fail to cite anything you get from a source, especially if it’s from a website, a database, a podcast, or another online source. A source is a source, and you must cite them all.