

ST. PAUL'S INSTITUTE OF THEOLOGY

(Aggregated to St. Peter's Pontifical Institute, Bangalore)



**FOOTNOTE
&
BIBLIOGRAPHICAL FORMS
GUIDELINES FOR WRITING
ASSIGNMENTS, TERM PAPERS, AND
DISSERTATIONS**

St. Paul's Seminary
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FOOTNOTE AND BIBLIOGRAPHICAL FORMS
GUIDELINES FOR WRITING
ASSIGNMENTS, TERM PAPERS, AND DISSERTATIONS

- I Footnote Entries (N) and Bibliographical Entries (B) (First References)
- II Second References
- III Notes

“Bibliographies are lists of writings on certain circumscribed subjects.” It often provides information regarding the basic or best books on the subject.

The following guidelines are meant to help the students of St. Paul’s Institute of Theology, Tiruchirappalli, in writing their scientific assignments, term papers, and dissertations according to a scientific methodology. Students have to follow these guidelines strictly.

I. FOOTNOTE AND BIBLIOGRAPHICAL ENTRIES
(FIRST REFERENCES)

A. Reference Footnotes

- 1. Books

a. ONE AUTHOR

- N Agneta Sutton, *Prenatal Diagnosis: Confronting the Ethical Issues* (London: The Linacre Centre, 1990), 97.
- B Sutton, Agneta. *Prenatal Diagnosis: Confronting the Ethical Issues*. London: The Linacre Centre, 1990.
- N John van Maaten, *Tales of the Field: Writing Ethnography* (Chicago: University of Chicago, 1988), 45.

B Van Maaten, John. *Tales of the Field: Writing Ethnography*. Chicago: University of Chicago, 1988.

b. TWO AUTHORS

N Tom L. Beauchamp and James F. Childress, *Principles of Biomedical Ethics* (New York: Oxford University Press, 1979), 77.

B Beauchamp, Tom L. and James F. Childress. *Principles of Biomedical Ethics*. New York: Oxford University Press, 1979.

c. MORE THAN THREE AUTHORS

N Angus Campbell and Others, *The American Voter* (New York: John Wiley & Sons, 1964), 148.

B Campbell, Angus and Others. *The American Voter*. New York: John Wiley & Sons, 1964.

d. BOOKS WITH NO AUTHOR GIVEN

N [No Author], *New Life Options: The Working Women's Resource Book* (New York: McGraw-Hill, 1976), 42.

B [No Author]. *New Life Options: The Working Women's Resource Book*. New York: McGraw-Hill, 1976.

e. REVISED EDITION

N Andrew C. Varga, *The Main Issues in Bioethics*, rev. ed. (New York: Paulist Press, 1984), 101-106.

B Varga, Andrew C. *The Main Issues in Bioethics*. Rev. Ed. New York: Paulist Press, 1984.

f. EDITION OTHER THAN THE FIRST

N Tom L. Beauchamp and James F. Childress, *Principles of Biomedical Ethics*, 5th ed. (Oxford: Oxford University Press, 2001), 95-101.

- B Beauchamp, Tom L. and James F. Childress. *Principles of Biomedical Ethics*. 5th Ed. Oxford: Oxford University Press, 2001.

g. TRANSLATION OF AN ORIGINAL WORK

- N Aristotle, *Generation of Animals*, trans. A.L. Peck (Cambridge: Harvard University Press, 1963), 75.

- B Aristotle. *Generation of Animals*. Trans. A.L. Peck. Cambridge: Harvard University Press, 1963.

h. COLLECTED WORKS OF AN AUTHOR EDITED BY ANOTHER

- N Bernard Haering, *Medical Ethics*, ed. Gabrielle L. Jean (Slough: St. Paul Publications, 1972), 32.

- B Haering, Bernard. *Medical Ethics*. Ed. Gabrielle L. Jean. Slough: St. Paul Publications, 1972.

i. EDITOR OR COMPILER AS “AUTHOR”

- N Julio de Santa Ana, ed., *Towards a Church of the Poor* (Geneva: World Council of Churches, 1982), 97.

- B De Santa Ana, Julio. Ed. *Towards a Church of the Poor*. Geneva: World Council of Churches, 1982.

j. ONE AUTHOR’S WORK OF SEVERAL VOLUMES UNDER A GENERAL TITLE, WITH EACH VOLUME UNDER A SEPARATE TITLE

- N Michael Schmaus, *Dogma*, vol. 3, *God and His Christ* (New York: Sheed and Ward, 1971), 45.

- B Schmaus, Michael. *Dogma*, Vol. 3. *God and His Christ*. New York: Sheed and Ward, 1971.

2. Articles

a. ARTICLES IN AN EDITED BOOK

N Susan Wendell, "Towards a Feminist Theology of Disability", in *Bioethics*, 4th ed., ed. Thomas A. Shannon (New Jersey: Paulist Press, 1993), 381.

B Wendell, Susan. "Towards a Feminist Theology of Disability". In *Bioethics*. 4th Ed. Ed. Thomas A. Shannon. New Jersey: Paulist Press, 1993, 380-410.

b. ARTICLES IN A SCHOLARLY JOURNAL

N Selva Rathinam, "The Old Testament in John's Passion Narrative", *Vidyajyoti* 66 (2002), 408-410. (continuously paginated all through the year.)

B Selva Rathinam. "The Old Testament in John's Passion Narrative". *Vidyajyoti* 66 (2002), 405-418.

Note: In Tamil culture there is no first name and surname distinction. Hence, both in the footnote and in the bibliography we write the name of the author in the same way, as found above.

N Ulrich Eibach, "Prayer and Conceptions of God", *Concilium* (1990/3), 72.

B Eibach, Ulrich. "Prayer and Conceptions of God". *Concilium* (1990/3), 60-74.

Note: For Concilium there is no volume number. Hence, we mention only the year of publication and the issue number, as mentioned above.

N S. Arockiasamy, "Religious Freedom: Moral Theological Perspective", *Vaiharai* 6/2 (2001), 45-48.

B Arockiasamy, S. "Religious Freedom: Moral Theological Perspective". *Vaiharai* 6/2 (2001), 40-59. (discontinuously paginated; each number begins with page no. 1.)

c. SIGNED ARTICLES IN ENCYCLOPEDIAE AND DICTIONARIES

- N N.J. Rigali, "Moral Theology (Contemporary Trends)", in *New Catholic Encyclopedia*, ed. David I. Eggenberger, vol. 18, Supplement (Palatine, Illinois: Jack Heraty and Associate, 1989), 307.
- B Rigali, N.J. "Moral Theology (Contemporary Trends)". In *New Catholic Encyclopedia*. Ed. David I. Eggenberger. Vol. 18, Supplement. Palatine, Illinois: Jack Heraty and Associate, 1989, 306-310.

Note: Only for books published in USA, the exact place of publishers and the name of the State are mentioned.

d. UNSIGNED ARTICLES IN ENCYCLOPEDIAE AND DICTIONARIES

- N [No Author], "Sisters of Mercy", in *Encyclopedia Americana*, ed. Bernard S. Cayne, vol. 24 (New York: Americana Corporation, 1976), 850.
- B [No Author]. "Sisters of Mercy". In *Encyclopedia Americana*. Ed. Bernard S. Cayne. Vol. 24. New York: Americana Corporation, 1976, 850.

e. ARTICLES FROM NEWSPAPERS, POPULAR WEEKLIES, FORTNIGHTLIES

- N C. Raja Mohan, "The Global Nuclear Order", *The Hindu* (Madurai) 16 Sep. 1996, 12.
- B Raja Mohan, C. "The Global Nuclear Order". *The Hindu* (Madurai) 16 Sep. 1996, 12.

N Subhadra Menon with G.C. Sekhar, “Herbal Petrol: Fuelling Excitement”, *India Today*, 16-30 Sep. 1996, 120-121.

B Subhadra Menon with G.C. Sekhar. “Herbal Petrol: Fuelling Excitement”. *India Today*. 16-30 Sep. 1996, 120-121.

f. BOOK REVIEW

N D. Alphonse, Review of *God as Feminine: Hindu and Christian Visions — A Dialogue*, by Joseph Sebastian, *Vaiharai* 1/2 (1996), 93.

B Alphonse, D. Review of *God as Feminine: Hindu and Christian Visions – A Dialogue*, by Joseph Sebastian. *Vaiharai* 1/2 (1996), 93-96.

g. A WORK CITED OR QUOTED BY ANOTHER AUTHOR

N Schubert Ogden, *The Reality of God and Other Essays* (London: SCM Press, 1967), 223, citing Charles Hartshorne, *The Divine Reality: A Social Conception of God* (New Haven: Yale University Press, 1948), 58-59.

B Ogden, Schubert. *The Reality of God and Other Essays*. London: SCM Press, 1967.

(N.B. Only the work consulted by the researcher is listed in the bibliography.)

3. Magisterial Documents

a. COUNCIL DOCUMENTS

i) From a collection

N *Declaration on Religious Liberty*, in *The Documents of Vatican II*, ed. Walter M. Abbott (New York: Guild Press, 1966), no. 25.

B *Declaration on Religious Liberty*. In *The Documents of Vatican II*. Ed. Walter M. Abbott. New York: Guild Press, 1966.

N திருச்சபை, இரண்டாம் வத்திக்கான் சங்க ஏடுகள், பொதுப் பதிப்பாசிரியர்கள் வ. பவுல் லியோன், கு. எரோணிமுக (திருச்சிராப்பள்ளி: தேடல் வெளியீடு, 2014), எண் 25.

B திருச்சபை. இரண்டாம் வத்திக்கான் சங்க ஏடுகள். பொதுப் பதிப்பாசிரியர்கள் வ. பவுல் லியோன், கு. எரோணிமுக. திருச்சிராப்பள்ளி: தேடல் வெளியீடு, 2014.

b. PAPAL TEACHINGS

i) From a collection

N Paul VI, *Humanae Vitae* (encyclical letter), in *The Papal Encyclicals 1958-1981*, ed. Claudia Carlen (Wilmington, Delaware: McGrath Publishing Company, 1981), no. 10.

B Paul VI. *Humanae Vitae* (Encyclical Letter). In *The Papal Encyclicals 1958-1981*. Ed. Claudia Carlen. Wilmington, Delaware: McGrath Publishing Company, 1981.

ii) Published as a single book

N John XXIII, *Peace on Earth* (encyclical letter), (London: Catholic Truth Society, 1963), no.13.

B John XXIII. *Peace on Earth* (Encyclical Letter). London: Catholic Truth Society, 1963.

c. INSTRUCTIONS OF ROMAN CONGREGATIONS (SCDF OR CONGREGATIONS AS AUTHOR)

i) From a collection

N Sacred Congregation for the Doctrine of Faith, *Declaration on Procured Abortion*, in *Vatican Council II: More*

Post Conciliar Documents, ed. Austin Flannery (Bombay: St. Paul Publication, 1992), 445.

- B Sacred Congregation for the Doctrine of Faith. *Declaration on Procured Abortion*. In *Vatican Council II: More Post Conciliar Documents*. Ed. Austin Flannery. Bombay: St. Paul Publication, 1992.

ii) Published as a single book

See the examples above.

4. Other items

a. REPORTS OF COMMISSIONS, COMMITTEES etc. (ASSOCIATIONS AND INSTITUTIONS AS AUTHORS)

N South Asian Association for Regional Co-operation (SAARC) Report, *SAARC Year of the Girl Child 1990* (New Delhi: UNICEF, 1990), 9.

B South Asian Association for Regional Co-operation (SAARC) Report. *SAARC Year of the Girl Child 1990*. New Delhi: UNICEF, 1990.

b. GOVERNMENT DOCUMENTS AND RECORDS (GOVERNMENT/DEPARTMENT AS AUTHOR)

N Government of India, Department of Social Welfare, *Report of the Committee on Untouchability* (Elayaperumal Committee), 1969, 10.

B Government of India. Department of Social Welfare. *Report of the Committee on Untouchability*. Elayaperumal Committee, 1969.

c. REFERENCE TO EDITORIALS AND LETTERS TO THE EDITOR OF WEEKLIES etc.

i) Editorial

N “Genetic Amniocentesis in Twin Pregnancies” (editorial), *British Medical Journal* 2 (1979), 1455-1456.

B “Genetic Amniocentesis in Twin Pregnancies” (Editorial). *British Medical Journal* 2 (1979), 1455-1456.

ii) Letter to the editor

N J. Matthews, Jr., “Selective Birth in Twin Pregnancies” (letter to the editor), *New England Journal of Medicine* 305 (1981), 1219.

B Matthews, J. Jr. “Selective Birth in Twin Pregnancies” (Letter to the Editor). *New England Journal of Medicine* 305 (1981), 1219.

d. UNPUBLISHED THESIS OR DISSERTATION

N O.C. Philips, Jr., *The Influence of Ovid on Luan’s Bellum Civile* (Ph.D. diss., University of Chicago, 1962), 18. [or (S.T.D. diss., Catholic University of Louvain, 1995), 97.]

B Philips, O.C., Jr. *The Influence of Ovid on Luan’s Bellum Civile*. Ph.D.diss., University of Chicago, 1962. [or S.T.D. diss., Catholic University of Louvain, 1995.]

e. BOOKS AND ARTICLES REFERRED TO IN CONTENT FOOTNOTE ALSO CAN BE LISTED IN THE BIBLIOGRAPHY

Thachil, Jose. *The Upanishads: A Socio-Religious Appraisal*. New Delhi: Intercultural Publications, 1993. (For explanation see content footnotes below in page number 13)

f. ELECTRONIC DOCUMENT: FROM INTERNET

N William J. Mitchell, *City of Bits: Space, Place, and the Infobahn* [book on-line] (Cambridge, Massachusetts: MIT Press, 1995, accessed 29 September 1995, Published on 05 September 1995), available from http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html; Internet.

B Mitchell, William J. *City of Bits: Space, Place, and the Infobahn* [book on-line]. Cambridge, Massachusetts: MIT Press, 1995, accessed 29 September 1995, Published on 05 September 1995. Available from http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html; Internet.

g. INTERVIEW (UNPUBLISHED) BY WRITER OF PAPER

N Nancy D. Morganis, interview by author, 16 July 1999, Chennai, tape recording. [or Personal Communication to author, 16 July 1999.]

B Morganis, Nancy D. Interview by author, 16 July 1999, Chennai. Tape recording. [or Personal Communication to author, 16 July 1999.]

h. CANON LAW

i) Reference to the New Code of Canon Law (1983)

N 1. Can. 80. B 1. Can. 80.
2. Can. 120-125. 2. Can. 120-125.

ii) Reference to the Old Code

N CIC (1917) c. 43. B CIC (1917) c. 43.
(CIC = *Codex Juris Canonici* – Code of Canon Law)

B. Content Footnotes

Content footnotes consist of explanations or amplifications of the textual discussion in the footnotes themselves. If there is a basis or source for your explanation or amplification it is right that the basis or source is mentioned after the explanation. For example,

Textual discussion

When we investigate the annals of the ancient . . . The important sources of Indian medicine are the *Charaka Samhita* and the *Susruta Samhita*. ⁽¹⁾

Footnote with explanation and source for the word *Samhita*

⁽¹⁾ *Samhitas* are the primary collection of hymns belonging to the earliest stage of the Vedas. There are four principal *samhitas*, namely *Rig Veda Samhita*, *Sama Veda Samhita*, *Yajur Veda Samhita* and *Atharva Veda Samhita*. Jose Thachil, *The Upanishads: A Socio-Religious Appraisal* (New Delhi: Intercultural Publications, 1993), 3-7.

(N.B. This book can be listed in the bibliography also since the researcher has used it.)

II. SECOND REFERENCES

In a second and further successive reference to the same work of the same author, name of the author and that of the title of the book or article are shortened and publication details are omitted. For example,

First reference:

Bernard Haering, *Faith and Morality in a Secular Age* (Slough: St. Paul Publications, 1973), 21-53.

Charles E. Curren, *Ongoing Revision in Moral Theology* (Notre Dame, Indiana: Fides Publications, 1975), 97.

Christopher Kiesling, "Bultmann's Moral Theology: Analysis and Appraisal", *Theological Studies* 30 (1969), 225-248.

Second reference and further references to the same work

B. Haering, *Faith and Morality*, 164.

C.E. Curren, *Ongoing Revision*, 61.

C. Kiesling, "Bultmann's Moral Theology", 245.

(N.B. Avoid using *ibid.* and மேற்கண்டபடி.)

III. NOTES

- (1) There are two kinds of footnote entries: Reference Footnotes and Content Footnotes. First references, whether Reference Footnotes or Content Footnotes, are always complete.
- (2) The abbreviation "Cf." means "compare". Therefore it is to be used in the context of compare or contrast. It is not to be used in the place of "See" which is often used as a help for further study.

When a direct quotation or reference is given neither "Cf." nor "See" is used. Instead, direct reference is given in the footnote as in other normal cases.
- (3) Foreign words are printed in italics in typing.
- (4) Names of international journals may be abbreviated according to *international standards*, e.g. *NEJM* = *New England Journal of Medicine*. However complete title should be mentioned in the first reference footnote and bibliography.
- (5) Frequent use of "See" is to be avoided even in case of indirect reference. When one has to use "See" successively, it is better to follow alternative ways of expressing the same idea. For example,

- For further information on this subject, see J. Macmurry, *Persons in Relation* (London: Faber and Faber Ltd., 1961), 40-42.
 - For more details, see R.S. Peters, *The Logic of Education* (London: Routledge and Kegam Paul, 1970), 93-94.
- (6) Abbreviations like *ibid.*, *id.*, *op. cit.*, *loc. cit.* are not used in our curriculum. In their places the abridged reference is given. The abridged on shortened citation must include (a) surname of the author, editor or compiler (b) shortened title (c) volume and page references. For examples, see, II SECOND REFERENCES on page 13.
 - (7) Only a single reference to one footnote is a bare minimum. Multiple references in a single footnote are possible and encouraged.
 - (8) Bibliographical entries for articles from edited books should be made *under Articles* and *not under Books*.
 - (9) Bibliography has to be divided into important sections namely, 1. MAGISTERIAL DOCUMENTS, 2. BOOKS , 3. ARTICLES. Even while making broad divisions like 1. Primary Sources 2. Secondary Sources, these sections should not be neglected.
 - (10) Bibliographies are arranged in alphabetical order of the surnames. Efforts should be made to write the Tamil names too in the alphabetical order. But the position of the first name and surname is not reversed since it is variant and complicated. However these names too are listed under the respective section namely, Books, Articles etc.
- (N.B. In L.Th. dissertations all Tamil names are transliterated into English and the usual methodology is followed.)

- (11) Footnotes are to be written at the foot of each page. That is why they are called footnotes. They should not be written at the end of the assignment.
- (12) To list in the bibliography books that were not mentioned in the footnotes, i.e., books that were not used in the text, is **against ethics in research**.
- (13) While writing the bibliography align the names of the authors in such a way that they stand out making the reading easy. For example,
 Arthur, Rose Hofman. *The Wisdom Goddess: Feminist Motifs in Eight Nag Hammadi Documents*. New York: University Press of America, 1984.
 Bach, Alice, ed. *The Pleasure of her Text: Feminist Readings of Biblical and Historical Texts*. Philadelphia: Trinity Press International, 1990.
 Gardner, James F. and Thomas Wiedemann. *The Roman Household: A Source Book*. New York: Routledge, 1991.
 Kysar, Robert. *The Fourth Evangelist and His Gospel: An Examination of Contemporary Scholarship*. Minneapolis, Minnesota: Augsburg Fortress Press, 1975.
 _____. *John, The Maverick Gospel*. Rev. Ed. Louisville, Kentucky: Westminster John Knox, 1993.
 Von Wahlde, Urban C. *The Earliest Version of John's Gospel: Recovering the Gospel of Signs*. Wilmington, Delaware: Michael Glazier, 1989.
- (14) Factual material is common knowledge and so requires no citing of authority. E.g., India got independence on Aug. 15, 1947.

Other facts should be supported by reference to recognized authority. The researcher has to understand, therefore, that there is an obligation to acknowledge

- the source of a fact
- the source of a borrowed idea
- the source of summary or paraphrase he/she makes
- the source of a quotation he/she uses.

Failure to give credit in your paper for the loans made i.e., for ideas borrowed from others is **plagiarism**, a serious offence.

ABBREVIATIONS

A. The Second Vatican Council Documents

The sixteen documents of the Second Vatican Council are usually cited in their abbreviated forms, as given below:

- | | |
|---------------------|------------------------------------------------------------------------------------------------------------|
| (1) <i>SC</i> (திவ) | (<i>Sacrasanctum Concilium</i> = Liturgy = திருவழிபாடு) |
| (2) <i>IM</i> (சக) | (<i>Intermirifica</i> = Means of Social Communication = சமூகத் தொடர்புக் கருவிகள்) |
| (3) <i>LG</i> (தி) | (<i>Lumen Gentium</i> = The Church = திருஅவை) |
| (4) <i>OE</i> (ககீ) | (<i>Orientalium Ecclesiarum</i> = Catholic Eastern Churches = கத்தோலிக் கக் கீழைத் திருஅவைகள்) |
| (5) <i>UR</i> (கிஒ) | (<i>Unitatis Redintegratio</i> = Ecumenism = கிறித்தவ ஒன்றிப்பு) |
| (6) <i>CD</i> (ஆப) | (<i>Christus Dominus</i> = The Pastoral Office of Bishops in the Church = திருஅவையில் ஆயர்களின் அருள்பணி) |

- (7) *PC* (துவா) (*Perfectae Caritatis* = Up-to-date Renewal of Religious Life = துறவற வாழ்வைப் புதுப்பித்தல்)
- (8) *OT* (திப) (*Optatam Totius* = Training of Priests = திருப்பணிப் பயிற்சி)
- (9) *GE* (கிக) (*Gravissimum Educationis* = கிறித்தவக் கல்வி)
- (10) *NA* (கிச) (*Nostra Aetate* = Relation of the Church to Non-Christian Religions = கிறித்தவமல் லாச் சமயங்களோடு திருஅவைக்குள்ள உறவு)
- (11) *DV* (இவெ) (*Dei Verbum* = Divine Revelation = இறை வெளிப்பாடு)
- (12) *AA* (பொதி) (*Apostolicam Actuositatem* = Apostolate of Lay People = (பொதுநிலையினரின் திருத்தூதுப் பணி)
- (13) *DH* (சசு) (*Dignitatis Humanae* = Religious Liberty = சமயச் சுதந்திரம்)
- (14) *AG* (திந) (*Ad Gentes* = Church's Missionary Activity = திருஅவையின் நற்செய்திப்பணி)
- (15) *PO* (திவா) (*Presbyterorum Ordinis* = Ministry and Life of Priests = திருப்பணியாளர்களின் பணியும் வாழ்வும்)
- (16) *GS* (இஉதி) (*Gaudium et Spes* = Church in the Modern World = இன்றைய உலகில் திருஅவை)

The two well-known English translations of Vatican II are by W. Abbott (ed.) and A. Flannery (ed.). The First reference to these documents should make mention of the particular translation you are using. e.g. *GS* (Abbott edition) or *GS* (Flannery edition).

“Denz” stands for “*Enchiridion Symbolorum, Definitionum et Declarationum de Rebus Fidei et Morum*,” edited by H. Denzinger. It is a collection of select texts of the Magisterium. Since the revised edition was prepared by A. Schoenmetzer S.J. it is also known as “Denz. – Schoen. The greatest merit of Denz. is that it contains in a single volume all important Church pronouncements. However the *Enchiridion* is sometimes unduly selective.

J. Neuner and J. Dupius have jointly brought out an English translation of Church documents based on Denz.-Schoen, with the title the *Christian Faith: In The Doctrinal Documents of the Church*, the first translation appeared in 1967 under the title *The Teaching of the Catholic Church*. The eighth edition (revised and enlarged) was brought out by Jacques Dupius in 1996.

If you indicate the English version of the titles of the document (e.g. an encyclical letter or apostolic letter), you may include the original titles within brackets in its expanded form and in the abbreviated form as well.

e.g. Human Life (*HV* for *Humanae Vitae*; *LE* for *Laborum Exercens*).

B. Journal Abbreviations

<i>AAS</i>	<i>Acta Apostolicae Sedis</i> – Acts of the Apostolic See (Rome)
<i>AS</i>	Aikya Samiksha
<i>AH</i>	Asian Horizons
<i>AJPR</i>	Asian Journal for Priest & Religious
<i>AJT</i>	Asian Journal of Theology
<i>AJVF</i>	Asian Journal of Vocation and Formation
<i>BTF</i>	Bangalore Theological Forum
<i>BiBh</i>	Bible Bhashyam
<i>TBT</i>	The Bible Today

<i>CLA</i>	Canon Law Abstracts
<i>CatIn</i>	Catechetics India
<i>CBQ</i>	Catholic Biblical Quarterly
<i>CathIn</i>	Catholic India
<i>ChaUn</i>	Charism in Unity
<i>ChrOr</i>	Christian Orient
<i>Con</i>	Concilium
<i>CrCu</i>	Cross Currents
<i>DhaDee</i>	Dharma Deepika
<i>Dhy</i>	Dhyana
<i>DSV</i>	Divine Shepherd's Voice
<i>DivDan</i>	Divyadaan
<i>DTJ</i>	Doon Theological Journal
<i>EAPR</i>	East Asian Pastoral Review
<i>EPW</i>	Economic & Political Weekly
<i>EcuR</i>	Ecumenical Review
<i>ExpT</i>	Expository Times
<i>Fur</i>	Furrow
<i>HTJ</i>	Harvard Theological Journal
<i>HeyJ</i>	Heythrop Journal
<i>HPR</i>	Homiletic and Pastoral Review
<i>Hor</i>	Horizons
<i>HD</i>	Human Development
<i>IGI</i>	In God's Image
<i>IT</i>	India Today
<i>ICHR</i>	Indian Church History Review
<i>IJCS</i>	Indian Journal of Christian Studies

<i>IJScl</i>	Indian Journal of Secularism
<i>IJSpt</i>	Indian Journal of Spirituality
<i>IndPQ</i>	Indian Philosophical Quarterly
<i>ITS</i>	Indian Theological Studies
<i>Ind</i>	Indica
<i>IntPQ</i>	International Philosophical Quarterly
<i>IRM</i>	International Review of Mission
<i>ITQ</i>	Irish Theological Quarterly
<i>IshD</i>	Ishvani Documentation
<i>Jeev</i>	Jeevadhara
<i>JBL</i>	Journal of Biblical Literature
<i>JD</i>	Journal of Dharma
<i>JPR</i>	Journal of Philosophical Research
<i>JP</i>	Journal of Philosophy
<i>Jur</i>	Jurist
<i>LR</i>	L'Osservatore Romano
<i>LS</i>	Louvain Studies
<i>LJSS</i>	Loyola Journal of Social Sciences
<i>LV</i>	Lumen Vitae
<i>MSt</i>	Mainstream
<i>MJT</i>	Master's Journal of Theology
<i>MT</i>	Mission Today
<i>NTA</i>	New Testament Abstracts
<i>NTS</i>	New Testament Studies
<i>OTA</i>	Old Testament Abstracts
<i>OJ</i>	Oriens Journal

<i>PT</i>	Philosophy Today
<i>Pt</i>	Priest
<i>RS</i>	Religion and Society
<i>Sany</i>	Sanyasa
<i>Sem</i>	Seminar
<i>Sev</i>	Sevartham
<i>ST</i>	Sisters Today
<i>SA</i>	Social Action
<i>Spt</i>	Spirituality
<i>SC</i>	Studia Canonica
<i>SCL</i>	Studies in Church Law
<i>ThS</i>	Theological Studies
<i>ThD</i>	Theology Digest
<i>ThT</i>	Theology Today
<i>TM</i>	Third Millennium
<i>Vaih</i>	Vaiharai
<i>VJTR</i>	Vidyajyoti Journal of Theological Reflection
<i>VVJ</i>	Vikas Vani Journal
<i>Wy</i>	Way
<i>WL</i>	Women's Link
<i>WW</i>	Word & Worship
<i>Wp</i>	Worship
<i>மஅ</i>	மறைஅருவி
<i>விவி</i>	விவிலிய விருந்து
<i>தோழன்</i>	தோழன்

C. Technical Abbreviations

art.	article (plural, arts.)
c.	copyright
Ca.	<i>Circa</i> = about, approximately
Cf.	<i>confer</i> . This abbreviation for Latin <i>Confer</i> means consult or compare, as in <i>Cf. p.14</i> , meaning compare and consult page 14 for further discussion of this topic. Therefore Cf. must not be used as the abbreviation for “Confer” in English. (For this purpose ‘See’ is used.)
e.g.	<i>exempli gratia</i> = for example
ed.	edition; edited by; editor
et al.	<i>et alii</i> = and others
et seq.	<i>et sequence</i> = and the following
etc.	et cetera = and so forth
fig.	figure (plural figs.)
ibid.	<i>ibidem</i> = in the same place
id.	<i>Idem</i> = the same person
infra	(see) below
loc. cit.	<i>loco citato</i> = in the place cited previously
op. cit.	<i>opare citato</i> = in the work cited earlier
MS	Manuscript (plural, MSS)
n.d.	no date
n.p.	no place, no publisher
no.	number (plural, nos.)
passim	here and there in the text
q.v.	<i>quod vide</i> = which see
sec.	section (plural, secs.)
<i>sic</i>	so, thus
supp.	supplement (plural, supps.)

supra	(see) above
s.v.	sub verbo, sub voce – under the word (used very often in encyclopaediae)
trans.	translator, translated by
v.	verse (plural, vv.)
v.	<i>vide</i> = see
viz.	<i>videlicet</i> = namely
vol.	volume (plural, vols.)
vs.	<i>versus</i> = against (v. is used in law references)

Note that Latin abbreviations shown above are not underlined. Sic is an exception. It is permissible to follow the same practice in footnotes and bibliography.

APPENDIX

1. Explanation for some Important Latin abbreviations

a) Ibid. *Ibidem* = in the same place

This abbreviation refers to the reference immediately preceding.

Example:

(1) Neera Burra, *Born to Work : Child Labour in India* (Delhi: Oxford University Press, 1998), 204.

(First reference, therefore complete detail is given.)

(2) Ibid. 'Ibid.' is **correctly** used here.

(With no intervening reference, a second mention of the same page of Burra's book (*Born to Work*) requires only "ibid." Note that "ibid." is not underlined. To put it simply, "ibid." means/refers to the same author, same book/article and same page.)

(3) Ibid., 68

(With no intervening reference since the last to Burra's book, "**ibid.**" is still **correct**, but here with the addition of a different page.)

b) id. *idem* = the same person

Since "ibid." means "in the same place," it must not be used to repeat an author's name when reference to two works by the same author follow each other without intervening reference. Here "id." may be used. Id. is properly used only of a person. So do not confuse "ibid." and "id." 'Ibid.' stands for all the items of the preceding reference including page number if the reference is to the same page. But "id." refers only to a person and so cannot be used in the following example.

Example:

- (1) Charles, E. Curren, *Ongoing Revision in Moral Theology* (Notre Dame, Indiana: Clavitian, 1975), 106.
- (2) Ibid., 125. **This entry is Correct.**

On the other hand, in the following example, use of 'ibid.' would be incorrect since it is used to repeat only the author's name from the preceding footnote, all the other particulars being changed. "id.," meaning the same person, is correct here.

Example:

- (1) Charles E. Curren, *Ongoing Revision in Moral Theology* (Notre Dame, Indiana: Clavitian, 1975), 106.
- (2) Ibid., *Dissent in and for the Church* (New York: Sheed and Ward, 1969), 45.

This footnote entry (2) is wrong.

(3) *Id.*, *Dissent in and for the Church* (New York: Sheed and Ward, 1969), 45.

This is a correct entry because “**id.**” is used to refer only to the author/person (Charles E. Curren).

Note Well. Nowadays repetition of the author’s name and the title of the book in short form in the second and further references is the style preferred by writers for the sake of clarity.

Therefore we do not use ‘ibid.’, or ‘id.’ in our academic career at St. Paul’s Institute of Theology.

c) *loc. cit.* *loco citato* = in the place cited previously

This abbreviation is used to refer to the part (vol., page etc.) of a book previously cited, irrespective of the fact that other books are cited or not in between. However it should not be used to refer to works cited earlier but too far away from the present footnote. This abbreviation is preceded by the name of the author and should not be followed by page number.

Example:

J. Mahoney, *loc. cit.*

This footnote entry is correct because Mahoney’s work has been cited a little above (i.e., a few pages earlier) and no other work of Mahoney had been cited earlier. It would be confusing to use *loc. cit.* if other works of Mahoney had been cited earlier.

d) op. cit. *opere citato* = in the work cited earlier

This abbreviation is used to refer to the work of a stated author. His work is previously cited. However the work cited should not be too far away from the present footnote. It should not be just the immediately preceding note either (in which case 'ibid.' is the proper usage). This abbreviation is preceded by the name of the author and followed by page number.

Example:

As you read a scholarly article or book you may come across in the footnote,

Philip S. Keane, op. cit., 126.

You must then turn back in the footnotes until you find the reference to the book by Philip S. Keane. You will there obtain the title of his book. The page number following the abbreviation "op. cit." in this example refers to the page in the book (e.g., *Sexual Morality*) by P.S. Keane.

N.B. Abstain from using loc. cit. and op. cit. Instead repeat the names of the author and the book in short form to avoid confusion and to add clarity to your written work.

ST. PAUL'S INSTITUTE OF THEOLOGY

(Aggregated to St. Peter's Pontifical Institute, Bangalore)



LATIFUNDIALIZATION THEN AND NOW
Naboth Episode and its Implications for
Chennai-Salem Eight-lane Project

An Assignment / A Book Review / A Dissertation
Presented in Partial Fulfillment of the Requirements for
the Bachelor of Philosophy / Bachelor of Theology /
Licentiate in Theology

by

FRANCES SELESTIN S.

Reg. No. SPS 2360

Moderator

REV. DR. DIONYSIUS LAWRENCE

St. Paul's Seminary
Tiruchirappalli - 620 001
2021-2022

புனித பவுல் இறையியல் நிறுவனம்
(பெங்களூர், புனித பேதுரு பாப்பிறை இறையியல்
நிறுவனத்துடன் இணைக்கப்பட்டது)



நற்கருணை ஒரு சம்பந்தி கொண்டாட்டம்
ஓர் இறையியலாக்கம்

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பட்டப்படிப்புக்கான தேவையை நிறைவுசெய்யும்
ஓர் ஆய்வுக் கட்டுரை / ஒரு நூல் ஆய்வு

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2021-2022

STYLES AND FORMATTING IN WORD 2007

HEADING 1

To set the Heading 1 '! Home Icon '! Styles '! Heading 1 (Click right side a small down arrow) '! Modify '! Formatting '! (Font: Times New Roman, Size-14, Bold, Automatic, Centre alignment, Line space: 1.5). Then Click Format option (down left side of box) '! Font '! Effects (tick All Caps only '! click OK. Then Click Format '! Paragraph '! Spacing (Before: 0, After: 6), Line spacing: 1.5 '! OK.

HEADING 2

To set the Heading 2 '! Home Icon '! Styles '! Heading 2 (Click right side a small down arrow) '! Modify '! Formatting '! (Font: Times New Roman, Size-12, Bold, Automatic, Left alignment, Line space: 1.5). Then Click Format option (left side of box) '! Font '! Effects (tick Small Caps only) '! click OK. Then Click Format '! Paragraph '! Spacing (Before: 6, After: 6), Line spacing: 1.5 '! OK.

Heading 3

To set the Heading 3 '! Home Icon '! Styles '! Heading 3 (Click right side a small down arrow) '! Modify '! Formatting '! (Font: Times New Roman, Size-12, Bold, Automatic, Left alignment, Line space: 1.5). Then Click Format '! Paragraph '! Spacing (Before: 6, After: 6), Line spacing: 1.5 '! OK.

Heading 4

To set the Heading 5 '! Home Icon '! Styles '! Heading 5 (Click right side a small down arrow) '! Modify '! Formatting '! (Font: Times

New Roman, Size-11, Italics, Automatic, Left alignment, Line space: 1.5). Then Click Format '! Paragraph '! Spacing (Before: 6, After: 6), Line spacing :1.5 '! OK.

NORMAL TEXT

To set the Normal Text '! Home Icon '! Styles '! Normal Text (Click right side a small down arrow) '! Modify '! Formatting '! (Font: Times New Roman, size-12, Automatic, Justify alignment, Line space: 1.5). Then Click Format '! Paragraph '! Indentation '! Special (select first line). Then click Spacing option (Before: 0, After: 0), Line spacing: 1.5 '! OK.

FOR EXAMPLE

This course consists of two parts. In the first part, after examining various traditional understanding of theology, it will be shown that the-ology is a critical reflection of one's faith praxis in the light of God's word.

QUOTATIONS

To set Quotations more than 3 lines '! Home Icon '! Styles '! Intense Quote (Click right side a small down arrow '! Modify '! For-matting '! (Font: Times New Roman, Size-11, Automatic, Justify align-ment, Line space: 1.0). Then Click Format '! Paragraph '! Indentation '! Left: 0.65" and Right: 0.65", Special (none). Then click spacing option (Before 6, After: 6) Line spacing 1.0 '! OK.

TABLE OF CONTENTS

Click 'References Icon'! Click Table of Contents Icon'! Select Insert Table of content '! then tick Show Page number and right align '! Then select Show level option according to the Headings. We have 4 headings, so we select 5. Click ok.

To modify the Table of Content, select the content page and press Ctrl+Shift+ F9. The content changes into word document and then it is easy to modify.

HEADING 1.....	1
HEADING 2	1
Heading 3	1
Heading 4	1

* Page numbers are always on top at the right side.

* The first page will have no page number.

* Page set up : Top - 1 Bottom - 1

Left -1.5 Right - 1

Track changes are useful to correct your text.