This guide briefly outlines recommended format and style requirements for use in writing research papers for theology and philosophy courses. **Please note: any guidelines that your instructor gives you take precedence over the recommendations provided here.**

The recommended style and citation guide is *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian. An adaptation of the Chicago Manual of Style, Turabian’s manual also has practical advice on research and writing. Copies are available in the Maly Library.

For citations, follow Turabian’s bibliography/notes format, which calls for a bibliography of items at the end of the paper and footnotes in the body of the paper. For examples of footnotes and bibliographic formats, see Turabian or the Maly Library Citations LibGuide at [http://library.athenaeum.edu/citation](http://library.athenaeum.edu/citation).

Guard against plagiarism. Often plagiarism is unintentional, resulting from a lack of understanding of how to honestly and accurately give credit to the sources you use. For help with citing sources correctly and avoiding plagiarism, see Turabian or the LibGuide on plagiarism at [http://library.athenaeum.edu/citation](http://library.athenaeum.edu/citation).

The Maly Library staff is available to provide one-on-one research assistance, proofreading of citations, help with MS Word (pagination, styles, formatting, etc.), and training on Zotero (a free web-based citation management and bibliography tool).

The library cannot guarantee assistance if you come to us with only a day or hours until an assignment is due! Please contact the library to make an appointment as soon as you get your assignment at 513-233-6136 or circ@athenaeum.edu.

Prepared by the Educational Affairs Committee
Updated June 2015
Sample Title Page

All parts of the title page are centered and use Times New Roman 12 point font.

An Invitation to Grace:
Isaiah 55:1-10

By
Jane C. Doe

Fr. Timothy Schehr
B 414: Prophets

April 29, 2014

Place the title a few spaces from the top of the page. Use headline-style capitalization, i.e. capitalize the first letter and all others except to or as, prepositions, conjunctions and articles.

Place your name near the center of the page under “By.” Use your name of record, i.e. your official name as recorded by the registrar including titles or suffixes. Do not include job titles or organizational affiliations (your diocese, your employer, etc.).

Add Professor Name, Course Number and Course Name in format shown.

Near the bottom of the title page, place the date (month, day and year) on which the paper is due.

Title page is not numbered.
Double space body text. Use Times New Roman 12 point font.

Sample Body Text

1” top, bottom & both side margins

Hebrews 12 contains the first direct address to the hearers as children of God.

“... for whom the Lord loves, he disciplines; he scourges every son he acknowledges.” Endure your trials as “discipline”... If you are without discipline, in which all have shared, you are not son but bastard. Besides this, we have had our earthly fathers to discipline us... Should we not [then] submit all the more to the Father of spirits...? (Heb 12:5-9).

Discipline is an essential element for being a son. The author uses a nomen ad mentem, comparing and contrasting the discipline of earthly fathers as a natural good with something better, the patera of the Father of spirits. “Father of spirits” is an unusual phrase but most likely is used to contrast the materialistic, earthly world and the superior, spiritual world. Building on the Platonist influence found throughout Hebrews, we can infer that earthly fathers, subject to death and error, are a copy or example of a greater reality—the one eternal Father of spirits in heaven. We respected our earthly discipliners. We should “submit all the more to the Father of spirits” (Heb 12:9). The word “submit” is stronger than “respect” and suggests submission and obedience. “Respected” is in the past tense but “submit” is in the present, meaning that we ought to continue to submit ourselves to God’s discipline today.

Earthly fathers discipline us “for a short time,” presumably during childhood. How long God disciplines us is not elaborated; instead the author elevates the motives and aims of God’s

Footnote ½ inch tab, same as body text paragraph style.

Footnotes are noted by a superscript numeral. Use Times New Roman 10 point font. Use ellipses dots—3 periods with spaces between them—to indicate omitted text. If preceded by a complete sentence that ends with punctuation, put a space then begin ellipses dots. If omitting words at the end, also use ellipses.

Parenthetically cite Bible passages with quotes ending before the parentheses and a period after the parenthetical note. Abbreviations for the books of the Bible may be found on the Citations LibGuide. Place page numbers at center bottom of page, beginning with the number 1 on the first page of text.


Ratzinger, Joseph. See Benedict XVI.
