

SCHOOL OF CANON LAW

STYLE SHEET

2013

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Introduction

This Style Sheet is the standard to be observed in writing JCL theses and JCD dissertations. Faculty and students will observe the style sheet in the writing and evaluation of theses and dissertations and in all course papers.

The following basic principles underlie the style sheet:

1. Clarity of expression and in identifying sources;
2. Consistency throughout a given canonical thesis, dissertation or research paper [hereafter thesis];
3. Simplified style but sufficient to be clear as to meaning, in regard to abbreviations, capitalization, and punctuation.

The School Style Sheet is organized into three sections: preliminary comments; matters specific to canon law writing; and some of the more common areas of concern within the School.

Preliminary Comments

- 1) “The Catholic University of America requires that all theses conform to *The Chicago Manual of Style* (Chicago: The University of Chicago Press, current edition) (hereafter *The Chicago Manual*) [...]. For easier reference, we recommend Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* edition (Chicago: The University of Chicago Press, 2013) [hereafter Turabian], which is an interpretation of *The Chicago Manual* specifically addressing the preparation of academic papers that will remain in typescript form.” Turabian is now available in its 8th edition (2013).
 - a) The pertinent reference to *The Chicago Manual* is as follows: University of Chicago Press, *The Chicago Manual of Style* 16th edition (Chicago: The University of Chicago Press, 2010).
 - b) The School of Canon Law likewise recognizes *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian, 7th edition (Chicago: The University of Chicago Press, 2007) [hereafter Turabian] with specific modifications as specified in this Appendix.
 - c) The thesis must conform to the standards set for The Catholic University of America in Office for Graduate Student Services, <http://graduatestudies.cua.edu/res/docs/Masters-Handbook.pdf> . This contains especially the normative standards at the University for preparing the typescript (e.g., typeface, spacing, margins, notes, pagination, etc.), as well as other practical details and several helpful appendices with sample title and approval pages.
 - d) If the student wishes to include a dedication page, its content is subject to approval by the director of the thesis.
- 2) The reader of the licentiate thesis primarily assesses the content and consistency in style in the thesis; acceptance of recommendations

concerning style [other than as indicated in this Appendix and in Turabian] is at the director's discretion.

Specific School Standards

- 3) Although the University *Handbook* permits some options in the following matters, the School of Canon Law will observe these standards:
- a) Words to be emphasized are to be printed in italics.
 - b) Footnotes rather than endnotes are to be used in theses and dissertations.
 - c) The standards for quotations found in Turabian, chapter 16, are to be observed. ***When making a direct quotation, follow the original exactly even if its style differs from this Style Sheet.*** Thus, for example, follow the capitalization in the quotation, not the rules below; follow the punctuation, spelling, etc. as in the quotation. For single quotation marks, see Turabian, chapter 25, especially 25.2.1.
 - i) If the quotation contains a footnote, omit both the footnote number and the footnote itself in the quotation. If the footnote reference is important to your argument, add that footnote reference to your own footnote. For example, your footnote contains the Latin original of *Lumen gentium* 17:
*LG 17: AAS 57 (1965) 21; "Cuilibet discipulo Christi onus fidei disseminandae pro parte sua incumbit." Tanner, 2: 862. The text includes an important reference to the apostolic letter of Benedict XV *Maximum illud*, November 30, 1919.*

1) Capitalization

- a) Capitalization style should be consistent throughout the document. Preference is for less capitalization rather than more. Some special situations often encountered in canon law writing are the following:
 - i) **Canon.** When referring to a canon in church law, it is lower-cased (canon 15, canons 100-200) except, of course, when it begins a new sentence (Canon 2 concerns liturgical law not found in the code).
 - ii) **Catholic.** Capitalize when referring to Catholic Church or its members (Catholics). Lower case when referring to catholic in sense of universal.
- b) **Christian.** Capitalize as a noun or adjective: Christians, Christian faithful, Christian churches.
- c) **Church.** Capitalize Church for a substantive (i.e., noun) referring to the whole Church, to the universal Latin Church, to the Eastern Catholic Churches, or to an individual Eastern Catholic Church *sui iuris*. Use lower case church as an adjective (church law, church ministers, church

authority), or when referring to the particular church (local church, diocesan church, American church), or when referring to a building (parish church, cathedral church).

- d) **Code.** Do not capitalize unless as Code of Canon Law. Use of the word “code” presumes the 1983 code unless stated otherwise in the text or context. Be clear and consistent in identifying the particular code (e.g., 1917 code, the 1983 code, or the Eastern code), although the year need not be repeated for the Latin codes unless both codes are being considered in the same context and specific identification is needed for the sake of clarity.
- i) If the thesis primarily concerns the Latin canon law, cite the current law by canon number (e.g., canon 100 or in a footnote or parenthetical reference, c. 100); cite the previous Latin code by year of promulgation (1917 *CIC* c. 100); cite the Eastern code by its Latin abbreviation (*CCEO* c. 100).
- a) Footnotes: Canon 84. **or** As already demonstrated, c. 84.
- ii) If the thesis primarily concerns the Eastern canon law, cite the current law (i.e., the Eastern code) by canon number (e.g., canon 249 or in a footnote or parenthetical reference, c. 249); cite the Latin codes according to their years of promulgation.
- e) There is considerable diversity in the manner in which the codes are cited in current literature. It is important to be consistent within the thesis in the manner of citing the code. *But when other styles appear within a direct quotation, keep the original style within the quotation.*
- f) **Council.** Capitalize when part of the name of a specific council: Vatican Council II, Council of Trent. When used by itself in a later reference to that event, council is lower-cased: the teaching of the council, the council documents, conciliar statements.
- g) **Individual Office Holders.** When referring to an individual person by name, capitalize the title of the office: Pope John Paul II, Cardinal Theodore McCarrick (Cardinal McCarrick). The same is true when referring to the specific title of the office: the Pope of Rome, the Archbishop of Washington. But when referring to the person by the office but without the individual's name, lower case is used: the pope, the cardinal, the archbishop, the Roman pontiff.
- h) **Sacraments.** References to the Eucharist in any of its forms are always capitalized as a noun: Eucharist, Holy Communion, the Mass, Viaticum, etc. Lower case is used for the adjective “eucharistic.” Other sacraments are always in lower case: baptism, confirmation, penance, holy orders, matrimony, anointing.

2) Abbreviations

Certain abbreviations and signs are specific to canon law writing, and the following conventions are followed in the School. For other examples of abbreviations in canon law usage see the list in *New Commentary on the Code of Canon Law* xxi – xxxii and the abbreviations at the conclusion of this style sheet on page 30 and following.

- a) **Canons.** In the body of the text, spell out the word: canon, canons. Within parentheses in the body of the text, or in footnotes, if it is a citation it may be abbreviated by c. for one canon, cc. for two or more canons. Canon or Canons (not C. or CC.) must always begin a sentence, even in a footnote.
 - i) Example from a sentence in the body of the text: Matrimonial consent is defined in canon 1057 §2 but it is dealt with in greater detail in the later chapter (cc. 1095 – 1117).
 - ii) Examples from a footnote:
 - a) Canon 1057 §2. The issue was addressed earlier in the code (see c. 209).
 - b) See c. 145.
 - iii) When making a direct quotation which uses some other style (e.g., can. instead of c.), keep the original style within the quotation.
- b) **Divisions within canons.** In American civil law usage, § is termed a “section” sign, and ¶ is termed a “paragraph” sign. In canon law usage, derived from the Latin usage, § is referred to as a paragraph sign. School of Canon Law usage is to refer to § as a paragraph sign.
 - i) The § symbol should be used whenever appropriate.
 - ii) Some canons have numbers instead of sections within them. For example, canon 1071 §1 has 1^o through 7^o.
 - a) Here are examples of one paragraph and number:
 - (a) Canon 1071 §1, 3^o.
 - b) Here are examples of multiple paragraph and numbers
 - (a) Canon 528 §§1 and 2
 - (b) Canon 1095, 1^o – 3^o.
- c) **Rotal sentences.** A rotal sentence can be cited in a number of ways. Be consistent in whatever system you adopt, even though you may be using sources which use several different systems. When other styles appear within a direct quotation, keep the original style within the quotation.
 - i) Frequently a sentence will be cited in terms of the name of the *ponens*: *coram* Felici. The term *coram* is italicized because it is a Latin term; it can be abbreviated with an italicized c: “c. Felici.” The full

citation also includes the page references in the *Decisiones seu Sententiae* of the Roman Rota, abbreviated *RRDec* followed by the volume number (but not the year) and the page number. Here is an example:

- a) First citation: *Coram* Anné, February 25, 1969: *RRDec* 61: 183-184;
 - b) Subsequent citation in the text: *coram* Anné (indicate the date only if other decisions by the same judge are being cited in the thesis);
 - c) Subsequent citation in the notes or within parentheses in the text:
c. Anné, 183-184.
- d) **Other commonly used abbreviations.** Here are some abbreviations commonly used in canonical writing. The abbreviation is not used in the body of the text but may be used in notes or within parentheses within the body of the text.
- a) **General**
 - (a) AAS *Acta Apostolicae Sedis*
 - (b) CCEO *Codex Canonum Ecclesiarum Orientalium*
 - (c) CDF Congregation for the Doctrine of the Faith
 - (d) CIC *Codex Iuris Canonici*
 - (e) LEF *Lex Ecclesiae fundamentalis*
 - b) **Vatican II** (also see below, 11.iv)
 - c) **Post-conciliar Documents**
 - (a) Follow the list of abbreviations in *New Commentary on the Code of Canon Law* xxi – xxxii.

3) **Translations**

- a) Direct quotations of legal texts (e.g., texts of laws, official documents, and the like) from foreign languages should be translated into the language of the body of the text and the original version given in the note. An exception is made when the words of the original are critical for the argument being developed in the text, in which case they may appear in the body of the text. Even then, an English translation should be provided either in the text itself or as a note. **Both the original text and its translation must be checked for accuracy.**
- b) Only the official version of a legal text can be used as the final basis for an argument. Therefore, there is an obligation to provide the reader with the official version of a legal text. Although there are commonly used translations available, the Latin text must still be included for theses and

dissertations in the notes when giving direct quotations of canons of the *Code of Canon Law* or conciliar documents. The accuracy of translations of conciliar documents (e.g., by Abbott, Flannery, Tanner, et al.) should be carefully checked against the official Latin original.

- c) The official edition of the Latin text for Vatican II documents is the promulgated version in the *Acta Apostolicae Sedis*. For the Latin text of other councils, use the critical edition in *Conciliorum Oecumenicorum Decreta*, ed. Giuseppe Alberigo (Turnhout: Brepols, 2006). An earlier edition of this work was utilized as the source for the original languages in *Decrees of the Ecumenical Councils*, ed. Norman Tanner, 2 vols. (London and Washington: Sheed & Ward, and Georgetown University Press, 1990).
 - d) If the original language of the legal text is not available, this fact should be noted in the note giving the source of the document being cited in the text. For example, the Canon Law Digest at times reprints a private reply, noting that no official or authoritative text has been published. Cite the text by author and private reply. See below 13.
 - e) Other material, such as commentaries on the council or codes, other books and articles, etc., which have appeared in a published translation need not repeat the original in the note, unless the original language is crucial for the argument being made in the thesis or dissertation.
 - f) It is presumed that a translation is the writer's own and this need not be mentioned. The source of any other translation must be acknowledged. If there are frequent references to a translation of canons, it is sufficient to indicate the full citation of the translation of the canons the first time only, once for all, identifying it as the standard translation source in the thesis for this material. For other translations, use the short citation and page number.
 - g) Note that the capitalization of the original should be followed when giving the original language, including the title of the work. But use English capitalization rules in headings.
 - h) If the original is not being cited directly, but only alluded to, it is not necessary to put the original text in the notes unless it is especially pertinent or crucial to the argument. Unnecessary quoting of sources is to be avoided.
 - i) If the quotation is partial, i.e., one part of a sentence rather than the entire sentence, ensure that the original text corresponds to the translation you provide.
- 4) **Codes of Canon Law**
- a) There are three codes of canon law which are commonly used in canonical writing. Here is the official title of each of them, which is to be

used the first time the code in question is cited:

- i) *Codex Iuris Canonici Pii X Pontificis Maximi iussu digestus Benedicti Papae XV auctoritate promulgatus* (Rome: Typis Polyglottis Vaticanis, 1917).
 - ii) *Codex Iuris Canonici auctoritate Ioannis Pauli PP. II promulgatus* (Vatican City: Libreria Editrice Vaticana, 1983).
 - iii) *Codex Canonum Ecclesiarum Orientalium auctoritate Ioannis Pauli PP. II promulgatus* (Vatican City: Libreria Editrice Vaticana, 1990).
- b) Two codes for the Latin Church have appeared with annotations. These are not laws, but private annotations done by Cardinal Gasparri for the 1917 code and by the Pontifical Commission for the Authentic Interpretation of the Code of Canon Law for the 1983 code. These works are cited as follows:
- i) *Codex iuris canonici Pii X Pontificis Maximi iussu digestus, Benedicti Papae XV auctoritate promulgatus / praefatione, fontium annotatione et indice analytico-alphabetico ab emō Petro Card. Gasparri auctus* (Rome: Typis Polyglottis Vaticanis, 1948).
 - ii) Pontifical Commission for the Authentic Interpretation of the Code of Canon Law, *Codex Iuris Canonici fontium annotatione et indice analytico-alphabetico auctus* (Vatican City: Libreria Editrice Vaticana, 1989).
 - iii) One valuable resource for canonical research are the *fontes* to the 1917 code, collected in nine volumes by Cardinal Gasparri: Pietro Gasparri, *Codicis iuris canonici fontes / cura emī Petri Card. Gasparri editi*, 9 vols. (Rome: Typis Polyglottis Vaticanis, 1923-1939)
 - iv) There were no approved translations of the 1917 code into English. Although some commentators paraphrased the Latin text quite closely, none is to be considered a translation of the 1917 code as such. This is true of Bouscaren-Ellis, Charles Augustine and Woywod-Smith, as well as other commentaries.
- c) Edward Peters has published a translation of the 1917 Code; in as much as this text is not an officially approved translation, it is not a primary source.
- i) Peters, E. *The 1917 Pio-Benedictine Code of Canon Law in English Translation with Extensive Scholarly Apparatus*. San Francisco, Ignatius Press, 2001.
 - ii) In as much as this is not an official translation, Peters' text should not be listed as a primary source.
- d) An edition of the Eastern Code has appeared with annotations:
- i) Pontificium Consilium de Legum Textibus Interpretandis, *Codex*

canonum ecclesiarum Orientalium: auctoritate Ioannis Pauli PP. II promulgatus: fontium annotatione auctus (Vatican City: Libreria Editrice :, 1995).

- e) Permission has been given to translate the 1983 and the Eastern codes into the vernacular. Care must be used to avoid giving the impression that the translation is the law itself. So, do not cite a canon and give as its source *Code of Canon Law, Latin-English Edition* or *Code of Canon Law, Latin-English Edition: New English Translation*. The CLSA did not promulgate the law. Cite the official Latin text [4.a. above]. Cite translations as follows:
 - a) *Code of Canon Law, Latin-English Edition* (Washington, DC: CLSA, 1983).
 - b) *Code of Canon Law, Latin-English Edition: New English Translation* (Washington, DC: CLSA, 2001).
 - c) *Code of Canons of the Eastern Churches, Latin-English Edition* (Washington, DC: CLSA, 1992).
- f) One translation should be used throughout a thesis for the English translation of the Latin, although the Latin text must always be checked in order to assure accuracy of the translation. This is especially important if it concerns the issue being discussed. The first time a canon is cited, the full citation for the official Latin text must be given. If an English translation is also used here or the first time an English translation is used, give the full citation of the translation used. Add a comment that all subsequent translations are from this source; the source of the translation need not be mentioned again. Here are some examples:
 - i) *Codex Iuris Canonici auctoritate Ioannis Pauli PP. II promulgatus* (Vatican City: Libreria Editrice Vaticana, 1983) c. 7: “Lex instituitur cum promulgatur.” English translation from *Code of Canon Law, Latin-English Edition: New English Translation* (Washington, DC: CLSA, 1998). All subsequent English translations of canons from this code will be taken from this source unless otherwise indicated.
 - ii) *Codex Canonum Ecclesiarum Orientalium auctoritate Ioannis Pauli PP. II promulgatus* (Vatican City: Libreria Editrice Vaticana, 1990) c. 1488: “Leges instituuntur promulgatione.” English translation from *Code of Canons of the Eastern Churches, Latin-English Edition* (Washington, DC: CLSA, 1992). All subsequent English translations of canons from this code will be taken from this source unless otherwise indicated.

5) **Revision Process**

- a) Four texts are of especial importance for understanding the latter stages of the process of revising the 1917 code; these texts are cited as follows:

- i) Pontificia Commissio Codici Iuris Canonici Recognoscendo, *Schema Codicis Iuris Canonici iuxta animadversiones S.R.E. Cardinalium, Episcoporum Conferentiarum, Dicasteriorum Curiae Romanae, Universitatum Facultatumque ecclesiasticarum necnon Superiorum Institutorum vitae consecratae recognitum* (Vatican City: Libreria Editrice Vaticana, 1980).
 - ii) Pontificia Commissio Codici Iuris Canonici Recognoscendo, *Relatio complectens synthesim animadversionum ab Em. mis atque Exc. mis Patribus Commissionis ad novissimum schema Codicis Iuris Canonici exhibitarum, cum responsionibus a Secretaria et Consultoribus datis* (Vatican City: Typis Polyglottis Vaticanis, 1981).
 - iii) Pontificia Commissio Codici Iuris Canonici Recognoscendo, *Codex Iuris Canonici. Schema Novissimum post S.R.E. Cardinalium, Episcoporum Conferentiarum, Dicasteriorum Curiae Romanae, Universitatum Facultatumque ecclesiasticarum necnon Superiorum Institutorum vitae consecratae recognitum, iuxta placita Patrum Commissionis deinde emendatum atque Summo Pontifici praesentatum* (Vatican City: Typis Polyglottis Vaticanis, 1982).
 - iv) Pontificium Consilium de Legum Textibus Interpretandis, *Acta et Documenta Pontificiae Commissionis Codici Iuris Canonici Recognoscendo. Congregatio Plenaria, Diebus 20-29 octobris 1981 habita* (Vatican City: Typis Polyglottis Vaticanis, 1991).
- b) For the development of the Eastern Code, see the following:
- i) Pontificia Commissio Codici Iuris Canonici Orientalis Recognoscendo, *Schema Codicis Iuris Canonici Orientalis*, Rome: Eastern Code Commission, 1986.

6) Commentaries

- a) Many contemporary commentaries on canon law are collective works; individual authors wrote specific sections or portions. The author is always to be identified when referring to that specific commentary. For some commentaries, the name of the author may be given with each canon. James Coriden, John Beal and Gerald Sheehy were the general editors of their commentaries, not the author of the entire text. Therefore, cite the particular author who wrote the specific section of the commentary that you are quoting.
 - i) To avoid repetition of the publishing details for the various commentaries, the first citation of a commentary should include the shorthand abbreviation.
 - a) Check your notes, therefore, that the first citation of *New Commentary on the Code of Canon Law* includes all necessary publication data and that the second and subsequent citations use

only the shorthand *New Commentary*.

- ii) Here is an example of the proper citation of *The Code of Canon Law: A Text and Commentary*, ed. James Coriden et al. (New York/Mahwah, NJ: Paulist Press, 1985):
 - a) **Initial Citation:** Sharon Holland, “Norms Common to All Institutes of Consecrated Life,” in *The Code of Canon Law: A Text and Commentary*, ed. James A. Coriden et al. (New York/Mahwah, NJ: Paulist Press, 1985) [hereafter *A Text and Commentary*] 453.
 - b) **Subsequent Citation:** Holland, 379. [If several works by Holland have been cited:] Holland, “Norms Common to All Institutes,” 379 **or** Holland in *A Text and Commentary*, 453-454.
 - c) **Bibliography:** Holland, Sharon. “Title II: “Norms Common to All Institutes of Consecrated Life (cc. 573 – 606).” In *The Code of Canon Law: A Text and Commentary*, ed. James A. Coriden et al., 453 – 469.
 - d) **Also** in the **Bibliography:** Coriden, James et al., eds. *The Code of Canon Law: A Text and Commentary*. New York/Mahwah, NJ: Paulist Press, 1985.
- iii) Here is an example of how to cite *New Commentary on the Code of Canon Law*, ed. John P. Beal et al. (New York/Mahwah, NJ: Paulist Press, 2000)
 - a) **Initial Citation:** Barbara Anne Cusack, “The Diocesan Synod,” in *New Commentary on the Code of Canon Law*, ed. John P. Beal et al. (New York/Mahwah, NJ: Paulist Press, 2000) [hereafter *New Commentary*] 610.
 - b) **Subsequent Citation:** Cusack, 610. [If several works by Cusack have been cited:] Cusack, “Diocesan Synod,” 610. **or** Cusack, in *New Commentary*, 610.
 - c) **Bibliography:** Cusack, Barbara Anne. “The Diocesan Synod (cc. 460-468).” In *New Commentary on the Code of Canon Law*, ed. John P. Beal et al., 610-622.
 - d) Also add to the **Bibliography:** Beal, John P. et al., eds. *New Commentary on the Code of Canon Law*. New York/Mahwah, NJ: Paulist Press, 2000.
- iv) Here is an example of how to cite *The Canon Law: Letter & Spirit*, ed. Gerard Sheehy et al. (Collegeville, MN: Liturgical Press, 1995).
 - a) **Initial Citation:** Gordon Read, “The Internal Ordering of Particular Churches,” in *The Canon Law: Letter and Spirit*, ed. Gerard Sheehy et al. (Collegeville, MN: Liturgical Press, 1995) [hereafter *Letter and Spirit*] 257.

- b) **Subsequent Citation:** Read, 257. [If several works by Read have been cited:] Read, “Internal Ordering,” 257 **or** Read in *Letter and Spirit*, 257.
- c) **Bibliography:** Read, Gordon. “The Internal Ordering of Particular Churches.” In *The Canon Law: Letter & Spirit*, ed. Gerard Sheehy et al., 257-313.
- d) Also add to the **Bibliography:** Sheehy, Gerard et al., eds. *The Canon Law: Letter & Spirit*. Collegeville, MN: Liturgical Press, 1995.
 - (a) Note that this commentary carries marginal numbering for each paragraph; if you cite by paragraph number, be sure it is clear each time that you are citing a marginal paragraph number rather than a page number. Here is an example: Gordon Read, in *The Canon Law: Letter & Spirit*, ed. Gerard Sheehy et al. (Collegeville, MN: Liturgical Press, 1995) 257, par. 918-920.
- v) Cite *Código de Derecho Canónico, Edición anotada*, ed. Pedro Lombardía and Juan I. Arrieta (Pamplona: EUNSA, 1983) as follows:
 - a) **Initial Citation:** Juan I. Arrieta, “Ordenación interna,” in *Código de Derecho Canónico, Edición anotada*, ed. Pedro Lombardía and Juan I. Arrieta (Pamplona: EUNSA, 1983) [hereafter *Código Edición anotada*] 328.
 - b) **Subsequent Citation:** Arrieta, 328. [If several works by Arrieta have been cited:] Arrieta, “Ordenación interna,” 328 **or** Arrieta in *Código Edición anotada*, 328.
 - c) **Bibliography:** Arrieta, Juan I. “De la ordenación interna de las Iglesias particulares.” In *Código de Derecho Canónico, Edición anotada*, ed. Pedro Lombardía and Juan I. Arrieta, 327-358.
 - d) Add to the **Bibliography:** Lombardía, Pedro and Juan I. Arrieta, eds. *Código de Derecho Canónico, Edición anotada*. Pamplona: EUNSA, 1983.
- vi) This commentary was translated into English as *Code of Canon Law Annotated*, ed. Ernest Caparros et al. (Montreal: Wilson & Lafleur, 1993); citations from this edition are as follows:
 - a) **Initial Citation:** Juan I. Arrieta, in *Code of Canon Law Annotated*, ed. Ernest Caparros et al. (Montreal: Wilson & Lafleur, 1993) [hereafter *Code Annotated*] 346-347.
 - b) **Subsequent Citation:** Arrieta, 346-347. [If several works by Arrieta have been cited:] Arrieta, “Internal Ordering,” 346-347. **or** Arrieta in *Code Annotated*, 346-347.
 - c) **Bibliography:** Arrieta, Juan I. “The Internal Ordering of Particular Churches.” In *Code of Canon Law Annotated*, ed. Ernest Caparros

et al., 346-377.

- d) Add to the **Bibliography**: Caparros, Ernest et al., eds. *Code of Canon Law Annotated*. Montreal: Wilson & Lafleur, 1993.
- vii) To cite the *Código de Derecho Canónico, Edición bilingüe comentada*, ed. Lamberto de Echeverría, 13th ed. (Madrid: BAC, 1995):
- a) **Initial Citation**: Julio Manzanares, “Sinodo diocesano,” in *Código de Derecho Canónico, Edición bilingüe comentada*, ed. Lamberto de Echeverría, 13th ed. (Madrid: BAC, 1995) [hereafter *Código Edición bilingüe*] 252.
- b) **Subsequent Citation**: Manzanares, 252. [If several works by Manzanares have been cited:] Manzanares, “Sinodo diocesano,” 252 **or** Manzanares in *Código Edición bilingüe*, 252.
- c) **Bibliography**: Manzanares, Julio. “Del sinodo diocesano.” In *Código de Derecho Canónico, Edición bilingüe comentada*, ed. Lamberto de Echeverría, 252-255.
- d) Add to the **Bibliography**: Echeverría, Lamberto de, ed. *Código de Derecho Canónico, Edición bilingüe comentada*. 13th ed. Madrid: BAC, 1995.
- viii) To cite *Münsterischer Kommentar zum Codex Iuris Canonici*, ed. Klaus Lüdicke et al. (Essen: Ludgerus, 1984-): this is published in loose-leaf form, with sections or pages added, removed or replaced periodically. Pages are numbered by the canons or by their placement before sections of the commentary. Individual replacement pages may be by a different author; check the bottom left-hand of each page for actual commentator and date of addition to the *Kommentar*.
- a) **Initial Citation**: Rudolf Henseler, Introduction before 573, in *Münsterischer Kommentar zum Codex Iuris Canonici* (looseleaf addition August 1997), ed. Klaus Lüdicke et al. (Essen: Ludgerus, 1984-) [hereafter *Münsterischer Kommentar*] 3
- b) **Subsequent Citation**: Henseler, Introduction, 3. [If several works by Henseler have been cited:] Henseler, Introduction before 573, 3 **or** Henseler in *Münsterischer Kommentar*, Introduction before 573, 3.
- c) **Bibliography**: Henseler, Rudolf. Introduction. In *Münsterischer Kommentar zum Codex Iuris Canonici* (looseleaf addition August 1997), ed. Klaus Lüdicke et al., at 460-468. Introduction before 573, 3.
- d) Add to the **Bibliography**: Lüdicke, Klaus et al., eds. *Münsterischer Kommentar zum Codex Iuris Canonici*. Essen: Ludgerus, 1984-.
- ix) To cite *Commento al codice di Diritto Canonico*, ed. Pio V. Pinto

(Vatican City: Libreria Editrice Vaticana, 2001):

- a) **Initial Citation:** Piero Monni, “De requisitis in ordinandis (cc. 1026 – 1032),” in *Commento al codice di Diritto Canonico*, ed. Pio V. Pinto (Vatican City: Libreria Editrice Vaticana, 2001 [hereafter *Commento al codice*] 612.
 - b) **Subsequent Citation:** Monni, 613 [If several works by Monni have been cited:] Monni, “De requisitis,” 613. **or** Monni in *Commento al codice* , 613.
 - c) **Bibliography:** Monni, Piero. “De requisitis in ordinandis (cc. 1026 – 1032).” In *Commento al codice di Diritto Canonico*, ed. Pio V. Pinto, 611-614.
 - d) Add to the **Bibliography:** Pinto, Pio V., ed. *Commento al codice di Diritto Canonico*. Vatican City: Libreria Editrice Vaticana, 2001.
- x) To cite *Comentario Exegético al Código de Derecho Canónico*, ed. Angel Marzoa et al. (Pamplona: EUNSA, 1996): the individual commentators are indicated at the beginning of each canon. The commentary is published in five volumes; volume four has two parts (cited 4/1 and 4/2).
- a) **Initial Citation:** Giorgio Corbellini, in *Comentario Exegético al Código de Derecho Canónico*, ed. Angel Marzoa et al. (Pamplona: EUNSA, 1996) . [hereafter *Comentario Exegético*] 2: 992-997
 - b) **Subsequent Citation:** Corbellini, 992-997. [If several works by Corbellini have been cited:] Corbellini, “Sínodo diocesano,” 2: 992-997 **or** Corbellini in *Comentario Exegético*, 2: 992-997.
 - c) **Bibliography:** Corbellini, Giorgio. “Del sínodo diocesano.” In *Comentario Exegético al Código de Derecho Canónico*, ed. Angel Marzoa et al., 2: 992-1031.
 - d) Add to the **Bibliography:** Marzoa, Angel, et al., eds. *Comentario Exegético al Código de Derecho Canónico*. 5 vols. Pamplona: EUNSA, 1996.
- xi) This commentary was translated into English as *Exegetical Commentary on the Code of Canon Law*. English language edition ed. Ernest Caparros et al. (Chicago and Montreal: Midwest Theological Forum and Wilson & Lafleur, 2004); the individual commentators are indicated at the beginning of each canon. The commentary is published in five volumes; volumes two, three and four each have two parts (cited, e.g., 2/1 and 2/2, 3/1 and 3/2; 4/1 and 4/2). Citations from this edition are as follows:
- a) **Initial Citation:** Pedro-Juan Viladrich, “Commentary on Canon 1096,” in *Exegetical Commentary on the Code of Canon Law*,

English language edition ed. Ernest Caparros et al. (Chicago and Montreal: Midwest Theological Forum and Wilson & Lafleur, 2004) [hereafter *Exegetical Commentary*] 3/2: 1267—1277.

- b) **Subsequent Citation:** Viladrich, 992-997. [If several works by Viladrich have been cited:] Viladrich, “Commentary on Canon 1096,” 3/2: 1267—1277. **Or** Viladrich in *Comentario Exegético* 3/2: 1267—1277.
 - c) **Bibliography:** Viladrich, Pedro-Juan. “Commentary on Canon 1096.” In *Exegetical Commentary on the Code of Canon Law*, English language edition ed. Ernest Caparros et al., 3/2: 1267—1277.
 - d) Add to the **Bibliography:** Caparros, Ernest et al., English eds. *Exegetical Commentary on the Code of Canon Law*, ed. Ángel Marzoa, Jorge Miras and Rafael Rodríguez-Ocaña, 5 vols. Chicago and Montreal: Midwest Theological Forum and Wilson & Lafleur, 2004.
- b) Select Commentaries on the *Code of Canons of the Eastern Churches*:
- i) George Nedungatt, ed. *A Guide to the Eastern Code*. Kanonika 10 (Rome: Pontificio Istituto Orientale, 2002). A variety of commentators contributed to this volume; their names are found in Contents, 5-7. Cite references to this commentary as follows:
 - a) **Initial Citation:** Luis Navarro, “Persons, Juridical Acts,” in *A Guide to the Eastern Code*. Kanonika 10, ed. George Nedungatt (Rome: Pontificio Istituto Orientale, 2002) [hereafter *A Guide*] 619-634.
 - b) **Subsequent Citation:** Navarro, 619 – 634. [If several works by Navarro have been cited:] Navarro, “Persons, Juridical Acts,” 619-634 **Or** Navarro in *A Guide*, 619-634.
 - c) **Bibliography:** Navarro, Luis. “Persons, Juridical Acts.” In *A Guide to the Eastern Code*. Kanonika 10, ed. George Nedungatt, 619-634.
 - d) Add to the **Bibliography:** Nedungatt, George, ed. *A Guide to the Eastern Code*. Kanonika 10. Rome: Pontificio Istituto Orientale, 2002.
 - ii) Pio V. Pinto, *Commento al Codice dei Canonici delle Chiese Orientali*. Corpus iuris canonici II. Vatican City: Libreria Editrice Vaticana, 2001. A variety of commentators contributed to this volume; their names are found in Indice generale, 1335 – 1341. Citations from this commentary are cited as follows:
 - a) **Initial Citation:** Abdou Yakoubi, “De procedura in parochis amovendis vel transferendis,” in *Commento al Codice dei Canonici*

delle Chiese Orientali. Corpus iuris canonici II, ed. Pio V. Pinto (Vatican City: Libreria Editrice Vaticana, 2001) [hereafter *Commento al Codice dei Canonî*] 1098 – 1103.

- b) **Subsequent Citation:** Yakoubi, 1098 – 1103. [If several works by Yakoubi have been cited:] Yakoubi, “De procedura in parochis amovendis vel trasnferendis,” 1098 – 1103 **OR** Yakoubi in *Commento al Codice dei Canonî*, 1098 – 1103.
- c) **Bibliography:** Abdou Yakoubi. “De procedura in parochis amovendis vel trasnferendis.” In *Commento al Codice dei Canonî delle Chiese Orientali*. Corpus iuris canonici II, 1098 – 1103.
- d) Add to the **Bibliography:** Pinto, Pio V. *Commento al Codice dei Canonî delle Chiese Orientali*. Corpus iuris canonici II. Vatican City: Libreria Editrice Vaticana, 2001.

7) **Corpus Iuris Canonici**

- a) Several styles have been used over the centuries for citing the *Corpus Iuris Canonici*. The following is a listing of the obsolescent form found in many of the older commentators and the more common modern form. The modern form is the standard to be used; but if the obsolescent form is used in a direct quotation it is retained within that quotation.
- i) The modern form begins with the largest unit (e.g., in Gratian, *Distinctio* or *Causa*) followed by the smaller subdivisions (*quaestio*, *capitulum*, or *dictum*) in order of size; all units are in Arabic numerals. The older form was in reverse (smallest unit to the largest).

Modern	Obsolescent
<u>Gratian's Decretum</u>	
Pars I:D. 32 c. 2	c. 2, D. XXXII
D. 24 dict. ante c. 5	dict. post c. 4, D. XXIV
D. 76 d. post c. 8	d.p.c. 8, D. LXXVI
Pars II: C.3 q. 1 c. 5	c. 5, C. 3 q. 1
C. 23 q. 8 d.p.c. 25	dict. p.c. 25, C. XXIII q. 8
D. 3 de pen. c. 24	c. 24, D. 3 de pen.
Pars III: D. 2 de cons. c. 82	c. 82, D. II de cons.
<u>Decretales Gregorii IX, or Liber extra</u>	

Modern	Obsolescent
X 1.18.7	c. 7 X (I,18)
X 3.34.3	c. 3 X (III,34)
X 5.18.2	c. 2 X, V. de furtis
<u>Liber sextus</u>	
VI 3.4.41	c. 41 (3,4 in VI ^o)
VI 5.11.7	c. 7 de sent. excom. (V, 11 in VI ^o)
<u>Constitutiones Clementinae</u>	
Clem. 3.14.2	c. 2 de celeb. missarum (III,14) in Clem.
Clem. 1.3.5	c. 5 (I, 3) in Clem.
<u>Extravagantes Joannis XXII</u>	
Extrav. Jo. XXII 4.1	c. 1 de concess. preb. tit. IV in Extrav. Jo XXII
Extrav. Jo. XXII 14.2	c. 2 de verb. sig. tit. XIV in Extrav. Jo XXII
<u>Extravagantes communes</u>	
Extrav. comm. 5.2.1	c. 1 de iudaeis (V, 2) in Extrav. comm.
Extrav. comm. 5.5.un.	c. un. (V, 5) in Extrav. comm.

8) Decrees of Council of Trent

- a) The Council of Trent met in 25 sessions. Documents adopted by the council include decrees on doctrine and decrees on reformation. Some of which are divided into chapters, and some are followed by canons enforcing what has been stated in the body of the decree. Documents are cited by identifying the council, the session, the date of the public session, the decree, and if applicable, the specific chapter or canon being cited.
 - i) As already stated, the critical edition of the conciliar decrees is *Conciliorum Oecumenicorum Decreta*, ed. Giuseppe Alberigo (Turnhout: Brepols, 2006).
 - ii) Here are some examples of citations of these decrees:

- (1) **Initial Citation:** Council of Trent, Session 6, January 13, 1547, *Decretum de Justificatione*, cap. 2: *Conciliorum Oecumenicorum Decreta*, ed. Giuseppe Alberigo (Turnhout: Brepols, 2006) [hereafter *COD*] 671.
 - (2) **Subsequent Citation:** Council of Trent, *Decretum de Justificatione*, cap. 2: *COD* 671.
 - (3) **Shorter Citations** [of different documents after initial citation of *Conciliorum Oecumenicorum Decreta*]: Council of Trent, Session 14, November 25, 1551, *Decretum de Reformatione*, c. 4: *COD* 715.
 - (4) Council of Trent, Session 21, July 16, 1562, *Canones de communione sub utraque specie et parvulorum*, cc. 1-4: *COD* 727.
 - (5) **Bibliography:** Trent, Council of. *Decretum de Justificatione*. Session 6, January 13, 1547. In *Conciliorum Oecumenicorum Decreta*, ed. Giuseppe Alberigo, 671-678.
 - (6) Add to the **Bibliography:** Alberigo, Giuseppe, ed. *Conciliorum Oecumenicorum Decreta*. Turnhout: Brepols, 2006.
- iii) An earlier edition of the *COD* (that is, G. Alberigo and others, eds. *Conciliorum Oecumenicorum Decreta*. Bologna, Istituto per le Scienze religiose, 1973) contained the original languages of the councils which, with an English translation on facing pages, was reprinted in *Decrees of the Ecumenical Councils*, ed. Norman Tanner. 2 vols. (London and Washington: Sheed and Ward and Georgetown University Press, 1990). Citations of these decrees using Tanner is as follows:
- (1) **Initial Citation:** Council of Trent, Session 6, January 13, 1547, *Decretum de Justificatione*, cap. 2: Norman Tanner, ed., *Decrees of the Ecumenical Councils* two vols. (Washington, D.C. and London: Sheed and Ward and Georgetown University Press, 1990) [hereafter *Tanner*] 2: 671.
 - (2) **Subsequent Citation:** Council of Trent, *Decretum de Justificatione*, cap. 2: Tanner, 2: 671.
 - (3) **Shorter Citations** [of different documents after initial citation of *Conciliorum Oecumenicorum Decreta*]: Council of Trent, Session 14, November 25, 1551, *Decretum de Reformatione*, c. 4: Tanner, 2:715.
 - (4) Council of Trent, Session 21, July 16, 1562, *Canones de communione sub utraque specie et parvulorum*, cc. 1-4: Tanner 2:727.
 - (5) **Bibliography:** Trent, Council of. *Decretum de Justificatione*. Session 6, January 13, 1547. In *Decrees of the Ecumenical Councils*

ed. Norman Tanner 2: 671-678.

(6) Also add to the **Bibliography**: Tanner, Norman, ed. *Decrees of the Ecumenical Councils*. 2 vols. London and Washington: Sheed and Ward and Georgetown University Press, 1990.

iv) Note: in addition to citing the translation of a conciliar text in COD or in Tanner, you must also cite the authoritative Latin text in the AAS.

9) Documents of Vatican II

a) These are normally identified by their Latin initial words or “incipit,” capitalized as they are in the original documents (see below). You must write the full name of a conciliar text in the body of the thesis; abbreviations are acceptable in footnotes. Here are some examples of how to cite Vatican II documents:

i) **Initial Citation**: Vatican II, *Lumen gentium* 1, November 21, 1964: AAS 57 (1965) 5.

ii) **Subsequent Citation in footnote**: *LG* 1. [If the Latin text is also quoted:] *LG* 1: AAS 57(1965)5: followed by the Latin text.

iii) **Bibliography**: Vatican Council II. Dogmatic constitution *Lumen gentium*, November 21, 1964. AAS 57 (1965) 5-67.

iv) Here is a listing of the documents with their proper abbreviation

(1) Vatican II, constitution *Sacrosanctum Concilium*, December 4, 1963: AAS 56 (1964) 97-134. **Abbreviated as SC**

(2) Vatican II, decree *Inter mirifica*, December 4, 1963: AAS 56 (1964) 145-153. **Abbreviated as IM.**

(3) Vatican II, dogmatic constitution *Lumen gentium*, November 21, 1964: AAS 57 (1965) 5-67. **Abbreviated as LG**

(4) Vatican II, decree *Orientalium Ecclesiarum*, November 21, 1964: AAS 57 (1965) 76-85. **Abbreviated as OE**

(5) Vatican II, decree *Unitatis redintegratio*, November 21, 1964: AAS 57 (1965) 90-107. **Abbreviated as UR**

(6) Vatican II, decree *Christus Dominus*, October 28, 1965: AAS 58 (1966) 673-696. **Abbreviated as CD**

(7) Vatican II, decree *Perfectae caritatis*, October 28, 1965: AAS 58 (1966) 702-712. **Abbreviated as PC**

(8) Vatican II, decree *Optatam totius*, October 28, 1965: AAS 58 (1966) 713-727. **Abbreviated as OT**

(9) Vatican II, declaration *Gravissimum educationis*, October 28, 1965: AAS 58 (1966) 728-739. **Abbreviated as GE**

- (10) Vatican II, declaration *Nostra aetate*, October 28, 1965: AAS 58 (1966) 740-744. **Abbreviated as NA**
- (11) Vatican II, dogmatic constitution *Dei verbum*, November 18, 1965: AAS 58 (1966) 817-830. **Abbreviated as DV**
- (12) Vatican II, decree *Apostolicam actuositatem*, November 18, 1965: AAS 58 (1966) 837-864. **Abbreviated as AA**
- (13) Vatican II, declaration *Dignitatis humanae*, December 7, 1965: AAS 58 (1966) 929-941. **Abbreviated as DH**
- (14) Vatican II, decree *Ad gentes*, December 7, 1965: AAS 58 (1966) 947-990. **Abbreviated as AG**
- (15) Vatican II, decree *Presbyterorum ordinis*, December 7, 1965: AAS 58 (1966) 991-1024. **Abbreviated as PO**
- (16) Vatican II, pastoral constitution *Gaudium et spes*, December 7, 1965: AAS 58 (1966) 1025-1115. **Abbreviated as GS**
- b) Conciliar documents are numbered by section. At times, they are divided into chapters. The usual way of citing a document includes the number or numbers of the section(s) to which reference is made: *Lumen gentium* 22 or when found in parentheses or footnote, *LG* 22. When citing a whole chapter, indicate that it is a chapter: *Lumen gentium*, chapter 3 (or *LG*, chapter 3).
- c) Conciliar documents in a dissertation should be cited according to their Latin original text as found in the official promulgated version, published in the AAS. As indicated above, if a published translation is used in the body of the text, the original Latin text is to be given in the note.

10) **Translations of Vatican II Documents**

- a) Various translations of Vatican II documents are available in English. None of them was made with a view to accuracy in terms of the technical canon law terms employed by the council, so in canon law writing it is always important to check whichever translation you are using against the official Latin text.
- i) The primary source is the document itself, in its original language *not* the translation. Both sources must be given: the original source **and** the source of its translation (unless of course it is your own).
- ii) Each time you cite a Vatican II text, you must give the pertinent page information from the *Acta*; if you cite the English translation of the text, you must cite the source of the English translation.
- iii) If used, the on-line version of the *Acta Apostolicae Sedis* from the Vatican web site must be checked against the printed version of the *Acta*.

- b) Norman Tanner edited a two volume work *Decrees of the Ecumenical Councils* the original languages of which are based upon *Conciliorum Oecumenicorum Decreta* edited by Giuseppe Alberigo et al.
- i) **Initial citation:** Vatican II, decree *Christus Dominus* 11 in AAS 58 (1966) 677; English translation in *Decrees of the Ecumenical Councils*, ed. Norman P. Tanner, 2 vols. (London and Washington: Sheed & Ward and Georgetown University Press, 1990) [hereafter Tanner] 2: 924.
 - ii) **Subsequent citation:** CD 11; AAS 58 (1966) 677; Tanner, 2: 924.
 - iii) **Bibliography:** Tanner, Norman P., ed. *Decrees of the Ecumenical Councils*. 2 vols. London and Washington: Sheed & Ward and Georgetown University Press, 1990.
- c) A translation published shortly after the conclusion of the council and which helped to popularize the conciliar texts in English was edited by Walter Abbott:
- i) **Initial citation:** Vatican II, decree *Christus Dominus* 11 in AAS 58 (1966) 677; English translation in *Documents of Vatican II*, ed. Walter M. Abbott (New York: America Press, 1966) [hereafter Abbot] 403-404.
 - ii) **Subsequent citation:** CD 11, AAS 58 (1966), 677; Abbott, 403-404.
 - iii) **Bibliography:** Abbott, Walter M., ed. *Documents of Vatican II*. New York: America Press, 1966.
- d) Austin Flannery edited a translation of the conciliar texts together with various post-conciliar documents, now in its second edition. A subsequent volume has additional post-conciliar documents. Here are examples of how to cite conciliar texts in the first volume:
- i) **Initial citation:** Vatican II, decree *Christus Dominus* 11 in AAS 58 (1966), 677; English translation in *Vatican Council II: The Conciliar and Post Conciliar Documents*, ed. Austin Flannery, 2nd ed. (Northport, NY: Costello Publishing, 1996) [hereafter Flannery] 569.
 - ii) **Subsequent citation:** CD 11 AAS 58 (1966), 677; Flannery, 569.
 - iii) **Bibliography:** Flannery, Austin, ed. *Vatican Council II: The Conciliar and Post Conciliar Documents*. 2nd ed. Northport, NY: Costello Publishing, 1996.

11) **Commentaries on Vatican II**

- a) Most commentaries are contained in collective works, so citing them can be difficult at times. Here are three of the more commonly cited commentaries.
 - i) Giuseppe Alberigo edited a five volume work entitled *History of Vatican II*. The English version edited by Joseph A. Komonchak was published

by Orbis from 1995- 2006. This work is cited as follows:

- (1) **Initial Citation:** J. O. Beozzo, "Preparation for the Council by the Episcopates," in *History of Vatican II*, ed. Giuseppe Alberigo, 5 vols. (Maryknoll and Leuven: Orbis and Peeters, 1995 – 2004) [hereafter *History*] 1:377.
 - (2) **Subsequent Citation:** Beozzo, 378 **or** If several works by Beozzo have been cited:] Beozzo, "Preparation for the Council by the Episcopates," 380 **or** Beozzo in *History*, I:378
 - (3) **Bibliography:** Beozzo, J.O., "Preparation for the Council by the Episcopates." In *History of Vatican II* ed. G. Alberigo, 1:377-380.
 - (4) Also add to the **Bibliography:** Alberigo, Giuseppe, ed. *History of Vatican II*. 5 vols. Joseph Komonchak, Eng. ed. Maryknoll and Leuven: Orbis and Peeters, 1995 – 2004.
- ii) Herbert Vorgrimler edited a five volume work which has appeared in English as *Commentary on the Documents of Vatican II*. Material within the commentary is identified by author. In citing any of this material, cite the author as in any other collective work. Here is an example:
- (1) **Initial Citation:** Karl Rahner, "Hierarchical Structure of the Church, with Special Reference to the Episcopate," in *Commentary on the Documents of Vatican II*, ed. Herbert Vorgrimler, 5 vols. (New York: Herder and Herder, 1967) [hereafter *Commentary*] 1:186-218.
 - (2) **Subsequent Citation:** Rahner, 190. [If several works by Rahner have been cited:] Rahner, "Hierarchical Structure of the Church," 190 **or** Rahner in *Commentary*, 1: 190.
 - (3) **Bibliography:** Rahner, Karl. "Hierarchical Structure of the Church, with Special Reference to the Episcopate." In *Commentary on the Documents of Vatican II*, ed. Herbert Vorgrimler, 1: 186-218.
 - (4) Add to the **Bibliography:** Vorgrimler, Herbert, ed. *Commentary on the Documents of Vatican II*. 5 vols. New York: Herder and Herder, 1967-1969
- iii) Walter M. Abbott edited a translation with some commentary. The commentary is contained in an introductory article before each document and also in the Roman type footnotes (the italic type footnotes are from the original text). The author of the commentary in the footnotes is the same as the author of the introductory article and should be identified whenever those commentary notes are cited in a dissertation.

12) **Acta of the Second Vatican Council**

- a) There are three sections of the *Acta* of the council: Antepreparatory,

Preparatory, and the *Acta et Decreta* themselves. They are cited initially as would be done for any multi-volume series. Subsequent citations may be by an abbreviation scheme worked out by the individual writing the dissertation, or preferably by the full term for the section, in either Latin or English: *Antepreparatoria*, *Praeparatoria*, *Acta et Decreta* (Antepreparatory, Preparatory, Acts and Decrees).

- b) Within the *Acta* are various documents, ranging from drafts (“schema” or “schemata”) and reports of commissions (*relatio*), to interventions by individual council members, announcements, votes, etc. It is not necessary to cite an author for schemata. For reports given by a reporter (*relator*), give the name of the relator as author, the title of the report in quotation marks, and the location of the report in the *Acta* by series title, volume and page number. For the interventions by individual council members, give the name of the speaker and indicate interventions in the congregation (daily session) by the number of the congregation, the date of the intervention, and publication information in the *Acta* as for reports.
- c) Suggestions collected to prepare for the council are called the “Antepreparatory” documents. Here is an example:
 - i) Vatican Council II, *Acta et Documenta Concilio Oecumenico Vaticano II Apparando*, Series 1 (*Antepreparatoria*), Vol. 1 (*Acta Summi Pontificis Ioannis XXIII*) (Vatican City: Typis Polyglottis Vaticanis, 1960).
 - ii) The series has 5 volumes, including the Indices.
- d) Materials put together in preparation for the council by the preparatory commissions are called “Preparatory” documents. Here is an example:
 - i) Vatican Council II, *Acta et Documenta Concilio Oecumenico Vaticano II Apparando*, Series 2 (*Praeparatoria*), Vol. 1 (*Acta Summi Pontificis Ioannis XXIII*) (Vatican City: Typis Polyglottis Vaticanis, 1964).
 - ii) The series has 4 volumes but no separate index.
- e) Materials produced once the council opened were collected into the “Synodal Acts” of the council. The text as presented in the council hall, or *aula*, are printed according to the day on which the text was spoken or distributed; variations between the written text and spoken text are indicated by critical apparatus at the bottom of the page. Here is an example of how the volumes are identified:
 - i) Vatican Council II, *Acta Synodalia Sacrosancti Concilii Oecumenici Vaticani II*, Vol. 1 (*Periodus prima*), pars 1 (Vatican City: Typis Polyglottis Vaticanis, 1970).
 - ii) Each of the four sessions of the council is a “volume,” but each volume has many “parts.” For example, there are 4 parts to the first session, 6 for the second, 8 for the third, and 7 for the fourth.

- (1) Additional materials were published as follows:
 - (a) *Indices* (1980)
 - (b) *Appendix* (1983) - materials left out of the previous 3 sets (antepreparatory, etc.)
 - (c) *Appendix Altera* (1986) - the 1964 schema for *de Ecclesia*, corrections for the earlier volumes, lists of proxies, auditors, and observers.
 - (d) Vol. 5, *Processus Verbales* (1989-), with the minutes from the conciliar commissions; already published are early minutes of the main organizing and coordinating commissions in the early stages of the council.

13) **Collections of Legal Documents**

a) *Canon Law Digest (CLD)*

- i) This is a collection of various kinds of documents: official texts, private replies, diocesan norms, etc. While unofficial it is the most complete collection available in English. Various editors and publishers have produced the volumes to date:

(1) Vol. 1-3, ed. T. Lincoln Bouscaren (Milwaukee: Bruce, 1934-1956)

(2) Vol. 4-6, ed. T. Lincoln Bouscaren and James I. O'Connor (Milwaukee: Bruce, 1958-1969)

(3) Vol. 7-10, ed. James I. O'Connor (Chicago: Canon Law Digest, 1975-1986)

(4) Vol. 11, ed. Edward G. Pfnausch (Washington, DC: CLSA, 1991).

(5) Vol. 12, ed. Arthur Espelage, OFM (Washington, DC: CLSA, 2002).

(6) Index [Vols. 1-12] (Washington, DC: CLSA [2005]).

(7) Vol. 13, ed. Patrick J. Cogan, SA (Washington, DC: CLSA 2009)

- ii) For purposes of citation in notes, it is not necessary to give the publication information because this is a standard canonical reference book. However, it is necessary to identify the author of the document, the name of the document, its date (if available), and then its publication in the *CLD*. Here are some examples:

- (1) Citation in *CLD* that is **not** published elsewhere:

(a) **Citation in Notes:** Holy Office, Response [Private], February 14, 1962: *CLD* 6: 590.

(b) **Bibliography:** Holy Office. Response [Private], February 14, 1962. In *CLD* 6: 590-591.

(c) Add to **Bibliography:** *Canon Law Digest*, 13 vols. and Index

1934-2009.

(2) Citation in *CLD* that is published in the AAS or elsewhere. School policy on translations and legal texts requires that the original Latin text must be given in the notes with the proper source from the AAS or other official publication.

(a) **Citation in Notes:** Holy Office, Instruction *De cadaverum crematione* AAS 56 (1956) 822-823; English translation: Holy Office, Instruction “Cremation, Not Absolutely Forbidden,” May 8, 1963: *CLD*: 666-668.

(b) **Bibliography:** Holy Office, Instruction *De cadaverum crematione* AAS 56 (1956) 822-823; English translation: Holy Office, Instruction “Cremation, Not Absolutely Forbidden,” May 8, 1963: *CLD*: 666-668.

(c) Add to **Bibliography:** *Canon Law Digest*, 13 vols. and Index 1934-2009.

b) *Leges Ecclesiae post Codicem iuris canonici editae*

i) This is a collection of official documents, private documents, and other curial materials in their original languages (primarily in Latin). The first six volumes were edited by Xaverius Ochoa, and are cited:

(1) *Leges Ecclesiae post Codicem iuris canonici editae*, ed. Xaverius Ochoa, 6 vols. (Rome: EDIURCLA, 1966-1987).

ii) An analytical index for the first four volumes appears at the end of volume 4; subsequent volumes have their own indices. Since Father Ochoa's death, subsequent volumes are planned. Three have appeared:

(1) *Leges Ecclesiae post Codicem iuris canonici editae*, ed. Andrés Gutiérrez, vol. 7 (Rome: EDIURCLA, 1994).

(2) *Leges Ecclesiae post Codicem iuris canonici editae*, ed. Andrés Gutiérrez, vol. 8 (Rome: EDIURCLA, 1998).

(3) *Leges Ecclesiae post Codicem iuris canonici editae*, ed. Andrés Gutiérrez, vol. 9 (Rome: EDIURCLA, 2001).

iii) As with *CLD*, documents are cited by their source, title or other identification, date, and then the *Leges Ecclesiae* information. The volumes are numbered by columns instead of pages, and each document has a number (although it is not usual to identify the document by its number in these volumes). Here are some examples:

(1) **Initial Citation:** Sacred Congregation for Religious, rescript of September 26, 1970: *Leges Ecclesiae post Codicem iuris canonici editae*, ed. Xaverius Ochoa, 6 vols. (Rome: EDIURCLA, 1966-1987) 4: col. 5890.

- (2) **Subsequent Citation:** Sacred Congregation for Religious, September 16, 1970: *Leges Ecclesiae* 4: col. 5890.
- (3) **Shorter Citations** [of different documents after initial citation of *Leges Ecclesiae*]: Paul VI, letter of April 18, 1971: *Leges Ecclesiae* 4: cols. 6045-6047.
- (4) **Bibliography:** Sacred Congregation for Religious, rescript of September 26, 1970. In *Leges Ecclesiae post Codicem iuris canonici editae*, ed. Xaverius Ochoa, 4: col. 5890.
- (5) Add to **Bibliography:** Ochoa, Xaverius, ed. *Leges Ecclesiae post Codicem iuris canonici editae*. 6 vols. Rome: EDIURCLA, 1966-1987.

c) *Roman Replies and CLSA Advisory Opinions*

- i) Beginning in 1981 the Canon Law Society of America began collecting copies of replies to dioceses and religious institutes from various Roman dicasteries and publishing them in a book. In 1984 the Society added a section with advisory opinions by various canonists concerning the 1983 code. Each volume has its own editor. Entries should be identified by title of the entry for replies or by the author for advisory opinions.

ii) Example One:

- (1) **Citation:** “Preservation of Chancery and Tribunal Records,” in *Roman Replies 1981*, ed. William A. Schumacher (Washington: CLSA, 1981) 3.
- (2) **Bibliography:** “Preservation of Chancery and Tribunal Records.” In *Roman Replies 1981*, ed. William A. Schumacher, 2-3.
- (3) Add to **Bibliography:** Schumacher, William A., ed. *Roman Replies 1981*. Washington: CLSA, 1981.

iii) Example Two:

- (1) **Citation:** Gregory Ingels, “Canons 693-694: Incardination of a Priest Religious Who Has Been Dismissed From His Religious Institute,” in *Roman Replies and CLSA Advisory Opinions 1989*, ed. William A. Schumacher and Lynn Jarrell (Washington: CLSA, 1989) 80.
- (2) **Bibliography:** Ingels, Gregory. “Canons 693-694: Incardination of a Priest Religious Who Has Been Dismissed From His Religious Institute.” In *Roman Replies and CLSA Advisory Opinions 1989*, ed. William A. Schumacher and Lynn Jarrell, 79-81.
- (3) Add to **Bibliography:** Schumacher, William A. and Lynn Jarrell, ed. *Roman Replies and CLSA Advisory Opinions 1989*. Washington: CLSA, 1989.

14) **Citation of Latin Documents: Using the “Incipit”**

- a) The first full citation of an official document should identify the author, nature of the document (e.g., apostolic constitution, decree, *motu proprio*, etc.), the official title of the document in Latin, and the date of the document. Here is an example:
 - i) John Paul II, apostolic constitution *Sacrae disciplinae leges*, January 25, 1983: AAS 75/2 (1983) vii-xiv.
- b) Official Latin documents are cited according to the initial words of the document, called the “incipit.” In the *Acta Apostolicae Sedis* the first two or three words of a document are printed in large and small capital letters; these identify the “incipit.” Follow the capitalization used in the *Acta Apostolicae Sedis*; i.e., capitalize the letters which appear in large capital letters in the original.
 - i) The *incipit* of the document should be spelled out in the body of the text; an abbreviation may be used when the text is cited in parentheses or footnote.
- c) Some official documents of the Apostolic See are not published in the *Acta Apostolicae Sedis*. They may appear in another publication of the Apostolic See, in Latin, such as *Communicationes*, *Notitiae*, etc. Follow the capitalization of the Latin *incipit* as it appears in these publications.
- d) If the Latin text has not been published, but the Apostolic See has published translations in modern languages and has given a name to the document, use the title as given by the Apostolic See. Here is an example:
 - i) Consilium for the Implementation of the Constitution on the Liturgy, instruction *Comme le prévoit*, January 25, 1969: *Notitiae* 5 (1969) 3-12; English translation in ICEL, *Documents on the Liturgy 1963-1979: Conciliar, Papal and Curial Texts [DOL]* (Collegeville, MN: Liturgical Press, 1982) 284-291.
- e) If the Latin text has not been published and you are working with a translation in a modern language, identify the document by its type and date, but not by an *incipit*. Here is an example.
 - i) Congregation for the Doctrine of the Faith, rescript of September 3, 1968: *DOL* 930.

General Concerns

15) The following topics are some of the more common areas of concern within the School, with references to the corresponding section within Turabian.

a) **Footnotes**

- i) Turabian indicates that notes in a dissertation have four main

purposes:

- (1) to cite the authority for statements in text -- specific facts or opinions as well as exact quotations;
 - (2) to make cross-references;
 - (3) to make incidental comments upon, to amplify, or to qualify textual discussion – in short, to provide a place for material which the writer deems worthwhile to include but which would in the writer's judgment interrupt the flow of thought if introduced into the text; and
 - (4) to make acknowledgements.
- ii) When a note provides the authority for statements in the text, it may give the source for an exact quotation. It may also provide the authority for an assertion or finding in the text, even though this was not quoted directly from the source. In either case, the citation begins directly with the source (and not with “see” or “cf.”).
- iii) It is important that any material taken directly from a source be identified as a direct quotation, either by insertion between quotation marks, or by printing in a block paragraph indented from both the right and left margins. A citation at the end of a paragraph or sentence is not sufficient if the material is taken verbatim from the source; such verbatim quotations must be identified as quotations, for otherwise the use of the material is plagiarism.

b) **Cross References**

When a note provides a cross-reference, this may be of several types.

- (1) Cross-reference may be to another place in the text of the study. In this case, it begins with “see” and refers to the page or other manner of locating the information in the study; e.g.:
 - (a) See note 10
 - (b) See *supra* at note 10 [which means the information in the body of the text located where note 10 is found]
 - (c) See chapter 3 below.
- (2) Cross-reference may be to another author who further develops the point. In this case the author is not the source for the assertion in the body of the text, but is someone whose work will further elucidate the matter. In this case, it also begins with “see.” This may be after the source which is the direct authority for the assertion in the text, or it may be without a citation of such a source. For example:
 - (a) Coriden, in *CLSA Commentary*, 585-586 [*this is the citation of an*

authority, although not to a direct quotation]; see also Frederick R. McManus, report to ACCU, ... *[this is the cross-reference]*.

(b) Another example, without the citation of an original source:

(i) See the CTSA report on the Profession of Faith and Oath of Fidelity for a detailed discussion on this matter.

(3) Cross-reference may be by way of comparison; i.e., the position being described holds one thing, but the cross-reference is calling for the reader to compare this with another position, which may or may not be the same. This may be after the source which is the direct authority for the assertion in the text, or it may be without a citation of such a source. For example:

(a) Coriden in *CLSA Commentary*, 585 *[this is the citation of an authority, although not to a direct quotation]*; for a different perspective, see Luc De Fleurquin, “The Profession of Faith and the Oath of Fidelity: A Manifestation of Seriousness and Loyalty in the Life of the Church (Canon 833),” *Studia Canonica* 23 (1989) 485-499.

(b) Another example, without the citation of an original source:

(i) For another view, see Francisco J. Urrutia, “Iusiurandum fidelitatis.” *Periodica* 80 (1991) 559-578.

(4) In summary, the citation in a note begins directly with the citation of the authority being cited if the note supports an assertion in the body of the text. This applies both to direct quotations, and to summations of a view or statement of a fact, position, etc. The citation begins with “see” if it is a cross-reference within the same work, or to another source which further elucidates the matter or if the reference is to compare the matter with some other source or position.

ii) Use of *Ibid.*

(1) Turabian 16.4.2: “avoid all Latin citation terms except one – *ibid.*” Further, “In notes *ibid.* should be capitalized but not italicized. Since *ibid.* is an abbreviation, it must end with a period; if the citation includes a page number, put a comma after *ibid.* If the page number of a reference is the same as in the previous note, do not include a page number after *ibid.* Do not use *ibid.* after a note that contains more than one citation, and avoid using *ibid.* to refer to footnotes that do not appear on the same page.

c) **Ellipsis Points**

i) When giving a direct quotation but leaving out some of the intervening words, the absent material must be indicated by ellipsis points. There

are always three points, and they are separated by a space (e.g., . . .). See Turabian Chapter 25, more specifically, 25.3.2. Note especially when *not* to use ellipsis points:

(1) No ellipsis points should be used “ before or after a quoted phrase, incomplete sentence or other fragment from the original that is clearly not a complete sentence”; “at the beginning of a quotation”; at the end of the quotation (see Turabian, 356-357)

d) **Tenses**

i) Respect the sequence of tenses. When writing about a past event, or a previous law, use the past tense. Reserve the present tense for documents, laws, and the like, which are currently in force.

e) **Citing Material from the World Wide Web [WWW]**

i) Turabian covers this in 15.4; 17.7.1 – 2; 17.9.13; and elsewhere. Electronic publishing can provide quicker access to official documents, various types of studies, and both primary and secondary sources of various types. While the WWW provides a very useful means, it is very important not to restrict research to them. Additionally, it is essential to check the accuracy of all official texts and translations taken from the WWW.

ii) In citing an electronic source, the citation must make it possible for the reader to access the same source which is being referenced. The citation must be thorough, as explained in Turabian 15.4. If the reference is found on a CD-ROM, diskette, tape, or other medium, provide the same information as for a published work; i.e., author or editor, title, place and name of publisher, date, and any other pertinent information needed to locate the source (see, e.g., Turabian 15.4.2) Here is an example:

(1) *Ius Canonikum et Iurisprudencia Rotalis*, ed. Giuseppe Scanu. CD-ROM, 1995 ed. Vatican City and Milan: Libreria Editrice Vaticana and Giuffrè, 1995.

iii) If the reference is to a source found on the WWW provide the same kind of information and also include the URL path by which the information can be accessed. Here is an example:

(1) Congregation for Catholic Education, *Ratio fundamentalis institutionis diaconorum permanentium* (Vatican City: Libreria Editrice Vaticana, 1998;
http://www.vatican.va/roman_curia/prc_en.htm).

iv) If there is an available printed version of the source (e.g., in *Origins*, *AAS*, *Notitiae*, etc.), official documents are to be cited from the printed source rather than from the WWW version.

f) **Citing Canon Law Dissertations and Theses**

i) Canon law doctoral dissertations at CUA are considered to be published books, either because in earlier years (and occasionally even today) they were published as bound books, or in later years they are published through University Microfilms International.

(1) Here is an example of a citation of a JCD dissertation:

(a) Francis J. Horn, *The Role of the Lay Brother in the Governance of the Order of Saint Augustine*, Canon Law Studies 554 (Washington, DC: Catholic University of America, 1998).

(2) Doctoral dissertations in other fields, and canon law doctoral dissertations from other universities, may or may not be published books; examine each one individually to determine its status.

ii) Licentiate theses are unpublished manuscripts cited similarly to the citation of an article. Here is an example of a citation of a JCL thesis:

(1) Francis J. Horn, “A Canonical Study of the Ownership of the Property of Malvern Preparatory School” (JCL Thesis, The Catholic University of America, 1995).

g) **Abbreviations**

AC	Benedict XVI, apostolic letter <i>Anglicanorum Coetibus</i> , November 4, 2009
AP	Paul VI, motu proprio <i>Ad pascendum</i> , August 15, 1972
AS	Paul VI, motu proprio <i>Apostolica sollicitudo</i> , September 15, 1965
CL	John Paul II, apostolic exhortation <i>Christifideles laici</i> , December 30, 1988
CM	Paul VI, motu proprio <i>Causas matrimoniales</i> , March 28, 1971
CMat	Paul VI, motu proprio <i>Cum matrimonialium</i> , September 8, 1973
CT	John Paul II, apostolic exhortation <i>Catechesi tradendae</i> , October 16, 1979
DPM	John Paul II, apostolic constitution <i>Divinus perfectionis Magister</i> , January 25, 1983
EcE	John Paul II, apostolic constitution <i>Ex corde Ecclesiae</i> , August 15, 1990
EM	Paul VI, motu proprio <i>De episcoporum muneribus</i> , June 15, 1966
EN	Paul VI, apostolic exhortation <i>Evangelii nuntiandi</i> , December 8, 1975
EP	CDF, decree <i>Ecclesiae Pastorum</i> , March 19, 1975
ES	Paul VI, motu proprio <i>Ecclesiae Sanctae</i> , August 6, 1966
ET	Paul VI, apostolic exhortation <i>Evangelica testificatio</i> , June 19, 1971

FC	John Paul II, apostolic exhortation <i>Familiaris consortio</i> , November 22, 1981
FD	Benedict XVI, apostolic letter <i>Fides per doctrinam</i> , January 16, 2013
HV	Paul VI, encyclical <i>Humanae vitae</i> , July 25, 1968
IC	Congregation for the Discipline of the Sacraments, instruction <i>Immensae caritatis</i> , January 29, 1973
ID	Congregation for Sacraments & Divine Worship, instruction <i>Inaestimabile donum</i> , April 3, 1980
IEN	Benedict XVI, apostolic letter <i>Intima Ecclesiae natura</i> on the Service of Charity, November 11 November 2012
IO	Congregation for Sacred Rites, instruction <i>Inter Oecumenici</i> , September 26, 1964
MI	Benedict XVI, apostolic letter <i>Ministorum institutio</i> , January 16, 2013
MM	Paul VI, motu proprio <i>Matrimonia mixta</i> , March 31, 1970
MQ	Paul VI, motu proprio <i>Ministeria quaedam</i> , August 15, 1972
MR	Congregations for Religious and Secular Institutes and for Bishops, norms <i>Mutuae relationes</i> , May 14, 1978
NN	Benedict XVI, motu proprio <i>Normas Nonnullas</i> , February 22, 2013.
OM	Benedict XVI, apostolic letter, <i>Omnium in mentem</i> , October 26, 2009
PA	Congregation for the Clergy, directive note <i>Postquam Apostoli</i> , March 25, 1980
Paen	Paul VI, apostolic constitution <i>Paenitemini</i> , February 17, 1966
PB	John Paul II, apostolic constitution <i>Pastor bonus</i> , June 28, 1988
PDV	John Paul II, apostolic exhortation <i>Pastores dabo vobis</i> , March 25, 1992
PM	Paul VI, motu proprio <i>Pastorale Munus</i> , November 30, 1963
PS	Congregation for the Clergy, circular letter <i>Presbyteri sacra</i> , April 11, 1970
QS	Benedict XVI, apostolic letter, <i>Quaerit semper</i> , August 30, 2011
RC	Congregation for Religious and Secular Institutes, instruction <i>Renovationis causam</i> , January 6, 1969
REU	Paul VI, apostolic constitution <i>Regimini Ecclesiae Universae</i> , August 15, 1967
SaCa	Benedict XVI, post synodal apostolic exhortation <i>Sacramentum Caritatis</i> , February 22, 2007
Sacri	John Paul II, apostolic constitution <i>Sacri canones</i> , October 18, 1990

<i>SCh</i>	John Paul II, apostolic constitution <i>Sapientia christiana</i> , April 15, 1979
<i>SDL</i>	John Paul II, apostolic constitution <i>Sacrae disciplinae leges</i> , January 25, 1983
<i>SDO</i>	Paul VI, motu proprio <i>Sacrum diaconatus ordinem</i> , June 18, 1967
<i>SMC</i>	John Paul II, apostolic constitution <i>Spiritali militum curae</i> , June 21, 1986
<i>SoE</i>	Paul VI, motu proprio <i>Sollicitudo omnium Ecclesiarum</i> , June 24, 1969
<i>SST</i>	John Paul II, motu proprio <i>Sacramentorum Sanctitatis Tutela</i> April 30, 2001
<i>RS</i>	Congregation for Divine Worship and the Discipline of the Sacraments, instruction <i>Redemptionis Sacramentum</i> , April 23, 2004.
<i>US</i>	Benedict XVI, apostolic letter <i>Ubicumque et semper</i> , September 21, 2010
<i>VS</i>	Congregation for Religious and Secular Institutes, instruction <i>Venite seorsum</i> , August 15, 1969
<i>VSp</i>	John Paul II, encyclical <i>Veritatis splendor</i> , August 6, 1993