

Easy Reference Guide

Based on the Chicago Manual of Style

St Patrick's College
Maynooth



Your essays must follow the 'Essay Writing Guidelines' of St. Patrick's College. They are available at <http://www.maynoothcollege.ie/current/coursenotes.shtml>

Please use these guidelines as a template. Your essays should match them, having the same front page, font (Times New Roman, size 12), spacing (double) and justification.

This sheet is for cross-checking the presentation of your essays. It is based on *The Chicago Manual of Style*, 15th ed. (University of Chicago Press, 2003). In Maynooth Library, it is located at MAIN 808.027. It is available online at <http://www.chicagomanualofstyle.org/home.html>

Numbers in brackets [] refer to the section of the *Chicago Manual of Style* which describes the specific citation style. Consult these pages for more information.

Evidence of reading is encouraged and required. Quite simply, *the more evidence you give the better your paper*. Be sure **NOT** to plagiarise from any source. Always reference ideas and use footnoted quotes.

Note:

- Bibliography items are listed alphabetically at the end of the research paper
- In the body of the text, references are identified with footnotes
- The first footnote reference to a text must be given in full
- Later references to the same text require only the author's name
- However, if there are many referenced texts by the same author, a shortened title is also required to identify the text.
- If a different page of the same text is referred to immediately after details were given in the previous footnote, use the word *Ibid* followed by the page number.

Other Sources

Electronic Journal or Newspaper Article [17.12], [17.359]

- Note:** Devon W. Carbado, "Black Male Racial Victimhood," *Callaloo* 21, no. 2 (1998), <http://www.jstor.org/> (accessed July 8, 2005).
- Bibliography:** Carbado, Devon W. "Black Male Racial Victimhood." *Callaloo* 21, no. 2 (1998): 337-361. <http://www.jstor.org/> (accessed July 8, 2005).

Web Site [17.356]

- Note:** Anthony McCarthy, "Human cloning," <http://www.linacre.org/cloneAM.html> (accessed July 16, 2008).
- Bibliography:** McCarthy, Anthony. "Human cloning." <http://www.linacre.org/cloneAM.html> (accessed July 16, 2008).

A Note on Websites: Although many academic journals are online, do not use the Web as your primary source of research. There are too many factually incorrect and poorly written websites. In short, it is impossible to write a good paper using solely web sources. The web was once described as an inch-deep ocean. Any paper then will lack depth and invite a poor grade. Refrain from using anonymously written sites. Confer with your lecturer on strategies for determining credible websites.

Lecture Notes/Handouts

References to lectures should be sparse. They are to be treated as an article in a book if they have been copied and distributed by the lecturer or treated as a website if recorded from a teacher during the lecture. For handouts the following applies

- Footnote:** Michael Shortall, "The Genesis of Rights", in *Human Rights and Moral Reasoning* (Lecture, St. Patrick's College, Maynooth, Oct 7, 2008), 2.
- Subsequent Ref:** Shortall, "The Genesis of Rights", 3.
- Bibliography:** Michael Shortall. "The Genesis of Rights." In *Human Rights in Moral Reasoning*. Lecture: St. Patrick's College Maynooth, 2008.

This handout is offered as a guide only.
Please refer to the actual Style Manual or your lecturer for clarifications.
Most useful reference book is: Kate L Turabian. *A Manual for Writers of Term Papers, Theses and Dissertations*, 6th ed. (Chicago: University of Chicago Press, 1996). In the Maynooth Library, Turabian is located at REF 808.02 TUR

Books

One author [17.26]

- Footnote:** Richard M. Gula, *Reason Informed by Faith* (New York and Mahweh: Paulist Press, 1989), 56.
- Subsequent Ref:** Gula, 101.
- Bibliography:** Gula, Richard M. *Reason Informed by Faith*. New York and Mahweh: Paulist Press, 1989.

Two to three authors [17.27]

- Footnote:** John Finnis, Joseph Boyle and Germain Grisez, *Nuclear Deterrence, Morality and Realism* (Oxford: Clarendon Press, 1987), 35.
- Subsequent Ref:** Finnis, Boyle and Grisez, 56.
- Bibliography:** Finnis, John, Joseph Boyle and Germain Grisez. *Nuclear Deterrence, Morality and Realism*. Oxford: Clarendon Press, 1987.

More than three authors*

- Footnote:** Robert L. Stivers et al., *Christian Ethics: A Case Method Approach* (Maryknoll, NY: Orbis Books, 2005), 35.
- Subsequent Ref:** Stivers et al., 45.
- Bibliography:** Stivers, Robert L., Christine E. Gudorf, Alice Frazer Evans, Robert A. Evans. *Christian Ethics: a case method approach*. Maryknoll NY: Orbis Books, 2005.

Edition other than the first

- Footnote:** Tom L. Beauchamp and James F. Childress, *Principles of Biomedical Ethics*, 5th ed. (Oxford: Oxford University Press, 1994), 63.
- Subsequent Ref:** Beauchamp, *Principles*, 445.
- Bibliography:** Beauchamp Tom L. and James F. Childress. *Principles of Biomedical Ethics*, 5th ed. Oxford: Oxford University Press, 1994.

Edited work or translation**

- Footnote:** Kevin D. O'Rourke and Philip Boyle, eds., *Medical Ethics: Sources of Catholic Teachings*, 3rd ed. (Washington DC: Georgetown University Press, 1999), 3.
- Subsequent Ref:** O'Rourke and Boyle, 7.
- Bibliography:** O'Rourke Kevin D. and Philip Boyle, eds. *Medical Ethics: Sources of Catholic Teachings*. 3rd ed. Washington DC: Georgetown University Press, 1999.

* "and others" may be used instead of "et al."

** replace "ed." with "trans."

Corporate or organization author [17.47]

- Note:** Congregation for the Doctrine of the Faith, *Donum Vitae* (New York: Pauline Books and Media, 2003), 15.
- Subsequent Ref:** *Donum Vitae*, 17. (Number refers to the paragraph number)
- Bibliography:** Congregation for the Doctrine of the Faith. *Donum Vitae: Instruction on Respect for Human Life in its Origin and on the Dignity of Procreation replies to certain questions of the Day*. New York: Pauline Books and Media, 2003.

Articles

Article in a Journal* [17.156], [17.168]

- Note:** Siegfried Wiedenhofer, "The Main Forms of Contemporary Theology of Original Sin," *Communio* 18 (1991): 514.
- Subsequent Ref:** Wiedenhofer, 520.
- Bibliography:** Wiedenhofer, Siegfried. "The Main Forms of Contemporary Theology of Original Sin." *Communio* 18 (1991): 514-29.

Article in a Book [17.156], [17.168]

- Footnote:** Avery Dulles, "The Meaning of Faith Considered in Relationship to Justice," in *The Faith that Does Justice*, ed. John C. Haughey (New York: Paulist Press, 1977), 14.
- Subsequent Ref:** Dulles, "The Meaning of Faith," 55.**
- Bibliography:** Dulles, Avery. "The Meaning of Faith Considered in Relationship to Justice." In *The Faith that Does Justice*, edited by John C. Haughey, 10-46. New York: Paulist Press, 1977.

Newspaper Article [17.188]

- Footnote:** "In an article on rampage killers (*New York Times*, April 10, 2000), Laurie Goodstein and William Glaberson describe..."
- Bibliography:** [Do not include in Reference list. Citation is made in running text style as shown above.]

Encyclopaedia Article [17.188]

- Footnote:** "In his article on Nebo in the eleventh edition of the *Encyclopaedia Britannica*, Morris Jastrow noted that ..."
- Bibliography:** [Do not include in Reference list. Citation is made in running text style as shown above.]

* Multiple Authors are added like a Book

** If different texts by same author are referenced an abbreviated title is required