



OBLATE SCHOOL OF THEOLOGY
STYLE GUIDELINE
FOR
ACADEMIC PAPERS
AND
FINAL WRITTEN PROJECTS

Summer 2021

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ELEMENTS OF STYLE

The Oblate School of Theology Style Guideline was first written at the request of students seeking guidance about academic writing expectations at Oblate. In response to their request and in an effort to standardize practice across the school, this style guide highlights the most relevant portions of Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th Edition. Students and instructors are encouraged to refer to this document for guidance about page layout, citations, chapter titles and subheadings, and specific requirements for thesis and dissertations. OST Style Guide, Turabian 9, and the *Chicago Manual of Style* 17th Edition, could be seen as concentric circles of information. All the information in the Style Guide is contained within Turabian 9, which is contained within Chicago 17. Students who encounter style and formatting challenges not included in this guide should refer to Turabian 9 or to the *Chicago Manual of Style* 17th Edition. Although inconsistencies may remain, this guide is intended to serve as a model of the academic style and formatting required at Oblate.

Elements of style for all papers submitted at the Oblate School of Theology should normally follow the directives contained in Turabian 9. To make formatting with Word less arduous, Oblate allows a few exceptions to Turabian including page numbering and the format of footnotes. These are described below. Professors may instruct students to use alternative formatting for some assignments.

The use of proper grammar and syntax is presupposed in every written assignment. Students are encouraged to take full advantage of the spell check and grammar check in Word with the language preference set to English United States. Additionally, Oblate provides free access to Grammarly, an online editing platform, to all members of the OST community. For information about Grammarly, see the associate academic dean. Submissions containing

numerous grammatical, syntactical, or formatting errors may be returned to the student for revision before being read, critiqued, or graded. The use of a willing and competent proofreader is also recommended. *Students who have notable difficulty with style, grammar, and composition should seriously consider using the services of a professional editor and taking a composition course at a local college.* To help students and faculty evaluate the quality of writing in an assignment, Oblate has created an Academic Writing Rubric, which is included at the end of this Style Guide and posted in Moodle.

The professional nature of an academic paper requires both a computer with Microsoft Word® software and the use of a high-quality printer. Students are encouraged to seek help with computer formatting from the IT director or from the associate academic dean. Although students may choose to use different word-processing software, Oblate only offers support for MS Word.

PAGE LAYOUT

The same page layout is required for all class papers submitted at OST unless the professor gives other instructions. (For specific information pertaining to MA theses, doctoral projects, and dissertations, see Final Projects and Theses below.) Times New Roman font is used throughout the text. The main text is 12-point font and double-spaced and aligned left, which leaves a ragged edge on the right margin. Footnotes are Times New Roman 10 and single-spaced with an additional space between notes. Page numbers are Times New Roman 12 and placed in the bottom center of the page. Headers and footers are not used except for page numbers. Margins (top, bottom, right, and left), are one inch.

The first line of each new paragraph is indented one-half inch. The entirety of a box quote is indented one-half inch and is left justified. An extra space is not added after paragraphs

or box quotes. *Widows and orphans* (single lines of text stranded on the top or bottom of a page) should be avoided. The occurrence of *widows and orphans* can be controlled by clicking widows and orphans in the paragraph box on MS Word ribbon.

CITATIONS

In scholarly and professional work, it is common to use ideas, quotations, and materials from other authors and scholars. This usage occurs in many forms: direct quotations from published works and speeches, a synthesis of another person’s ideas or writings, lyrics, poetry, material found on the internet or a person’s web page, and so on. Professional courtesy and academic integrity require that every use of another person’s work be carefully documented. For information about how to avoid plagiarism, see Turabian 9, section 7.9 “Guard Against Inadvertent Plagiarism.”¹ As described in the OST Student Handbook, intentional acts of plagiarism lead to severe consequences, including failing grades on papers and even expulsion from school.

Quotations

A series of words taken directly from another person’s written work or verbal comments must be set off with quotation marks. An ellipse, which is three periods separated by spaces . . . , is used within a quote to indicate that words have been omitted. Ordinarily, Oblate uses the more straightforward “General Method for Ellipses” (25.3.2.2) rather than the “Textual Studies Method for Ellipse” (25.3.2.3). In the general method, an ellipse is not used before or after a quote even if the quote begins or ends in the middle of a sentence. Brackets [] are used to

¹ Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th ed. (Chicago: University of Chicago Press, 2018), no. 7.9.

enclose any words added to a quote by the student writing the paper. Examples of both are found in the quote below explaining the use of block (or box) quotes:

If the quotation is four lines or fewer, run it into your text and enclose it in quotation marks. If it is five lines or longer, set it off as a block quotation [indented, single-spaced, aligned left], without quotation marks. . . . You may use a block quotation for a quotation shorter than five lines if you want to emphasize it or compare it to a longer quotation (25.2).²

Notice that you must manually change to single-line spacing for a block quotation, using a block quotation requires you to manually insert an additional single-space line after the quotation and then to return to double-spacing your lines.

Footnotes

At Oblate, footnotes rather than in-line citations or endnotes are used in all papers. A variety of software programs, including MS Word, claim to format directly into Turabian-approved style for footnotes and bibliography. Students should not depend exclusively upon such programs since occasionally the software is not consistent with the directives provided in Turabian. Even eturabian.com often confuses editors and authors of articles. Students are responsible for the accuracy of all formatting. At OST, Turabian takes precedence over computer-generated formatting.

When citing a work the first time, use the full citation as described in Turabian. A shortened form is used for all subsequent notes. Shortened forms include the author's last name and the page number(s). A comma separates the name and page number(s). If more than one work by an author is cited, list the author's last name, the shortened title, and the page

² Turabian, no. 25.2.

number(s). If there is no author or editor, a title and page number are required (16.4). For sequential citations of the same source, use a shortened form rather than *Ibid.* (16.4.2).

If you are referring to the same text repeatedly, as this *Style Guide* does with Turabian 9, you may use parenthetical notes in place of footnotes, as modeled here (16.4.3).

Place of Publication

The place of publication in footnotes and in bibliography entries includes the city and state or province, the city and country. If the city is known and cannot be confused with another city of the same name, then the city only is used. If two or more cities are given, use only the first city. If the city of publication might be unknown or confused with another city, then the capitalized, two-letter postal code abbreviation of the state or province is included. Use current English names for foreign cities.

Standard Formatting Patterns

The following are the standard formatting and information required in a footnote for a book (17.1.6) and a journal article (16.1). In these examples, the XX-XX represents the page number(s) of only those pages on which the information cited is found. Note that the capitalization of titles in English is distinct from capitalization of titles in non-English works. For English works, use title capitalization. For non-English works use sentence style capitalization meaning only the first word and proper nouns are capitalized.

NB: Titles such as Pope, Bishop, Father, Sister, Doctor are not used in footnotes or in the bibliography.
Degrees and affiliations, such as O.F.M., O.P., and Ph.D. following a name are omitted. (CMOS14:73)

For a Book

Note Number Author's First and Last Names, *Title of Book: Subtitle of Book*, Series [if any] (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

For a Journal Article

Note Number Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number Issue Number (Date of Publication), XX-XX.

Article on a Website:

Note Number First Name Last Name, "Title of Article/Page." Other Contributor(s). Name of Web Site. Last modified Date. accessed date. URL.

A collection of commonly-encountered footnote and bibliography situations is included below.

Exceptions to Turabian in Footnotes

As strange as it seems, the Turabian default in MS Word for footnotes is not consistent with the style outlined in Turabian, *A Manual for Writers*. Because MS Word is persistent and will re-format notes even after they are saved, Oblate allows students to use the Turabian default with the two modifications: (1) the font in footnotes must be changed to Times New Roman, and (2) a blank line must be added manually between notes. Otherwise, OST follows MS Word Turabian default: footnotes begin with a superscript number, they are left justified with no indentation, in 10-point font, and single-spaced. MS Word automatically inserts a line between your text and your footnotes. There should not be a space between this line and your first footnote. Footnotes are denoted in the main text by using superscripted numbers.

Bibliography

At the conclusion of the paper, a bibliography page lists the sources used in the paper. The bibliography is entitled BIBLIOGRAPHY (like a chapter title). With the exception of page

numbers, the same information is contained in the bibliography as in the footnotes, but the order and punctuation are altered. In a bibliography:

1. Sources are listed in alphabetical order by the author's (or editor's) last name, which is therefore placed before the first name and separated from it by a comma. If no author or editor is given, the entry begins with the title.
2. Page numbers are not given for books. However, entire page numbers are given for periodical articles or chapters in a book. Page numbers are preceded by a colon rather than a comma in periodical articles. Page numbers are preceded by a comma in chapter references.
3. Periods replace some commas.
4. Parentheses are not used for the publication information.
5. When "Edited by" and "Translated by" follow a title, they are capitalized and spelled out, not abbreviated as in footnotes. When they follow the name of the editor or translator, they are abbreviated.
6. The first line of each entry is flush with the left-hand margin; the second line is indented five spaces. Each entry is single-spaced with an extra space between entries.

The following is the standard formatting and information required in a bibliography entry for a book.

Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

When more than one work by the same author, editor, or translator is cited, the entries are alphabetized by the beginning letter of each title, ignoring articles such as *a* and *the*. Only the first entry contains the author's name. In subsequent entries, replace the author's name with a triple em dash (six hyphens) followed by a period (———).³ When the person listed with multiple works is the editor or translator rather than the author, place a comma after the em dash and then the correct abbreviation such as ed. or trans (———, ed.). (16.2.2).

³ There are many ways to insert a triple em dash in a bibliography. Perhaps the easiest to click Ctrl Alt and the minus sign on the number pad three times.

Examples of Citations

In the examples below, the footnote entry [N] is followed by the bibliographic entry [B].

Book with One Author

N: Alejandro Garcia-Rivera, *The Community of the Beautiful: A Theological Aesthetics* (Collegeville, MN: Liturgical Press, 1999), 132.

Short form: Garcia-Rivera, 132.

If the paper cites more than one work by the same author, include a short title.

Garcia-Rivera, *Community*, 132.

B: Garcia-Rivera, Alejandro. *The Community of the Beautiful: A Theological Aesthetics*. Collegeville, MN: Liturgical Press, 1999.

Book with Two Authors

N: Russell R. Conners and Patrick T. McCormick, *Character, Choices, and Community* (New York: Paulist Press, 1998), 135.

Short form: Conners and McCormick, 135.

B: Conners, Russell R., and Patrick T. McCormick. *Character, Choices, and Community*. New York: Paulist Press, 1998.

Book with Three or More Authors

N: William V. D'Antonio, James D. Davidson, Dean R. Hoge, and Mary L. Gautier, *Catholic Laity: Their Faith and Their Church* (Lanham, MD: Rowman and Littlefield, 2007), 122.

B: D'Antonio, William V., James D. Davidson, Dean R. Hoge, and Mary L. Gautier. *Catholic Laity: Their Faith and Their Church*. Lanham, MD: Rowman and Littlefield, 2007.

Book with Two or Three Editors

N: Wes Howard-Brook and Sharon Ringe, eds., *The New Testament: Introducing the Way of Discipleship* (Maryknoll, NY: Orbis, 2002), 142.

B: Howard-Brook, Wes, and Sharon Ringe, eds. *The New Testament: Introducing the Way of Discipleship*. Maryknoll, NY: Orbis, 2002.

Book with Four to Ten Authors or Editors

NB: For sources with more than ten authors or editors, include only the first seven in the bibliography, followed by et al. (CMOS 14.76)

N: Julie Evans et al., *Equal Subjects, Unequal Rights: Indigenous Peoples in British Settler Societies* (Manchester: Manchester University Press, 2003), 29.

B: Evans, Julie, Patricia Grimshaw, David Philips, and Shurlee Swain. *Equal Subjects, Unequal Rights: Indigenous Peoples in British Settler Societies*. Manchester: Manchester University Press, 2003.

Article in a Journal

N: Raymond F. Person, "The Ancient Israelite Scribe as Performer," *Journal of Biblical Literature* 117, no. 4 (1998), 603.

Short form: Person, 603.

If the paper cites more than one article by the same author, include a short title.

Person, "Ancient Israelite," 603.

B: Person, Raymond F. "The Ancient Israelite Scribe as Performer." *Journal of Biblical Literature* 117, no. 4 (1998): 601-9.

N: Sana Loue, "Parentally Mandated Religious Healing for Children: A Therapeutic Justice Approach." *Journal of Law and Religion* XXVII, no.1 (2011-12): 400-2.

B: Loue, Sana. "Parentally Mandated Religious Healing for Children: A Therapeutic Justice Approach." *Journal of Law and Religion* XXVII, no.1 (2011-12): 397-422.

Article in an Edited Book

N: Teresa J. Hornsby, "Why is She Crying: A Feminist Interpretation of Luke 7, 35-50," in *Escaping Eden: New Feminist Perspectives on the Bible*, ed. Harold C. Washington, Susan L. Graham and Pamela Lee Thimmes (Sheffield, England: Sheffield Academic Press, 1998), 93.

B: Hornsby, Teresa J. "Why is She Crying: A Feminist Interpretation of Luke 7, 35-50." In *Escaping Eden: New Feminist Perspectives on the Bible*. Edited by Harold C. Washington, Susan L. Graham, and Pamela Lee Thimmes. (91-103). Sheffield, England: Sheffield Academic Press, 1998.

N: James Strahan, "First-Born (Hebrew)," in *Encyclopedia of Religion and Ethics*, vol. VI, ed. James Hastings (New York: Charles Scribner's Sons, 1924), 35.

B: Strahan, James. "First-Born (Hebrew)." In *Encyclopedia of Religion and Ethics*, Vol. VI. Edited by James Hastings, 35-36. New York: Charles Scribner's Sons, 1924.

Chapter in an Edited Volume with Several Authors (16.1)

N: Marina Herrera, "The Context and Development of Ecclesial Leadership," in *Hispanic Catholic Culture in the U.S.: Issues and Concerns*, ed. Jay P. Dolan and Allan Figueroa Deck (Notre Dame: University of Notre Dame, 1994), 180.

B: Herrera, Marina. "The Context and Development of Ecclesial Leadership." In *Hispanic Catholic Culture in the U.S.: Issues and Concerns*. Edited by Jay P. Dolan and Allan Figueroa Deck, 166-205. Notre Dame: University of Notre Dame Press, 1994.

Biblical Dictionary (17.1.8)

N: Ronald F. Hock, "Economics in New Testament Times," in *Harper's Bible Dictionary*, ed. Paul J. Achtemeier (San Francisco: Harper, 1985), 240.

B: Hock, Ronald F. "Economics in New Testament Times." In *Harper's Bible Dictionary*. Edited by Paul J. Achtemeier, [inclusive pages]. San Francisco: Harper, 1985.

N: George, Buttrick, ed., "Luke, Gospel Of," in *The Interpreter's Dictionary of the Bible*. vol. 3 (New York: Abingdon Press, 1962), 181, 183.

B: Buttrick, George. ed. "Luke, Gospel Of." In *The Interpreter's Dictionary of the Bible*. Vol. 3. 180-188. New York: Abingdon Press, 1962.

Biblical Commentaries

Single Volume

N: Joseph A. Fitzmyer, S.J., "Pauline Theology," in *The New Jerome Biblical Commentary*, ed. Raymond E. Brown, Joseph A. Fitzmyer, and Roland E. Murphy. (Englewood Cliffs: Prentice Hall, 1990), 82:61 [i.e., section and paragraph number, not page number. Only use page numbers if there are not section or paragraph numbers].

B: Fitzmyer, Joseph A. "Pauline Theology." In *The New Jerome Biblical Commentary*, Edited by Raymond E. Brown, Joseph A. Fitzmyer, and Roland E. Murphy, section 82. Englewood Cliffs: Prentice Hall, 1990.

Multiple Volumes

N: Robert B. Coote, "The Book of Joshua," in *The New Interpreter's Bible*, ed. Leander E. Keck (Nashville: Abingdon Press, 1994), 2:602.

B: Coote, Robert B. "The Book of Joshua." In *The New Interpreter's Bible*, Edited by Leander E. Keck, vol. 2, 553-719. Nashville: Abingdon Press, 1994.

Book-length Commentary without Series Number

N: John Bright, *Jeremiah*, The Anchor Bible (Garden City, NY: Doubleday, 1965), 60.

B: Bright, John. *Jeremiah*. The Anchor Bible. Garden City, NY: Doubleday, 1965.

Book-length Commentary with Series Number

N: Luke Timothy Johnson, *The Gospel of Luke*, vol. 3 of *Sacra Pagina* Series, ed. Daniel J. Harrington, S.J. (Collegeville, MN: Liturgical Press, 1991), 132.

B: Johnson, Luke Timothy. *The Gospel of Luke*. Vol. 3 of *Sacra Pagina* Series. Edited by Daniel J. Harrington, S.J. Collegeville, MN: Liturgical Press, 1991.

NB: Please note in this commonly used source that the words *Sacra Pagina* are italicized only because they are in a language other than English and not because they are the title of the series. A title of a series is not italicized if it is in English.

Classical Texts

N: Therese of Lisieux, *Story of a Soul: The Autobiography of St. Therese of Lisieux*, trans. John Clarke, (Washington, DC: 1972), 35.

B: Therese of Lisieux, *Story of a Soul: The Autobiography of St. Therese of Lisieux*. Translated by John Clarke. Washington, DC: 1972.

Editions of the Bible

It is not necessary to list the Bible in your bibliography. Bible citations are not footnoted but put in parentheses after the quote. The edition of the Bible must be indicated by its italicized abbreviation, e.g. (1 Tim 3:12 *NAB*). This is only necessary the first time the Bible is cited if the same edition is used throughout your text. If you cite more than one edition of the Bible, it must be clear which edition you are citing each time. You must also be consistent in using the abbreviations for the books of the Bible designated by the edition of the Bible which you are using.

Catholic Church Documents

Papal Documents

N: Francis, *Laudato Si'*, (Vatican City: Vatican Press, 2015), no. 31.

B: Francis. *Laudato Si'*. Vatican City: Vatican Press, 2015.

N: Benedict XVI, *The Environment*, ed. Jacquelyn Lindsey, (Huntington, IN: Our Sunday Visitor, 2012) nos.49-57.

B: Benedict XVI. *The Environment*. Edited by Jacquelyn Lindsey. Huntington, IN: Our Sunday Visitor, 2012.

Canon Law

The 1917 Code of Canon Law

N: *Codex iuris canonici, Pii X Pontificis Maximi iussu digestus, Benedicti Papae XV auctoritate promulgatus, Romae, Typis polyglottis Vaticanis*, 1917. English translation, Peter Cardinal Gasparri, (trans.), *The 1917 Pio-Benedictine Code of Canon Law*, San Francisco, CA, Ignatius Press. 2001.

Short form: CIC17.

B: *Codex iuris canonici. Pii X Pontificis Maximi iussu digestus, Benedicti Papae XV auctoritate promulgatus, Romae, Typis polyglottis Vaticanis, 1917*. English Translation. Translated by Peter Cardinal Gasparri. *The 1917 Pio-Benedictine Code of Canon Law*. San Francisco, CA: Ignatius Press, 2001.

The 1983 Code of Canon Law

N: *Codex iuris canonici, auctoritate Ioannis Pauli PP. II promulgatus* Vatican City, Libreria editrice Vaticana, 1983. British version of the English-language translation: *The Code of Canon Law: New Revised English Translation*, prepared under the auspices of The Canon Law Society of Great Britain and Ireland in association with The Canon Law Society of Australia and New Zealand and The Canadian Canon Law Society, London, Harper Collins, 1997.

Short form: CIC83.

B: *Codex iuris canonici, auctoritate Ioannis Pauli PP. II promulgatus*, Vatican City, Libreria editrice Vaticana, 1983. American version of the English-language translation: *Code of Canon Law, Latin-English Edition*, translation prepared under the auspices of the Canon Law Society of America, Washington, DC, Canon Law Society of America, 1999.

Commentary on the Code

N: Francis Schneider, “Chapter II: The Enrolment, or Incardination, of Clerics [cc. 265-272],” in *New Commentary on the Code of Canon Law*, commissioned by the Canon Law Society of America, eds. John Beal, James Coriden and Thomas Green (Mahwah, NJ: Paulist Press, 2000), 329-30.

B: Schneider, Francis. “Chapter II: The Enrolment, or Incardination, of Clerics [cc. 265- 272],” In *New Commentary on the Code of Canon Law*, commissioned by the Canon Law Society of America, Edited by John Beal, James Coriden and Thomas Green. Mahwah, NJ: Paulist Press, 2000, 329-342.

The Catechism

N: *Catechism of the Catholic Church, Revised in Accordance with the Official Latin Text Promulgated by Pope John Paul II*, 2nd ed., (Washington, DC: United States Catholic Conference, 1997). no. 339.

Short form: CCC, no. 339.

B: *Catechism of the Catholic Church. Revised in Accordance with the Official Latin Text Promulgated by Pope John Paul II*. 2nd Edition. Washington, DC: United States Catholic Conference. 1997.

RCIA

N: *Rite of Christian Initiation of Adults: Approved for Use in the Dioceses of the United States of America by the National Conference of Catholic Bishops and Confirmed by the Apostolic See*, Study ed. (Washington, DC: United States Catholic Conference, 1988), no. 35.

B: *Rite of Christian Initiation of Adults: Approved for Use in the Dioceses of the United States of America by the National Conference of Catholic Bishops and the Confirmed by the Apostolic See*. Study Edition. Washington, DC: United States Catholic Conference, 1988.

Roman Pontifical

N: Congregation for Divine Worship and the Discipline of the Sacraments, Vox Clara Committee, “Ordination of a Bishop,” in *The Roman Pontifical. Promulgated by Authority of Pope Paul VI and Revised at the Direction of Pope John Paul II*. (Vatican City, 2012) 19-62.

The Roman Pontifical is generally not included in the bibliography unless it is part of a separate list of official documents used.

Lectionary

N: United States Conference of Catholic Bishops, Bishops' Committee on the Liturgy. *Lectionary for Mass, Vol III* (Totowa, NJ: Catholic Book Publishing, 2002), 38.

B: United States Conference of Catholic Bishops. Bishops' Committee on the Liturgy.
Lectionary for Mass, Vol III. Totowa, NJ: Catholic Book Publishing, 2002.

Second Vatican Council Documents

N: Second Vatican Council, *Gaudium et spes, Vatican Council II, Volume 1: The Conciliar and Postconciliar Documents*, ed. Austin Flannery, new rev. ed. (Northport, NY: Costello Publishing Co., 1992), no. 48.

Short form for subsequent citations of the same document:

N: Second Vatican Council, *Gaudium et spes*, no. 48.

Short form for subsequent citations from a different document (first mention):

N: Second Vatican Council, *Ad gentes*, no. 12, Flannery, *Vatican Council II*.

B: Flannery, Austin, ed. *Vatican Council II, Volume 1: The Conciliar and Postconciliar Documents*. New Revised Edition. Northport, NY: Costello Publishing Co., 1992.

USCCB Documents

N: United States Conference of Catholic Bishops, *Program of Priestly Formation*, 5th ed. (Washington, DC: United States Conference of Catholic Bishops, 2006), no. 74.

B: United States Conference of Catholic Bishops. *Program of Priestly Formation*. 5th Edition. Washington, DC: United States Conference of Catholic Bishops. 2006.

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

N: National Conference of Catholic Bishops and Hugh J Nolan. *Pastoral Letters of the United States Catholic Bishops: Volume V. 1983-1988* ed. (Washington, DC: United States Catholic Conference, 1990), no. 15.

B: National Conference of Catholic Bishops and Hugh J Nolan. *Pastoral Letters of the United States Catholic Bishops: Volume V. 1983-1988* Edition. Washington, DC: United States Catholic Conference. 1990.

Electronic Media

Books Consulted Online

NB: Include URL/DOI and access date for books consulted on line.
Books with an editor or translator appear as in a regular book bibliographic entry
Break URLs after a backslash (preferred) or dash.
Hyperlinks are in black type and not underlined.

N: M.C. Steenberg, *Irenaeus on Creation: The Cosmic Christ and the Saga of Redemption*. Supplements to Vigiliae Christianae. Leiden: Brill, 2008. Accessed July 10, 2020, <http://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=308434&site=ehost-live&scope=site>.

B: Steenberg, M. C. *Irenaeus on Creation: The Cosmic Christ and the Saga of Redemption*. Supplements to Vigiliae Christianae. Leiden: Brill, 2008. <http://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=308434&site=ehost-live&scope=site>.

N: George Pattison, *God and Being: An Enquiry* (Oxford: Oxford University Press, 2011), 103–4. Accessed September 2, 2012, <http://dx.doi.org/10.1093/acprof:oso/9780199588688.001.0001>.

B: Pattison, George. *God and Being: An Enquiry*. Oxford: Oxford University Press, 2011. Accessed September 2, 2012. <http://dx.doi.org/10.1093/acprof:oso/9780199588688.001.0001>.

N: Joseph P. Quinlan, *The Last Economic Superpower. The Retreat of Globalization, the End of American Dominance, and What We Can Do About It* (New York: McGraw-Hill, 2010), 211, accessed November 1, 2011, ProQuest Ebrary.

B: Quinlan, Joseph P. *The Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do about It*. New York: McGraw-Hill, 2010. Accessed November 1, 2011. ProQuest Ebrary.

eBooks

NB: eBooks are defined as books that requires a specific application or device ie IBooks, Kindle, NOOK, Google Play Books.
Do not use url for eBooks.
Do not use access date for an eBook.
Use page numbers or paragraph numbers, if they are provided. Otherwise, indicate location with chapter or section headings.

N: Erin Hogan, *Spiral Jetta: A Road Trip through the Land Art of the American West* (Chicago: University of Chicago Press, 2008), 86-87, Adobe PDF eBook.

B: Hogan, Erin. *Spiral Jetta: A Road Trip through the Land Art of the American West*. Chicago: University of Chicago Press, 2008. Adobe PDF eBook.

N: Malcolm Gladwell, *Outliers: The Story of Success* (Boston: Little, Brown, 2008), Kindle location 193, Kindle.

B: Gladwell, Malcolm. *Outliers: The Story of Success*. Boston: Little, Brown, 2008. Kindle.

Journal Articles⁴

N: Lisa J. Kiser, "Silencing the Lambs: Economics, Ethics, and Animal Life in Medieval Franciscan Hagiography," *Modern Philology* 108, no. 3 (February 2011): 340, accessed September 18, 2011, [http:// dx.doi.org/ 10.1086/ 658052](http://dx.doi.org/10.1086/658052).

B: Kiser, Lisa J. "Silencing the Lambs: Economics, Ethics, and Animal Life in Medieval Franciscan Hagiography." *Modern Philology* 108, no. 3 (February 2011): 323– 42. Accessed September 18, 2011. [http:// dx.doi.org/ 10.1086/ 658052](http://dx.doi.org/10.1086/658052).

N: Jarek Pachocki, "The Cross is in the Heart of DeMazenodian Spirituality," *OMI Information*, no. 606 (March 2021):1, accessed June 3, 2021, <https://www.omiworld.org/wp-content/uploads/606-Info-ENG.pdf>.

B: Pachocki, Jarek. "The Cross is in the Heart of DeMazenodian Spirituality." *OMI Information*, no. 606 (March 2021):1. Accessed June 3, 2021. <https://www.omiworld.org/wp-content/uploads/606-Info-ENG.pdf>.

Religious Documents

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Shortened footnote (for subsequent citations):

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B: Benedict XVI. *Caritas in veritate*. Vatican City, Italy: Libreria Editrice Vaticana, 2009. Accessed July 27, 2014. [http://www.vatican.va/ holy_father/ benedict_xvi/ encyclicals/documents /hf_ben- xvi_enc_20090629_caritas-in-veritate_en.html](http://www.vatican.va/holy_father/benedict_xvi/encyclicals/documents/hf_ben-xvi_enc_20090629_caritas-in-veritate_en.html).

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⁴ Turabian, *Kindle Locations* 4566-4575.

Shortened footnote (for subsequent citations):

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Websites⁵

NB: Note that websites are not included in the bibliography unless a particular one is cited frequently or is essential to your argument.

N: Susannah Brooks, "Longtime Library Director Reflects on a Career at the Crossroads," University of Wisconsin-Madison News, September 1, 2011, accessed May 14, 2012, <http://www.news.wisc.edu/19704>.

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⁵ Turabian, *Kindle Locations* 6314-6330.

CHAPTER TITLES AND SUBHEADINGS

Most academic papers of several pages are generally written in sections and subsections. Longer papers may require two or more chapters. If the paper is written with chapters, a table of contents is required. A table of contents may be included in shorter works to give a visual overview of the content of the paper. To help maintain consistency throughout a paper and to automate the table of contents, students are encouraged to use the Styles function on the MS Word ribbon to format chapter titles and subheadings.

Chapter titles begin 1 ½ inch below the paper edge on a new page. Chapter titles are Times New Roman, centered, 14-point font, all caps (no boldface). The chapter number is spelled out with the descriptive title doubled spaced below. So that your two-line title shows up on one line in your table of contents, use a ‘soft return’ (Shift+Enter) between the lines of the title in the body of the document, instead of Enter. An example and the MS Word style settings are below. Note that in MS Word, chapter titles are level one subheadings.

CHAPTER ONE

DESCRIPTIVE TITLE

Font: Times New Roman, 14 pt, Centered, Black
Before: 36 pt (this setting provides the 1 ½ inch from the top of the page)
After: 24 pt
Keep with next, Level 1
Line spacing: double

Subheadings serve to divide a large unit of text into two or more smaller units and are printed in a uniform manner at the same subdivision level throughout the text. Do not use

subheadings to set off a single unit of text. In other words, a single use of a subheading is not permitted. Below is a recommended set of subheadings.

Second-Level Subheading

Font: Times New Roman, 12 pt., Bold, Centered, Black
Before: 18 pt.
After: 12 pt.
Keep with next, Level 2
Line spacing: single

Third-Level Subheading

Font: Times New Roman, 12 pt., Bold, Italic, Centered, Black
Before: 18 pt.
After: 12 pt.
Keep with next, Level 3
Line spacing: single

Fourth-Level Subheading

Font: Times New Roman, 12 pt., Italic, Black
Before: 18 pt.
After: 12 pt.
Keep with next, Level 4
Line spacing: single

Students are encouraged to ask for formatting help from the IT director or the associate academic dean. Additionally, demonstrations of how to format papers and use Styles to automate a table of contents can be found in numerous places online.

FINAL PROJECTS AND THESES

Final projects, dissertations, and theses that are bound and available in our library have a few additional requirements, including printing and formatting. The final copy(ies) submitted to the library for binding must be printed on the appropriate paper. The paper must be white, watermarked, 100% cotton, acid-free, and a minimum of 20 lb. weight.

Final papers include a formal cover page (see example below) and may be printed on one or both sides of the paper. Manuscripts of 25 pages or less, excluding front matter, must be printed single-sided to allow for the width of the binding. Manuscripts of more than 400 pages must be printed double-sided to ensure they fit in one volume.

Double-sided manuscripts necessitate additional attention to formatting. They require 1.5-inch margins on both the right and left sides of the page. Pages should be arranged following standard principles of recto and verso. Each major section of the manuscript begins on the recto (right-hand) side of the page, (e.g., Title Page; Dedication; Acknowledgements; Contents; Chapter One, Chapter Two, etc; Bibliography). Blank pages can be added to the end of one section to force the next section to begin on the recto side. The copyright page is on the verso (left-hand side or back) of the Title Page. Odd pages (1, 3, 5 in the text as well as i, iii, v in the front matter) appear on the recto side.

The page numbering, in Arabic numerals, bottom center of each page, begins with the first page of the main text and continues consecutively through the entire main text and back matter (appendices, bibliography). The title page and any other pages before the table of contents are not numbered. If there is more than one page after the table of contents but before the main text (such as lists of tables, abstract, etc.), those pages are given non-capitalized Roman numerals (i, ii, iii, iv) at the bottom center of each page, and should be included in the table of contents.⁶

Most final projects, theses, and dissertations will have formatting requirements beyond the scope of this brief style guide, which is meant to be an abbreviation of Turabian 9, which is a

⁶ For more information about formatting front matter, see Turabian, A.2.1.

simplification of *The Chicago Manual of Style 17*. Please consult these primary sources for more complicated questions.

SAMPLE PAGES

Title Page for Class Paper

Title Page for Thesis

Table of Contents

Footnotes

Bibliography

(Title Page for Class Paper)

Cultivate and Keep the Garden:
An Ecological Reading of Biblical Creation Stories

Janie Smith

TS 9218: Ecological Theology

December 6, 2019

(Title Page for Thesis - 1.5-inch margins on the right and left if printed double sided)

**TITLE: ALL CAPS, BOLDFACED
SINGLE-SPACED IF MULTI-LINED**
(title is 1.5 inches from top of page, 14pt boldfaced)

(the following appears four line-spaces below title, 12 pt., double spaced:)
Thesis *(or* Final Project *or* Final Paper, *depending)*

submitted to the Faculty of Oblate School of Theology

in partial fulfillment of the requirements

(triple-spaced)
for the degree of

Master of *(name of degree, e.g.,* Master of Arts *(Theology)*

by

Name *(with previous degrees)*
(One-and-a-half inches below candidate name appears the following)

(printed name, with initials), Director
(three line-spaces in between)

(printed name, with initials), Reader
*NB: For doctoral papers only, an additional line
is added for the third reader*

San Antonio, Texas
(centered, two spaces above next line)

Month Year of conferral
(centered)

AGUA ES VIDA:
ECO-MUJERISTA THEOLOGY IN THE BORDERLANDS

Thesis

submitted to the Faculty of Oblate School of Theology

in partial fulfillment of the requirements

for the degree of

Master of Arts (Theology)

by

Elise D. Garcia, O.P.

Maria Cimperman, OSU

Maria Cimperman, O.S.U., S.T.L., Ph.D., Director

Linda J. Gibler, OP

Linda Gibler, O.P., Ph.D., Reader

San Antonio, Texas

May 2009

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(Footnotes on the bottom of the page)

¹ Alejandro Garcia-Rivera, *The Community of the Beautiful: A Theological Aesthetics* (Collegeville, MN: Liturgical Press, 1999), 132.

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³ William V. D'Antonio, James D. Davidson, Dean R. Hoge, and Mary L. Gautier, *Catholic Laity: Their Faith and Their Church* (Lanham, MD: Rowman and Littlefield, 2007), 122.

⁴ Wes Howard-Brook and Sharon Ringe, eds. *The New Testament: Introducing the Way of Discipleship* (Maryknoll, NY: Orbis, 2002), 142.

⁵ Raymond F. Person, "The Ancient Israelite Scribe as Performer," *Journal of Biblical Literature* 117, no. 4 (1998): 603.

⁶ Garcia-Rivera, *Community*, 205.

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⁸ Marina Herrera, "The Context and Development of Ecclesial Leadership," in *Hispanic Catholic Culture in the U.S.: Issues and Concerns*, ed. Jay P. Dolan and Allan Figueroa Deck (Notre Dame: University of Notre Dame, 1994), 180.

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¹¹ Susannah Brooks, "Longtime Library Director Reflects on a Career at the Crossroads," University of Wisconsin-Madison News, September 1, 2011, Accessed May 14, 2012, <http://www.news.wisc.edu/19704>.

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ACADEMIC WRITING RUBRIC

Academic Writing Rubric				
Exemplary			Unacceptable	
Thesis	Includes a concise, clear and focused thesis statement on a topic of significant scholarly interest	Includes a concise, clear and focused thesis statement on a topic	Thesis statement lacks focus, remains unclear	No apparent thesis statement
Quality of content	Content is theoretically substantial and reflects considerable conceptual development and analysis	Content is theoretically sound and reflects some conceptual development and analysis	Content shows little theoretical support. Concepts are not well defined or developed	Content lacks theoretical support. Concepts are not defined or developed
	Fully conversant with current research on the field and topic, publishable, in principle, with minor editing	Aware of current research on the field and topic	Shows little awareness of current research	Not conversant with research
Development of argument	Argument is compelling and fully substantiates thesis	Argument is sound and supports thesis	Argument is poorly constructed and does not support thesis	Lacks logical argument
	Includes a variety of evidence in support of thesis	Evidence supports thesis	Evidence does not adequately support thesis	Evidence is irrelevant to thesis
	Deals with possible objections	Identifies possible objections	Unaware of possible objections; contains irrelevant material	Unaware of possible objections; contains irrelevant material
Organization	Contains a clear and persuasive logical structure	Contains a clear logical structure	Structure is unclear.	No apparent structure
	Includes effective headings/subheadings, introduction, conclusion and transitions	Includes introduction, conclusion	Introduction and conclusions remain ineffective	Introduction and or conclusions are omitted. Random flow of thought
	Paragraphs are well ordered and include compelling topic sentences	Well ordered paragraphs and topic sentences	Paragraphs lack logical sequence. Topics sentences absent or ineffective. Pursues tangential flow of thought	Random flow of thought
Sources	Demonstrates a skillful understanding and use of a robust number and type of scholarly sources including monographs and peer-reviewed journal articles	Demonstrates understanding and use of sufficient scholarly sources including monographs and peer-reviewed journal articles	Demonstrates marginal understanding and use of scholarly sources	Sources used are not scholarly
Quotations	Effectively integrates quotations to support the developing argument	Effectively integrates quotations to support the developing argument	Quotations are not effectively integrated in support of argument	Quotations are irrelevant or misused
	Compelling and skillful use of quotations	Use of quotes does not replace one's own thinking	Quotations replace author's own thinking	Quotations replace author's own thinking
	All sources are properly cited	All sources are properly cited	Sources are improperly cited	Citations are missing, resulting in plagiarism
Style	Writing style is clear, focused and concise, writing reflects a variety of rhetorical devices and sentence structure	Writing style is clear, focused and concise	Writing style lacks clarity and focus	Writing style obscures the writer's thoughts
	Tone is scholarly and not overly personal	Tone is scholarly and not overly personal	Tone is not appropriate to the assignment	Tone is not appropriate to the assignment
	Paper conforms to assigned length	Paper conforms to assigned length	Paper does not conform to assigned length	Paper does not conform to assigned length
Writing mechanics	Grammar, syntax, punctuation and formatting reflect few, if any, errors	Grammar, syntax, punctuation and formatting reflect few errors	Grammar, syntax, punctuation and formatting contain numerous errors	Grammar, syntax, punctuation and formatting are significantly flawed
	Turabian guidelines for footnotes and bibliography are fully followed	Turabian guidelines for footnotes and bibliography are fully followed	Turabian guidelines for footnotes and bibliography are not well followed	Turabian guidelines for footnotes and bibliography are ignored