

AUGUSTINE INSTITUTE STYLE SHEET

For all written work at the Augustine Institute the following three manuals should be your guides, the Vehr Library call numbers are provided:

Chicago Manual of Style, 15th ed. (REF Z 253 .U69 2003)

Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (REF LB 2369 .T8 1996)

Diana Hacker, *The Bedford Handbook*, 6th ed. (REF PE 1408 .H277I 1998)

The ***Chicago Manual*** is the primary source for our writing style requirements at the Institute, but it is summarized in Turabian and Hacker and shouldn't need to be consulted, unless a particular problem isn't addressed in the two smaller volumes. Your first stop for the mechanics of your term papers and theses should be **Turabian**. Hacker, originally titled *Rules for Writers*, is better for general questions about composition and style and Turabian is less concerned with those than with the scholarly conventions of footnoting and the like. If you have general questions about how to write, you should consult Hacker. Strunk and White's *Elements of Style* is also a brief, wonderful resource for helping you to improve your writing.

Adherence to style is the responsibility of the graduate student writer and not the instructor or director of a thesis. Here are a few simple guidelines for general matters and a few particular common problems.

1. **Citation form: general.** Use footnotes, not endnotes, and follow the forms given in *Turabian* 8.1-8.153. Footnotes on short pages may be placed at the bottom of the page and need not be placed directly under the text of the short page.
2. **Citation form: bible references.** For citation form and abbreviations follow the *Chicago Manual of Style*, p 718-19. Use the short abbreviations for biblical books (no periods) and place them in footnotes. You needn't cite the version (RSV, NAB) throughout the paper, however. It is sufficient to inform the reader in the first footnote which version you are using throughout the paper and then cite only the instances when you use another version.
3. **Citation form: catechism footnote references.**

First reference	<i>Catechism of the Catholic Church</i> , 2d ed. (Washington: United States Catholic Conference, 1997), 1337. (for example)
Later references	<i>CCC</i> , 1337. (for example)
4. **Citation form: *Summa Theologiae* footnote references.** Notice that the proper title is *Theologiae* and not *Theologica*. (Use "theologica" only if that incorrect form is used in the edition cited (for example, the 1947 Benziger edition. But, of course, don't ever cite the publisher information with the *Summa*.)

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| First reference | Thomas Aquinas, <i>Summa Theologiae</i> II-II, q. 1, a. 4, ad 3 (for example). |
| Later references | For second and later references, you may use the abbreviation <i>ST</i> . |
| Multiple parts | For a reference to more than one question or article, write: <i>ST</i> II-II, q. 1-2, a. 4-7 (for example). |
5. **First page of text.** The title of your essay is not repeated.
 6. **Font.** Times New Roman 12 throughout, but Times New Roman 10 for footnotes. (The default footnoting program for MSWord will set your footnotes automatically.)
 7. **Headings and subheadings.** Follow Turabian 1.37. Internal subheadings are discouraged in short essays, but if used they should be considered second-level.
 8. **Justification.** Do not justify the right-hand margin.
 9. **Margins.** (1) Class essays: one inch all around: top, bottom, and both sides. (2) Master's theses: one inch all around, except 1.25 inches at left for purposes of binding.
 10. **Pagination.** Follow *Turabian* 1.4-1.5 (See also 1.7-1.11) Your title page is page one (but without a page number). Your text and pagination begin on page two. In the thesis, preliminary pages (those before the body of the work) are numbered with consecutive lowercase roman numerals (e.g., i-vii) and the rest of the work with Arabic numerals, all at the center bottom of the page.
 11. **Spacing.** Double-space throughout but single-space indented block quotations, footnote and bibliography entries (a blank line between these last). See *Turabian* 1.2 (The Institute differs with Turabian in its style requirements on spacing between footnotes).
 12. **Title page.** For general essays, follow the rules and example given in *Turabian* 1.7. For master's theses, follow the model supplied by your director.
 13. **Bibliography.** If you are asked to provide a bibliography, please use the form found at *Turabian* 9.1-9.36. (Note that this is different than footnote form.) A visual example can be found at 14.39.

Finally, a word needs to be said about generating a subject for a master's **thesis** proposal. A fully elaborated thesis statement and outline is required before writing begins. This will require that a substantial amount of research be done in advance of the thesis proposal to assure that the hypothesis tentatively advanced will be sustainable by

the evidence. It is not enough to pick a “topic” and several books on that topic and present that as a proposal. The thesis of the paper should state what you are going to say and how you are going to say it and not just state a fact or something that you intend to write about. As an example, “The effects of the sacrament of Matrimony.” may be a title, which is to say, a topic, but is not a thesis statement. Nor is “I intend to write about the effects of the sacrament of Matrimony” a thesis statement.

Your thesis serves rather like a scientific hypothesis which is to be subject to experimental testing. It should propose a tentative conclusion. (E.g., “I propose to show that the effects of the sacrament of Matrimony directly address man in his fallen state.”) If you are asked to provide an outline, it should describe the progression of themes that will demonstrate that proposed conclusion. (“This will be shown in the following way.”) Even if your paper is essentially exploratory, in the sense that you don’t expect it to yield new or unexpected results, your thesis should still express why the topic is worth examination. (“I find it interesting” will not tell the reader why he should find it so.) The outline will explain the course the exploration will take. It shouldn’t raise other questions or issues. Please note that a mere catalog of facts never makes a good paper.

Again, this style guide is provided so that you may take up the process of paper or thesis writing yourself. Your professors may refuse to accept a proposal, paper or thesis which does not employ these basic principles. Writing problems which require basic remediation may suggest a lack of present readiness for graduate study.

Professors will not direct a thesis that is already written. It is not appropriate to ask a professor to direct and then, sometime later, deliver a finished paper. That turns the director into an editor. The director’s job is not to edit your thesis. You must follow his or her direction in its production. Otherwise, he or she may ask you to completely recast your “finished” thesis. The following schedule indicates the dates when portions of your thesis must be given to your Director.

Thesis production schedule

First proposal deadline:	Last day of the spring semester prior to the student’s final year of study.
First progress report:	First Tuesday after the fall break (Oct 24).
First full draft:	First Tuesday of the spring semester (January 16 th).
Second full draft:	First Tuesday after spring break (March 13 th).
Finished thesis to Director:	Tuesday after Easter Break (April 10 th).
Viva voces:	April 20 th and 27 th .

In the event that a thesis based on research from a Practicum Project won’t allow for this schedule, a precise alternate schedule must be presented to one’s Director on the first class day of October of the academic year in which the thesis is due.