Know How to Locate Sources

At the outset of a research project, the task of finding appropriate sources and sifting through a large amount of available information can seem overwhelming. Locating a few of the standard scholarly works on your topic of research is a good place to begin. Your professors might be able to direct you toward scholars prominent in the field. Search engines with a broad scope, such as Google Scholar, can also be useful in the initial stages of research; a general search allows you to survey available sources and determine which authors are most frequently cited by other scholars. The bibliographies of these well-known sources may lead to other useful primary and secondary sources. You should also search library catalogs, online databases, and indexes to journals in your field. Consulting a good reference librarian can also be very helpful since he or she will be familiar with all the resources available at a particular library. It is a good idea to begin researching for a project as early as possible to allow time to request books and articles not available from Denver-area libraries through Interlibrary loan.

Use Only Reputable Sources

You should always consider whether the sources you uncover are reputable. Reputable sources generally appear in peer-reviewed journals or in books from well-regarded academic publishers. You must also determine whether a source is relevant to your topic; this is most efficiently done by skimming its abstract (if available), table of contents, index, and introduction. For more detailed information about searching for and evaluating sources refer to chapter 3 of the Manual for Writers of Research Papers, Theses, and Dissertations by Kate Turabian.

Craft Your Own Thought

As you work to determine the contours of the arguments being made about your topic, do not forget to insert your own thought into those arguments. See Turabian's Manual for Writers chapter 4 for more on responding to sources and effective note-taking. The book "They Say/I Say": The Moves that Matter in Academic Writing, by Graff and Birkenstein, offers practical tips on engaging in academic conversation while writing papers.

Maintain Academic Integrity

Maintaining academic integrity should always be a key concern while writing research papers. Keep in mind that all information that is neither general knowledge nor your own thought must be cited, even if it is paraphrased or summarized rather than quoted directly. You should always let your readers know when you are about to draw upon information that is not your own. The information should then be presented with appropriate documentation.

Use Research to Support Your Argument

Finally, the meaning of the cited material should be interpreted in light of your own argument. Do not assume that the cited information will speak for itself. You must show readers how to connect the details of the paper and convince them that each piece of information contributes to the overall argument. For more on paraphrasing, summarizing, integrating cited material, and avoiding plagiarism see Turabian's Manual for Writers section 4.2.2 and chapter 7.

Augustine Institute Style Sheet

For all written work at the Augustine Institute, the following manuals should be your guides:


The *Chicago Manual* is the primary source for writing-style requirements at the Augustine Institute. Because Turabian summarizes *Chicago* style, the larger manual should be consulted only if Turabian fails to address a particular question. Your first stop for the mechanics of your term papers and theses should be *Turabian* which focuses on scholarly conventions of footnoting and the like. For questions about research methods, academic writing and rhetoric, grammar, usage, and prose style, see the resources recommended at the end of this style sheet.

Adherence to style is the responsibility of the graduate student writer, not the instructor or director of a thesis. Here are a few basic guidelines for citation and formatting:

- **Citation Form: General.** Use footnotes, not endnotes, and follow the forms given in Turabian 16.1-17.10. Footnotes on “short” pages—those not completely filled with text—may be placed at the bottom of the page rather than directly below the last line of text.

Note: While Chicago prefers that footnotes begin with a regular numeral and period rather than a superscript numeral, the default settings on most word processing programs require that all footnotes be changed manually to regular numerals. For this reason, Augustine Institute students may use the default superscript numerals for footnotes.

The first note for each source should provide full citation information. Subsequent citations of the same source include only the author's last name, the title (if necessary to distinguish between two texts by the same author, and shortened if more than four words long) and page number(s).

If two or more consecutive notes refer to the same source and page numbers, the second and following notes should simply use the word “ibid.” If the second and following notes refer to the same source but different page numbers, the corresponding note should use “ibid.,” a comma and the new page number(s).

The first line of each footnote should be indented; a single space should separate each footnote.
Example of initial, full citation and consecutive notes referring to same source with proper indentation and spacing:

2. Ibid., 46
3. Ibid., 59.

Example of shortened note form in later references:

1. Dawson, 76.

**Citation Form: Bible References.** For citation form, abbreviations, and bibliographic citation follow the *SBL Handbook of Style* (SBLHS) 8.2. (This Handbook is available, along with the SBL Student Supplement, in the Augustine Institute main office and online on the Augustine Institute’s Moodle Student Center Page; see URL in recommended resources.) For citations from the Bible, use internal, parenthetical references. If only one version of the Bible is cited, include the version in the first citation only. If more than one version is cited, include the version in every citation.

First reference: (Jer 5:5 RSV).

Later references: (Jer 5:6).

**Citation Form: Catechism Footnote References.**

First reference:


Later references:

18. CCC, 1337.

**Citation Form: *Summa Theologiae* Footnote References.** Notice that the proper title is *Theologiae* and not Theologia. (Use “theologica” only if that incorrect form is used in the edition cited as in, for example, the 1947 Benziger edition.) Specify which edition you are using in the first footnote; thereafter, it is not necessary to specify the edition if all the citations are taken from the same source. You should also specify the edition in the bibliography.

First reference:


For later references, use the abbreviation ST:

2. ST II-II, q.2, a. 2, corpus.

For a reference to more than one question or article:

1. ST II-II, q. 1, a. 2; q. 2, a. 1-3.

**Citation Form: Church Documents.** For more examples of Church document citation, see the Augustine Institute’s “Citing Church Documents”, available on Moodle.

First reference:


Later references:


**Citation Form: Journal Articles.**

Example:


**Citation Form: Electronic Documents and Websites.** Although Turabian specifies that every internet source should include an access date, the more recently published *Chicago Manual* deems access dates to be “of limited value” (Chicago 14.7). Thus, Augustine Institute students should follow the relevant examples in Turabian chapter 17 with this difference: if a document accessed online is formally published, and its location is unlikely to change (e.g., a book, an encyclical, or journal article), an access date is unnecessary. Citations of informally published material (e.g., blogs or general website content; see Turabian 17.7) should still include an access date.

Example:

- **Citation Form: Class Notes.** Class lectures, whether live or on video, may not be cited as sources in research papers.
- **Title Page.** For general essays, follow the rules and example given in Turabian A.2.1. For a master’s thesis, follow the model supplied by your director.
- **Font.** Use Times New Roman 12-point font throughout, but Times New Roman 10-point font for footnotes. (The default footnoting program for MSWord will set your footnotes automatically.)
- **Headings and Subheadings.** Follow Turabian A.2.2. Internal subheadings are discouraged in short essays, but, if used, they should be considered second-level.
- **Justification.** Justify the left-hand margin; do not justify the right-hand margin.
- **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.
- **Pagination.** Follow Turabian A.1.4 (see also example in A.2.1). The title page is page one but should not contain a page number. 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 numerals should be placed at the center bottom of the page.
- **Spacing.** Double-space throughout but single-space indented block quotations. Do not add an extra blank line between paragraphs. Each bibliography entry should be single-spaced but there should be a blank line between each entry. See Turabian A.1.3.
- **Quotations.** Use the form found at Turabian 21.11.2 and 25.2 on the correct use of punctuation with quotations. For quotations within quotations, use single quotation marks for the inner set.

Example: He maintains, “Paul illustrates the essential problem of the religion of that time quite accurately when he contrasts life ‘according to Christ’ with life under the dominion of the ‘elemental spirits of the universe’ (Col 2:8).”

For quotations of more than four lines, use block quotes. Do not use quotation marks for block quotes. The entire block quote should be indented as far a paragraph indention on the left side only. Leave a blank line on the top and bottom between the quotation and the body of the text. See Turabian 25.2.2.

Example of a block quote:

While sketching this history of interpretation in Spe Salvi, he writes,

> Saint Thomas Aquinas, using the terminology of the philosophical tradition to which he belonged, explains it as follows: faith is a *habitus*, that is, a stable disposition of the spirit, through which eternal life takes root in us and reason is led to consent to what it does not see. The concept of "substance" is therefore modified in the sense that through faith, in a tentative way, or as we might say "in embryo"—and thus according to the "substance"—there are already present in us the things that are hoped for: the whole, true life. 1

- **Bibliography.** Use the form found at Turabian A.2.3. (Note that bibliographic form is different than footnote form.) Remember to title the first page of the bibliography. For a more detailed explanation of bibliographies, see 16.1.1-16.2.3. See the “Recommended Resources” at the end of this style sheet for some examples of bibliographic entries.

**Recommended Books for Writing and Research**


Recommended Online Resources for Writing and Research


