Guidelines for Submitting Papers at JP Catholic
(Revised Spring 2013)

Writing a paper to fulfill a requirement for a course offered at JP Catholic represents an *academic* exercise. With this in mind, students should keep in mind the following:

1. *Submitting a paper at a university is a formal affair.* Papers should not be treated like other informal types of writing, e.g., emails, personal letters, journal entries, magazine articles or editorials. Among other things, this means that proper grammar and punctuation must be used. Poor writing can result in the loss of grade points.

2. *Papers may be deemed "unacceptable".* A professor may deem a paper "unacceptable" if it fails to meet the directions of the paper prompt, represents work that is egregiously sloppy, or if it is grossly deficient in some other way. In this case, the student receives zero points for the assignment in question.

3. *Students should take a "professional" attitude towards writing and submitting papers.* Presentation matters! A work full of typographical errors is simply not acceptable. Likewise, assignments should be printed with clear, readable ink. If a hardcopy is to be submitted, pages must be clean and properly organized / bound together. Moreover, students should not use emoticons, slang (e.g., "The author busts out with this crazy claim . . ."; "This is a freaking-brilliant point. . .", etc.), or goofy humor. Paper submissions should *always* use a restrained, professional tone, keeping in mind that a paper is a formal piece of work.

4. *Students must always proofread their papers prior to submitting them.* Since sloppy work may be rejected, students should never turn in a paper without first proofreading it. Specifically, students should always read their papers *slowly* and *out loud* before turning them in for a grade.

NOTE: Failure to comply with ***any*** of the following may result in the loss of grade points. Students should *always* review these guidelines before handing in any paper for course credit.

1. **Instructions and Format Related Issues**
    1.1. *Follow instructions.* Always follow the directions given by the professor for assignments. Above all, students should be sure to write papers focusing on the appropriate / required material.
    1.2. *Minimum length.* If specified, students should always meet the minimum length prescribed for the paper. Moreover, when a range of pages is given, the student should consider the minimum number of pages to imply *full pages.* Thus, a prompt requiring the student to write a "15–20 page paper" indicates that the assignment should *at least* be 15 *full* pages. A paper that is 14 ½ pages (etc.) is of insufficient length. Furthermore, the following

are not to be included in the page count (though they may have page numbers):

1.2.1. Title page

1.2.2. Table of contents (if applicable)

1.2.3. Bibliography

1.2.4. Appendixes

1.2.5. Illustrations or graphs. *If a page contains images that significantly minimize the amount of text that would otherwise appear, that page is not included in the page count.*

1.3. *Page numbers.* Always include page numbers.

1.4. *Proper Format.*

1.4.1. *Chicago Manual of Style.* Use the *Chicago Manual of Style*, following the "humanities" style. On the quick guide,[1] be sure to use "Notes and Bibliography" method and not the "Author-Date" system, unless otherwise directed by the professor. In other words, unless specified by the professor, parenthetical references at the end of sentences are to be avoided in general. Of course, in some cases such references are to be used (e.g., in theology papers, biblical books and references to the *Catechism of the Catholic Church* should be placed in parentheses at the end of sentences). Be sure to see the special rules for using Scripture and Catholic Magisterial sources described below under *Special Instructions for Writing a Theology Paper* and to check with your professor if you have any further questions.

1.4.2. Instead of using the *Chicago Manual of Style* students in the Graduate Program for Biblical Theology Program should be careful to consult the *SBL Handbook of Style* for papers written for graduate level courses. Undergraduate students and certificate students interested in entering this program should learn to use the *SBL Handbook of Style* as early as possible, following its directives even for undergraduate level courses.

1.4.3. Students are highly encouraged to follow the norms for writing set out in *The Elements of Style* by William Strunk and E. B. White.

1.4.4. M.A. Thesis projects should conform to the guidelines provided by the Graduate School in Theology. Consult the Program Manager for further details.

1.5. *Font and size of typeface.*

1.5.1. In the body of your paper (not the footnotes), use fonts in size "12".

1.5.2. Avoid sans serif fonts such as "Arial," "Helvetica," and "Tahoma."

1.5.3. The preferred fonts are "Times New Roman" or "Times" though other serif fonts may be used ("Garamond," "Perpetua," etc.).

1.6. *Footnotes.*

1.6.1. Footnotes must be in size 10 typeface and in the same font used in the main text of the paper.

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[1] See the quick guide at http://www.chicagomanualofstyle.org/tools_citationguide.html

1.6.2. Footnotes are to be *single-spaced* and spaces should *not* be added between them.

1.6.3. The first line of a footnote should be indented using the tab key (including the preceding superscripted number).

1.7. *Margins.*

1.7.1. Top and bottom margins must be 1".

1.7.2. Left and right margins must be 1 ¼ ".

1.8. *Paragraphs.*

1.8.1. Paragraphs are to be indented using the tab key.

1.8.2. A paragraph must have *at least* 3 sentences. (This is an academic paper, not a magazine article!)

1.8.3. Do not put extra spaces between paragraphs.

1.9. *Sentences.*

1.9.1. Use complete sentences (i.e., avoid sentence fragments).

1.9.2. Students are expected to capitalize the words at the beginning of sentences unless this would otherwise be unwarranted because of the first word used (i.e., a sentence that begins with the word "iTunes").

1.10. *Block quotations:*

1.10.1. Use "block quotations" for quotations that run *four lines or more*. Do *not* use block quotations for shorter quotes.

1.10.2. Make block quotations single-spaced. *Do not* put them in all bold typeface or italics.

1.10.3. Do not end a paragraph with a block quotation.

1.11. *Titles.* When citing a title of a book, magazine, newspaper, etc., use italics (do not put in quotation marks), e.g., *The Picture of Dorian Gray.* Do *not* underline titles. Titles of articles in a book, journal, magazine or other source should be put in quotation marks, with the title of the book, journal, magazine, etc., in italics—e.g., Jacques Derrida, "Différence," in *Margins of Philosophy,* ed. A. Boss (Chicago: University of Chicago Press 1982), 3–27.

1.12. *Use of quotations and citations.* Use quotations sparingly, but citations liberally. Summarize the positions of key sources, properly citing them in footnotes.

1.13. *Subheadings* are helpful (especially in papers longer than 5 pages). Put subheadings in size 12 font and use bold type face. Subtitles should never run longer than one line.

1.14. *Table of Contents.* A Table of Contents can be included (though it should not be considered part of the paper's page count).

1.15. *Title Page.* A Title Page should include the following. See also the sample at the end of these instructions.

1.15.1. Name of School

1.15.2. Title of paper

1.15.3. Name of the professor

1.15.4. Course title: include course catalogue number, e.g., Project Management (BUSI 120)

1.15.5. Name of Student

1.15.5. Date submitted (Day, Month, Year)

1.16. *Beginning a paper.* Begin the first line of page 1 with the text of your paper. All of the other relevant information has already been given on your title page.

1.17. *Binding and Printing.*

1.17.1. *Staples and binding.* If a hardcopy is to be submitted, papers must be bound together by a staple or some other permanent form of binding. It is the student's responsibility to ensure that pages do not easily become detached from the assignment.

1.16.2. *Use clearly readable, black ink.* The text of your paper should be printed in black ink that is easy to read. A paper that has been printed by a machine that was clearly low on ink or that is somehow difficult to read may be deemed "unacceptable".

1.18. *Header.* Papers should include a header with the student's first name and paper title. This header should *not* appear on page 1.

1.19. *Proof-reading.* Students should never turn in a paper without first proof-reading it.

1.20. *Do not submit papers by emailing them to a professor* (unless otherwise instructed to do so).

1.20. *Use professional language.* See #3 on page 1 above.

1.21. *Deadlines.* Paper deadlines are not suggestions. Barring a serious tragedy, a late paper is simply *unacceptable* (i.e., partial credit is not to be expected). Students should be careful to finish their papers with plenty of time to account for broken printers, empty ink cartridges, etc. Such difficulties are not considered "extenuating circumstances".

2. Grammatical Issues

2.1. *Do not use contractions.* Contractions ("don't"; "isn't"; etc.) are not appropriate for an academic paper. Use formal language.

2.2. *Opening a sentence.* Sentences should *never* begin with conjunctions such as, "And", "But", "Also", etc. Transitions should be made with indicators such as, "In addition", "Furthermore", "However", "Nevertheless", etc.

2.3. *Semi-colon.* Know the rules for using semi-colons. If you are unsure about how to use them, avoid them!

2.4. *Numbers.* Unless you are writing a business paper citing statistics or financial data, aside from bibliographical references, it is generally best to spell out numbers (e.g., not "30" but "thirty"). Years can be listed as numerals (e.g., "1812", "1968") though centuries should be spelled out, e.g., "the twentieth century". When used adjectivally a hyphen should be used, e.g., "a nineteenth-century writer". Avoid using numerals "20th century".

2.5. *Quotations within quotations.* When quoting a source that contains a quotation mark, use apostrophes instead of quotation marks.

• The *Catechism of the Catholic Church* teaches, "Sacraments are 'powers that comes forth' from the Body of Christ" (CCC 1116).

2.6. *Em dash (—) and hyphens (-).* A hyphen is *not* an *em dash*. When using an *em dash* one does not put a space between the *em dash* and the word.
> Example: "The fourteenth-century Nominalists argued that the universals—truth, justice, beauty, and so on—do not truly exist."

2.7. *Other grammatical rules.* Review William Safire's helpful satirical survey of grammatical rules[2] [NOTE: each example *breaks* the rule it describes]:

1) Avoid run-on sentences they are hard to read.
2) Don't use no double negatives.
3) Use the semicolon properly, always use it where it is appropriate; and never where it isn't.
4) Reserve the apostrophe for it's proper use and omit it when its not needed.
5) Verbs has to agree with their subjects.
6) No sentence fragments.
7) Proofread carefully to see if you any words out.
8) Avoid commas, that are not necessary.
9) If you reread your work, you will find on rereading that a great deal of repetition can be avoided by rereading and editing.
10) A writer must not shift your point of view.
11) Eschew dialect, irregardless.
12) And don't start a sentence with a conjunction.
13) Don't overuse exclamation marks!!!
14) Place pronouns as close as possible, especially in long sentences, as of 10 or more words, to their antecedents.
15) Hyphenate between sy-llables and avoid un-necessary hyphens.
16) Don't use contractions in formal writing.
17) Writing carefully, dangling participles must be avoided.
18) It is incumbent on us to avoid archaisms.
19) Steer clear of incorrect forms of verbs that have snuck in the language.
20) Take the bull by the hand and avoid mixed metaphors.
21) Avoid trendy locutions that sound flaky.
22) Never, ever use repetitive redundancies.
23) Everyone should be careful to use a singular pronoun with singular nouns in their writing.
24) If I've told you once, I've told you a thousand times, resist hyperbole.
25) Also, avoid awkward or affected alliteration.
26) Don't string too many prepositional phrases together unless you are walking through the valley of the shadow of death.
27) Always pick on the correct idiom.
28) "Avoid overuse of 'quotation "marks."'"
29) The adverb always follows the verb.
30) Last but not least, avoid cliches like the plague; seek viable alternatives.

2.8. *Know your grammar.* If you do not understand any of the rules in 2.7 above (e.g., what a "sentence fragment" is; the difference between "it's"

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[2] Credited to William Safire, "On Language" (*New York Times,* November 4, 1979).

and "its"; etc.) be sure to review your grammar. Students are especially encouraged to consult William Strunk and E. B. White's classic text, *The Elements of Style.*
NOTE: In cases where a student demonstrates an inability to write at a college level, the student may be required to take a remedial course of study in order to remain a student at JP Catholic.

3.   Special Instructions for Writing a Theology Paper

3.1.   *Citing biblical books.*

3.1.1.   Though you should italicize other titles, do not do so with Biblical books (Genesis, Exodus, etc.)!

3.1.2.   *Abbreviations of biblical books.* When citing a Biblical book use the appropriate abbreviation in parentheses. (NOTE: there is no period after these abbreviations). When the book is mentioned in the main text, write out the entire title.

Genesis: Gen	Exodus: Exod	Levitucs: Lev
Numbers: Num	Deuteronomy: Deut	Joshua: Josh
Judges: Judg	Ruth: Ruth	1–2 Samuel: 1–2 Sam
1–2 Kings: 1–2 Kgs;	1–2 Chronicles: 1–2 Chr	Ezra: Ezra
Nehemiah: Neh	Esther: Esth	Job: Job
Psalms: Ps	Proverbs: Prov	Ecclesiastes: Eccl
Song of Songs (*or* Song of Solomon): Song		Wisdom: Wis
Sirach: Sir	Tobit: Tob	Judith: Jdt
Isaiah: Isa	Jeremiah: Jer	Lamentations: Lam
Ezekiel: Ezek	Daniel: Dan	Hosea: Hos
Joel: Joel	Amos: Amos	Obadiah: Obad
Jonah: Jonah	Micah: Mic	Nahum: Nah
Habakkuk: Hab	Zephaniah: Zeph	Haggai: Hag
Zechariah: Zech	Malachi: Mal	Baruch: Bar
1–2 Maccabees: 1–2 Macc		
Matthew: Matt	Mark: Mark	Luke: Luke
John: John	Acts: Acts	Romans: Rom
1–2 Corinthinas: 1–2 Cor		Galatians: Gal
Ephesians: Eph	Philippians: Phil	Colossians: Col
1–2 Thessalonians: 1–2 Thess		1–2 Timothy: 1–2 Tim
Titus: Titus	Philemon: Phlm:	Hebrews: Heb
James: Jas	1–2 Peter: 1–2 Pet	1–2–3 John: 1–2–3 John:
Jude: Jude	Revelation: Rev	

3.1.3.   *Citing a biblical book.* When citing the Bible, do not cite the page number in your translation. Simply cite the reference as follows: Genesis 1:1 or, if parenthetical, (Gen 1:1). Do not write, "Genesis chapter 1, verse 2" or "God created the world in Gen 1:1".

3.1.4.   When *quoting* from a biblical text, do not put the citation in a footnote, but use the abbreviation for the biblical book, with the

chapter and verse in a parenthetical reference. Put punctuation marks (e.g., a period) outside of the parentheses.

Example: Jesus is called the "son of David" (Matt 1:1).

3.2.   *Citing magisterial documents of the Catholic Church.*

    3.2.1.   *Names of documents.* DO italicize the names of Church documents: *Catechism of the Catholic Church.*

    3.2.2.   *Catechism citations.*

        3.2.2.1. One can refer to the *Catechism of the Catholic Church* as simply the *Catechism* (note that "the" is not italicized).

        3.2.2.2. When quoting the *Catechism of the Catholic Church*, do not put the reference in a footnote. Instead, give a parenthetical citation, using the abbreviation "CCC". In addition, do not give the page number but the paragraph number. Put punctuation marks (e.g., a period) outside of the parentheses.

            •   The Eucharist is the "source and summit" of the Catholic faith (CCC 1324).

    3.2.3.   Church documents can be cited from the Vatican website. When citing a church document *do not* cite the web address but the source, appropriate document and paragraph number.

        Example #1: Citing Vatican II:

            First citation: Second Vatican Council, *Dei Verbum* [The Word of God], Dogmatic Constitution on Divine Revelation (November 18, 1965)*,* 24.

            Subsequent citations. Dei Verbum, 24.

        Example #2: Citing a papal document.

            First citation: Pope Leo XIII, *Providentissimus Deus* [The God of All Providence], Encyclical Letter on the Study of Scripture (November 18, 1893), 20.

            Subsequent citations: Leo XIII, *Providentissimus Deus,* 20.

    3.2.4.   When citing early church fathers or doctors be sure to provide the source of the original citation as well as full bibliographical information for translations if used.

3.3.   M.A. student papers

    3.3.1.   M.A. students with questions about formatting should *always* consult the *SBL Handbook of Style.*

Sample Title Page

[NAME OF INSTITUTION]

TITLE OF PAPER
(DOUBLE-SPACE SUBSEQUENT LINES)

SUBMITTED TO
[NAME OF PROFESSOR]
IN PARTIAL FULFILLMENT OF
[COURSE NUMBER AND TITLE]

BY
[YOUR NAME]
[MONTH, DAY, YEAR]