

Style sheet

for writing essays and other assignments for courses studies at the
Institute for Christian Spirituality and Pastoral Formation

LAYOUT: Unless otherwise indicated by the lecturer, the following guidelines should be used when writing essays and assignments.

1. Essays are to be typed on A4 paper, but only one side of the paper should be used; typing should be double spaced, 12 points Times font. For papers to be hand-written, prior permission of the lecturer is required. A margin of 1.5 inches (or 3 centimetres) should be allowed on the left side of the page for the comments of the marker. In thesis writing this also allows space for binding the thesis. A margin of 1 inch should be allowed on the top and bottom of the page and on the right hand side.
2. A title sheet must be attached to each piece of work submitted which includes your name, student number, the full unit title and number.
3. If the essay is divided into distinct sections or chapters, there should be a list of contents, giving page references. Pages should be numbered, top right corner. The first page is counted, but numbered on the bottom middle of the page and not at the top right corner.
4. A synopsis of the essay on a separate page is to precede the work proper. This does not apply to short papers.
5. Quotations included in the text of the essay should be indicated by quotation marks for short pieces. Lengthy quotations (four lines or more) should be indented about 0.5 inches and single spaced so that they stand separate from the text. Quotation marks are then unnecessary. Quotations may also be in 11 points Times font.
6. Scriptural references are given in brackets in the text of the essay.
7. Details of references are either in a footnote (at the bottom of the page) or gathered together at the end of the essay as endnotes. Either form may be used. The number in the text should be placed at the end of the sentence to which it applies and raised one space to distinguish it from the rest of the text. Footnotes and endnotes are single spaced and 10 points Times font; they should be numbered consecutively throughout the essay.
8. Where a footnote or endnote is exactly the same as the proceeding one put *ibid.*, e.g. *ibid.*, 167 (ibidem is Latin for “the same”).
9. Where a footnote or endnote refers to a work quoted earlier, it is sufficient to give the author’s name, an abbreviated title of the work, and the page number, e.g. from the first example given below, Westermann, *Genesis*, 2, 169-181. This usage is to be followed rather than *op. cit.*
10. Punctuation. As well as the normal rules of punctuation, the following should be used:
 - .” (full stop inside the quotation marks at the end of a quotation).
 - ,” (comma always inside quotation marks)
 - ”; ”: (semi-colon and colon remain outside the quotation marks).
 - ?” (when the quotation itself is a question)
 - “?” (if the student is questioning the actual quoted material).
 - ...” (matter omitted from within a quotation)
11. Foreign words should be underlined or italicised, except those in the proper script such as Greek or Hebrew.
12. Appendices are added at the end of the essay, before the bibliography.
13. A bibliography, appropriately set out, completes the essay (see examples given below).
14. Italics, used for book titles, titles of periodicals/journals, etc. are represented by underlining when italic type is not available.

Footnotes/Endnotes and Bibliography

While footnotes/endnotes and bibliographical entries are similar in appearance, the following details of variation should be noted and followed.

BIBLIOGRAPHY. Books are listed alphabetically, according to authors' surnames. Order: surname of author, initial(s), or given name(s) [full stop]. Book title (underlined/italicised) [full stop]. Place of publication [colon]: publisher [comma], date [full stop]. Other information—name of series in which work is found, editor, total number of volumes, edition—is included between title and place of publication, each followed by a full stop.

FOOTNOTES/ENDNOTES. Order: initial(s) [full stop] or given name(s), surname [comma], book title (underlined/italicised) followed by publishing details in parentheses (place of publication [colon]: publisher [comma], date) followed by the appropriate volume and page reference [full stop]. Other information—name of series, number of particular volume used, edition—is included between title and publishing details, each followed by a comma.

A comparative chart for layout of footnotes/endnotes and bibliography

Bibliographies are set out in alphabetical order of authors. Footnotes or endnotes are set in the order in which the references are made.

	Bibliography	Footnotes/Endnotes
Books		
One author	Westermann, Claus. <i>Genesis: A Commentary</i> . 3 volumes. London: SPCK, 1984-86.	Claus Westermann, <i>Genesis: A Commentary</i> (London: SPCK, 1984-86) 2, 169-181.
Two Authors	Hayes, John H, & Carl R. Holladay. <i>Biblical Exegesis: A Beginner's Handbook</i> . London: SCM, 1982.	John H. Hayes & Carl R. Holladay. <i>Biblical Exegesis: A Beginner's Handbook</i> (London: SCM, 1982), 49.
Three or more authors	Singer, Peter et al. (eds). <i>Embryo Experimentation</i> . Cambridge: University Press, 1990.	Peter Singer et al. (eds). <i>Embryo Experimentation</i> (Cambridge: University Press, 1990), 205-207.
Articles		
Essay/article in a collection	Saldarini, A.J. "The Gospel of Matthews and Jewish-Christian Conflict." <i>Social History of the Matthean Community</i> . Ed. by D.L. Balch. Minneapolis: Fortress, 1991, 38-61.	A.J. Saldarini, "The Gospel of Matthews and Jewish-Christian Conflict," <i>Social History of the Matthean Community</i> , ed. D.L. Balch (Minneapolis: Fortress, 1991), 45.
Journals and periodicals	Martin, John Hilary. "Can Religions Change? A Hierarchy of Values in Genesis." <i>Pacifica</i> 3 (1990), 1-24.	John Hilary Martin, "Can Religions Change? A Hierarchy of Values in Genesis," <i>Pacifica</i> 3 (1990), 5-8.