

*Journal of Catholic Higher Education*  
Author Style Guide<sup>1</sup>

All references for the *Journal of Catholic Higher Education* are required to be in footnote only formatting (no bibliography or endnotes; no within-text referencing: (e.g. Smith, 2003). The guide below offers examples of footnote citation formatting, following Chicago Style.

Journal Articles in Print

Douglas D. Heckathorn, "Collective Sanctions and Compliance Norms: A Formal Theory of Group-Mediated Social Control," *American Sociological Review* 55 (1990): 370.

John Maynard Smith, "The Origin of Altruism," *Nature* 393 (1998): 639.

Journal Article in Print with more than Two Authors

John Smith, et al., "The New Green," *Philosophy Monthly* 17 (1962): 435

Journal Article (Online)

Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>.

(NOTE: Be sure to include a period at the end of all URL addresses.)

Books

Wendy Doniger, *Splitting the Difference: Gender and Myth in Ancient Greece and India* (Chicago: University of Chicago Press, 1999), 23.

Peter Steinfels, *A People Adrift* (New York: Simon & Schuster, 2003).

Books with Two Authors:

Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

Books with More than Two Authors

Arthur W. Chickering et al., *Encouraging Authenticity & Spirituality in Higher Education* (San Francisco: Josey-Bass, 2006), 115.

Edited or Translated Book

Catherine T. Fosnot, ed., *Constructivism: Theory, Perspectives, and Practice* (New York, NY: Teachers College Press, 2005), 279.

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<sup>1</sup> Examples follow the Chicago Manual of Style. Some citation examples are fictitious; Several examples are selected from the on-line Chicago Style Guide: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

Editor, Translator or Compiler in Addition to Author

Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

Books- Revised Edition

Michael Novak, *The Joy of Sports: Endzones, Bases, Baskets, Balls, and the Consecration of the American Spirit*, Revised Edition (Lanham, MD: The Rowman & Littlefield Publishing Group, Inc., 1994), 226-234.

Chapter or Part of a Book

Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

Chapter of an Edited Volume Originally Published Elsewhere (as in primary sources)

Quintus Tullius Cicero. “Handbook on Canvassing for the Consulship,” in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

Preface, Foreword, Introduction, or Similar Part of a Book

James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

Book Published Electronically

Philip B. Kurland and Ralph Lerner, eds., *The Founders’ Constitution* (Chicago: University of Chicago Press, 1987), <http://press-pubs.uchicago.edu/founders/> (accessed June 27, 2006).

Popular Magazine Article

Steve Martin, “Sports-Interview Shocker,” *New Yorker*, May 6, 2002, 84.

Newspaper Article

William S. Niederkorn, “A Scholar Recants on His ‘Shakespeare’ Discovery,” *New York Times*, June 20, 2002, Arts section, Midwest edition, C24.

Book Review

James Gorman, “Endangered Species,” review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16.

Thesis or Dissertation

M. Amundin, “Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*” (PhD diss., Stockholm University, 1991), 22–29, 35.

Paper Presented at a Meeting or Conference

Brian Doyle, “Howling Like Dogs: Metaphorical Language in Psalm 59” (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

Web site

Evanston Public Library Board of Trustees, “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach,” Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html>.

Or

Evanston Public Library Board of Trustees. “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach.” Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed June 1, 2005).

Weblog Entry or Comment

Peter Pearson, comment on “The New American Dilemma: Illegal Immigration,” The Becker-Posner Blog, comment posted March 6, 2006, [http://www.becker-posner-blog.com/archives/2006/03/the\\_new\\_america.html#c080052](http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html#c080052) (accessed March 28, 2006).

E-mail Message

John Doe, e-mail message to author, October 31, 2005.

Item in Online Database

Pliny the Elder, *The Natural History*, ed. John Bostock and H. T. Riley, in the Perseus Digital Library, <http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication> (accessed November 17, 2005).

Vatican Document Citations

Please indicate section or paragraph numbers, not page numbers (page numbers can change depending on the source). E.g. sec. 10 or ¶14

No within-text short forms (ECE or LG). Rather use correct footnote citations.

Within subsequent footnote citations, please refrain from using short forms such as (ECE or LG). Instead use *Ibid* (for identical references following a full citation) and re-cite the entire reference if it does not follow a previous citation or it is not identical in any way, i.e. page number.

For Vatican Documents, you may use the electronic or Vatican publication format. See below:  
Pope Paul VI, “Gaudium et Spes: Pastoral Constitution on the Church in the Modern World,” [http://www.vatican.va/archive/hist\\_councils/ii\\_vatican\\_council/documents/vat-ii\\_cons\\_19651207\\_gaudium-et-spes\\_en.html](http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_cons_19651207_gaudium-et-spes_en.html) (accessed October 24, 2005).

Or

Pope Paul VI, *Gaudium et Spes: Pastoral Constitution on the Church in the Modern World* (Vatican City, Typis Polyglottis Vaticanis, 1965), sec. 1.

Pope John Paul II, “Ex corde Ecclesiae: On Catholic Universities,” [http://www.vatican.va/holy\\_father/john\\_paul\\_ii/apost\\_constitutions/documents/hf\\_jp-ii\\_apc\\_15081990\\_ex-corde-ecclesiae\\_en.html](http://www.vatican.va/holy_father/john_paul_ii/apost_constitutions/documents/hf_jp-ii_apc_15081990_ex-corde-ecclesiae_en.html) (accessed March 10, 2009), sec 4, ¶1.

Or

Pope John Paul II, *Ex corde Ecclesiae: On Catholic Universities* (Vatican City: Typis Polyglottis Vaticanis, 1990), sec. 4, ¶ 1.

#### Capitalization of Church documents within the text:

Please use italics when referring to Church documents in text. Below are several examples:

- *Ex corde Ecclesiae* (not *Ex Corde Ecclesiae*)
- *Gaudium et spes* (not *Gaudium Et Spes*)
- *Laborem exercens* (not *Laborem Exercens*)

#### Shortening Citations

When citations appear more than once throughout the document, they may be shortened according to the following Chicago Style format:

The most common short form consists of the last name of the author and the main title of the work cited, usually shortened if more than four words, as in examples 4–6 below.

1. Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: Johns Hopkins University Press, 1995), 24–25.
2. Regina M. Schwartz, “Nationals and Nationalism: Adultery in the House of David,” *Critical Inquiry* 19, no. 1 (1992): 131–32.
3. Ernest Kaiser, “The Literature of Harlem,” in *Harlem: A Community in Transition*, ed. J. H. Clarke (New York: Citadel Press, 1964).
4. Morley, *Poverty and Inequality*, 43.
5. Schwartz, “Nationals and Nationalism,” 138.
6. Kaiser, “Literature of Harlem,” 189, 140.

#### Bible References:

All bible references should be taken from the New Revised Standard Version (NRSV), unless there is a specific reason to do otherwise.

All references should appear in footnote format, using the following format:

Mt 10:5

2 Sm 11:1–17, 11:26–27.

1 Chr 10:13–14.

Canon Law:

*Code of Canon Law* (Washington, DC: Translated by Canon Law Society of America, 1983), canons 815-821.

Important to Note Regarding Citations in Text:

When referring to a particular source, especially when using a direct quotation, it is essential to cite the first location where the source is noted, not at the end of a the paragraph.

For instance:

**INCORRECT Example:** (Here the citation should have been placed after the quotation)

Brown referred to this element as “a central feature of higher education practice.” As a vital component of his emergent theory, he found this to be emphasized in the context of higher education in faculty discourse, student engagement, and professional development opportunities.<sup>2</sup>

**CORRECT example:** (Notice that in this correct example, there are two citations: one following the quotation and one following the paraphrased statement)

Brown referred to this element as “a central feature of higher education practice.”<sup>3</sup> As a vital component of his emergent theory, he found this to be emphasized in the context of higher education in faculty discourse, student engagement, and professional development opportunities.<sup>4</sup>

**Personal Communications**

**Personal communications, unpublished data, and such**

Include as footnote.

**Example:**

H. J. Brody, personal communication.

Or

E. Simpkins, S. Warren, M. Turck, and S. Gorbach, unpublished data.

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<sup>2</sup> Harold Brown, *From Theory to Practice* (Newark, NJ: Smith Press Inc, 1988).

<sup>3</sup> Harold Brown, *From Theory to Practice* (Newark, NJ: Smith Press Inc, 1988), 322.

<sup>4</sup> Ibid.

### Research Report

Mark M. Gray and Paul M. Perl, *Sacraments Today: Belief and Practice among U.S. Catholics*, (Washington, DC: Center for Applied Research in the Apostolate).  
<http://cara.georgetown.edu/sacramentsreport.pdf>.

### Unpublished Document

Stacy D'Erasmus, "The Craft and Career of Writing" (lecture, Northwestern University, Evanston, IL, April 26, 2000).