

JOSEPHINUM DIACONAL REVIEW
INFORMATION FOR AUTHORS

1. Refer to *The Chicago Manual of Style* (15th ed.) for most standards.
2. Refer to the USCCB Style Guide for issues not addressed completely in CMOS (e.g., capitalization of religious terminology).
3. Use Microsoft Word's Track Changes feature when making revisions.
4. Use ragged right margin, not justified margin.
5. Use Garamond 12 as the standard font and size.
6. Use double spacing.
7. Use one space after a period (not two).
8. Use the serial comma.
9. Replace the § symbol with "sec."
10. Do not put a space before or after a dash.
11. Avoid contractions.
12. Use 3rd person when possible (occasionally, you will be editing personal narratives—in such cases, you may allow the use of 1st and 2nd person)
13. To form the possessive of *Jesus*, use *Jesus'*; to form the possessive of other proper nouns that end in *s*, use *'s*
14. Use parenthetical citations, rather than endnotes, to cite Scripture.
15. Verify all Scriptural references with The New American Bible (<http://www.usccb.org/bible/books-of-the-bible/>).
16. Use the shortest Biblical abbreviations in Biblical parenthetical citations—(refer to CMOS for list of abbreviations).
17. Use "as soon as" or "after" instead of "once."
18. Use "toward," rather than "towards."
19. Cite Papal Encyclicals in the following manner: Name of Pope, Latin Name of Letter (use headline capitalization), year of promulgation, sec. #. [e.g., Blessed John Paul II, *Pastores Dabo Vobis* (1992), sec. 60.]
20. Subsequent references to papal encyclicals should be Latin Name of Letter (in italics), sec. #. (e.g., *Pastores Dabo Vobis*, sec. 60.)
21. Lowercase the names of the priestly identities—unless they are used in reference to Jesus.
22. Where appropriate, refer to the former Pope Benedict XVI as "Pope Emeritus Benedict XVI"
23. Refer to Pope John Paul II as "St. John Paul II."
24. Change straight quotes to smart quotes.
25. Each direct quote requires its own citation. For example, if two consecutive sentences contain quoted material, each of those sentences requires a citation—the second would be "Ibid."

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27. Use this format for citing unpublished lectures (the following example cites quotations from author notes from an unpublished talk Pope Emeritus Benedict XVI gave):
- Lecturer FirstName Surname, "Lecture Title" (lecture, Location of Lecture, Month Day, Year of Lecture).
28. Use "Holy Mass" (not holy Mass)
29. Using an in-text citation for the *Roman Missal* (e.g., In the first preface offered in the *Roman Missal* for the Mass for the Dead) is sufficient documentation. No need for an endnote.
30. Use the word Catholic (capitalized) to refer to the faith—if an author uses that word as a general adjective, consider changing the adjective to avoid confusion with the capitalized version of the word.
31. Use "See" instead of "Cf."
32. Use—for a dash.
33. Add the words "Author translation" following a note that references a work written in a foreign language that is translated by the author of the paper (for the purposes of the paper—as opposed to an "official" translated and published version of the book). For example:
San Tommaso d'Aquino, "Prologus, q. 1, a. 5" in *Commento alle Sentenze di Pietro Lombardo*, vol. I (Bologna: Edizioni Studio Domenicano, 2001), 150–155. Author translation.
34. Cite the Catechism of the Catholic Church in the following manner:
Catechism of the Catholic Church (Washington, DC: USCCB Publishing, 2000), sec. 1359.
35. When referencing the last name of Hans Urs von Balthasar, simply use "Balthasar."
36. Avoid using *loc. cit.*; use a short version of the title instead.

Papal Documents

- Pope Paul VI, *Dei Verbum* (1965), sec. #.
- Pope Paul VI, *Sacrosanctum Concilium* (1963), sec. #.
- Pope Paul VI, *Lumen Gentium* (1964), sec. #.
- John Paul II, *Pastores Dabo Vobis* (1992), sec. #.
- Pope Paul VI, *Optatam Totius* (1965), sec. #.
- Pope Paul VI, *Presbyterorum Ordinis* (1965), sec. #.
- Pope Francis, *Evangelii Gaudium* (2013), sec. #.
- Pope Paul VI, *Gaudium et Spes* (1965), sec. #.

Email your draft jdreditor@pcj.edu. Microsoft Word is the preferred mode.