ALPHA INSTITUTE
OF THEOLOGY AND SCIENCE

Guidelines

For Writing
Research Papers, Dissertations and Thesis

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CHAPTER ONE

GENERAL GUIDELINES FOR THE COMPOSITION OF A SCIENTIFIC TEXT

1. SUPERVISOR, CO-SUPERVISOR AND STUDENT

1.1 FINDING A SUPERVISOR AND A SUBJECT

At the beginning of the new academic year, a 'thesis fair' will be organized at which students may informally acquaint themselves with the various research units and the opportunities they offer with regard to essays and Master's theses. Following this up with exploratory conversations with one or more potential supervisors – through appointment by email – will allow students to make a discerning, well-considered choice.

1.2 CHOOSING A SUPERVISOR

Students are expected to take the initiative to contact a possible supervisor, and to decide upon a subject for their essay or thesis in consultation with the supervisor. When contacting a potential supervisor, it is important that the student clearly states what type of composition they will be writing (Essay, Master's thesis, Doctoral thesis, etc.).

Members of the Senior Academic Staff and post-doctoral researchers affiliated with the Alpha Institute (as researchers, lecturers, etc.) may act as supervisors. In some cases it may be desirable, after consultation with the supervisor, to request a co-supervisor to supervise the written composition (or part of it). In the event that the composition is written with a co-supervisor, agreements should be made at the beginning of the supervision process concerning the level of cooperation between supervisor and co-supervisor, e.g. who will take on what responsibilities and whom the student can and should approach concerning different aspects of the composition.

The supervisor will assist the student in choosing a subject and assesses the feasibility and suitability of the proposed project. The supervisor and the student agree on the perspective and method of the project at the beginning of the supervision process. Students may also conduct intra- and interdisciplinary research, with the additional supervision of a co-supervisor where necessary.

On the basis of this conversation/these conversations, the student and supervisor decide upon a concrete subject and, in consultation with the supervisor, the student draws up a concise description of the content (7-15 lines) and a short description of the research method (5-10 lines). After obtaining the supervisor's approval, the student submits this electronically.

The supervisor and the student will also make agreements concerning the frequency of future contact and how texts will be delivered (email, mailbox, etc.), how corrections and suggestions will be communicated and integrated, the period of time between the submission of drafts and discussions on them, etc.

1.3 THE SUPERVISOR'S RESPONSIBILITIES
Supervisors provide the following support for researching and writing essays and Master's theses:

– They create a stimulating learning environment that is tailored to each individual student. They are involved in the student's subject and composition process, provide suggestions for improvement and encourage the student, offering him/her opportunities to accomplish the best possible results. From the beginning of the project, they provide clarity with regard to the project's objectives (essay, thesis), the way in which those objectives may be met and the structure of argumentation. They assist the student in drawing up, keeping to, or revising plans and schedules.

– They safeguard the scientific character of the written composition. They provide support for the methodological development of the project, and indicate possible difficulties over the course of the process. If necessary for the research methodology, they refer the student to somebody with the relevant expertise, for example with regard to empirical research.

– They give the student suggestions for relevant literature and advice on finding and integrating the literature. They also draw the student's attention to the originality requirements of scientific compositions and to the ways in which the incorrect use of sources (among which plagiarism) is to be avoided.

– They inform students of the evaluation criteria and evaluate the quality of the written composition. They primarily provide content-related comments and suggestions, in addition to suggestions related to language and written style.

– The supervisor is expected to prepare meetings related to the essay/thesis. It is also recommended that the supervisor keeps a file for each student containing copies of all the submitted material.

– In the event that a supervisor deems a student's work unacceptable, the student must be informed as soon as possible. It is therefore important that the student submits drafts of text at the earliest possible time. This will facilitate the provision of additional assistance, if necessary.

– In the event that the supervisor is absent for an extended period of time, he/she will notify the student as soon as possible, and will attempt to find an acceptable alternative with the student and the coordinator of the research unit (co-supervisor or temporary replacement).

– Regular meetings with various students working on related subjects and advised by the same supervisor may create a stimulating learning environment in which students learn to engage in dialogue on related subjects and exchange ideas. Preferably, these meetings take place on the initiative and with the guidance of the supervisor.

1.4 THE STUDENT'S RESPONSIBILITIES

– The responsibility for initiating contact during the supervision process lies primarily with the student. In this regard, the following basic principle applies: the project and the composition are the responsibility of the student and not of the supervisor; the supervisor provides guidance. The student is responsible for writing a composition that meets the quality demands stipulated in these guidelines.

– The student strictly adheres to the agreements made with the supervisor.

– It is recommended that the student regularly submits shorter pieces of work to the supervisor, in order for timely adjustments to be made, if necessary. The student is expected to submit pieces of writing in grammatically correct, academic language. The supervisor must be given sufficient time to read the material.

– The student is expected to prepare meetings related to the essay/thesis. The student is receptive to suggestions and corrections. The student is expected to keep texts with the supervisor's comments written on them or copies of electronically corrected files until he/she submits the final essay or thesis. It is also recommended that every time a new version of text is submitted, the student also re-submits the last version with commentary. This will help to clarify quickly what has changed, what is new, and the extent to which the student has taken the comments into account.

– The student is expected to start writing in a timely fashion, so that there is sufficient time for advice and guidance. It is recommended that the student does not submit too many new sections of text after the end of the period allotted to writing. Students should realise that supervisors have multiple students to supervise. The student should of course adhere strictly to the agreements made with the supervisor, as stipulated in the electronic form for the submission of subjects of essays and Master's theses. In the event that the student intends to submit the final essay/thesis in the September examination period, the student must inform the supervisor of this fact in a timely fashion.

– It is recommended that the student keeps copies of the written work in various places and formats, for example on a USB stick, an (external) hard disk, CD-ROM or online. The student will thus have a back-up in the event that computer problems occur.

1.5 CONTACT AND AGREEMENTS BETWEEN THE SUPERVISOR AND THE STUDENT

There are no fixed rules concerning the frequency of contact between the supervisor and the student. It is expected, however, that a conversation will occur between the supervisor and student on the following occasions:

– when the subject has been chosen and before the electronic form (form for the submission of the subjects of essays and Master's theses) is submitted;

– when a work plan/schedule has been drawn up or when large structural changes appear necessary;

– when extensive sections of the composition are complete;

– when the composition as a whole is complete.

The basic principle governing agreements related to essay/thesis supervision is mutual respect. This is expressed in answering emails within a reasonable period of time, the punctuality of the supervisor and the student, providing constructive feedback, reading the student's composition within a reasonable and agreed upon time, critical and constructive openness to one another's perspective on, and contributions to, the composition's content, etc.

2. METHOD AND ELABORATION

2.1 METHODOLOGY

Written compositions may be composed according to an enormous variety of methods: systematic, hermeneutic, historical, empirical, philological, practical, comparative, etc. The method applied will differ depending on the subject under investigation. Moreover, some subjects of research must be treated with several different methods. The method used must be described in the introduction to the composition. In other words, a detailed description must be given of the hermeneutical model, the type of statistical research, the type of catechetical methodology, the historical method or the exegetical approach according to which the study will be conducted. The choice of method has a direct bearing upon the literature that will be consulted to study the thesis topic more deeply, to explore the position of a particular author on a chosen matter, etc. If the student researches a topic that combines more than one discipline, the selection of literature must be amply justified and explained in the general introduction or in an introductory chapter.

2.2 OUTLINE

It is recommended that an outline of the main research lines be drawn up. Sketch the basic ideas first and fill them out in more detail later. The subject's main points should be summarised correctly and concisely. Lengthy introductions should be avoided.

2.3 SOURCES

To elaborate on the subject, the student should consult high-quality scientific literature, preferably in the original languages. Studies on the works of a particular author may be consulted. The general summaries of such studies may not simply be reproduced, however. The student should consult the works and primary sources to which studies or courses refer.

2.4 BIBLIOGRAPHY

At all times, the bibliography should list the primary sources analysed and the secondary literature consulted. It may also refer to more extensive bibliographies found in other works.

3. HOW TO PREVENT PLAGIARISM[1]

3.1 WHAT IS PLAGIARISM?

Students and professors often encounter new ideas. They may be read in texts, heard during lectures, discussed in courses and integrated in one's own papers, articles, books, courses, dissertations, essays or theses. It is important always to indicate the origin of any ideas used. If somebody's ideas are quoted literally, the source used must be cited and the quote must be placed between quotation marks (or in a block quote). If an idea or quote is translated, the translation must appear between quotation marks (or in a block quote), and the original text must be given in a footnote (with a reference). If a work or idea is paraphrased, a reference must be included. The breaking of any of these rules constitutes plagiarism.

Plagiarism is the copying of expressions, thoughts and reasoning from other sources without referring (and/or, in the case of quotations, without using quotation marks). The plagiarist copies, translates or paraphrases text and makes it appear as though it has been written by him-/herself. These regulations also apply to the use of electronic

sources. When using internet sites, a distinction must be made between scientifically oriented and vulgarising or popular websites. The use of websites must be carefully considered and motivated, and the site itself must be referred to correctly along with the date it was accessed.

3.2 HOW TO RECOGNISE PLAGIARISM?

One may distinguish various kinds of plagiarism. Plagiarism is committed in:

(a) a composition in which sentences, parts of sentences and/or sections of text are copied from another work literally, without quotation marks or further reference; this is called literal copying without references;

(b) a composition that in whole or to a significant degree (a paragraph or page) constitutes an almost literal paraphrase of another work, even if one's own formulations have occasionally been used, without further reference; almost literally paraphrasing means: copying the content almost line for line;

(c) a composition that in whole or to a significant degree (a paragraph or a page) constitutes a literal translation of a work written in a different language, without quotation marks and/or without further reference;

(d) a composition that consciously copies ideas and reasoning from another work, even if they are expressed in one's own words, without reference or with insufficient reference (i.e. each time the source is used);

(e) a composition that in whole or in part has been downloaded and is reproduced without quotation marks and/or without further reference.

3.3 STRATEGIES FOR AVOIDING PLAGIARISM

(a) Quote: place anything copied or translated literally from another work between quotation marks. Do not do this only in the final draft of the text; keep track of sources during the writing

[1] This text is based in part on the web page entitled *Plagiarism: What It is and How to Recognize and Avoid It* of the University of Indiana. process

and when taking notes while reading. Otherwise one runs the risk of forgetting what has been copied literally and what is one's own work.

(b) Avoid any kind of composition that is 'held together' by quotations from other works, whereby the 'original' contribution of the student consists in the provision of insignificant connecting texts, must be considered unsatisfactory. Such 'anthologies' consist for the most part of references to the work of another whereby the student reveals that he/she does not have a sufficient personal grasp of the material employed.

(c) Paraphrasing is the use of the ideas of another expressed in one's own words. When one is paraphrasing a text one should be sure to avoid facile reorganization or the emendation of a few words. One is obliged to re-write the original text in one's own words and to refer to the source in a footnote. If the student finds this task impossible, he/she should consider quoting the source text and placing the quotation in quotation marks. If the student finds him/herself resorting to too many quotations, this may be a sign that he/she has not been able to personally integrate the ideas found in the source. In short: a good paraphrase is possible and even necessary (otherwise one would never be able to borrow the ideas of another) but unoriginal paraphrasing must be avoided.

(d) Students should compare the paraphrase with the source text in order to be sure that they have not accidentally employed sentences or phrases from the original and that the idea, theory or argument borrowed there from is presented accurately.

(e) Reference to information that is considered to be general knowledge does not require an indication of the source: e.g. "The Second Vatican Council took place in Rome in the nineteen sixties upon the initiative of Pope John XXIII who also opened the Council."

Strategies for recognizing and avoiding plagiarism are also treated as part of the Thesis Writing Seminar.

3.4 FORMAL REGULATIONS

It is the student's responsibility to avoid plagiarism in his/her work. Supervisors are responsible for providing high-quality guidance, both with respect to content and methodology, and will consequently do everything they can to prevent students from committing plagiarism.

4. THE USE OF GENDER INCLUSIVE LANGUAGE

Those who engage in contemporary scientific and academic debates should be mindful of gender inclusive language. The following cases are particularly important:

(a) Use neutral terms (e.g. 'person') when referring to someone who may be either male or female. For example, say ombuds(person) instead of ombudsman, or chair(person) instead of chairman.

(b) Avoid the masculine pronoun 'he' if the person referred to could be either male or female. This can easily by avoided by using expressions in the plural. Other strategies are: she/he; he or she; use sentences that alternate he and she, etc.

(c) Quotations should be precise in reflecting the wording used by a source, even when it uses exclusive language. It is often possible, however, to paraphrase the view of an author in inclusive language.

5. SUBMISSION OF ESSAYS, THESES, DISSERTATIONS, RESEARCH REPORTS AND RESEARCH PAPERS

5.1 SUBMISSION

Essays, theses, dissertations, research reports and research papers must be submitted before the deadline stipulated in the academic calendar. These compositions may not be submitted without the supervisor's approval. The necessary number of printed copies (cf. 5.4) must be submitted to the education secretariat during office hours; the supervisor will also receive his/her copy from the education secretariat.

5.2 SUMMARY

Every Master's thesis (i.e. a dissertation, Research Master's thesis or Master's thesis) must be accompanied by a summary (this does not apply to Bachelor's essays!). The summary should be bound in every copy of the composition, immediately following the title page.

The summary has to give a picture of the research that has been done. The text is scientifically sound, but has to be comprehensible for readers who are not familiar with the research. The summary has the format of an abstract. To include the summary in the Master's

thesis / Research Master's thesis, there is no need for a separate permission. The assessment of the Master's thesis / Research Master's thesis will give a point for the entire work, including the summary.

The summary is written in font size 10 and line spacing 1.5. The summary consists of 300 to 500 words (maximum one page). The summary is put in front of the thesis, on the right page. The opposite left page is left blank. Concerning the format: do not use bold or under-line; italic is allowed.

Example of the summary:

First name, FAMILY NAME, Title. Subtitle.

Master thesis / Research Master's thesis presented to obtain the degree of Master …

Examination period & year: (month) 201x

Supervisor:

Co-supervisor:

The summary normally also consists of:

– Topic and purpose of the study: the summary of a Master thesis / Research Master's thesis starts with a brief introduction that situates the problem and clarifies its importance. Depending on the topic, a typical example can be quoted in the introduction. One starts a new paragraph to differentiate between the introduction and the discussion.

– Short outline of the used research methods and brief description of the results or type of results: subsequently the research itself is described. This is the most extensive part of the summary. In this part you describe the matter the Master thesis / Research Master's thesis is about, the exact problem formulation, the research method and the most important conclusions. This can be done by briefly describing the different chapters. You can start a new paragraph for every new chapter. If the type of research allows it, you can write a discussion that is not related to the classification in chapters. For this, try to use a coherent line of reasoning instead of listing isolated elements. Accurately describe the content of the master thesis / Research Master's thesis. Be brief but complete, without going into

details. Do not mention effect sizes or references (except for when the reference is the basis for your master thesis / Research Master's thesis).

– Conclusion or type of conclusions: in a concluding paragraph the most important conclusions are described. A short recommendation or reflection can be made.

6. EVALUATION AND FEEDBACK

6.1 INFORMATION ABOUT EVALUATION

Information about the evaluation of essays and Master's theses (and about the concrete evaluation meeting which will occur at the end of the examination period) can be found on the ECTS form of the relevant programme component (available via the electronic programme overview).

6.2 FEEDBACK FORM

As part of their evaluation, the supervisor and correctors of the essay and Master's thesis/Research Master's thesis fill out a feedback form that explains the criteria used to evaluate such works. At the beginning of the evaluation meeting (i.e. before the student's presentation), the correctors give the previously filled out feedback form (or a copy of it) to the supervisor. The supervisor keeps the forms. The supervisor can use the forms to give the student feedback after the examination period.

Independently of one another, the supervisor and corrector(s) give a grade via the feedback form: ('completely insufficient', 'insufficient', 'sufficient', 'adequate', 'good', 'very good' or 'excellent') for each of the following 5 criteria:

1. The student has written the composition in a clear style and following correct language conventions. The composition has been arranged in a well-organized manner.

2. The student has retrieved the appropriate information from the literature and has correctly interpreted it.

3. The student is capable of reporting on a topic in a well-organized manner. The composition is structured in a sensible way.

4. The student has acquired in-depth knowledge and insight on the topic in question, based on appropriate source materials and with an eye to the broader context.

5. The student has made a satisfactory personal contribution to the existing knowledge and insights in his or her domain, and has set this down on paper in a sensible manner. The student has demonstrated the ability to think critically.

In addition, the supervisor also gives a grade for the following criterion:

6. The student is able to work independently and has demonstrated personal initiative and creativity in writing the composition.

After the presentation and discussion, the supervisor, in consultation with the corrector(s), also grades the following criterion:

7. Presentation and defence: the student is able to give an oral report on the progress of his/her research, and can present the results of the research. The student is also capable of responding to critical questions regarding the composition in a clear manner.

6.3 NUMERICAL EVALUATION (SCORE OUT OF 100)

90 or more: Excellent. The thesis is among the best. The scientific solutions provided demonstrate a high degree of inventiveness in addition to a thorough and personal command of analytic and drafting skills. The level is considerably above expectations and can be described as 'professional'.

80-89: Very good. The thesis contains an in-depth scientific analysis and a clear and accurate synthesis.

70-19: Good. The basic demands of correct scientific analysis and synthesis have been met. There are a number of minor shortcomings.

60-69: Adequate. The thesis can be considered 'adequate', although it demonstrates a lack of depth in terms of research and analysis. Critical and personal reflection is limited.

50-59: Sufficient. The thesis is considered 'sufficient', although the work may be too shallow or lack sufficient quality analysis.

less than 50 : Insufficient. The thesis demonstrates serious shortcomings with respect to several of the criteria outlined above. The text is poorly written and poorly edited. Thorough revision is required.

CHAPTER TWO
TYPOGRAPHICAL GUIDELINES

1. LAYOUT

1.1 FORMAT

Dissertations, theses and papers are presented on A4 size paper (21 x 29.5 cm recto or recto verso). Dissertations, theses and research papers should be bound in a solid cover. The title is printed on the cover.

1.2 TITLE

Top: **ALPHA INSTITUTE OF THEOLOGY AND SCIENCE**

Centre:	TITLE, subtitle and volume
Down right:	A thesis presented in partial fulfilment of the requirements for the Master of Theology by First name NAME
Down left:	Supervisor Prof. Dr. First Name NAME Co-supervisor Prof. Dr. First Name NAME
Bottom:	Year

Variations indicating the academic degree:

– A thesis presented in partial fulfilment of the requirements for the Master of Advanced Studies in Theology and Religion
– A dissertation presented in partial fulfilment of the requirements for the Doctor's Degree in Theology

For yearly *essays* one only mentions:

– Essay 1, Bachelor in Theology and Religious Studies (Second Phase) Presented by First name NAME Year

– Essay 2, Bachelor in Theology and Religious Studies (Third Phase) Presented by First name NAME Year

Arrangement of the text: see sample title pages in appendix.

1.3 COMPOSITION AND NUMBERING OF PAGES

The *introductory part* is paginated using in Roman numerals:

I :	Title page
II :	Summary
III :	Foreword, mentioning the name of the supervisor
IV :	Table of contents
V :	Bibliography (preceded, if necessary, by a list of abbreviations)

The *body of the text* is paginated using Arabic numerals. It starts with the Introduction.

Page numbers are printed in the upper right corner of the pages. On pages I, II and III (with Title, Summary and Foreword) the page numbers are *not* printed. Page numbers are not printed on other important pages, such as the first page of a chapter or other pages beginning with titles. Running titles may be provided (i.e., an indication at the top of each page as to the chapter, or other major division, to which it belongs) in italics (as in these *Guidelines*) or in small capitals.

1.4 PAGE AND TEXT ARRANGEMENT

1.4.1 Titles

The titles/headings of chapters and other subdivisions should use the following formatting:

CHAPTER I. IN CAPITALS/BOLD (font size 14)

§ 1. FIRST LEVEL – IN SMALL CAPITALS/BOLD (FONT SIZE 12 OR 11)

A. SECOND LEVEL – IN SMALL CAPITALS/NOT BOLD (FONT SIZE 12 OR 11)

1. Third level – in standard letters/bold (font size 12 or 11)

a. Fourth level – in standard letters/italics/not bold (font size 12 or 11)

– Where the text requires less varied subdivision, levels one and two (§1 and A) may be omitted.

– Decimal subdivisions may also be employed within each chapter: 1.1 and 1.1.1, etc. One should avoid the over-complex use of such subdivisions. The same formatting pattern as presented above is also to be used with decimal subdivisions.

1.4.2 Recommended margins

– Left and right: 2-3.5 cm

– Top and bottom: 2-3.5 cm

– A new paragraph should be set off by indenting its first line, preferably by less than 1 cm.

1.4.3 Letter size and line spacing

– The *font size* is 12 or 11 for the body of the text. The font size in footnotes is smaller: 11 or 10.

– Line spacing in the text is 1.1. In footnotes line spacing is 1.

1.4.4 Reference notes

– Reference notes should be placed at the bottom of the page as footnotes, and not collected at the end of the text as endnotes. They are numbered throughout the text (for longer texts with several chapters this can be done per chapter). Footnotes are separated from the text by a line of ca. 5 cm, extending from the left margin.

– The reference number in the text is given in superscript. In the footnote, however, one uses either the normal letter or superscript, preceded by an indent. Footnotes are not to be separated from one another by extra space.

1.4.5 Quotations

Quotations in the text should be put in quotation marks (" "). Apparent errors or use of gender-specific language in the original text should not be corrected but should be followed by the conventional [*sic*]. Square brackets should always be employed to indicate insertions made in the original quotation.

Block quotations may be employed for more extensive texts. They should be indented on the left margin and the right margin. They are to be distinguished from the main text by a blank line before and after the quotation. Quotation marks are not employed in such instances. As with the present example, block quotations are presented in font size 10. Reference to the footnote follows as a rule at the end of a block quotation.

1.4.6 Italics

Italics are employed for single words (not entire sentences) in foreign languages and transliterations (such as *anima, theios anèr*), but not when one employs the original script (e.g. Greek or Hebrew).

1.4.7 Blank lines and spaces

Blank lines are inserted only before and after titles and before and after block quotations. They are not as a rule to be employed between paragraphs or between footnotes. In the main text, spaces are to be employed *after* punctuation marks and not before. There should be no spacing, however, after a full stop or comma between two numbers (e.g. 1.1.; Mk 4:5,8), or between two or more succeeding punctuation marks (e.g. "[…]" or ["…!"]).

1.4.8 Spelling

Students are expected to be consistent in their use of alternative English spelling.

1.4.9 Punctuation

  – Double quotation marks within double quotation marks are given as single quotation marks: "'…'."
  – Curved brackets within curved brackets are given as square brackets: ([…]).

2. REFERENCE NOTES AND BIBLIOGRAPHICAL ENTRIES

What follows is a limited summary of the major points, based on the Turabian Style, that are most frequently used in the composition of essays, theses, dissertations etc. It is important to note that Turabian presents the details of publication differently in footnote references and bibliographical lists.

2.1 BOOKS

The bibliographical reference to books indicates author, title, number of volumes, place, name of the publishing agency, year of publication. This information is reproduced from the title page and not from the cover or dust jacket (even where the latter seems to provide more complete or correct information). If information on the title page is incomplete, it should be taken from elsewhere in the book (e.g. in the colophon). All information that is known but not mentioned in the publication, is given between square brackets. Bibliographical information that does not belong to the title of the book, is usually given in English; this applies particularly to the place of publication.

2.1.1 Author

The name of the author or editor is not given in (small) capitals. The first name is written in full (as provided in the title page). In the footnotes the author's name is given in the order of first name first and last name last. In the bibliography, the last name of the author precedes the first name(s). Where two authors are referred to their names are joined by 'and', e.g. Dana Carleton Munro and Raymond James Sontag. Where three authors are referred to their names should be divided by a comma: e.g. Mary Lyon, Bryce Lyon, and Henry S. Lucas. Where there are four or more authors, only the first is named, followed by: *et al.*

2.1.2 Title

Information contained in the title and subtitle of the book is never given in bold, but italicised. Title and subtitle are divided by a colon.

2.1.3 Capitals

The title should be taken literally from the information provided on the title page. A significant error in the title can be indicated with the conventional [*sic*]. Only the use of capitals should be adapted. Capitalize the titles of all works according to the following rules:

  – Dutch, French: use as few capitals as possible;
  – German: capitalize all substantives;

– English titles: capitalize substantives, adjectives, verbs, adverbs, and numerals; prefixes, articles and other particles are not capitalized.

Karl Rahner, *Grundkurs des Glaubens: Einführung in den Begriff des Christentums* (Freiburg, Basel, and Vienna: Herder, 1976).

Mathew L. Lamb, *Solidarity with Victims: Toward a Theology of Social Transformation* (New York: Crossroad, 1982).

2.1.4 Series

When a book is published in a series, the name of the series appears after the title, preceded by a comma; the number of the book within the series follows in Arabic numerals.

David L. Mueller, *Foundation of Karl Barth's Doctrine of Reconciliation: Jesus Christ Crucified and Risen*, Toronto Studies in Theology 54 (Lewiston, Queenston, and Lampeter: Edwin Mellen, 1991).

The title of the series can be given in an acceptable abbreviation or as a siglum.

Todd A. Salzmann, *Deontology and Teleology: An Investigation of the Normative Debate in Roman Catholic Moral Theology*, BETL 120 (Leuven: University Press and Peeters, 1995).

2.1.5 Editor

Multi-author works are mostly published under the name of one or more editors (or Herausgeber: "herausgegeben von ..."; éditeur: "sous la direction de ..."). The name of the editor (Herausgeber, éditeur) is indicated as the author's name, and followed by: ed. Various editors are to be provided up to a maximum of three. When there are four or more editors, only the first is named, followed by: *et al.,* eds.

Werner G. Jeanrond and Jennifer L. Rike, eds., *Radical Pluralism and Truth: David Tracy and the Hermeneutics of Religion* (New York: Crossroad, 1991).

Carsten Bresch, Sigurd Martin Daecke, Helmut Riedlinger, eds., *Kann man Gott aus der Natur erkennen?: Evolution als Offenbarung*, Quaestiones disputatae 125 (Freiburg, Basel, and Vienna: Herder, 1990).

H. J. W. Drijvers *et al.*, eds., *IV Symposium Syriacum 1984: Literary Genres in Syriac Literature (Groningen – Oosthesselen 10-12 September)*, Orientalia Christiana Analecta 229 (Rome: Pontificium Institutum Studiorum Orientalium, 1987).

When an author's work is republished, the name of the editor of the work is given after the title and preceded by: ed. The name of the translator of a work is given in the same way, preceded by: trans.

John Henry Newman, *An Essay in Aid of a Grammar of Assent*, ed. I. T. Ker (Oxford: Clarendon, 1985).

In an extensive bibliographical reference the complete annotation may be given (in Roman characters) as on the title page, instead of the abbreviation: ed. This should be done, for example, for new, text-critical editions of ancient works or when the annotation contains relevant information.

John Henry Newman, *An Essay in Aid of a Grammar of Assent*, edited with Introduction and Notes by I. T. Ker (Oxford: Clarendon, 1985).

Augustinus, *In Iohannis Evangelium Tractatus CXXIV*, post Maurinos textum edendum curavit Radbodus Willems, Corpus Christianorum: Series Latina 36 (Turnhout: Brepols, 1954).

Friedrich Daniel Ernst Schleiermacher, *On Religion: Speeches to Its Cultured Despisers,* introduction, translation, and notes by Richard Crouter, Texts in German Philosophy (Cambridge: University Press, 1988).

Other names, such as those of the author of a preface or introduction can be indicated in the same way.

Michel Despland, *La religion en Occident: Évolution des idées et du vécu*, Préface de Claude Geffré, Cogitatio Fidei 101 (Montréal and Paris: Éditions du Cerf, 1979).

2.1.6 Volumes

If a work consists of various volumes, reference to one of them is given by the abbreviation vol. (for volume) or vols. (for volumes). In a full reference one can keep the reference in the original language,

if desired, in an abbreviated form; thus: dl. (deel); Bd. (Band), t. (tome), Tl. (Teil). This information is given in Arabic numerals.

> Justo L. González, *A History of Christian Thought*, vol. 2 (Nashville: Abingdon, 1971).

> Helmut Thielicke, *Theologische Ethik*, II. Band, *Entfaltung*, 2. Teil, *Ethik des Politischen* (Tübingen: Mohr, 1958).

2.1.7 Editions

When one refers to a second (or later) edition of a work, the number of the edition is mentioned after the title or is indicated in superscript before the year.

> Avery Dulles, *Models of the Church*, 2nd ed. (Garden City, NY: Doubleday, 1987) / or: (Garden City, NY: Doubleday, ²1987).

When two or more editions of the same work are cited, the modified data must be mentioned (separated by a semicolon).

> Avery Dulles, *Models of the Church* (Garden City, NY: Doubleday, 1974; 2nd ed.,1987) / or: (Garden City, NY: Doubleday, 1974; ²1987).

A simple reissue, the text of which has not been altered, can be indicated with 'reprint'.

> Henry Chadwick, *The Early Church*, The Pelican History of the Church, vol. 1 (Harmondsworth: Penguin, 1967; reprint 1976).

Photographic reprinting can be indicated in two ways:

> Martin Grabmann, *Die Geschichte der katholischen Theologie seit dem Ausgang der Väterzeit: Mit Benützung von M. J. Scheebens Grundriß dargestellt* (Freiburg i. Br.: Herder, 1933; reprint Darmstadt: Wissenschaftliche Buchgesellschaft, 1983).

or:

> Martin Grabmann, *Die Geschichte der katholischen Theologie seit dem Ausgang der Väterzeit: Mit Benützung von M. J. Scheebens Grundriß dargestellt* (Darmstadt: Wissenschaftliche Buchgesellschaft, 1983 = Freiburg i. Br.: Herder, 1933).

2.1.8 Place, publishing agency and year

Use the English name for the place of publication (München becomes Munich, etc.). Places of publication in the United States are followed by the name of the state in abbreviated form (e.g. Grand Rapids, MI – see appendix) except when the city of publication is the same as the state. Use a colon to separate place and publisher. The name of the publisher should be shortened, by omitting abbreviations such as 'Inc.', 'Ltd.'. The inclusion of words such as 'The' and 'Press', is optional. Where a university press is the publishing agency, the term Press is included. When the place and/or year of publication are not known, the missing data are given as follows:

> – place unknown: n.p.
> – year unknown: n.d.
> – place and year unknown: n.p., n.d.

> Sidney G. Hall, III, *Christian Anti-Semitism and Paul's Theology* (Minneapolis, MN: Fortress, 1993).

Where missing data is found elsewhere, this should be mentioned between square brackets.

> Walter Walsh, *The Secret History of the Oxford Movement* (n.p., [1897]).

2.2 ARTICLES IN JOURNALS

The title of the article is not italicised but put between double quotation marks. It is separated from the title of the periodical by a comma, which should precede the closing quotation mark. The title of the periodical is given in italics and followed by the number of the volume, the year of publication (enclosed in parentheses) followed by a colon and the indication of the first and last page of the article.

> Jan Willem van Henten, "The First Testing of Jesus: A Rereading of Mark 1.12-13," *New Testament Studies* 49 (1999): 349-366.

When a volume number extends over more than one calendar year this is indicated by reference to the years in question.

> Eric Fuchs, "Providence and Politics: A Reflection on the Contemporary Relevance of the Political Ethics of John Calvin," *Louvain Studies* 10 (1984-85): 231-243.

When an article consists of several parts contained in a single volume, each part is indicated by the first and last page number separated by a comma.

> Kurt Meier, "Kirchliche Zeitgeschichte," *Theologische Rundschau* 64 (1999): 38-83, 153-196, 241-276.

When an article consists of several parts contained in successive volumes of a journal, this information is also provided and separated by a semi-colon.

> John P. Boyle, "The Ordinary Magisterium: Towards a History of the Concept," *The Heythrop Journal* 20 (1979): 380-398; 21 (1980): 14-29.

When each issue within a volume of a journal is paginated separately, and not throughout the volume, the issue number is indicated after the volume number and preceded by: no.

> Eleanor Nesbitt and Robert Jackson, "Christian and Hindu Children: Their Perceptions of Their Own and Each Other's Religious Traditions," *Journal of Empirical Theology* 5, no. 2 (1992): 39-62.

The name of the periodical is sometimes given by an abbreviation or a siglum:

> Jan Willem van Henten, "The First Testing of Jesus: A Rereading of Mark 1.12-13," *New Test. Stud.* 49 (1999): 349-366 / or: *NTS* 49 (1999): 349-366.

The indication of the month or the day of publication may be omitted, unless it is necessary to determine the specific issue referred to.

2.3 Articles in Collections and Festschriften

The title of the article is placed in inverted commas and is followed by 'in', the complete reference to the title of the collection, the name(s) of the editor(s), preceded by 'ed.', publication data between parentheses followed by comma, and an indication of the first and last page of the article.

> David J. Reimer, "Concerning Return to Egypt: Deuteronomy xvii 16 and xxviii 68 Reconsidered," in *Studies in the Pentateuch*, ed.

John A. Emerton, Supplements to Vetus Testamentum 41 (Leiden, New York, Copenhagen, and Cologne: Brill, 1990), 217-229.

A Festschrift (Mélanges; Studies in Honour of ...) is referred to in the same way. Reference in this instance may be abbreviated by FS followed by the name of the person being honoured (between round brackets and in Roman letters). The abbreviation FS, which stands for the German term Festschrift, may be used whatever original expression is employed.

> Maurice Wiles, "In What Contexts Does It Make Sense to Say, 'God Acts in History'?," in *Witness and Existence: Essays in Honor of Schubert M. Ogden*, ed. Philip E. Devenish and George L. Goodwin (Chicago and London: University of Chicago Press, 1989), 190-199.

or:

> Maurice Wiles, "In What Contexts Does It Make Sense to Say, 'God Acts in History'?," in *Witness and Existence* (FS Schubert. M. Ogden), ed. Philip E. Devenish and George L. Goodwin (Chicago and London: University of Chicago Press, 1989), 190-199.

2.4 Articles in Dictionaries and Encyclopaedias

Articles in well-known, multi-volume dictionaries and encyclopaedias are referred to in the same way as articles in periodicals.

> Gene Outka, "Situationsethik," *Theologische Realenzyklopädie* 31 (2000): 337-342.

> M. Joseph Costelloe, "Pontifical Universities, Roman," *New Catholic Encyclopedia* 11 (1967): 557-562.

> G[ershom] Sch[olem], "Kabbalah," *Encyclopaedia Judaica* 10 (1971): 489-653.

Words in non-Roman script (e.g. Greek or Hebrew) may be provided in transcribed form.

> Johannes Schneider, "Meros," *Theologisches Wörterbuch zum Neuen Testament* 4 (1942): 598-602.

> E. Lipinski, "Qânâh," *Theologisches Wörterbuch zum Alten Testament* 7 (1990): 63-71.

Preferably, however, the title is given in the original language:

> Johannes Schneider, ÌÝñïò, *Theologisches Wörterbuch zum Neuen Testament* 4 (1942): 598-602.
>
> Edward Lipinski, , *Theologisches Wörterbuch zum Alten Testament* 7 (1990): 63-71.

2.5 ARTICLES IN NEWSPAPERS AND MAGAZINES

The title of the article is given in the same way as for a periodical. The indication of the volume and year of publication are substituted with the date (day, month, year). Page numbers are not given because newspapers often have several editions.

> Lino Ciccone, "La sterilizzazione degli handicappati: Aspetti giuridici e morali," *L'Osservatore Romano*, March 1-2, 1993.
>
> Garry Wills, "In Praise of Censure," *Time*, July 31, 1989.

2.6 BOOK REVIEWS

A book review is referred to in the same way as an article in a periodical, except for the title: here the indication "review of" is followed by the title of the reviewed work and the name of the author.

> Roger Charles, review of *Papal Teaching on Private Property 1891-1981*, by Matthew Habiger, *Studies in Christian Ethics* 5, no. 2 (1992): 82-85.
>
> David L. Edwards, review of *Ernst Troeltsch*, by Hans Georg Drescher, *Church Times*, February 26, 1993.

2.7 UNPUBLISHED DISSERTATIONS, THESES, PAPERS

The author's name is followed by the title in quotation marks. Reference should be made in addition (between parentheses) to the type of written work (Master's Thesis, Doctoral Dissertation), the relevant academic institution and the year.

> Philip A. Ballinger, "The Poem as 'Sacrament': The Theological Aesthetic of Gerard Manley Hopkins" (unpublished doctoral dissertation, Faculty of Theology, K.U.Leuven, 1998).

2.8 ARCHIVES

Documents from archives are referred to as follows: the location of the archives is followed by the name of the archives (in Roman characters), the indication of the list in italics, and, if so desired, with additional identification of the document.

> Rome, Archivio Segreto Vaticano, *Pio IX*, Oggetti vari, 13.

For correspondence, the reference to the archives is preceded by an indication of the sender and the addressee, and the date of the letter.

> H. W. Pownall to Richard Simpson, May 14, 1872, Downside, Downside Abbey Archives, *Simpson Collection*, Box III.

The names of the archives and their files are often indicated with an acceptable abbreviation or a siglum:

> H. W. Pownall to Richard Simpson, May 14, 1872, DAA, *Simpson*, Box III.

2.9 DIGITAL SOURCES

References to digital sources should conform as far as possible to references to printed sources. As a rule, the 'place of publication' should be the only difference in this regard. The present *Guidelines* only discuss the most frequently used digital sources of information. Reference to a web-based document should, in principle, mention the URL (Uniform Resource Locator).

2.9.1 Sources on the Internet

The author and title of the source should be referred to in line with the general rules outlined above. This is followed where possible/if appropriate (and in brackets) by the date of the document or of its last revision. The full page address then follows to be concluded by the date of access.

> Paul Halsall, "Homosexuality and Catholicism: A Partially Annotated Bibliography (September 1997)," http://www.fordham.edu/halsall/pwh/lgbcathbib.html [accessed April 30, 2001].

Federation of Asian Bishops' Conferences, Sixth Plenary Assembly, Final Statement, "Christian Discipleship in Asia Today: Service to Life," January 10-19, 1995, Manila, Philippines, http://www.ucanews.com/html/fabc_plenary/fabc-95.htm [accessed April 30, 2001].

Journals available only online are referred to in the same way as printed journals. Page numbers are optional, the full internet address and, between square brackets, the date of access, are added.

Julia Reinhard Lupton, "Religion and Psychoanalysis: Three Fundamental Concepts," *Journal for Cultural and Religious Theory* 2, no. 1 (2000), http://www.jcrt.org/archives/02.1/intro_reinhard_lupton.shtml [accessed April 30, 2001].

2.9.2 Other digital sources

Documents available on CD-ROM are referred to in the same way as printed sources with the addition of ', CD-ROM' after the title.

W. G. Lambert, "Enuma Elish," *The Anchor Bible Dictionary,* CD-ROM (New York, London, Tokyo, Sydney, and Auckland: Doubleday, 1992).

2.10 REFERENCES IN FOOTNOTES

The first reference to a work in footnote is given in full. The pages cited or referred to are added, preceded by a comma. The use of the abbreviations: p. (page), pp. (pages); c. (column), cc. (columns); al. (alinea), n. (footnote), l. (line) is only necessary when absence of these indications may cause confusion.

Mathew L. Lamb, *Solidarity with Victims: Toward a Theology of Social Transformation* (New York: Crossroad, 1982), 47-65.

The indication of the inclusive page numbers (indicating the first and last page of the article) should only be given when the whole article is being referred to.

Stanley Hauerwas, "Surviving Postmodernism: The University, the Global Market, and Christian Narrative," *Soundings* 82 (1999): 112.

Roland Meynet, "Comment établir un chiasme: À propos des 'Pèlerins d'Emmaüs'," *Nouvelle revue théologique* 110 (1978): 240 n. 21.

Where reference is made for a second (and third, fourth…) time to a title already referred to in full, an abbreviated form of the said title should be employed. As a rule, that segment of the title up to and including the first noun should be used, but for the sake of clarity the abbreviation may be lengthier.

Hauerwas, "Surviving Postmodernism," 112.

Meynet, "Comment établir un chiasme," 240.

For abbreviations of the titles of commentaries on the Bible, reference should only be made to the name of the book in its original language.

Joseph A. Fitzmyer, *The Gospel According to Luke (I-IX),* The Anchor Bible 28 (Garden City, NY: Doubleday, 1981).

A second reference:

Fitzmyer, *Luke*, 136.

Where reference is made in the footnotes to the name of an author in the course of a grammatical sentence, the remaining bibliographical references should be placed in brackets.

Meynet ("Comment établir un chiasme," 237) expresses it as follows: "..."

When the work cited immediately before (on the same page) has been written by the same author, then id. (*idem* = the same) or the feminine form ead. (*eadem*) can be used in place of the author's name, followed by the title. When the author and the title are the same as that of the previous reference, then *ibid.* (*ibidem* = in the same place) may be employed, followed by the indication of the page(s). When these terms are the first words in the note, they are written with initial capitals (Id. & *Ibid.*)

1. Dulles, *Models of the Church*, 128.
2. *Ibid.*, 32.
3. Id., *The Craft of Theology*, 85.

When two references are made on the same page to the same work and are separated by a reference to a different work, the author's name is repeated in the second reference with the abbreviated title, followed by the indication of page number(s).

1. Jean-François Chiron, "Le magistère dans l'histoire: Évolutions et révolutions dans la compréhension de la 'fonction d'enseignement' de l'Église," *Recherches de science religieuse* 87 (1999): 483-518.

2. Dulles, *Models of the Church*, 128.

3. Chiron, "Le magistère dans l'histoire," 496-498.

Standard abbreviations may also be employed instead of an abbreviated title. In such instances the title follows the reference to the author's name:

– *op. cit.*, or *o.c.*, (*opere citato* = in the book cited),
– *art. cit.*, or *a.c.*, (*articulo citato* = in the article cited), followed by indication of page number(s).

When the page does not change:

– *loc. cit.*, or *l.c.*, (*loco citato* = in the place cited; in this case one obviously does not use *op. cit.* etc.).

1. Jean-François Chiron, "Le magistère dans l'histoire: Évolutions et révolutions dans la compréhension de la 'fonction d'enseignement' de l'Église," *Recherches de science religieuse* 87 (1999): 483-518.
2. Dulles, *Models of the Church*, 128.
3. Chiron, *art. cit.*, 496-498.

Every footnote should begin with a capital letter and end with a full stop. References to a variety of works are separated by a semicolon.

Where a text is literally quoted, the name of the author and other bibliographical details must be given in a footnote. Where one employs an idea of an author (not quoting literally) or when one bases oneself on the work of another, the bibliographical information in the footnote reference should be preceded by: See, or: Cf. (see, however, the section on plagiarism).

Punctuation

Use a *comma* to separate successive pieces of information. Use a *colon* to separate the title and subtitle, as well as the place and

agency of publication. Use a *semicolon* to distinguish parallel pieces of information (e.g. different editions of the same publication). Use a *period* for abbreviations.

2.11 BIBLIOGRAPHICAL LIST

Titles are catalogued alphabetically by author. The proper procedure to arrange names in alphabetical order is explained in the appendix of this booklet. Unlike references in footnotes, in the bibliography subsequent elements in the titles are separated by a period. In the bibliography the first name is mentioned *after* the surname and separated from it with a comma. A work for which no author (editor, compiler or other) is known appears in a bibliography under the title of the work, alphabetized by the first word, or by the first word following an initial article. Several titles by the same author are arranged alphabetically according to the title or chronologically. The name of the author can be repeated in each instance or replaced by a horizontal eight-space line.

The second (and subsequent) line of the title should be indented according to the usual convention.

de Vogüé, Adalbert. *Histoire littéraire du mouvement monastique dans l'antiquité.* Patrimoines: Christianisme. 5 vols. Paris: Éditions du Cerf, 1991-1998.

Dietrich, Donald J. and Michael J. Himes, eds. *The Legacy of the Tübingen School: The Relevance of N i n e t e e n t h - Century Theology for the Twenty-First Century.* New York: Crossroad, 1997.

Documents on the Liturgy 1963-1979: Conciliar, Papal, and Curial Texts. Collegeville, MN: Liturgical Press, 1982.

D'Souza, Henry. "Les conditions du dialogue éthique-économique en Asie." *In Éthique, économie et d é v e l o p p e m e n t : L'enseignement des évêques des cinq continents (1891-1991),* edited by Roger Berthouzoz and Roberto Papini, Études d'éthique chrétienne 62, 221-225. Fribourg and Paris: Éditions Universitaires,1995.

Dulles, Avery. *Models of the Church.* 2nd ed. Garden City, NY: Image, 1987.

Dulles, Avery. *The Craft of Theology: From Symbol to System*. New York: Crossroad, 1992.

or:

_____. *The Craft of Theology: From Symbol to System*. New York: Crossroad, 1992.

Duquoc, Christian. *Des ecclésiologies provisoires: Essai d'ecclésiologie oecuménique*. Théologies.Paris: Éditions du Cerf, 1985.

2.2 STANDARD ABBREVIATIONS AND SIGLA

app.	appendix
art.	article (plural, arts.)
ca.	*circa*, about, approximately
cf.	*confer*, compare
comp.	compiler (pl. comps.), comp. by
dept.	department (plural, depts.)
e.g.	*exempli gratia*, for example
ed.	edition;edited by; editor (pl. eds.)
et al.	*et alii*, and others
fig.	figure (plural, figs.)
infra	below
MS	manuscript (plural, MSS)
no.	number (plural, nos.)
n.s.	new series
par.	paragraph
passim	here and there
pt.	part (plural, pts.)
sic	so, thus
supp.	supplement (plural, supps.)
supra	above
trans.	translator; translated by
vs. (vss.)	vers (verses) and following verse
v. (vv.)	and following vers(es)
var.	variant
viz.	*videlicet*, namely

2.3 BIBLICAL SIGLA

Titles of biblical books are not italicised. Sigla are used for them (without punctuation) when chapter and verse references follow. Thus: Mt 1,10 and Mk 3,1-10. But: "In Matthew 1 we read ..."

The following is a list of sigla which are acceptable for the books of the Bible:

Old Testament

Gn	Ru	Ezr	Job	Is	Jl	Zph
Ex	1 Sm	Neh	Ps	Jr	Am	Hag
Lv	2 Sm	Tob	Pr	Lm	Ob	Zch
Nu	1 Kg	Jdt	Ec	Bar	Jon	Mal
Dt	2 Kg	Est	Ct	Ez	Mi	1 Hen
Jos	1 Chr	1 Mac	Wis	Dn	Nah	1 Esdr
Jdg	2 Chr	2 Mac	Sir	Hos	Hab	Jub

New Testament

Mt	Ac	Gal	1 Thes	Tit	1 Pe	3 Jn
Mk	Rom	Eph	2 Thes	Phm	2 Pe	Jd
Lk	1 Cor	Phil	1 Tim	Heb	1 Jn	Ap
Jn	2 Cor	Col	2 Tim	Jas	2 Jn	

Some examples of biblical references

Nu 1:10	Numbers, chapter 1, verse 10
Lv 1:1-10	Leviticus ch. 1, vss. 1 through 10
Lv 2:2,5	Leviticus ch. 2, vss. 2 and 5
Jos 2:5–4:7	Joshua ch. 2, vs. 5 to ch. 4, vs. 7
Jos 2:5,8–7:3	Joshua ch. 2, vss. 5&8 to ch. 7, vs. 3
Job 2:3a	Job ch. 2, 1st part of vs. 3
Job 2:3; 6:7	Job ch. 2, vs. 3 and Job ch. 6, vs. 7

Synoptic parallels: Mt 6,5 par.

Abbreviations used in exegetical works

D	Deuteronomic tradition
DSS	Dead Sea Scrolls
Dt(r)	Deuteronomic tradition
E	Elohist tradition
J	Yahwist tradition
LXX	Septuagint

NT   New Testament
OT   Old Testament
P   Priestly tradition
SP   Samaritan Pentateuch
Q   *Quelle* (collection of Jesus sayings)
TM   Masoretic Text (also MT)
Vulg   Vulgate

Abbreviations for translations of the Bible

ASV   American Standard Version
AV   Authorized, or King James Version
ET   English translation
JB   Jerusalem Bible
NAB   New American Bible
NEB   New English Bible
(N) RSV   (New) Revised Standard Version
POC   Pastoral Orientation Centre
RV   Revised, or English Revised Version

3. PRESENTING IN PUBLIC

What follows are some generally accepted good practices for the preparation of your presentation and the presentation itself.[2]

– Do not simply read your notes. It is important to present them in such a way that the listener is stimulated to pay attention.

– Be clear and informative.

– Audiences will accept errors from a first time speaker and speakers in 'examination' situations.

– Try to maintain eye contact with the audience but not too intently.

– Can everyone hear you and see your presentation material? If in doubt, ask.

– If appropriate, ask questions of the audience.

– If people in the audience look blank, ask if you need to explain something again.

– The *occasional* light-hearted comment can help relieve any tension.

– Smile!

– Avoid appearing to be bored or otherwise showing disrespect to the audience.

– Avoid talking too long (pace yourself).

– Structure and planning: A twenty-minute presentation requires changes of subject and methods of delivery to maintain audience intention. This requires you to structure your presentation carefully (e.g. 10%-20% introduction; 60%-80% main body; 10%-20% conclusion).

– Inform your audience in advance on what you plan to say: "First I will describe... Next I will explain..." This is *not* a waste of time, even if you have only thirty minutes. It will make it easier for the audience to absorb what follows.

– Timing: Prepare your presentation as if you have even less available time. For example, for a thirty-minute presentation aim for twenty-five minutes. If you find that you are running out of time towards the end of a presentation, you should decide which of these emergency measures you wish to take: talk a bit faster; miss some material out and skip to the end; a combination of both.

– 120 words per minute represents a reasonable speaking tempo.

– Preparation: Try not to underestimate how long it takes to prepare and practice. Take time to rehearse. *The shorter the talk, the longer the preparation*. You should practice the presentation at least once in front of another person, who should ideally be as critical as possible.

– If you are focusing your presentation on a piece of text (Bible, other ancient literature, translation, contemporary material) be sure to divide it into manageable segments and discuss them one by one rather than presenting the text as an uninterrupted whole. It may also be helpful to provide your audience with the actual text.

– Visual aids: Most people who give talks like to support them with visual material, often PowerPoint presentations or overhead slides. Bear in mind that your visual aids should *support* the presentation. They should not duplicate what you are saying, and you should avoid the temptation to read them to the audience.

For both PowerPoint and overhead slides, you need first to decide how many slides you will show. For a short talk, one per two or three minutes is about right. Try to anticipate the sorts of questions that people will ask, and prepare supporting slides to illustrate answers to these questions.

– Grammar and spelling: One of the 'obsessions' of the academic world is correctness and consistency in the use of language, grammar and spelling. If you feel your grammar and

2Adapted from Kevin Boone, "How to Give a Presentation," www.kevinboone.com/howto_presentation.html.

spelling are not very good, find someone who is suitably expert and ask him or her to check your material. For a short presentation this will take little time.

– Delivery: Everyone can be understood if he or she speaks at an even pace and faces the audience. The two most common delivery problems tend to be speaking too quickly and facing away from the audience. If you do not have a strong voice, use a microphone. You are also advised not to pace up and down during your presentation and avoid fidgeting. It is not wrong to use notes to help reassure yourself, but it would be better reduce them to cards rather than sheets of paper. In no instance should you read your entire presentation.

– Questions: At the end of a presentation you will normally be expected to take questions from those present (at this stage the supervisor takes responsibility). If you have prepared properly and know the subject this should not present any problems for you. Do not be afraid to say that you don't know the answer to a question. Similarly, if someone asks a question that does not seem to be related to your presentation, it is perfectly acceptable to say "I'm sorry, but I can't see how your question is concerned with this subject."

ALPHA INSTITUTE
OF THEOLOGY AND SCIENCE

ഗവേഷണ പ്രബന്ധങ്ങൾ, ശാസ്ത്രീയ ലേഖനങ്ങൾ എന്നിവ തയ്യാറാക്കാനുള്ള

മാർഗ്ഗനിർദ്ദേശങ്ങൾ

1

ഗവേഷണ പ്രബന്ധ രചനയ്ക്കുള്ള മാർഗ്ഗരേഖ

1. ഗൈഡ്/സൂപ്പർവൈസർ

ബിരുദ ബിരുദാനന്തര തലങ്ങളിലെ ഗവേഷണ പ്രബന്ധങ്ങൾ രചിക്കുന്നതിന് ഓരോ വിദ്യാർത്ഥിയും ഒരു ഗൈഡ്/ സൂപ്പർവൈസർ – നെ കണ്ടെത്തേണ്ടതാണ്.

1. ആൽഫാ ഇൻസ്റ്റിറ്റ്യൂട്ടിന്റെ സ്റ്റാഫ് അംഗങ്ങളെയോ ഇതര പണ്ഡിതരെയോ ഗൈഡ്/സൂപ്പർവൈസറായി തിരഞ്ഞെടു ക്കാവുന്നതാണ്. ഡോക്ടറൽ ബിരുദം നേടി 7 വർഷം പൂർത്തിയാക്കിയവരും 5 വർഷത്തെ അധ്യാപന പരിചയവുമുള്ള വ്യക്തികളെ ഗൈഡ്/സൂപ്പർവൈസറായി സ്വീകരിക്കാവുന്ന താണ്.

2. ആൽഫാ ഇൻസ്റ്റിറ്റ്യൂട്ടിന്റെ സ്റ്റാഫിനു വെളിയിൽനിന്നുള്ള പണ്ഡിതരെ തിരഞ്ഞെടുക്കുന്നവർ പ്രസ്തുത പണ്ഡിതരുടെ വിശദാംശങ്ങൾ മുൻകൂട്ടി ഇൻസ്റ്റിറ്റ്യൂട്ടിൽ നൽകി അനുവാദം വാങ്ങേണ്ടതാണ്.

3. വിദ്യാർത്ഥിയുടെ ഗവേഷണത്തെ സഹായിക്കുക, മാർഗ്ഗ നിർദ്ദേശം നൽകുക, യഥാസമയങ്ങളിൽ ഗവേഷണം മുന്നേറു ന്നുണ്ടെന്ന് ഉറപ്പുവരുത്തുക എന്നിവ ഗൈഡ്/സൂപ്പർവൈസറുടെ ചുമതലയാണ്.

4. വിദ്യാർത്ഥിയുമായി മാസത്തിലൊരിക്കലെങ്കിലും കൂടിക്കാഴ്ച നടത്തി ഗവേഷണത്തിനാവശ്യമായ മാർഗ്ഗനിർദ്ദേശങ്ങൾ നൽകാൻ ഗൈഡ്/സൂപ്പർവൈസർ ശ്രദ്ധിക്കണം.

5. ഗവേഷണവിഷയം നിശ്ചയിക്കുന്നതും ഗവേഷണരീതി നിർണ്ണയിക്കുന്നതും ഗൈഡ്/സൂപ്പർവൈസറും വിദ്യാർത്ഥിയും തമ്മിൽ കൂടിയാലോചിച്ചാണ്.

6. വിദ്യാർത്ഥിയുടെ ഗവേഷണനിലവാരം പഠനതാല്പര്യം എന്നിവയെ വിലയിരുത്തിക്കൊണ്ടുള്ള റിപ്പോർട്ട് പ്രതിവർഷം ഗൈഡ്/സൂപ്പർവൈസർ ആൽഫാ ഇൻസ്റ്റിറ്റ്യൂട്ടിന് നൽകേണ്ട താണ്.

2. രൂപരേഖ

ഗവേഷണ പ്രബന്ധത്തിന്റെ സംക്ഷിപ്ത രൂപരേഖയും

ഗവേഷണക്കിനുപയോഗിക്കുന്ന മുഖ്യ ഉറവിടങ്ങളുടെ പട്ടികയും ചേർത്ത ഒരു സംക്ഷിപ്ത വിവരണം വർഷാരംഭത്തിൽ (നിശ്ചയി ക്കപ്പെട്ട തിയ്യതിക്കുള്ളിൽ) ഇൻസ്റ്റിറ്റ്യൂട്ടിൽ സമർപ്പിക്കേണ്ടതാണ്.

3. പകർപ്പെഴുത്തുകൾ (plagiarism) ഒഴിവാക്കുക

ഇതരഗ്രന്ഥങ്ങളിലെ ആശയങ്ങളും വാക്യങ്ങളും ഉറവിടം വെളിപ്പെടുത്താതെ സ്വന്തം കണ്ടെത്തലായി ഗവേഷണാർത്ഥികൾ അവതരിപ്പിക്കുന്നതിനെയാണ് പ്ലേജറിസം എന്നു വിളിക്കുന്നത്. ഇപ്രകാരമുള്ള ഗവേഷണ പ്രബന്ധങ്ങൾ യാതൊരു കാരണവ ശാലും അംഗീകരിക്കുന്നതല്ല.

4. പ്രബന്ധ സമർപ്പണം

നിശ്ചയിക്കപ്പെട്ട തിയ്യതിക്കുള്ളിൽ നിശ്ചിത എണ്ണം കോപ്പികളോടെ ഗവേഷണപ്രബന്ധം ഇൻസ്റ്റിറ്റ്യൂട്ടിൽ സമർപ്പിക്കേണ്ടതാണ്. നിശ്ചിത സമയത്തിനുള്ളിൽ സമർപ്പിക്കാൻ കഴിയാത്തവർ രേഖാമൂലം അനുവാദം വാങ്ങേണ്ടതാണ്.

5. ശീർഷകപേജ്

ആൽഫാ ഇൻസ്റ്റിറ്റ്യൂട്ടിൽ സമർപ്പിക്കുന്ന എല്ലാ ഗവേഷണ പ്രബന്ധങ്ങളും ഇൻസ്റ്റിറ്റ്യൂട്ട് നിശ്ചയിച്ചിരിക്കുന്ന ശീർഷക പേജോടുകൂടിയായിരിക്കണം. ഈ പേജിൽ ഇൻസ്റ്റിറ്റ്യൂട്ടിന്റെ പേര്, ലോഗോ, വിദ്യാർത്ഥിയുടെ പേര്, രജിസ്റ്റർ നമ്പർ, ഗവേഷണ വിഷയം, ഗൈഡ്/സൂപ്പർവൈസറിന്റെ പേര്, പ്രബന്ധം സമർപ്പിക്കുന്ന വർഷം എന്നിവ രേഖപ്പെടുത്തണം. കൂടാതെ ഏതു ലക്ഷ്യത്തിനായി സമർപ്പിക്കുന്ന പ്രബന്ധമാണ് എന്നതും ശീർഷക പേജിൽ രേഖപ്പെടുത്തേണ്ടതാണ്.

6. ഗവേഷണ പ്രബന്ധത്തിന്റെ വിലയിരുത്തൽ

ഗവേഷണ പ്രബന്ധങ്ങൾ ഗൈഡ്/സൂപ്പർവൈസർ ഉൾപ്പെടുന്ന 3 അംഗങ്ങളുള്ള സമിതിയാണ് വിലയിരുത്തുന്നത്. ഇതിൽ 60% മാർക്ക് ഗൈഡ്/സൂപ്പർവൈസർ നിർണ്ണയിക്കുമ്പോൾ ശേഷിക്കുന്ന തിൽ 20% മാർക്കുവീതം മറ്റു രണ്ട് അംഗങ്ങൾ നിർണ്ണയിക്കു ന്നതാണ്.

7. പൊതു അവതരണം

ബിരുദാനന്തര, ഡോക്ടറൽ ഗവേഷണ പ്രബന്ധങ്ങൾ പൊതു സമൂഹം ഉൾക്കൊള്ളുന്ന സമിതിക്കുമുന്നിൽ അവതരിപ്പിക്കേണ്ട താണ്. വിലയിരുത്തൽ സമിതിയും പൊതുസമൂഹത്തിന്റെ പ്രതി നിധികളും ഉൾക്കൊള്ളുന്ന സദസ്സിനു മുമ്പാകെ അവതരിപ്പിക്കുന്ന പ്രബന്ധത്തെക്കുറിച്ച് ഉന്നയിക്കപ്പെടുന്ന ചോദ്യങ്ങൾക്ക് ഗവേഷ ണാർത്ഥി മറുപടി നൽകേണ്ടതാണ്. പൊതു അവതരണത്തിന്റെ തിയ്യതിയും സമയവും ഗൈഡ്/സൂപ്പർവൈസറുമായി ചർച്ചചെയ്ത് ഇൻസ്റ്റിറ്റ്യൂട്ട് തീരുമാനിക്കുന്നതാണ്.

2

തീസിസ് പ്രബന്ധങ്ങൾ എഴുതുന്ന രീതി

1. ഗ്രന്ഥരൂപം

A4 സൈസിലുള്ള പേപ്പറുകളിലാണ് പ്രബന്ധരചന നടത്തേണ്ടത്.

പ്രബന്ധങ്ങൾ വൃത്തിയായി ബൈന്റുചെയ്ത് സമർപ്പിക്കേണ്ട താണ്. പ്രബന്ധശീർഷകം കവർപേജിൽ പ്രിന്റുചെയ്യേണ്ടതാണ്. മാതൃകയ്ക്ക് അനുബന്ധത്തിലുള്ള പേജുകൾ കാണുക.

പ്രബന്ധത്തിന്റെ ആമുഖപേജുകൾ റോമൻ അക്കങ്ങളിലും (i,ii,iii,iv,v....) പ്രബന്ധഭാഗം സാധാരണ അക്കങ്ങളിലും (1,2,3,4,5.....) രേഖപ്പെടുത്തേണ്ടതാണ്.

2. അധ്യായങ്ങളുടെ ശീർഷകങ്ങളും ഉപശീർഷകങ്ങളും

◆ മുഖ്യശീർഷകം 14 ഫോണ്ട് സൈസിൽ ബോൾഡാക്കി എഴുതുക.

◆ ഉപശീർഷകങ്ങളിലെ ആദ്യതല ശീർഷകങ്ങൾ 12 ഫോണ്ട് സൈസിൽ ബോൾഡാക്കി എഴുതുക.

◆ രണ്ടാംതല ഉപശീർഷകങ്ങൾ 11 ഫോണ്ട് സൈസിൽ ബോൾഡാക്കി എഴുതുക.

◆ മൂന്നാംതല ഉപശീർകങ്ങൾ 11 ഫോണ്ട് സൈസിൽ ഇറ്റാലിക്സാക്കി എഴുതുക (ബോൾഡാക്കേണ്ടതില്ല).

3. മാർജിന്റെ അളവ്

◆ പേജിന്റെ ഇടംവലം വശങ്ങളിലെ മാർജിൻ 3.5 cm വീതം

◆ പേജിന്റെ മുകളിലും താഴെയും മാർജിൻ 3 cm വീതം

◆ പുതിയ ഖണ്ഡിക ആരംഭിക്കുമ്പോൾ മാർജിനിൽനിന്ന് 1 cm വിട്ട് ആരംഭിക്കുക

4. അക്ഷരങ്ങളുടെ വലുപ്പം

പ്രബന്ധരചന 12 ഫോണ്ടിലാണ് നിർവ്വഹിക്കേണ്ടത്. അടിക്കുറിപ്പുകൾ ഫോണ്ട് സൈസ് 10 ൽ ആയിരിക്കണം.

വരികൾ തമ്മിലുള്ള അകലം പ്രബന്ധഭാഗത്ത് 1.4 ഉം അടിക്കുറിപ്പുകൾ 1 ഉം ആയിരിക്കണം.

5. അടിക്കുറിപ്പുകൾ

ഓരോ പേജിലെയും അടിക്കുറിപ്പുകൾ അതാതു പേജിൽത്തന്നെ രേഖപ്പെടുത്തേണ്ടതാണ്.

ഒരു അധ്യായത്തിനുള്ളിലെ ക്രമനമ്പർ തുടർച്ചയായി നൽ കേണ്ടതാണ്.

6. ഉദ്ധരണികൾ

ഉദ്ധരണികൾ ഉദ്ധരണി ചിഹ്നം (" ") ഉപയോഗിച്ച് നൽകേണ്ടതാണ്.

താരതമ്യേന വലിയ ഉദ്ധരണികൾ intent ശൈലിയിൽ നൽകേണ്ടതാണ്. ഇരുവശങ്ങളിലെ മാർജിനിൽനിന്ന് 1 cm ഉള്ളിലായും വരികൾ തമ്മിലുള്ള അകലം 1 ആയും (അക്ഷര ങ്ങളുടെ വലിപ്പം 10 സൈസിലും) ക്രമീകരിച്ചാണ് intent രൂപപ്പെടു ത്തേണ്ടത്.

വിദേശ ഭാഷയിലെ പദങ്ങളും പ്രത്യേകം ഊന്നൽനൽകുന്ന പദങ്ങളും ഇറ്റാലിക്സിൽ നൽകാവുന്നതാണ്.

7. ആധാര ഗ്രന്ഥങ്ങൾ ഉദ്ധരിക്കുന്ന വിധം

7.1 – ഗ്രന്ഥകർത്താവിന്റെ പേര്, പുസ്തകത്തിന്റെ പേര് (ഇറ്റാലിക്സ്), പുസ്തകം പ്രസിദ്ധീകരിക്കുന്ന സ്ഥലം, പ്രസി ദ്ധീകരണ ശാല, പ്രസിദ്ധീകരണ വർഷം, ഉദ്ധരണിയുടെ പേജ് നമ്പർ എന്ന ക്രമത്തിലാണ് ആധാര ഗ്രന്ഥങ്ങൾ ഉദ്ധരിക്കേണ്ടത്. ഉദാഹരണമായി:

ജോസഫ് പാംപ്ലാനി, *വിശ്വാസവും വ്യാഖ്യാനവും* (തലശ്ശേരി: ആൽഫാ ഇൻസ്റ്റിറ്റ്യൂട്ട്, 2012).

7.2 – ഒരു ഗ്രന്ഥാവലിയിലെ പുസ്തകത്തിൽനിന്നാണ് ഉദ്ധരിക്കുന്നതെങ്കിൽ താഴെപ്പറയുന്ന മാതൃക ഉപയോഗിക്കേണ്ട താണ്. ഉദാഹരണമായി BELT എന്ന ഗ്രന്ഥാവലിയിലെ 120–ാമത്തെ പുസ്തകത്തിൽനിന്നുള്ള ഉദ്ധരണി ശ്രദ്ധിക്കുക. ഉദാഹരണമായി:

മൈക്കിൾ കാരിമറ്റം, *ഉൽപത്തി പുസ്തകം,* ആൽഫാ ബൈബിൾ കമന്ററി 1 (തലശ്ശേരി: ആൽഫാ ബുക്സ്, 2013).

David L. Mueller, *Foundation of Karl Barth's Doctrine of Reconciliation: Jesus Christ Crucified and Risen*, Toronto Studies in Theology 54 (Lewiston, Queenston, and Lampeter: Edwin Mellen, 1991).

ഗ്രന്ഥാവലിയുടെ ശീർഷകം സംക്ഷിപ്ത രൂപത്തിലും എഴുതാവുന്നതാണ്. ഉദാഹരണമായി:

Todd A. Salzmann, *Deontology and Teleology: An Investigation of the Normative Debate in Roman Catholic Moral Theology*, BETL 120 (Leuven: University Press and Peeters, 1995).

7.3 – എഡിറ്റ് ചെയ്യപ്പെട്ട ഗ്രന്ഥങ്ങളിൽനിന്ന് ഉദ്ധരിക്കുമ്പോൾ താഴെപ്പറയുന്ന മാതൃക ഉപയോഗിക്കാവുന്നതാണ്. ഉദാഹരണമായി:

Werner G. Jeanrond and Jennifer L. Rike, eds., *Radical Pluralism and Truth: David Tracy and the Hermeneutics of Religion* (New York: Crossroad, 1991).

Carsten Bresch, Sigurd Martin Daecke, Helmut Riedlinger, eds., *Kann man Gott aus der Natur erkennen?: Evolution als Offenbarung*, Quaestiones disputatae 125 (Freiburg, Basel, and Vienna: Herder, 1990).

7.4 – ഒരു ഗ്രന്ഥകർത്താവിന്റെ പുസ്തകം മറ്റൊരു വ്യക്തി എഡിറ്റുചെയ്ത് പ്രസിദ്ധീകരിക്കുമ്പോൾ താഴെപ്പറയുന്ന മാതൃക ഉപയോഗിക്കാവുന്നതാണ്. ഉദാഹരണമായി:

John Henry Newman, *An Essay in Aid of a Grammar of Assent*, ed. I. T. Ker (Oxford: Clarendon, 1985).

7.5 – വിവിധ വാല്യങ്ങളിൽ പ്രസിദ്ധീകൃതമായ ഗ്രന്ഥങ്ങളിൽനിന്ന് ഉദ്ധരിക്കുമ്പോൾ താഴെപ്പറയുന്ന മാതൃക ഉപയോഗിക്കാവുന്ന താണ്. ഉദാഹരണമായി:

Justo L. González, *A History of Christian Thought*, vol. 2 (Nashville: Abingdon, 1971).

Helmut Thielicke, *Theologische Ethik*, II. Band, *Entfaltung*, 2. Teil, *Ethik des Politischen* (Tübingen: Mohr, 1958).

7.6 – പ്രസിദ്ധീകരണ സ്ഥലവും വർഷവും രേഖപ്പെടുത്താത്ത പുസ്തകങ്ങളിൽനിന്ന് ഉദ്ധരിക്കുമ്പോൾ യഥാക്രമം n.p എന്നും n.d എന്നും രേഖപ്പെടുത്തുക. ചുവടെ ചേർത്തിരിക്കുന്ന ഉദാഹരണം ശ്രദ്ധിക്കുക.

- place unknown: n.p.
- year unknown: n.d.
- place and year unknown: n.p., n.d.

Sidney G. Hall, III, *Christian Anti-Semitism and Paul's Theology* (n.p., n.d.)

7.7 – ലേഖനങ്ങളിൽനിന്ന് ഉദ്ധരിക്കുമ്പോൾ:

ഏതെങ്കിലും മാസിക/ആഴ്ചപതിപ്പ്/പാദ-അർദ്ധ വാർഷിക പ്രസിദ്ധീകരണങ്ങളിൽനിന്ന് ഉദ്ധരിക്കുമ്പോൾ ലേഖനത്തിന്റെ ശീർഷകം ഉദ്ധരണിയിലും പ്രസിദ്ധീകരണത്തിന്റെ പേര് ഇറ്റാലിക്സിലും നൽകണം. പ്രസിദ്ധീകരണത്തിന്റെ ലക്കവും

വർഷവും സൂചിപ്പിക്കണം. ഉദാഹരണമായി:

Jan Willem van Henten, "The First Testing of Jesus: A Rereading of Mark 1.12-13," *New Testament Studies* 49 (1999): 349-366.
Eric Fuchs, "Providence and Politics: A Reflection on the Contemporary Relevance of the Political Ethics of John Calvin," *Louvain Studies* 10 (1984-85): 231-243.

7.8 – ലേഖനസമാഹാരങ്ങളിൽനിന്ന് ഉദ്ധരിക്കുമ്പോൾ പ്രസ്തുത സമാഹാരത്തിന്റെ ശീർഷകം ഇറ്റാലിക്സിലും ലേഖനത്തിന്റെ ശീർഷകം ഉദ്ധരണിയിലും നൽകേണ്ടതാണ്. സമാഹാരത്തിന്റെ എഡിറ്ററുടെ പേരും ലേഖനകർത്താവിന്റെ പേരും ചുവടെ കാണിച്ചിരിക്കുന്ന മാതൃകയിൽ ഉൾപ്പെടുത്തേണ്ടതാണ്.

David J. Reimer, "Concerning Return to Egypt: Deuteronomy xvii 16 and xxviii 68 Reconsidered," in *Studies in the Pentateuch*, ed. John A. Emerton, Supplements to Vetus Testamentum 41 (Leiden, New York, Copenhagen, and Cologne: Brill, 1990), 217-229.

7.9 – നിഘണ്ടുകളിൽനിന്നും ശബ്ദകോശങ്ങളിൽനിന്നും ഉദ്ധരിക്കുമ്പോൾ രചയിതാവിന്റെ പേരും ലേഖനത്തിന്റെ പേരും നിഘണ്ടുവിന്റെ പേര് വാല്യംനമ്പർ ഉൾപ്പടെ ചുവടെ ചേർക്കുംവിധം രേഖപ്പെടുത്തേണ്ടതാണ്.

Gene Outka, "Situationsethik," *Theologische Realenzyklopädie* 31 (2000): 337-342.

M. Joseph Costelloe, "Pontifical Universities, Roman," *New Catholic Encyclopedia* 11 (1967): 557-562.

G[ershom] Sch[olem], "Kabbalah," *Encyclopaedia Judaica* 10 (1971): 489-653.

7.10 – പുസ്തകനിരൂപണത്തിൽനിന്ന് ഉദ്ധരിക്കുമ്പോൾ താഴെക്കാണുന്ന മാതൃക സ്വീകരിക്കാവുന്നതാണ്.

Roger Charles, review of *Papal Teaching on Private Property 1891-1981*, by Matthew Habiger, *Studies in Christian Ethics* 5, no. 2 (1992): 82-85.
David L. Edwards, review of *Ernst Troeltsch*, by Hans Georg Drescher, *Church Times*, February 26, 1993.

7.11 – ഔദ്യോഗികമായി പ്രസിദ്ധീകരിക്കാത്ത കൈയ്യെഴുത്തു പ്രതികളിൽനിന്ന് ഉദ്ധരിക്കുമ്പോൾ താഴെപ്പറയുന്ന മാതൃക സ്വീകരിക്കേണ്ടതാണ്.

Philip A. Ballinger, "The Poem as 'Sacrament': The Theological Aesthetic of Gerard Manley Hopkins" (unpublished doctoral dissertation, Faculty of Theology, K.U.Leuven, 1998).

7.12 – പുരാവസ്തുശേഖരങ്ങളിൽനിന്നുള്ള ഉദ്ധരണികൾക്ക് ചുവടെ ചേർത്തിരിക്കുന്ന മാതൃക സ്വീകരിക്കേണ്ടതാണ്.

Rome, Archivio Segreto Vaticano, *Pio IX*, Oggetti vari, 13.

7.13 – ഇലക്ട്രോണിക് മാധ്യമങ്ങൾ/ഇന്റർനെറ്റ് എന്നിവയിൽനിന്ന് ഉദ്ധരിക്കുമ്പോൾ വെബ്സൈറ്റ് അഡ്രസ്സും അവ ഉപയോഗിച്ച തിയ്യതിയും രേഖപ്പെടുത്തേണ്ടതാണ്. ഉദാഹരണമായി:

Paul Halsall, "Homosexuality and Catholicism: A Partially Annotated Bibliography (September 1997)," http://www.fordham.edu/halsall/pwh/lgbcathbib.html [accessed April 30, 2001].

Federation of Asian Bishops' Conferences, Sixth Plenary Assembly, Final Statement, "Christian Discipleship in Asia Today: Service to Life," January 10-19, 1995, Manila, Philippines, http://www.ucanews.com/html/fabc_plenary/fabc-95.htm [accessed April 30, 2001].

8. അടിക്കുറിപ്പുകൾ രേഖപ്പെടുത്തുന്ന വിധം

8.1 – അടിക്കുറിപ്പുകളിൽ ആദ്യമായി രേഖപ്പെടുത്തുമ്പോൾ ഗ്രന്ഥത്തിന്റെ മുഴുവൻ വിശദാംശങ്ങളും ഉൾപ്പെടുത്തണം. ഉദാഹരണമായി:

Mathew L. Lamb, *Solidarity with Victims: Toward a Theology of Social Transformation* (New York: Crossroad, 1982), 47-65.

എന്നാൽ അടിക്കുറിപ്പിൽ ഇതേഗ്രന്ഥം ആവർത്തിച്ചാൽ ഗ്രന്ഥകാരന്റെ പേരിന്റെയും ഗ്രന്ഥത്തിന്റെ ശീർഷകത്തിന്റെയും സംക്ഷിപ്തരൂപം എഴുതിയാൽ മതിയാകും. ഉദാഹരണമായി:

Lamb, *Solidarity with Victims:* 50-65.

8.2 – അടിക്കുറിപ്പിലെ ആവർത്തനങ്ങൾ തൊട്ടടുത്ത ക്രമനമ്പറുകളിലാണെങ്കിൽ *Ibid* എന്നു രേഖപ്പെടുത്തി പേജ്നമ്പർ ഉൾപ്പെടുത്തിയാൽ മതിയാകും. ഉദാഹരണം:

1. Stanley Hauerwas, "Surviving Postmodernism: The University, the Global Market, and Christian Narrative," *Soundings* 82 (1999): 112.
2. *Ibid.,* 117.

8.3 – അടിക്കുറിപ്പിലെ ആവർത്തനങ്ങൾ തൊട്ടടുത്ത ക്രമനമ്പറുകളിലല്ലെങ്കിൽ *Ibid* എന്നു രേഖപ്പെടുത്തുന്നതിനു പകരം *op.cit.* എന്നെഴുതി പേജ്നമ്പർ രേഖപ്പെടുത്താം. ഒരേ പേജ്നമ്പർ ആണെങ്കിൽ *op.cit., loc.cit.* എന്നും എഴുതാം. ഉദാഹരണമായി:

1. Jean-François Chiron, "Le magistère dans l'histoire: Évolutions et révolutions dans la compréhension de la 'fonction d'enseignement' de l'Église," *Recherches de science religieuse* 87 (1999): 483-518.

2. Dulles, *Models of the Church*, 128.

3. Chiron, "Le magistère dans l'histoire," 496-498.   or

Chiron, op.cit., loc.cit.

9. ഗ്രന്ഥസൂചിക തയ്യാറാക്കുമ്പോൾ

9.1 – ഗ്രന്ഥസൂചികയിൽ അടിക്കുറിപ്പിൽനിന്നു വ്യത്യസ്തമായി ഗ്രന്ഥകർത്താവിന്റെ രണ്ടാംപേര് (*surname*) ആരംഭത്തിലും വിളിപ്പേര് രണ്ടാമതും നൽകേണ്ടതാണ്. ഉദാഹരണമായി:

de Vogüé, Adalbert. *Histoire littéraire du mouvement monastique dans l'antiquité.* Patrimoines: Christianisme. 5 vols. Paris: Éditions du Cerf, 1991-1998.

Dietrich, Donald J. and Michael J. Himes, eds. *The Legacy of the Tübingen School: The Relevance of Nineteenth-Century Theology for the Twenty-First Century.* New York: Crossroad, 1997.

Documents on the Liturgy 1963-1979: Conciliar, Papal, and Curial Texts. Collegeville, MN: Liturgical Press, 1982.

D'Souza, Henry. "Les conditions du dialogue éthique-économique en Asie." *In Éthique, économie et développement: L'enseignement des évêques des cinq continents (1891-1991),* edited by Roger Berthouzoz and Roberto Papini, Études d'éthique chrétienne 62, 221-225. Fribourg and Paris: Éditions Universitaires,1995.

Duquoc, Christian. *Des ecclésiologies provisoires: Essai d'ecclésiologie oecuménique.* Théologies. Paris: Éditions du Cerf, 1985.

9.2 – ഗ്രന്ഥകർത്താവിന്റെ ഒന്നിലധികം പുസ്തകങ്ങൾ ഉപയോഗിച്ചിട്ടുണ്ടെങ്കിൽ പേര് ആവർത്തിക്കുന്നതിനു പകരം പ്രസ്തുത സ്ഥാനത്ത് ഒരു വര ഇട്ടാൽ മതിയാകും. ഗ്രന്ഥങ്ങളെ അവയുടെ പ്രസിദ്ധീകരണ തിയ്യതി അനുസരിച്ചാണ് ക്രമീകരിക്കേണ്ടത്.

Dulles, Avery. *Models of the Church.* 2nd ed. Garden City, NY: Image, 1987.

Dulles, Avery. *The Craft of Theology: From Symbol to System.* New York: Crossroad, 1992.

or:

_____. *The Craft of Theology: From Symbol to System.* New York: Crossroad, 1992.

സംക്ഷിപ്ത രൂപങ്ങൾ

1. ബൈബിൾ പുസ്തകങ്ങൾ

ഉൽപത്തി	ഉൽപ	നടപടി	അപ്പ
പുറപ്പാട്	പുറ	റോമാ	റോമാ
ലേവ്യർ	ലേവ്യ	1 കോറിന്തോസ്	1 കോറി
സംഖ്യ	സംഖ്യ	2 കോറിന്തോസ്	2 കോറി
നിയമാവർത്തനം	നിയ	ഗലാത്തിയാ	ഗലാ
ജോഷ്വ	ജോഷ്വ	എഫേസോസ്	എഫേ
ന്യായാധിപന്മാർ	ന്യായ	ഫിലിപ്പി	ഫിലി
റൂത്ത്	റൂത്ത്	കൊളോസോസ്	കൊളോ
1 സാമുവൽ	1 സാമു	1 തെസലോനിക്കാ	1 തെസ
2 സാമുവൽ	2 സാമു	2 തെസലോനിക്കാ	2 തെസ
1 രാജാക്കന്മാർ	1 രാജാ	1 തിമോത്തേയോസ്	1 തിമോ
2 രാജാക്കന്മാർ	2 രാജാ	2 തിമോത്തേയോസ്	2 തിമോ
1 ദിനവൃത്താന്തം	1 ദിന	തീത്തോസ്	തീത്തോ
2 ദിനവൃത്താന്തം	2 ദിന	ഫിലെമോൻ	ഫിലെ
എസ്രാ	എസ്രാ	ഹെബ്രായർ	ഹെബ്രാ
നെഹെമിയ	നെഹെ	യാക്കോബ്	യാക്കോ
തോബിത്	തോബി	1 പത്രോസ്	1 പത്രോ
യൂദിത്	യൂദി	2 പത്രോസ്	2 പത്രോ
എസ്തേർ	എസ്തേ	1 യോഹന്നാൻ	1 യോഹ
1 മക്കബായർ	1 മക്ക	2 യോഹന്നാൻ	2 യോഹ
2 മക്കബായർ	2 മക്ക	3 യോഹന്നാൻ	3 യോഹ
ജോബ്	ജോബ്	യൂദാസ്	യൂദാ
സങ്കീർത്തനങ്ങൾ	സങ്കീ	വെളിപാട്	വെളി
സുഭാഷിതങ്ങൾ	സുഭാ		
സഭാപ്രസംഗകൻ	സഭാ		
ഉത്തമഗീതം	ഉത്ത		
ജ്ഞാനം	ജ്ഞാനം		
പ്രഭാഷകൻ	പ്രഭാ		
ഏശയ്യാ	ഏശ		
ജറെമിയ	ജറെ		
വിലാപങ്ങൾ	വിലാ		
ബാറൂക്ക്	ബാറു		
എസെക്കിയേൽ	എസെ		
ദാനിയേൽ	ദാനി		
ഹോസിയ	ഹോസി		
ജോയേൽ	ജോയേ		
ആമോസ്	ആമോ		
ഓബദിയാ	ഓബാ		
യോനാ	യോനാ		
മിക്കാ	മിക്കാ		
നാഹും	നാഹും		
ഹബക്കുക്ക്	ഹബ		
സെഫാനിയാ	സെഫാ		
ഹഗ്ഗായി	ഹഗ്ഗാ		
സഖറിയാ	സഖ		
മലാക്കി	മലാ		
മത്തായി	മത്താ		
മർക്കോസ്	മർക്കോ		
ലൂക്കാ	ലൂക്കാ		
യോഹന്നാൻ	യോഹ		

ബൈബിൾ വാക്യങ്ങൾ ഉദ്ധരിക്കുന്ന രീതി

● സംഖ്യ 1:10 സംഖ്യ ,അധ്യായം 1, വാക്യം 10

● ലേവ്യ1:110 ലേവ്യർ, അധ്യായം 1, വാക്യങ്ങൾ 1 മുതൽ 10 വരെ

● ലേവ്യ 2:2,5 ലേവ്യർ, അധ്യായം 2, വാക്യങ്ങൾ 2 ഉം 5 ഉം

● ജോഷ്വ 2:5-4:7 ജോഷ്വാ 2-ാം അധ്യായം 5-ാം വാക്യം മുതൽ 4-ാം അധ്യായം 7-ാം വാക്യംവരെ

● ജോഷ്വാ 2:5,8 7:3 ജോഷ്വ 2-ാം അധ്യായം 5-ാം വാക്യവും 8-ാം വാക്യം മുതൽ 7-ാം അധ്യായം 3-ാം വാക്യംവരെ

● ജോബ് 2:3a ജോബ് 2-ാം അധ്യായം 3-ാം വാക്യത്തിന്റെ ആദ്യഭാഗം

● ജോബ് 2:3; 6:7 ജോബ് 2-ാം അധ്യായം 3-ാം വാക്യവും 6-ാം അധ്യായം 7-ാം വാക്യവും.

●സമാന്തര സുവിശേഷത്തിലെ സമാന വിവരണങ്ങൾ ഉദ്ധരിക്കുന്ന വിധം മത്താ 6:5 par. മത്താ 6:5 ലെ വിവരണത്തിനു സമാനമായി വി.ലൂക്കായുടെ സുവിശേഷത്തിലും വി. മർക്കോസിന്റെ സുവിശേഷത്തിലുമുള്ള വിവരണങ്ങൾ

2. മറ്റു മലയാളം ചുരുക്കെഴുത്തുകൾ

അ	അധ്യായം
വാ. അ.	വാക്കിന്റെ അർത്ഥം
വാ	വാക്യം
കി.മീ.	കിലോ മീറ്റർ
എ.ഡി.	ക്രിസ്തുവിനുശേഷം (Anno Domini)
ബി.സി	ക്രിസ്തുവിനു മുമ്പ് (Before Christ)
വി.	വിശുദ്ധ
പരി.	പരിശുദ്ധ
സെ.മീ	സെന്റീമീറ്റർ
മീ.	മീറ്റർ

3. Dead Sea Scrolls

1Q34bis Prayer	Prayer for the Feast of Weeks (Fragment of Liturgical Scroll = IQ Prayers) (Qumran)
1QapGen	Genesis Apocryphon (Qumran)
1QDM (or 1Q22)	Saying of Moses (Qumran)
1QH	Thanksgiving Hymns (Qumran)
1QIsaa	First copy of Isaiah from Qumran Cave 1 (Qumran)
1QIsab	Second copy of Isaiah (Qumran)
1QM	War Scroll (Qumran)
1QpHab	Pesher (commentary) on Habakkuk (Qumran)
1QpMic	Pesher on Micah (Qumran)
1QpPs	Pesher on Psalms (Qumran)
1QS	Manual of Discipline (Qumran)
3qinv (or3Q/5)	Copper (Treasure) Scroll (Qumran)
4QFlor	Florilegium (eschatological midrashim) from Cave 4 (Qumran)
4QPBless	Patriarchal Blessings (Qumran)
4QpIsaa,b,c,d	Copies of Isaiah Pesher from Cave 4 (Qumran)
4QpNah	Pesher on Nahum (Qumran)
4QpPs37	Pesher on Ps. 37 (Qumran)
4QSam a,b,c	Copies of Samuel (Qumran)
4QTestim	Testimonia text from Cave 4 (Qumran)
6QD (or 6Q/5)	Fragments of the Damascus Document (Qumran)

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