

Christendom Graduate School Footnote Information

PURPOSE: The principal purpose of a footnote is to acknowledge the source of your idea, not only to give credit where it is due, but also to substantiate your point, to show that someone else agrees with you. A footnote should enable the reader to find the source for himself.

PLACE: Footnotes should be at the bottom of the page, on the same page as the corresponding text. Most word processing programs do this automatically. It is also possible to place notes at the end of the paper.

FOOTNOTE FREQUENCY: You must have a footnote for every direct quote, but that is NOT the only time to use footnotes. Every claim, fact, or idea which is not generally known should be substantiated by a reference, either at the end of the sentence or at the end of the paragraph. A good rule of thumb is that every paragraph should have at least one footnote unless it is a purely introductory, conclusional, or transitional paragraph. If you can't find something to reference in a paragraph, then perhaps it isn't saying anything and should be dropped!

QUOTES (BY THE WAY): While the footnote rule might be "the more the better," that is not the case with direct quotes. NEVER use a quote (especially a lengthy one) to substitute for your own text or explanation. Quotes should be like the spice of your paper, not a main ingredient. Use them when the author has a felicitous way of saying something, when you need to show that he *really does* say what you maintain he says, and when you absolutely must use his words in your own sentence. The reader should be able to skip all full-sentence (or longer) quotes in your paper and still get all the info.

FOOTNOTE FORM: Unless your computer insists otherwise, single-space the text of a footnote, and put a space between each footnote. Indent the first line of the footnote, type the number of the footnote, a period, and a space. Then you are ready to type the contents.

Book (first, full reference): If it is the first time you are citing a source, you must include all the information, separated by commas: author's full name, *title & subtitle*, name of editor or translator, number or name of edition, *name of the series* of which it is a part, # in the series (city of publication: publisher, year), page number. Note that the publishing info goes in parentheses, with no comma before it, and that a period ends the note.¹

Essay (first, full reference): An essay or journal article is very similar: author, "title of article," *journal title* immediately followed by the volume number, issue number (date): page number. Note that the title of the article goes in quotes, but the title of the journal, like a book title, is italicized. Also there is no comma between the journal title and the volume number, and there is a colon before the page number.²

Subsequent reference: Subsequent references usually include only the author's last name and the page number. You may include a shortened version of the title to distinguish it from another referenced work by the same author.³

Ibid: For an immediately-following subsequent reference, use "*Ibid.*" by itself if you are referencing the same page as before,⁴ and with the new page number if it is a different page.⁵

Classical sources: Most classical⁶ and medieval⁷ sources (including Scripture⁸ and magisterial⁹ documents) have many editions, so page numbers are not at all helpful. Instead we use standard, established divisions, such as parts,

1. Phil Osophy, *My Life and Thought*, ed. Iman Editor, trans. Ima Linguist, 3rd ed., *Great Philosophers Series*, vol. 16 (Alexandria, Virginia: NDGS Press, 2007), 121.

2. Phil Osophy, "Thirteen Terrible Ideas," *Today's Philosopher* 5, no. 3 (August 2006): 36.

3. Osophy, *Life*, 233.

4. *Ibid.*

5. *Ibid.*, 145.

6. Aristotle, *Nicomachean Ethics* 6.1, 1139a6-15. (This refers to Book 6, chapter 1 of Aristotle's *Ethics*. The remaining numbers are found in the margins of the text and refer to the page in a standard edition of his works – page 1139 – and the first column [a] of a two-columned page, and lines 6 through 15.)

7. Thomas Aquinas, *Summa Theologiae* I-II, 72, 4. (This refers to article 4 of question 72 of the first part of the second part of the *Summa*.)

8. *I Cor.* 13:1 – 13, RSV, Catholic edition.

chapter, questions, article, paragraph and verse numbers. That way, the reader can always find the place cited no matter what edition he has. (Normally edition and publication information are not needed when page numbers are not used, but you can include this information in the bibliography.)

Parenthetical notes – Although it is not usually permitted to put footnote information in parentheses within the text, at NDGS this may be permitted for references to Scripture, the Catechism, the *Summa*, and magisterial documents IF there are many of these references in a paper. Check with your professor. **Indirect references** – If you are referencing a quote which is contained in another work,¹⁰ you must give as much information as you have for both works, using the footnote information in the book that contains the quote. Of course, you can also look up the primary source and cite it directly.

Electronic sources – Citations of electronic documents follow the same form as citations of printed materials, with the addition of the source (such as CD-ROM or online source) and its publication information, the web address of the online site, and the date of access.¹¹

BIBLIOGRAPHY (or “Works Cited” or “Sources Consulted”)

Bibliographic entries are almost the same as the first, full footnote, except for these differences:

- - They are alphabetically listed by the author’s family name
- - The first line is flush left and subsequent lines are indented 5 spaces
- - Periods are used instead of commas to separate the elements of the entry, and parentheses are used only for periodical dates.
- - Pages are not given, unless the work cited is part of a whole, such as a book chapter or journal article, and then numbers are inclusive (first & last pages of the whole chapter, not just the part you referenced.)
- - For subsequent entries by the same author, omit the name & type & underlines and a period instead.

Examples of Bibliographic entries:

Catechism of the Catholic Church. Second Edition. Vatican City: Libreria Editrice Vaticana, 1997.

Osophy, Phil. *My Life and Thought*. Edited by Iman Editor. Translated by Ima Linguist. Third Edition. *Great Philosophers Series*, vol. 16. Alexandria, Virginia: NDGS Press, 2007.

_____. “Thirteen Terrible Ideas.” *Today’s Philosopher* 5. Number 3 (August 2006): 32-38.

Thomas Aquinas. *Summa Theologica*. 2nd revised edition. Translated by English Dominican Fathers. New York: Benzinger Brothers. Available online: <http://newadvent.org/summa>. Accessed 19 April 2007.

MORE INFORMATION: For more information, check out the following resources on the Graduate Student Resource Center (<http://www.christendom.edu/graduate/resources.php>):

The Resource Paper (video), **Footnote and Bibliographic Form for Christendom Papers** (video), **“Footnote Information”** sheet, **“Plagiarism: What it is and how to avoid it”** document.

SEE ALSO:

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. Latest edition.

PLAGIARISMdot ORG WEBSITE: www.plagiarism.org

Various websites on Turabian form found by googling “Turabian”

(Rev. 7 February 2012, KPB)

9. *Catechism of the Catholic Church*, 2nd edition, 1817.

10. St. John Chrysostom, *Hom. In Lazaro* 2, 5: PG 48, 992. Quoted in *Catechism of the Catholic Church*, 2nd ed., 2446.

11. Thomas Aquinas, *Summa Theologica*, 2nd rev. ed., tr. English Dominican Fathers, online edition: <http://newadvent.org/summa>, accessed 19 April 2007; II-II, 5, 3.

