

**The First U.S. conference of the Pontifical Academy of St. Thomas Aquinas
Houston, Texas, 18-19 October 2013.
Co-Sponsored by the Center for Thomistic Studies and The John Paul II Forum.
Thomas Aquinas: Teacher of Humanity
Style sheet for Papers**

**To have your paper consider for publication please submit by December 1 2013 a hardcopy and an electronic copy to Dr. John Hittinger, Center for Thomistic Studies, University of St Thomas, 3800 Montrose Blvd, Houston TX 77006.
Email: jp2forum@gmail.com**

Please consult and use Turabian, A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition (Chicago Style for Students and Researchers). Use the bibliography style.

(http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html)

I. Basic Format of an Article

A. Title Page

Include Title, Author, Institutional affiliation, date

B. Pagination

Number pages in the center of the bottom of the page, beginning with the first page of the text. Do not number the title page.

C. Margins

One inch margins at top, bottom, and sides.

D. Text Formatting

Format text in Times New Roman, 12 point font, left justified.

E. Spacing

Double-space the main text.

Single-space footnotes, itemized lists, and indented block quotations.

Skip a line between entries in the bibliography.

F. Abbreviations

See Turabian, Manual, §24, pp. 330-345. For Summa theologiae use the following:
IaIIae.1.6 ad1; I.1.6.

G. Numbers

See Turabian, Manual, §23, pp. 318-329.

H. Spelling and Punctuation

See Turabian, Manual, §§20-21, pp. 281-323.

I. Capitalizations – see Turabian, Manual, Index p. 438

J. Quotations

See Turabian, Manual, §25, pp. 346-357.

Use block quotations whenever a quoted text runs longer than three lines of the body of the article. Block quotations are indented .5 inches from the left margin and from the right margin, and are single spaced. Do not enclose block quotations in quotation marks. Quotes within quotes: The source of a quote within a quote will appear only in the endnote (and not in the bibliography), after the source within which it is quoted.

K. Links

Hyperlinks should be removed from the text in all cases where they appear as links (blue and underlined). Do this by right-clicking and selecting remove link.

L. Endnotes

Endnotes are to be used, (with the exception of references to Summa Theologiae, which are cited in parentheses). Endnotes should be in 11-point, Times New Roman font, and single-spaced with a first-line indentation of .2 inches.

M. Bibliography

A full bibliography of all sources consulted or cited should be placed at the end of the article.

N. Subheadings

If the article includes subheadings, they should be left justified and placed in bold, with one line skipped above the heading.

II. References in Footnotes and Bibliographies

Use endnotes (rather than footnotes or parenthetical citations) within the work and a bibliography at the end of the work.

A. Endnote Formatting (general)

Endnotes must be in 11-point, Times New Roman font, and single-spaced.

When citing a work for the first time, provide a full citation containing all bibliographical information. In subsequent notes, use an abbreviated form of citation. Abbreviated subsequent references include the author's last name, a shortened version of the title, and the page number(s), all separated by commas and ending with a period.

Each endnote must end with a period or full stop.

Notes include the page number(s) of only those pages on which the information cited is found. All numbers must be written out completely, e.g., 371-379, rather than 371-79.

B. Bibliography Formatting (general)

Not all articles will have bibliographies.

Begin each bibliography entry flush with the left-hand margin and indent subsequent lines one tab space (hanging indentation). Single-space within each entry and double-space between entries.

Sources are listed in alphabetical order by the last name of the author or editor, which is therefore placed before the first name and separated from it by a comma. If no author or editor is given, the entry begins with the title.

The information placed in the bibliography is mostly the same as that for endnotes. In contradistinction from endnotes, bibliographical entries do not include the page numbers for books, but do provide complete page numbers for periodical articles and essays. Parentheses are not used for the publication information in bibliographies.