



Guidelines for Writing Papers in Theology 121

INTRODUCTION

Most of your requirements in this class will be in the form of papers. If you are to pass this class, you must be able to develop the skill of paper writing.

INTRODUCTION

However, I am quite strict when it comes to the style of papers written in class. As with any rigorous academic endeavor, style and format are key to creating readable papers.

INTRODUCTION

Today we will discuss the following:

- > The format for all assignments and essays
- > How to cite sources using Turabian (aka Chicago style)
- > How to use citation signals like *ibid.* and *cf.*
- > The usage of a framework in theological essays

INTRODUCTION

Why do we spend one day
discussing how to write a proper paper?

**First, papers comprise
70% of your grade. If
you write poor papers,
you fail the course.**

PAPER REQUIREMENTS

Requirement	Components	Date	Percentage
Assignments	Reading and Concluding Assignments	Prescheduled	40%
Theological Essays	Movie Paper	October 30, 2015	10%
	Major Paper	November 20, 2015	20%

Second, if you plan on going to law school, you will need to be familiar with citations and citation signals used by law firms, law books, articles in law, etc.

Third, if you plan on going to med school, or if you want to be a scientist, you will need to be familiar with writing academic papers.

Fourth, if your course involves any kind of thesis (whether in the humanities, social sciences, pure sciences) or a marketing paper/business plan, you will need these skills to survive.

FORMAT

What is the only accepted paper format
for Theology 121?

FORMAT

- FONT for main body of text: Times New Roman 12
- FONT for footnote: Times New Roman 10
- Margin: 1 inch on all sides. Adjust both header and footer margins to 1.5 inches
- Spacing: 1.5 between lines (make sure to REMOVE SPACING BETWEEN PARAGRAPHS)
- Alignment: Justified. Please take note!
- Indent all paragraphs [use the default indent in Word (MS Office) or Pages (iWork)]
- Page numbers should be in the upper right of the page. Make sure to use Times New Roman 12.

ASSIGNMENT FORMAT

- Do not indicate your name in your paper. Your ID Number will be enough.
- Indicate your section the line after your ID Number (e.g. Theology 121 - A)
- Finally, indicate which assignment or paper you are passing after your section (e.g. Assignment 2 on Hermeneutical Phenomenology)
- At the end of the document (after the very last word), add the word count in parentheses.

SAMPLE ASSIGNMENT

The following is
a sample

060282

Theology 121 - A

Assignment 2 on Hermeneutical Phenomenology

Theology, as a “holy voyage of faith seeking understanding,” seeks to answer this question, finding meaning in this world “full of mystery” (mysticus)¹ and amid “the context of human culture and human experience.”² To do this, theology must “dwell” – “to inhabit” in the context of our present reality yet at the same time “to think” or “to meditate”³ on something that is “greater than ourselves.”

This undertaking proves to be a difficult one, something even doomed to perpetual failure.⁶ But just like in relationships where people choose to risk entering the unknown to know themselves better, theology chooses to risk in sailing through the choppy waters of our reality, making sense of the “ebb and flow” that constitutes these waters enveloped in mystery.

Please take note
of the format

SAMPLE ASSIGNMENT

The following is
a sample

seemingly endless road, the road of mystery.² Yet, we discover eventually that God, meaning, and love are one and the same. (321)

¹ Terry Veling, "To Dwell Poetically in the World," in *Practical Theology: On Earth as It Is in Heaven* (Markynoll, NY: Orbis Books, 2005), 196.

² Terry Veling, "What is Practical Theology," in *Practical Theology: On Earth as It Is in Heaven* (Markynoll, NY: Orbis Books, 2005), 8-9.

³ Holger Zaborowski, "Towards a Phenomenology of Dwelling," *Communio* 32 (2005): 494.

⁴ Justin Joseph Badion, "Module 1 on Theology," in *Theology 121 Modules* (Unpublished, 2015), 5.

⁵ Ibid.

Please take note
of the format

ASSIGNMENT FORMAT

- Before submitting any assignment, make sure you have read it again, for editorial purposes.
- Especially for your minor and major theological essays, ask someone else (a friend who has taken, or is taking the Th121 course) to read your work. This helps in finding typographical errors. Often, your friend can also give suggestions to improve the flow of the paper.

3

TURABIAN

What is the Chicago Style?

INTRODUCTION

The Chicago Manual of Style is a style guide for American English written by Kate L. Turabian and published in 1906 by the University of Chicago Press, that has since become the standard for academic writing in the humanities, especially in Theology.

FOOTNOTE

Example:

¹ John C. Cavadini, “Ignorant Catholics,”
Commonweal, April 9, 2004, 12.

² Ibid.

³ Ibid., 14.

⁴ Terry Veling, “What is Practical Theology?,” in
Practical Theology: On Earth as It Is in Heaven
(Markynoll, NY: Orbis Books, 2005), 3-22.

⁵ Cavadini, “Ignorant Catholics,” 12.

CITATION SIGNALS

What do those phrases in the beginning of
a citation mean?

INTRODUCTION

You will often notice in our module handouts that I sometimes indicate some sort of phrase or abbreviation before I cite sources. Some of these include [e.g.] or [ibid.] or [cf.]

NO CITATION SIGNAL

When writers use no signal, this tells readers that the cited authority directly states the proposition, is the source of the cited quotation, or identifies an authority referred to in the text. In other words, A DIRECT QUOTATION!

Example:

¹ Bruce Birch, “In the Image of God,” in *What Does the Lord Require?* (Philadelphia, Pennsylvania: Westminster Press, 1985) 13-31.

CF.

This signals (for the Latin confer, meaning "compare") that the cited authority states a proposition different from the main proposition but sufficiently analogous to lend support. Writers use this signal when the cited authority doesn't exactly support what they just said, but it's close enough to lend support. In other words, whenever you PARAPHRASE, use cf.

Example:

¹ Cf. Frederick Buechner, "The Calling of Voices," in *The Hungering Dark* (New York, NY: HarperOne, 1985), 25-33.

COMPARE ____ WITH ____

This signal is best used to compare two or more authorities that reach different outcomes as to a stated proposition.

Compare must be used with "with", with the "with" preceded by a comma.

Example:

¹ Not all sources agree with this definition of sin. Compare James F. Keenan, "Sin," in *Moral Wisdom: Lessons and Texts from the Catholic Tradition* (Lanham, MD: Rowman and Littlefield Publishers, 2004), 47-65, with Hormis Mynatty, "The Concept of Social Sin," *Louvain Studies* 16 (1990), 3-26.

E.G.

This signal, an abbreviation of the latin phrase "exempli gratia," means "for example." It tells the reader that what the writer is citing directly supports the proposition but there are other authorities which also support the proposition, but their citation may not be as useful or necessary. Useful for listing multiple bible verses in a single citation.

Example:

¹ *E.g.* Exodus 3:1ff; Exodus 4:1-2; Matthew 5:12-13.

IBID.

If you've used a particular source already in your paper, it would be too repetitive citing a source again and again. Here we use Ibid., as well as the shortened citation form.

FOOTNOTE

Example:

¹ John C. Cavadini, “Ignorant Catholics,”
Commonweal, April 9, 2004, 12.

² Ibid.

³ Ibid., 14.

⁴ Terry Veling, “What is Practical Theology?,” in
Practical Theology: On Earth as It Is in Heaven
(Markynoll, NY: Orbis Books, 2005), 3-22.

⁵ Cavadini, “Ignorant Catholics,” 12.

FINAL TIPS

How do I survive the minor and major
theological essays?

SURVIVAL TIPS

- The goal of the two papers is for the student to use concepts and lessons learned in class, as well as through material such as the handouts, readings and lecture discussions, in a manner that showcases their learning during the semester
- You must also attempt to creatively connect with your reader by using a framework that best explains the reflection statement in your own unique way.

SURVIVAL TIPS

- A framework is necessary in order to give flow and form to your paper.
- In the case of the movie paper, the movie of your choice becomes the framework.
- In the case of the major paper, you have freedom to choose which framework to use.