# Guidelines for Submitting Papers at JP Catholic

Writing a paper to fulfill a requirement for a course offered at JP Catholic represents an *academic* exercise. With this in mind, students should keep in mind the following:

1.   *Submitting a paper at a university is a formal affair.* Papers should not be treated like other informal types of writing, e.g., emails, personal letters, journal entries, magazine articles or editorials.

2.   *Students should take a "professional" attitude towards writing and submitting papers.* Presentation matters! A work full of typographical errors is not acceptable. Likewise, assignments should be printed with clear, readable ink and not handed in as a crimpled, dirty, stained mish-mash of papers.

To ensure that paper submissions meet these requirements see the guidelines below.

NOTE: Failure to disregard *any* of the following will **necessarily** mean the loss of grade points. Students should always review the following guidelines before handing in any paper for course credit.

1.   **Instructions and Format Related Issues**
   1.1.   *Follow instructions.* Always follow the directions given by the professor for the paper assignment. In particular, make sure that your paper focuses on the appropriate material.
   1.2.   *Minimum length.* If specified, meet the minimum length prescribed for the paper. Moreover, when a range of pages is given, consider the minimum number of pages to imply *full pages.* Thus, directions for a 15-20 page paper mean that the assignment should *at least* be 15 *full* pages. A paper that is 14 ½ pages (etc.) is of insufficient length. Furthermore, the pages counted do not include:
      1.2.1.   Title page
      1.2.2.   Table of contents (if applicable)
      1.2.3.   Bibliography
      1.2.4.   Appendixes
      1.2.5.   Illustrations or graphs
   1.3.   *Page numbers.* Always include page numbers.
   1.4.   *Chicago Manual Style.* Use the Chicago Manual Style, following the "humanities" style (e.g., "N" [=footnotes] and "B" [=bibliography]) [1]. Use the appropriate form of citations. Do not stray from this format. However, see *Special Instructions for Writing a Theology Paper* below for special circumstances.
   1.5.   *Font and size of typeface.* In the body of your paper, use the following fonts in size "12": "Times New Roman," "Perpetua," or "Garamond".

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[1] See the quick guide at http://www.chicagomanualofstyle.org/tools_citationguide.html.

1.6.    *Footnotes.* Footnotes must be in size 10 typeface, in the same font used in the main text of the paper. Footnotes are single-spaced and spaces should not be added between them.

1.7.    *Margins.*
  1.7.1.    Top and bottom margins must be 1".
  1.7.2.    Left and right margins must be 1 ¼ ".

1.8.    *Paragraphs.*
  1.8.1.    Indent paragraphs three spaces—do not simply hit the tab key.
  1.8.2.    A paragraph must have *at least* 3 sentences. (This is an academic paper, not a magazine article!)
  1.8.3.    Do not put extra spaces between paragraphs.

1.10.    *Block quotations:*
  1.10.1.    Use the "block quotation" format for quotations that run *four lines or more*. Do *not* use block quotations for shorter quotes.
  1.10.2.    Make block quotations single-spaced. *Do not* put in all bold typeface or italics.
  1.10.3.    Do not end a paragraph with a block quotation.

1.11.    *Titles.* When giving a title from a book, magazine, newspaper, etc., use italics (do not put in quotation marks): *The Picture of Dorian Gray.* Do *not* underline titles—the age of the typewriter has ended! Titles of articles in a book, journal, magazine or other source should be put in italics, with the title of the book, journal, magazine, etc., in italics.

1.12.    *Use of quotations and citations.* Use quotations sparingly, but citations liberally. Summarize the positions of other people and then cite the source.

1.13.    *Subheadings* are helpful (especially in papers longer than 10 pages). Put them in size 12 point font and use bold type face. Subtitles should never run longer than one line. Do not add spaces before or after them.

1.14.    *Table of Contents.* A Table of Contents can be included (though it should not be counted as one of the pages of your paper).

1.15.    *Title Page.* A Title Page should include:
  1.15.1.    Title of paper
  1.15.2.    Name of the author
  1.15.3.    Course title: include course catalogue number, e.g., Project Management (BUSI 120)
  1.15.4.    Professor's name
  1.16.5.    Date submitted

1.15.    *Beginning a paper.* Begin the first line of page 1 with the text of your paper. All the other relevant information has already been given on your title page.

1.16.    *Staples and binding.* Papers must be bound together with a staple or some other permanent binding. It is the student's responsibility to ensure that pages do not easily become detached from the assignment.

1.17.    *Use clearly readable, black ink.* The text of your paper should be printed in black ink that is easy to read. (A paper run off on a printer which has clearly run out or is running out of black ink is not presentable.)

1.17.    *Header.* It is advisable to use a header with your name and the title of your paper. This header should *not* appear on page 1.

1.18.    *Proof-reading.* Students should never turn in a paper without first proof-reading it. Obvious errors are a sure sign to a professor that the student did

not take his or her time on the assignment. Papers demonstrating such carelessness should never be considered worthy of high marks. To avoid problems in this regard students should **ALWAYS READ THEIR PAPERS OUTLOUD TO THEMSELVES BEFORE TURNING THEM IN!!!**

1.19.    *Emailing a paper.* *Never* email a paper to a professor unless you are specifically told to do so.

1.20.    *Use professional language.* Do not use emoticons, smiley faces [such as, : ) ], slang (e.g., "the author busts out with this crazy claim…", "this is a freaking-brilliant point…", etc.) or goofy humor. *Always* use a restrained, professional tone, keeping in mind that a paper is a *formal* piece of work.

   1.20.1.  Do not use contractions in a paper (e.g., "wouldn't", "can't").

1.21.    *Deadlines.* Paper deadlines are not suggestions. Barring a serious tragedy, a late paper is simply *unacceptable* (i.e., partial credit is not to be expected). Students should be careful to finish their papers with plenty of time to account for broken printers, empty ink cartridges, etc. Such problems are not considered extenuating circumstances but should be chalked up to "Murphy's Law".

## 2.    Grammatical Issues

2.1.    *Do not use contractions.* Contractions ("don't"; "isn't"; etc.) are not appropriate for an academic paper.

2.2.    *Opening a sentence.* Sentences should *never* begin with conjunctions such as "And", "But", "Also", etc. Instead, when making a transition use, "In addition", "Furthermore", "However", "Nevertheless", etc.

2.3.    *Semi-colon.* Know the rules for using a semi-colon before you attempt to employ one.

2.4.    *Numbers.* In most cases, spell out numbers (e.g., not "30" but "thirty"). If you do not know if you ought to write the numeral or spell out the number, spell it out. Years can be listed as numerals (e.g., "1812", "1968") though centuries should be spelled out (e.g., "the twentieth century"; when used adjectivally a hyphen should be used— "a nineteenth-century writer")

2.5.    *Quotations within quotations.* When quoting a source which contains quotation mark, use apostrophes instead of quotation marks.

   •       The *Catechism of the Catholic Church* teaches, "Sacraments are 'powers that comes forth' from the Body of Christ" (CCC 1116).

2.6.    *Em dash and hyphens.* A hyphen is *not* an em dash. When using an em dash one does not put a space between the em dash and the word.

   •       The fourteenth-century Nominalists argued that the universals—truth, justice, beauty, and so on—do not truly exist and thus dismissed them as having validity in philosophical thought.

   •       John Paul II taught that the Trinity is best understood in terms of "Family"—an idea he expounded upon in several different works.

2.7.    *Other grammatical rules.* Review William Safire's helpful satirical survey of grammatical rules[2] [NOTE: each example *breaks* the rule it describes]:

   1)   Avoid run-on sentences they are hard to read.

   2)   Don't use no double negatives.

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[2] Credited to William Safire, "On Language" (*New York Times,* November 4, 1979).

3) Use the semicolon properly, always use it where it is appropriate; and never where it isn't.
4) Reserve the apostrophe for it's proper use and omit it when its not needed.
5) Verbs has to agree with their subjects.
6) No sentence fragments.
7) Proofread carefully to see if you any words out.
8) Avoid commas, that are not necessary.
9) If you reread your work, you will find on rereading that a great deal of repetition can be avoided by rereading and editing.
10) A writer must not shift your point of view.
11) Eschew dialect, irregardless.
12) And don't start a sentence with a conjunction.
13) Don't overuse exclamation marks!!!
14) Place pronouns as close as possible, especially in long sentences, as of 10 or more words, to their antecedents.
15) Hyphenate between sy-llables and avoid un-necessary hyphens.
16) Don't use contractions in formal writing.
17) Writing carefully, dangling participles must be avoided.
18) It is incumbent on us to avoid archaisms.
19) Steer clear of incorrect forms of verbs that have snuck in the language.
20) Take the bull by the hand and avoid mixed metaphors.
21) Avoid trendy locutions that sound flaky.
22) Never, ever use repetitive redundancies.
23) Everyone should be careful to use a singular pronoun with singular nouns in their writing.
24) If I've told you once, I've told you a thousand times, resist hyperbole.
25) Also, avoid awkward or affected alliteration.
26) Don't string too many prepositional phrases together unless you are walking through the valley of the shadow of death.
27) Always pick on the correct idiom.
28) "Avoid overuse of 'quotation "marks."'"
29) The adverb always follows the verb.
30) Last but not least, avoid cliches like the plague; seek viable alternatives.

2.8.    *Know your grammar.* If you do not understand any of the rules in 2.9 above (e.g., what a "sentence fragment" is; the difference between "it's" and "its"; etc.) be sure to review your grammar.  The most commonly used grammar textbook is William Strunk Jr. and E. B. White. *The Elements of Style.* Fourth Edition.  New York, NY: Longman 2000, 1979.

NOTE: In cases where a student demonstrates an inability to write at a college-level the student will be required to take a remedial course of study in order to remain at JP Catholic.

## 3.    Special Instructions for Writing a Theology Paper

3.1.    *Citing biblical books.*

3.1.1.    Though you should italicize other titles, do not do so with Biblical books (Genesis, Exodus, etc.).

3.1.2.  *Abbreviations of biblical books.* When citing a Biblical book or use the appropriate abbreviation:

| | | |
|---|---|---|
| Genesis—Gen | Exodus—Exod | Levitucs—Lev |
| Numbers—Num | Deuteronomy—Deut | Joshua—Josh |
| Judges—Judg | Ruth—Ruth | 1-2 Samuel—1 Sam; 2 Sam |
| 1-2 Kings—1Kgs; 2 Kgs | | 1-2 Chronicles—1 Chron; 2 Chron |
| Ezra—Ezra | Nehemiah—Neh | Esther—Esth |
| Job—Job | Psalms—Ps | Proverbs—Prov |
| Ecclesiastes—Eccl | Song of Songs (*or* Song of Solomon)—Song | |
| Isaiah—Isa | Jeremiah—Jer | Lamentations—Lam |
| Ezekiel—Ezek | Daniel—Dan | Hosea—Hos |
| Joel—Joel | Amos—Amos | Obadiah—Obad |
| Jonah—Jonah | Micah—Mic | Nahum—Nah |
| Habakkuk—Hab | Zephaniah—Zeph | Haggai—Hag |
| Zechariah—Zech | Malachi—Mal | Baruch—Bar |
| Judith—Jdt | 1-2 Maccabees—1 Macc; 2 Macc | |
| Sirach—Sir | Tob—Tob | Wisdom of Solomon—Wis |

3.1.3.  *Citing a biblical book.* When citing the Bible do not cite the page number in your translation. Simply cite the reference as follows: Genesis 1:1 (or Gen 1:1), do not write, "Genesis chapter 1, verse 2" etc. (NOTE: abbreviations do not need a period [use Gen 1:1; *not* Gen. 1:1].

3.1.4.  When *quoting* from a biblical text, do not put the citation in a footnote, but use the abbreviation for the biblical book, with the chapter and verse in a parenthetical reference. Put punctuation marks (e.g., a period) outside of the parentheses.
  • Jesus is called the "son of David" (Matt 1:1).

3.2.  *Citing magisterial documents of the Catholic Church.*

3.2.1.  *Names of documents.* DO italicize the names of Church documents: *Catechism of the Catholic Church.*

3.2.2.  *Catechism citations.*

3.2.2.1. One can refer to the *Catechism of the Catholic Church* as simply the *Catechism* (note that "the" is not italicized).

3.2.2.2. When quoting the *Catechism of the Catholic Church*, do not put the reference in a footnote. Instead, give a parenthetical citation, using the abbreviation "CCC". In addition, do not give the page number but the paragraph number. Put punctuation marks (e.g., a period) outside of the parentheses.
  • The Eucharist is the "source and summit" of the Catholic faith (CCC 1324).

3.2.4.  Church documents can be cited from the Vatican website. When citing a church document *do not* cite the web address but the source, appropriate document and paragraph number.
  • Vatican II, *Dei Verbum,* 11.