

ACADEMIC RESEARCH AND WRITING GUIDEBOOK



**AN AID TO STUDENTS IN THE FORMAT OF AND
CITATION FOR AN ACADEMIC PAPER**

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Introduction

The St. Bernard's School of Theology and Ministry *Academic Research and Writing Guidebook* is a resource with a two-fold purpose: (1) to assist students in the practices of formatting, research, and citation, and (2) to communicate to students the School's expectations for format, style, and citation in written assignments.

The standard reference source for all academic papers and writing assignments at St. Bernard's is "Turabian," shorthand for *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian from University of Chicago Press. The *Academic Research and Writing Guidebook* is not intended to be a substitute for *Turabian*; all students are encouraged to obtain their own copy of the current edition, which is considered the ultimate source of guidance for academic writing at St. Bernard's.

The Basic Format of an Academic Paper

1. The front matter or cover page (for an example, see Appendix A):
 - ❖ On the cover page, the paper title appears 1/3 of the way down the page;
 - ❖ The student's name, the date, course title, and name of instructor appear 2/3 down the page;
 - ❖ All text is aligned center and double-spaced;
 - ❖ No page number is included on the cover page.
2. Text:
 - ❖ Font: Times New Roman 12 pt. or Arial 10 pt. (these are equivalent);
 - ❖ Margins: 1 inch at top, bottom, and sides;
 - ❖ Spacing: Text is double-spaced; footnotes or endnotes are single-spaced; itemized lists and indented block quotes are single-spaced;
 - ❖ Page numbering: begins with first page of text, top right or top center of page.
3. The back matter or "Works Cited" page (for an example, see Appendix B):
 - ❖ All works that have been cited in the paper are to be listed alphabetically in proper bibliographic form as given in *Turabian*.

Reference Notes (Footnotes or Endnotes)

When to use Reference Notes

1. Reference notes indicate the source of *ideas* or *words* that are not your own and are not “common knowledge.”
2. “Common knowledge” does not refer to judgments, but to facts that are commonly acknowledged and often repeated without citation. Examples of “common knowledge”:
Saint Thomas Aquinas is known as the “Common Doctor.”
The Council of Ephesus took place in the year 431 AD.
The Magisterium is regarded as the teaching body of the Catholic Church.

Why Use References Notes

1. Reasons for citing sources (*Turabian*, 139-140):
 - ❖ To give credit to others for their hard work;
 - ❖ To reassure readers about the accuracy of your facts;
 - ❖ To show readers the research tradition that informs your work;
 - ❖ To help readers follow or extend your research.
2. Thinking through these reasons will help you know when and where to cite. You want to do justice to two groups: those who have come before you, on whose shoulders you stand, and those who come after you, your readers.
3. Plagiarism is representing the work of another as your own. It can sometimes be unintentional, but it almost always can be avoided. All scholars are expected to conscientiously cite their sources.
4. Techniques to avoid plagiarism:
 - ❖ Master your argument (know what you are saying; talk it out);
 - ❖ Use multiple sources;
 - ❖ Write your argument without any references or specific facts; go back and insert quotes and facts with citations;
 - ❖ Double-check your sources any time you suspect you might be plagiarizing;
 - ❖ Aim for simplicity and authenticity.
5. St. Bernard’s considers plagiarism a serious violation of the standards for scholars. For the St. Bernard’s Academic Dishonesty Policy, see the “Professional Standards and Policies” section of the *Student Handbook*.

How to Use Reference Notes

1. Format citation for footnotes and endnotes is the same;
2. All works cited in footnotes or endnotes are to be listed in the “Works Cited” as well;
3. Students should consult *Turabian* and become familiar with both formats.

Important Citation Notes for Academic Writing at St. Bernard's

The following reference techniques apply to all papers at St. Bernard's and should be mastered by all students. For more specifics on footnote citation form, consult *Turabian*.

Referencing the Bible

1. In the text, always spell out the name of the book of the Bible if it is within a sentence:
The first two chapters of Genesis contain two different creation accounts.
2. Put Scripture references in parentheses in the text after the final quotation mark and abbreviate your references. Use the abbreviations as they are provided by the Society of Biblical Literature (for a list of abbreviations, see Appendix D):
The saints are those who most fully permit God to be "all in all" (1 Cor. 15:28).
3. The first parenthetical scripture citation should include a footnote that indicates the version of the Bible that is being cited. Publishing information is *not* necessary:
The saints are those who most fully permit God to be "all in all" (1 Cor. 15:28).
¹ All Scripture citations are from the Revised Standard Version.

Referencing Church Documents

1. When referencing Church documents, note *paragraph numbers* rather than the page number:
In *Redemptor Hominis*, Pope St. John Paul II provides a commentary on the teaching of the Second Vatican Council in *Gaudium et Spes*, 22, that Jesus Christ "fully reveals man to himself."
2. The paragraph symbol ("§") is optional. Whatever standard is adopted should remain consistent throughout the document.
3. When an abbreviation is used for the name of a Church document, the abbreviation should be indicated in the first footnote that cites the document:
Catechism of the Catholic Church (hereafter cited as CCC), 2nd ed., Washington, D.C., (United States Catholic Conference, 2000), 863.
² CCC, 867.
4. Promulgation dates must be given in the first reference and in the bibliography:
Pope John Paul II, Encyclical on The Splendor of the Truth *Veritatis Splendor* (6 August 1993), at the Holy See, https://www.vatican.va/content/john-paul-ii/en/encyclicals/documents/hf_jp-ii_enc_06081993_veritatis-splendor.html, 18.
5. There are a number of correct ways to cite a papal author. For example, some sources use "Pope Benedict XVI" while others use "Benedict XVI." Consistency is essential.
6. Documents from the United States Catholic bishops. Before 2001, the bishops of the United States acting jointly were known as the National Conference of Catholic Bishops and their documents were published by the United States Catholic Conference. Thus, these titles should be used respectively for author and publisher of the bishops' documents before 2001.

Referencing Thomas Aquinas/Medieval Authors

1. The *Summa Theologiae* of St. Thomas Aquinas is cited by part (I, I-II, II-II, III), question, and article. For example, ST II-II, q. 23, a. 3, ad 1 is a reference to the second part (half) of the second part, question twenty-three, article three, reply to the first objection. "Ad" refers

to an objection within an article. To cite more than one article at a time, use the abbreviation “arts” for articles, as in the following example: ST, I, q. 13, arts 5-6.

2. Some scholars simply list the part, question, and article as numerals separated by commas ST II-II, 23, 3, ad. 1. This is also acceptable. Consistency is essential.
3. All medieval authors should be cited giving both an “internal” and an “external” reference. For example, when citing from Aquinas’s *De Malo*, refer to the question and article, but also the page number of your edition or translation.

Conducting Research at St. Bernard's

St. Bernard's is committed to supporting research for students regardless of location. The level of theological or philosophical research demanded of the student will vary from course to course and from instructor to instructor. Whereas some instructors provide all resources for writing course papers to their students within the context of a given course, others will require students to research theological topics on their own. The below research pathways may be taken advantage of for any course and for any assignment. For more information about research pathways and resource support, see the *Library and Information Services* section of the *Student Handbook*. For any questions about conducting research at St. Bernard's, please contact the Coordinator of Academic Operations, Mr. Daniel Drain (Daniel.drain@stbernards.edu). Students who are seeking assistance in conducting research may enroll in W500 Academics Research and Writing (see Course Catalog for details).

Physical Access to the University of Rochester's Rush Rhees Library

The Rush Rhees Library at the University of Rochester is the primary lending library for faculty and students at St. Bernard's. The theological collection belonging to St. Bernard's Seminary was merged with the University of Rochester collections, creating an academic resource which constitutes one of the premier libraries in North America. Students at St. Bernard's are given access to both the physical and electronic databases through the University of Rochester, providing a plethora of research resources for faculty and students alike.

Students may take advantage of the Inter-Library Loan services offered by the Rush Rhees Library, which provides access to materials held at other libraries around the country. This service is available via a NetID assigned by the Rush Rhees Library staff. Students and faculty are welcome to pick up and return materials obtained from the Rush Rhees library collections or materials received via ILL from the University of Rochester campus. There is also a courier service that transports desired materials between the Rush Rhees Library and St. Bernard's once a week.

Digital Access to the University of Rochester's Rush Rhees Library Resources

Current students can obtain a University of Rochester NetID free of charge for the duration of their time as a St. Bernard's student. The NetID will allow you to log in to the Rush Rhees Library online databases. For further information about this resource, visit the University of Rochester River Campus Libraries website and/or the *Student Resources* tab on the St. Bernard's website. Any difficulties encountered in the application process should be addressed to University of Rochester Tech Support.

Upon receiving the NetID, the student has access to the entire suite of digital databases available through the University of Rochester libraries system. Commonly used databases like ATLA and JSTOR, as well as many books in .pdf format, are accessible to students through the University.

Inter-Library Loan services are also available digitally; Rush Rhees Library staff will provide sections of books, essays, and articles by way of digitally scanned PDFs sent to the student via e-mail.

Physical Access to the Russell Library

The Russell Library at St. Bernard's houses the physical collections of the Rochester campus, featuring condensed shelving units that house most of the library's nearly 4,000 volumes. There are

desks and tables for about 10-20 students for study during the campus' hours of operation. Books may not be checked out or removed from the library. An online catalog for this collection is available in Populi and may be searched by author, title, and key word. The computers in the library have internet access for research purposes.

Additional Online Resources for Students of Theology and Philosophy

In addition to the resources listed above, the following online resources are valuable aids to research:

General Online Resources:

- ❖ [Christian Classics Ethereal Library](#) : A digital library of hundreds of classic Christian books selected for edification and education;
- ❖ [Internet History Sourcebooks Project](#): A collection of public domain and copy-permitted historical texts, including many primary sources;
- ❖ [New Advent](#): Includes the 1914 Catholic Encyclopedia, many writings by the Church Fathers, and the entire *Summa Theologiae*;
- ❖ [Vatican website](#): The official website of the Holy See.

Biblical Studies Online Resources:

- ❖ [Society of Biblical Literature](#)
- ❖ [The Catholic Biblical Association of America](#)
- ❖ [American Bible Society](#)
- ❖ [Biblical Studies on the Web](#): Offers scholars a useful gateway to the exegesis on the internet. It includes electronic version of [Biblica](#) (Pontifical Biblical Institute, Rome) and [Filología Neotestamentaria](#) (University of Córdoba);
- ❖ [Old Testament Essays](#): Publishes articles on all aspects of Old Testament literature, theology, archaeology, and society;
- ❖ [Open Scripture](#): Allows students to discover the parsing and lexical forms of the Greek words in the New Testament;
- ❖ [Paul and Patristics](#): This searchable database derives from research in early Christian use of the New Testament letters attributed to Paul;
- ❖ [Society of Biblical Literature Bible Odyssey](#): Explore the fascinating origins of the Bible and its eventful history. On Bible Odyssey, the world's leading scholars share the latest historical and literary research on key people, places, and passages of the Bible.

Catechetical/Apologetics Online Resources:

- ❖ [Bishop Robert Barron's Word on Fire](#)
- ❖ [Catholic Answers Apologetics Database](#)
- ❖ [Dave Armstrong's Biblical Evidence for Catholicism](#)
- ❖ [Fr. Mike Schmitz's Video Archive](#)

Church Documents Online Resources

Recent official Church documents and news releases can frequently be found on the Vatican website or that of the United States Conference of Catholic Bishops (USCCB). Other sites may contain documents or information about the Catholic Church, but attention must be paid to the provenance of the source and the accuracy of the information given.

- ❖ [United States Conference of Catholic Bishops](#)

- ❖ [Vatican Papal Archive](#)
- ❖ [Catholic News Service/OSV News](#)
- ❖ [Catholic News Agency](#)
- ❖ [Documenta Catholica Omnia](#)
- ❖ [Giga-Catholic Information](#)
- ❖ [Catholic-Hierarchy: Its Bishops and Dioceses, Current and Past](#)

Mary and the Saints Online Resources:

- ❖ [Abbey of Saint Joseph of Clairval](#): Excellent articles on the lives of many popular saints;
- ❖ [All About Mary](#): University of Dayton website for Mariological studies;
- ❖ [Catholicsaints.info](#): A useful clearinghouse of information about the saints (although not all resources featured are of same value);
- ❖ [Christian Iconography](#): Images, symbols, and texts relating to popular saints;
- ❖ [Congregation for the Causes of Saints](#): Includes some documents of the Congregation along with several homilies, addresses, and other speeches given on the occasion of beatification or canonization of individuals;
- ❖ [Pope Benedict's Homilies on the Apostles and Doctors of the Church](#) (search Benedict XVI + name of saint);
- ❖ [Vatican Index of Saints and Blesseds](#): Includes names, images, and biographies (some in English) of many saints canonized since 1982.

Liturgical Studies Online Resources:

- ❖ [Notitiae](#): Periodical of the Congregation for Divine Worship and the Discipline of the Sacraments (CDWDS);
- ❖ [New Liturgical Movement/Novus Motus Liturgicus](#): Contains recent news and articles, information about liturgical studies books, liturgical books, conference proceedings, organizations, lay societies, and many other resources.

Additional Online Resources:

- ❖ [ARDA](#) (Association of Religion and Data Archives): Offers a collection of surveys, polls, and other data submitted by researchers, scholars, and research centers in the world;
- ❖ [The Catholic Portal](#): Provides access to rare, unique, and/or uncommon materials in libraries, seminaries, special collections, and archives;
- ❖ [Corpus Thomisticum](#): Offers a fully searchable index to the complete set of writings by Thomas Aquinas. Primary source research on St. Aquinas should begin here. The database offers searching in 14 different languages, including all major European languages;
- ❖ [Dart-Europe E-Theses Portal](#): Managed by the University College London Library. Offers discovery and delivery of over 100,000 open access, doctoral e-theses from a growing number of European countries;
- ❖ [Database of Religious History](#): The world's first comprehensive online quantitative and qualitative encyclopedia of religious cultural history. This database can be searched by name, author, religion, religious group, or place;
- ❖ [Digital Catholic Collection](#): Maintained by Villanova University, this collection offers digital content of Catholic materials including books, journals, papers, and manuscripts dealing with the Roman Catholic Church in general, and in particular, works created or published in the Americas;

- ❖ [Digital Vatican Library](#): Provides free access to the Vatican Library's digitized collections: manuscripts, incunabula, archival materials, and inventories as well as graphic materials, coins and medals, and printed materials;
- ❖ [Research in Ministry](#): Indexes and abstracts projects, theses, and dissertations from Doctor of Ministry (DMin), Doctor of Missiology (DMiss) and Doctor of Educational Ministry (DEdMin) programs accredited by the Association of Theological Schools (ATS);
- ❖ [Stanford Encyclopedia of Philosophy](#): Organizes scholars from around the world in philosophy and related disciplines to create and maintain an up-to-date reference work.

Free Books Online:

The following websites offer books for free or a nominal price online.

- ❖ [archive.org](#)
- ❖ [books.google.com](#): Older, out-of-copyright books;
- ❖ [hathitrust.org/](#): A partnership of academic and research institutions, offering a collection of millions of titles digitized from libraries around the world;
- ❖ [openlibrary.org](#)
- ❖ [Scribd.com](#)

German books:

- ❖ [digitale-sammlungen.de/en/https://digi20.digitale-sammlungen.de/de/fs1/search-simple/static.html](https://digi20.digitale-sammlungen.de/de/fs1/search-simple/static.html)

Ancient texts :

- ❖ [perseus.tufts.edu/hopper/collection?collection=Perseus:collection:Greco-Roman capricorn.bc.edu/siepm/books.html](http://perseus.tufts.edu/hopper/collection?collection=Perseus:collection:Greco-Roman%20capricorn.bc.edu/siepm/books.html)

Dictionary for Greek and Latin:

- ❖ perseus.tufts.edu/hopper/search

Writing a Thesis at St. Bernard's

Both the Master of Arts in Theological Studies and the Master of Arts in Catholic Philosophy degree programs provide the opportunity for a student to write a thesis. This section offers an expanded treatment of the requirements and process for the thesis set forth in the *Graduate Degree Program Curricula* section of the *Student Handbook*. Special emphasis will be given to the writing and research dimensions of the thesis. The following requirements and process are standard for thesis writing at St. Bernard's; exceptions must be approved on a case-by-case basis by the Academic Dean.

1. The thesis process will typically take place during the academic year immediately prior to Commencement;
2. The student will select as their Thesis Director a faculty advisor with appropriate expertise, interest, and availability. The student will approach their prospective Thesis Director during or before the summer prior to their thesis year and will identify a topic at this time;
3. The student writing a thesis will register for Thesis I (three credits) for the Fall semester and Thesis II (three credits) for the Spring semester during their thesis year;
4. Thesis proposals are due on or before October 1 during Thesis I. The thesis proposal must include the following:
 - a. Title;
 - b. List of proposed readers (Thesis Director and one other faculty member, with the option for an additional reader external to the institution);
 - c. Thesis statement;
 - d. Brief overview of the thesis, usually a summary of planned chapters (no more than ten pages);
 - e. Research methodology (no more than one page);
 - f. Bibliography.
5. Upon approval by the Academic Dean, the writing of the thesis may commence. The completed thesis is due to the Academic Dean and the readers in early March, at least three weeks before the one-hour thesis defense held in late March/Early April (usually held back-to-back with the *viva voce* comprehensive examination for Master of Arts in Theological Studies students).
6. As is the case for all academic writing at St. Bernard's, the thesis must follow *Turabian* format. Please note the following:
 - a. The student is responsible for preparing the thesis in *Turabian* format and without typographical or other errors. The student alone is responsible for any errors of formatting, style, grammar, etc.;
 - b. Theses must include the following:
 - i. Title page;
 - ii. Table of contents;
 - iii. Bibliography;
 - c. Reference notes should be in the form of footnotes only.
7. The readers will confer and offer a letter grade after the thesis defense, communicated to the student by the Academic Dean. Grading will commence in accord with the grading system outlined in the *Grading and Status System* section of the *Student Handbook*.
8. The student will have two weeks after the thesis defense to submit a final copy of the thesis, inclusive of any comments, insights, or modifications generated during the defense. The final copy of the thesis will contain an approval sheet (following the title page) containing the

signatures of the readers. The student is not eligible to graduate until the final copy of the thesis has been submitted.

9. The final copy of the thesis will be printed, bound, and held in the Russell Library on St. Bernard's Main Campus.

Appendices

Appendix A: Sample Cover Page:

The Family as *Imago Trinitatis*: A Summary of *Mulieris Dignitatis*, 6-7

Todd Raynes

December 12, 2022

C216: Nature, Grace, and Christian Anthropology

Professor Lisa Lickona

Appendix B: Sample Works Cited Page

Works Cited

- Anderson, Bernhard. Review of *The Concept of Biblical Theology: An Old Testament Perspective*, by James Barr. *Journal of Biblical Literature* 120, no. 1 (2001): 146-9.
- Baker, Frank. "Unfolding John Wesley: A Survey of Twenty Years' Studies in Wesley' Thought," *Quarterly Review* 1, no. 2 (1980): 44-58.
- Coleridge, Samuel Taylor. *The Complete Works of Samuel Taylor Coleridge*. Edited by W.G.T. Shedd. Vol. 1, *Aids to Reflection*. New York: Harper and Bros., 1884.
- Crenshaw, Kimberle, Neil Gotanda, Gary Peller, and Kendall Thomas, eds. *Critical Race Theory: The Key Writings that Formed the Movement*. New York: New Press, 1995.
- du Plessis, Issak. "Applying the Results of Socio-historical Research to Narrative Exegesis: Luke as Case Study." *New Testament Studies* 30 (1996): 333-352.
- Johnson, Luke Timothy. *The Writings of the New Testament: An Interpretation*, 2d ed. rev. Minneapolis: Augsburg Fortress, 1999.
- _____. *The Acts of the Apostles*. Collegeville: Glazier, 1992.
- Meeks, Wayne A. *The First Urban Christians: The Social World of the Apostle Paul*. New Haven and London: Yale University Press. 1983

Appendix C: A List of Abbreviations of the Books of the Bible (According to “The SBL Handbook of Style,” 2d ed., 2014)

Old Testament

Gen	Genesis
Exod	Exodus
Lev	Leviticus
Num	Numbers
Deut	Deuteronomy
Josh	Joshua
Judg	Judges
Ruth	Ruth
1-2 Sam	1-2 Samuel
=1-2 Kgdms	1-2 Kingdoms (LXX)
1-2 Kgs	1-2 Kings
=3-4 Kgdms	3-4 Kingdoms (LXX)
1-2 Chr	1-2 Chronicles
Ezra	Ezra
Neh	Nehemiah
Esth	Esther
Job	Job
Ps/Pss	Psalms/Psalms
Prov	Proverbs
Eccl (Qoh)	Ecclesiastes (Qoheleth)
Song (Cant)	Song of Songs/Solomon (Canticles)
Isa	Isaiah
Jer	Jeremiah
Lam	Lamentations
Ezek	Ezekiel
Dan	Daniel
Hos	Hosea
Joel	Joel
Amos	Amos
Obad	Obadiah
Jonah	Jonah
Mic	Micah
Nah	Nahum
Hab	Habakkuk
Zeph	Zephaniah
Zech	Zechariah
Mal	Malachi

New Testament

Matt	Matthew
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Rom	Romans
1-2 Cor	Corinthians
Gal	Galatians
Eph	Ephesians
Phil	Philippians
Col	Colossians
1-2 Thess	1-2 Thessalonians
1-2 Tim	1-2 Timothy
Titus	Titus
Phlm	Philemon
Heb	Hebrews
Jas	James
1-2 Pet	1-2 Peter
1-2-3 John	1-2-3 John
Jude	Jude
Rev	Revelation

Apocrypha

Tob	Tobit
Jdt	Judith
Add Esth	Additions to Esther
Wis	Wisdom of Solomon
Sir	Sirach/Ecclesiasticus
Bar	Baruch
Ep Jer	Epistle of Jeremiah
Add Dan	Additions to Daniel
Pr Azar	Prayer of Azariah
Bel	Bel and the Dragon
Sg Three	Song of the Three Young Men
Sus	Susanna
1-2 Macc	1-2 Maccabees
3-4 Macc	3-4 Maccabees
1-2 Esd	1-2 Esdras
Pr Man	Prayer of Manasseh
Ps 151	Psalm 151

- ❖ the Gospels (referring to texts),
“gospel” when referring to the
Christian message
- ❖ the Twenty-Third Psalm
- ❖ King of kings (used as title)
- ❖ Son of Man (used as title)
- ❖ Hebrew Bible (Jewish canon)
- ❖ Old Testament (Christian Bible)
- ❖ Second Temple period,
intertestamental period
deuterocanonical literature
- ❖ Apocrypha (pl.; apocryphon, sg.)

Citing the Bible

- ❖ Gen 1- 2 Genesis chapters 1
 2 through 2
- ❖ Gen 1:2 Genesis chapter 1,
 verse 2
- ❖ ch./chs. chapter/chapters
- ❖ v./vv. verse/verses (*not*
 versus!)
- ❖ HB Hebrew Bible
- ❖ LXX Septuagint
- ❖ OT Old Testament
- ❖ NT New Testament

Rom 3:21-26, 27-31; 4:1-5; Col 2:11-12
(semi-colon when chapter or book
change; only comma when additional
verses in the same chapter and book)

Capitalization of Other Terms

- ❖ the Bible, but “biblical”
- ❖ Scripture/scriptural



ST. BERNARD'S

SCHOOL OF THEOLOGY AND MINISTRY

For over 125 years, St. Bernard's has steadily pursued a course of dedication and service to Christ and His Church. Opened as a Roman Catholic Seminary in 1893 in the Diocese of Rochester and restructured as an Institute for Theological and Ministerial studies in 1981, St. Bernard's went on to open its doors in the Diocese of Albany. From there in 2011 it held its first class in the Diocese of Syracuse, and then in 2019 began its first ever online distance learning program allowing anyone anywhere to access graduate theology and philosophy degrees and certificates. In 2021, St. Bernard's expanded its diaconate formation offerings to the Diocese of Allentown, PA, and most recently in the Diocese of Syracuse.

Our mission is to nurture the entirety of the human person through attention to the pastoral, intellectual, spiritual, and human pillars of formation with the hope that we may, in a definite and dedicated way, assist our students to understand the things of our Faith and to incarnate them in their day-to-day service to God's people and the world as a whole.

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