



**John Paul II Institute**  
for Marriage and Family, Melbourne

## **Guidelines for the Presentation of Essays and Theses**

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The following guidelines are required for the presentation of essays and theses in the Institute, unless otherwise indicated by the examiner. These should be read in conjunction with the *Academic Regulations* and *The Chicago Manual of Style* (16<sup>th</sup> Edition, 2010).

### **Content**

Written tasks should represent the student's own thinking on the subject. They should nonetheless indicate a command of the appropriate literature (especially Scripture, magisterial documents and secondary sources), analyse the issues, develop a case or line of thought, and draw conclusions and defend them. The examiner will be looking for: an accurate exposition of relevant material; discussion of the critical matters; understanding and critical analysis of contrasting views, depth, complexity, consistency and logical development of argument; good structure, style and presentation (introduction and conclusion; succinct and fluent writing; accurate spelling, grammar, punctuation and syntax; neatness and legibility; correct referencing and bibliography).

### **Presentation**

All essays and theses should be typed, double-spaced and single-sided on A4 paper, with a margin of at least 3 cm. Essays should be stapled in the top left-hand corner. Theses submitted for examination should in the first instance be bound in a soft cover with either a glued spine or spiral type binding. The prescribed cover sheet (and declarations) must be completed and attached. All pages should be numbered sequentially in the top or bottom right-hand corner.

Short quotations should be indicated by quotation marks. Quotations of four or more lines should be indented in their entirety, with a line space above and below the quotation. Indented quotes do not need quotation marks. All quotations must be properly acknowledged. Paraphrases and indirect quotations, while not put in quotation marks, must also be properly acknowledged.

### **Footnotes, Bibliography and Appendices**

There are a number of different reference methods for academic essays, including footnotes, endnotes, and the author-date system. Essays submitted at the Institute should use the footnote method with bibliography. Footnotes are single-spaced entries that appear at the bottom of the page. They are numbered consecutively throughout the essay. They are used to acknowledge sources and ideas, or to make brief notational or clarifying comments. Most computer programs have automated footnote applications which are easy to use. In the body of the essay the footnote number is inserted at the end of the sentence to which it applies, or after a punctuation mark.

The first time a source is cited in the footnotes the full reference should be given. After that a short title may be used. The full reference should also appear in the bibliography. The bibliography must list all works (and only those works), which were consulted for the preparation of the essay. The list should appear in alphabetical order by author. Appendices, where applicable, are placed at the end of the essay before the bibliography. Apart from acknowledging sources, a reason for requiring publication details is so that a reader, including a marker, can locate the same source and assess whether the source has been accurately represented. An internet site is not necessarily a permanent form of publication. It is important therefore that the date in which it was accessed is recorded as well as the site details.

Careful attention should be given to the use and placement of italics, quote marks, and brackets. Book and journal titles are always given in italics. Essays, chapters or articles are given in quote marks. In footnotes, place of publication, publisher name, and date are all usually given inside brackets. Students are not restricted to just this particular method of citation, provided the method a student adopts is clear, consistent, and comprehensive. In writing for a publication it is important to follow the style selected by the target journal and made known in the notes for authors. Full details on citation are given in *The Chicago Manual of Style*. An abbreviated citation guide is published online at <http://www.libs.uga.edu/ref/chicago2009.pdf> (accessed January 17, 2012). The following example shows how a range of different sources should appear in the footnotes, and then in the bibliography.

#### Footnotes

[books]

<sup>1</sup> Livio Melina, *The Epiphany of Love: Toward a Theological Understanding of Christian Action* (Grand Rapids, Michigan / Cambridge, UK: William B. Eerdmans Publishing Company, 2010), 53-4.

<sup>2</sup> Melina, *Epiphany of Love*, 54.

<sup>3</sup> John Paul II, *Man and Woman He Created Them: A Theology of the Body*, tr. Michael Waldstein (Boston: Pauline Books and Media, 2006).

<sup>4</sup> This understanding of Jungian archetypes comes from John Paul II, *Man and Woman He Created Them*, 208-9 fn32.

[articles]

<sup>5</sup> Julian Savulescu, 'Conscientious Objection in Medicine', *British Medical Journal* 332 (2006), 294-7.

<sup>6</sup> Referred to by Savulescu, 'Conscientious Objection', 295.

<sup>7</sup> D. C. Schindler, 'Surprised by Truth: The Drama of Reason in Fundamental Theology', *Communio* 31/4 (2004), 587-611 at 610.

[chapter in a book]

<sup>8</sup> Alasdair MacIntyre, 'Moral Philosophy: What Next?' in *Revisions: Changing Perspectives in Moral Philosophy*, ed. Stanley Hauerwas and Alasdair MacIntyre (Notre Dame, Indiana: University of Notre Dame press, 1983), 1-15.

<sup>9</sup> José Granados, 'The Unity of the Human Person under the Light of Love', in *The Way of Love: Reflections on Pope Benedict XVI's Encyclical Deus Caritas Est*, eds. Livio Melina and Carl A. Anderson (San Francisco: Ignatius Press, 2006), 91-106 at 93.

[multiple authors]

<sup>10</sup> David W. Kissane, Annette Street, Philip Nitschke, 'Seven deaths in Darwin: case studies under the Rights of the Terminally Ill Act, Northern Territory, Australia', *The Lancet* 352 (1998), 1097-1102.

<sup>11</sup> Kissane *et al.*, 'Seven deaths in Darwin', 1098-1100.

[dictionary or encyclopedia entry]

<sup>12</sup> Avery Dulles, 'Conversion', in *Dictionary of Fundamental Theology*, eds. René Latourelle and Rino Fisichella (Middlegreen, UK: St Pauls, 1994), 191-3.

<sup>13</sup> 'Facio', in *A Lexicon of Saint Thomas Aquinas*, eds. Roy J. Deferrari and Sister M. Inviolata Barry (Fitzwilliam, New Hampshire: Loreto Publications, 1949), 407-8.

[article, book or treatise from a multi-volume series]

<sup>14</sup> Karl Rahner, 'Concerning the Relationship between Nature and Grace', in Karl Rahner, *Theological Investigations* vol. 1, tr. Cornelius Ernst (London: Darton, Longman and Todd, 1965), 297-317.

<sup>15</sup> Hans Urs von Balthasar, *Theo-Drama: Theological Dramatic Theory* vol. 4, tr. Graham Harrison (San Francisco: Ignatius Press, 1994).

<sup>16</sup> Augustine, *On the Trinity* I, 4, 7, *A Select Library of the Nicene and Post-Nicene Fathers of the Christian Church* vol. 3, ed. Philip Schaff (Grand Rapids, Michigan: WM. B. Eerdmans Publishing Company, 1978), 20. [internet source]

<sup>17</sup> John Paul II, Address to the Participants in the International Congress on 'Life-Sustaining Treatment and Vegetative State: Scientific Advances and Ethical Dilemmas', Saturday, 20 March 2004, [http://www.vatican.va/holy\\_father/john\\_paul\\_ii/speeches/2004/march/documents/hf\\_jp-ii\\_spe\\_20040320\\_congress-fiamc\\_en.html](http://www.vatican.va/holy_father/john_paul_ii/speeches/2004/march/documents/hf_jp-ii_spe_20040320_congress-fiamc_en.html) (accessed January 17, 2012).

<sup>18</sup> Irenaeus, *Against Heresies* IV, 13, 2, <http://www.ccel.org/ccel/schaff/anf01.ix.vi.xiv.html> (accessed January 17, 2012).

<sup>19</sup> Richard Wilson, 'Burden of proof: should evidence determine policy?', *New Humanist* 127/1 (2012), <http://newhumanist.org.uk/2721/burden-of-proof-should-evidence-determine-policy> (accessed January 17, 2012).

## Bibliography

Augustine. *On the Trinity*, in *A Select Library of the Nicene and Post-Nicene Fathers of the Christian Church* vol. 3, ed. Philip Schaff. Grand Rapids, Michigan: WM. B. Eerdmans Publishing Company, 1978

von Balthasar, Hans Urs. *Theo-Drama: Theological Dramatic Theory* vol. 4, tr. Graham Harrison. San Francisco: Ignatius Press, 1994

Deferrari, Roy J. and Barry, Sister M. Inviolata (eds.). *A Lexicon of Saint Thomas Aquinas*. Fitzwilliam, New Hampshire: Loreto Publications, 1949

Dulles, Avery. 'Conversion', in *Dictionary of Fundamental Theology*, eds. René Latourelle and Rino Fisichella. Middlegreen, UK: St Pauls, 1994, 191-3

Granados, José. 'The Unity of the Human Person under the Light of Love', in *The Way of Love: Reflections on Pope Benedict XVI's Encyclical Deus Caritas Est*, eds. Livio Melina and Carl A. Anderson. San Francisco: Ignatius Press, 2006, 91-106

Irenaeus. *Against Heresies*. <http://www.ccel.org/ccel/schaff/anf01.ix.vi.xiv.html> (accessed January 17, 2012)

John Paul II. *Man and Woman He Created Them: A Theology of the Body*, tr. Michael Waldstein. Boston: Pauline Books and Media, 2006

Kissane, David W., Street, Annette, and Nitschke, Philip. 'Seven deaths in Darwin: case studies under the Rights of the Terminally Ill Act, Northern Territory, Australia'. *The Lancet* 352 (1998), 1097-1102

MacIntyre, Alasdair. 'Moral Philosophy: What Next?' in *Revisions: Changing Perspectives in Moral Philosophy*, ed. Stanley Hauerwas and Alasdair MacIntyre. Notre Dame, Indiana: University of Notre Dame Press, 1983, 1-15

Melina, Livio. *The Epiphany of Love: Toward a Theological Understanding of Christian Action*. Grand Rapids, Michigan / Cambridge, UK: William B. Eerdmans Publishing Company, 2010

Rahner, Karl. 'Concerning the Relationship between Nature and Grace', in Karl Rahner, *Theological Investigations* vol. 1, tr. Cornelius Ernst. London: Darton, Longman and Todd, 1965, 297-317

Savulescu, Julian. 'Conscientious Objection in Medicine'. *British Medical Journal* 332 (2006), 294-7

Schindler, D. C. 'Surprised by Truth: The Drama of Reason in Fundamental Theology'. *Communio* 31/4 (2004), 587-611

Wilson, Richard. 'Burden of proof: should evidence determine policy?'. *New Humanist* 127/1 (2012), <http://newhumanist.org.uk/2721/burden-of-proof-should-evidence-determine-policy> (accessed January 17, 2012)

## References to the Works of Thomas Aquinas

Although references to the works of Aquinas occur in many secondary sources, students often struggle to reference his works in the footnotes and bibliography properly. Most of his writings are available in English translation from the internet, in varying quality. Whether you use a hard copy edition of his texts or an internet source, full details of the particular edition or internet site must be given in the bibliography. In the footnote however, it is usually sufficient simply to give the reference to the particular work and passage in question, following one of the common patterns of citation found in most academic books and journals. Note that although 'Thomas' is not his surname, most bibliographies list works by him under 'T', not 'A'.

Here is an example of how to cite from two different works by Aquinas, one drawn from a hard copy edition, the other two drawn from an internet site:

### Footnotes

<sup>1</sup> Thomas Aquinas, *Summa Theologiae* I-II, 58, 2. [= the first part of the second part, question 58, article 2. *Summa Theologiae* is commonly abbreviated as ST.]

<sup>2</sup> ST III, 4, 2.

<sup>3</sup> Thomas Aquinas, *Summa Contra Gentiles* 19, 1. [*Summa Contra Gentiles* is commonly abbreviated as SCG.]

### Bibliography

Thomas Aquinas. *Summa Contra Gentiles Book One: God*, tr. Anton C. Pegis. Notre Dame, Indiana: University of Notre Dame Press, 1975

----- . *Summa Theologiae*. <http://www.newadvent.org/summa/index.html> (accessed January 20, 2012)

## Scriptural References

When reference is made to passages or books from the Holy Scriptures, the book, chapter and verse are abbreviated and cited in brackets in the main text, not in a footnote. When the reference is made outside of the brackets in the body of the essay, the book name is written in full for example:

Jesus taught that marriage is indissoluble (Mk 10:2-12; Mt 19:3-9) and Paul did likewise (1 Cor 7:18-40; Rom 7:1-3). Yet both Matthew 19:10-12 and 1 Corinthians 7:29-35 indicate that marriage in this world is relative and not ultimate. References to celibacy 'because of the kingdom of heaven' (Mt 19:12) and the priority of living in undivided devotion to the Lord (1 Cor 7:32-34) indicate the true goal of sacramental marriage.

The bibliography should acknowledge which version of the Bible has been used, and if a different version is used in the text that should be acknowledged.

## Abbreviations

**Full stops are not used in biblical abbreviations.**

Gen	Ex	Lev	Num	Deut
Josh	Judg	Ruth	1 Sam	2 Sam
1 Kgs	2 Kgs	1 Chr	2 Chr	Ezra
Neh	Tob	Jdt	Esth	1 Mac
2 Mac	Job	Ps	Prov	Qoh
Song	Wis	Sir	Isa	Jer
Lam	Bar	Ezek	Dan	Hos
Joel	Amos	Obad	Jon	Mic
Nah	Hab	Zeph	Hag	Zech
Mal	Mt	Mk	Lk	Jn
Acts	Rom	1 Cor	2 Cor	Gal
Eph	Phil	Col	1 Thes	2 Thes
1 Tim	2 Tim	Tit	Phlm	Heb
Jas	1 Pet	2 Pet	1 Jn	2 Jn
3 Jn	Jude	Rev		

## Plagiarism, Collusion, Unauthorised Resubmission And Reliance On Inappropriate Sources

Plagiarism, collusion and unauthorised resubmission of work are serious academic offences and may disqualify the submitted assignment from being graded. Repeated offences may lead to exclusion from the programme: see the *Academic Regulations*. Substantial reliance upon lecture notes, introductory texts, encyclopædias or other sources which are not peer-reviewed (most internet sites!) is also inappropriate and will be penalised: if in doubt, consult the lecturer-in-charge of the course or the Dean.

That is not to say that such sources cannot be used at all. If a lecture or an encyclopedia contains an item of information that is of particular moment, a definition for instance, then it is permissible. Further, such a source may be used as an example for the purposes of critique or analysis. The issue with such sources is that in not being peer reviewed they are less reliable and an argument ought not depend on something so sourced. However, increasingly often, major published texts are able to be located on the internet. Their use is permissible as it is often a more accessible way of dealing with a text, and it may otherwise not be available to the student. It is important to include both the original publication details listed on the site, and the fact that it was sourced via an internet site, the site details and the date of access. It should be noted that the official version of Church documents is the Latin version available in the library in *Acta Apostolica Sedis* (AAS). The English and other language translations are not always accurate and they may vary from the Latin and be amended over time. The most recent English translation is likely to be the version on the official Vatican website, [www.vatican.va](http://www.vatican.va), and it is better to rely on that site rather than other internet versions or even printed versions.

## Student Copy

Students must retain a copy of all written work, which can be resubmitted in the case of some mishap.

## Assistance

Lecturers are happy to respond to requests for clarification of the essay question or for further direction as to appropriate reading. They will not normally read drafts, or allow resubmission of the same writing task.

## Submission and Late Submission

All essays and theses must be submitted electronically if so directed and in hard copy during office hours to the Registrar who will record the date and time of receipt on the prescribed cover sheet. Essays may only be submitted by email by prior arrangement with the Subject Co-ordinator or when directed by the Subject Coordinator to do so. Essays submitted after the due date without an extension may be penalised up to a maximum of 20%. No essays will be accepted longer than four weeks after the due date except where an extension has been previously granted.

Extensions on the due date for written work will only be granted for serious cause. Permission for extension should be sought in good time from and signed by the Subject Co-ordinator (or, if unavailable, the Dean) directly on the prescribed cover sheet which is to be submitted by the student to the Registrar. Essays submitted after an extended due date may be penalised up to a maximum of 20%. No essays will be accepted longer than two weeks after an extended due date except where there is grave cause.

## Further Reading

These two pages only introduce some basic conventions to be observed in the writing of theological papers more detail is contained within *The Chicago Manual of Style*. There are many good published resources to help students in crafting sound academic essays and theses. For personal assistance on essay writing technique please consult the Institute's Academic Skills Counsellor.

## Plagiarism

Plagiarism is defined as reproduction and presentation of the work of others without acknowledgment. It is the attempt by an individual to receive credit for the ideas or language of others. A major form of plagiarism occurs when a substantial segment of another's work is reproduced without acknowledgment. Lesser levels of plagiarism occur through presenting as novel the ideas of others but paraphrasing the words used in the original text. Plagiarism means taking someone else's work or ideas and presenting it as though it was the student's own work. It is theft. As such it is a grave offence and such offences, even those that happen as a student, may affect a person in later life, including offences not discovered until later life. People have lost senior positions on the discovery of offences committed in the past when they were students.

A good article on the problem of plagiarism in Australia has been written by Brian Martin, 'Plagiarism and Responsibility', *Journal of Tertiary Educational Administration* 6/2 (1984), 83-90, <http://www.bmartin.cc/pubs/84jtea.html> (accessed January 17, 2012). Martin includes the following examples of plagiarism:

- **'word-for-word'** plagiarism: this usually occurs through taking whole paragraphs, pages or even chapters, either published by others or given a more limited circulation through typewritten drafts or mimeographed material circulated to a limited few.
- **'paraphrasing'** plagiarism: this may involve the presentation of generalisations on the work of an author drawn from an unacknowledged secondary source. This gives the impression that the student has examined the original work and has derived new interpretations of it.

With the invention of the global internet and the rise of the information culture, plagiarism in academic writing has become an even greater problem. Nevertheless, it is not always easy to distinguish between plagiarism of an individual's work and drawing on the common stock of knowledge. The online application *turnitin* provides students and faculty with the opportunity to assess the originality of work submitted to it.

In all academic work, and especially in a thesis, it is important to acknowledge the sources from which ideas have been drawn. For thesis writers, each candidate is required to include in the thesis a signed statement that the work is original 'except as acknowledged in the text'. The full statement is contained in the section of these regulations concerning the preparation and presentation of the thesis. The required cover sheet for assignments also contains a declaration from the student that the work is original.

Further information on plagiarism can be found in the Institute's Academic Honesty Policy.

**Approved: Academic Board  
15 February 2012**