

THE JURIST

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STYLE SHEET

1. Length of Articles

Articles are generally 25 pages long and are double spaced (this includes quotations in the body of the text and the footnotes). Times New Roman Font 12 is preferred.

2. General Style Requirements

The Jurist follows the Chicago Manual of Style, or its abbreviated version in Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*.

3. Specific Instructions for Footnotes

- a) In citations, include the full first name as well as the last name of authors.
- b) For books, include the publisher as well as the place and date of publication for books. The title is italicized. Place of publication, publisher and year of publication are included. A few examples:
Lawrence G. Wrenn, *The Invalid Marriage* (Washington: CLSA, 1998) 21-24.
John M. Huels, *The Pastoral Companion: A Canon Law Handbook for Catholic Ministry*, 2nd ed. (Quincy, IL: Franciscan Press, 1995).
- c) For articles, include the name of the journal, volume number, year of publication, and page(s):
Robert W. Guiry, "Immaturity, Maturity, and Christian Marriage," *Studia Canonica* 25 (1991) 93-114.
- d) For books that have an editor, give the editor's name after the title, including the publication information of the edited book.
Sharon Holland, "Norms Common to All Institutes of Consecrated Life," in *The Code of Canon Law: A Text and Commentary*, ed. James A. Coriden et al. (New York: Paulist, 1985) 453.
"Canon Law," in *The Oxford Dictionary of the Christian Church*, ed. F. L. Cross (London: Oxford University Press, 1957) 228.
- e) Official documents of the Holy See are usually published in the *Acta Apostolicae Sedis*, unless otherwise indicated. Reference is to be made to the original place of publication; if an English translation is available, reference is to be made to that English translation also.
John Paul II, "Address to a Group of Bishops from the United States of America on their *ad limina* visit," October 17, 1998: AAS 91 (1999) 932-937.

Benedict XVI, Address to the members of the diplomatic corps, January 10, 2011: AAS 103 (2011) 100-107. English translation available in *Origins* 40/32 (January 20, 2011) 521-525.

- f) Footnotes are preferable in manuscripts. Please use the same font size in the body of the text as in the footnotes. Times Roman 12 is preferred in this connection if possible.
- g) References to the worldwide web are to be avoided as much as possible. Preference is given to printed / published texts.

4. Submission of the Manuscript

Please submit the manuscript in an electronic version (Microsoft Word is preferred).

5. Capitalization

The capitalization style should be consistent throughout the document. Preference is for less capitalization rather than more. Some special situations often encountered in canon law writing are the following:

- a) **Canon.** When referring to a canon in church law, it is lower-cased (canon 15, canons 100-200) except, of course, when it begins a new sentence.
- b) **Catholic.** Capitalize when referring to Catholic Church or its members (Catholics). Lower case when referring to catholic in sense of universal.
- c) **Christian.** Capitalize as a noun or adjective: Christians, Christian faithful, Christian churches.
- d) **Church.** Capitalize Church for a substantive (i.e., noun) referring to the whole Church, to the universal Latin Church, to the Eastern Catholic Churches, or to an individual Eastern Catholic Church *sui iuris*. Use lower case church as an adjective (church law, church ministers, church authority), or when referring to the particular church (local church, diocesan church, American church), or when referring to a building (parish church, cathedral church).
- e) **Code.** Do not capitalize unless as Code of Canon Law. Use of the word “code” presumes the 1983 code unless stated otherwise in the text or context. Be clear and consistent in identifying the particular code (e.g., 1917 code, the 1983 code, or the Eastern code), although the year need not be repeated for the Latin codes unless both codes are being considered in the same context and specific identification is needed for the sake of clarity.
 - a. If the manuscript primarily concerns the Latin canon law, cite the current law by canon number (e.g., canon 100 or in a footnote or parenthetical reference, c. 100); cite the previous Latin code by year of promulgation (1917 *CIC* c. 100); cite the Eastern code by its Latin abbreviation (*CCEO* c. 100).
 - b. If the manuscript primarily concerns the Eastern canon law, cite the current law (i.e., the Eastern code) by canon number (e.g., canon 249 or in a footnote or parenthetical reference, c. 249); cite the Latin codes according to their years of promulgation.

- f) There is considerable diversity in the manner in which the codes are cited in current literature. It is important to be consistent within the manuscript in the manner of citing the code. *But when other styles appear within a direct quotation, keep the original style within the quotation.*
- g) **Council.** Capitalize when part of the name of a specific council: Vatican Council II, Council of Trent. When used by itself in a later reference to that event, council is lowercased: the teaching of the council, the council documents, conciliar statements.
- h) **Individual Office Holders.** When referring to an individual person by name, capitalize the title of the office: Pope John Paul II, Cardinal Theodore McCarrick (Cardinal McCarrick). The same is true when referring to the specific title of the office: the Pope of Rome, the Archbishop of Washington. But when referring to the person by the office but without the individual's name, lower case is used: the pope, the cardinal, the archbishop, the Roman pontiff.
- i) **Sacraments.** References to the Eucharist in any of its forms are always capitalized as a noun: Eucharist, Holy Communion, the Mass, Viaticum, etc. Lower case is used for the adjective “eucharistic.” Other sacraments are always in lower case: baptism, confirmation, penance, holy orders, matrimony, anointing.

6. Abbreviations

Certain abbreviations and signs are specific to canon law writing, and the following conventions are followed for *The Jurist*. For other examples of abbreviations in canon law usage see the list in *New Commentary on the Code of Canon Law* xxi – xxxii.

- a) **Canons.** In the body of the text, spell out the word: canon, canons. Within parentheses in the body of the text, or in footnotes, if it is a citation it may be abbreviated by c. for one canon, cc. for two or more canons.
 - a. Example from a sentence in the body of the text: Matrimonial consent is defined in canon 1057 §2 but it is dealt with in greater detail in the later chapter (cc. 1095 – 1117).
 - b. Examples from a footnote:
 - i. Canon 1057 §2. The issue was addressed earlier in the code (see c. 209).
 - ii. See c. 145.
 - c. When making a direct quotation which uses some other style (e.g., can. instead of c.), keep the original style within the quotation.
- b) **Divisions within canons.** In American civil law usage, § is termed a “section” sign, and ¶ is termed a “paragraph” sign. In canon law usage, derived from the Latin usage, § is referred to as a paragraph sign. *Jurist* usage is to refer to § as a paragraph sign.
 - a. The § symbol should be used whenever appropriate.

- b. Some canons have numbers instead of sections within them. For example, canon 1071 §1 has 1° through 7°.
- i. Here is an example of one paragraph and number:
 1. Canon 1071 §1, 3°.
 - ii. Here are examples of multiple paragraph and numbers
 1. Canon 528 §§1 and 2
 2. Canon 1095, 1°-3°
- c) **Rotal sentences.** A rotal sentence can be cited in a number of ways. Be consistent in whatever system you adopt, even though you may be using sources which use several different systems. When other styles appear within a direct quotation, keep the original style within the quotation.
- Frequently a sentence will be cited in terms of the name of the *ponens*: *coram Felici*. The term “coram” is italicized because it is a Latin term; it can be abbreviated with an italicized c: “c. Felici.” The full citation also includes the page references in the *Decisiones seu Sententiae* of the Roman Rota, abbreviated *RRDec* followed by the volume number (but not the year) and the page number. Here is an example:
- a) First citation: *Coram Anné*, February 25, 1969: *RRDec* 61: 183-184;
 - b) Subsequent citation in the text: *coram Anné* (indicate the date only if other decisions by the same judge are being cited in the manuscript);
 - c) Subsequent citation in the notes or within parentheses in the text: *c. Anné*, 183-184.
- d) **Other commonly used abbreviations.** Here are some abbreviations commonly used in canonical writing. The abbreviation is not used in the body of the text but may be used in notes or within parentheses within the body of the text.
- a. General
 - i. *AAS* *Acta Apostolicae Sedis*
 - ii. *CCEO* *Codex Canonum Ecclesiarum Orientalium*
 - iii. *CDF* Congregation for the Doctrine of the Faith
 - iv. *CIC* *Codex Iuris Canonici*
 - v. *LEF* *Lex Ecclesiae fundamentalis*
 - b. Vatican II
 - c. Postconciliar Documents

Follow the list of abbreviations in *New Commentary on the Code of Canon Law* xxi – xxxii.