

*CISTERCIAN STUDIES QUARTERLY*  
*Style Sheet*  
*2014 Edition*

General requirements for submitted manuscripts	2
How to prepare your manuscript	3
Capitalization	3
Punctuation	4
Numbers	10
Quotations	11
Abbreviations	11
Citations	12
Biblical citations	13
Footnote form	13
Sample first-note references:	
Books	15
Articles, Editorials, Reviews	19
Subsequent references	21
Book Reviews	22

### **General Requirements for Submitted Manuscripts**

1. To submit an article to the editor for consideration please email it to [csq@msmabbey.org](mailto:csq@msmabbey.org). You may submit it in PDF, but if the article is accepted you will be asked to submit the final manuscript, revised in accordance with the editor's and readers' suggestions, as a Word document. The style sheet and list of commonly used abbreviations are posted on CSQ's website.
2. CSQ is a refereed journal: all articles are submitted to qualified evaluators. The evaluation process is anonymous; give your name only on the cover letter, not on the article manuscript
3. Give the address at which you prefer to receive correspondence, including your e-mail address. In addresses, put a comma between city and state; use two letter abbreviations of the state.
4. Quotations of five or more lines should be treated as block quotations: indented, double-spaced, and without quotation marks.
5. Footnotes should appear at the bottom of the pages to which they belong, not at the end of the manuscript. Do not use endnotes.
6. At each stage of submission, double space all material, including block quotations and footnotes.
7. As a general rule, do not provide quotations in the original language, though you may include what you judge necessary to clarify the translation or emphasize a point, either in brackets within the quoted passage or in italics in a footnote.
8. Do not hyphenate words other than those conventionally printed with hyphens. (Turn off your computer's automatic hyphenation function if it's on.)
9. On a separate page, please include a brief biographical note.
10. CSQ uses American spelling and gender-inclusive language. In cases of more than one correct spelling, pick the shortest form, e.g., counselors, counseling, worshiper, worshiping, traveler, traveling. Use "early Cistercians where possible, instead of "Cistercian fathers." (Lower case "fathers.")

## STYLE

### A. Capitalization

#### 1. Capitalize

- a. Personal names (Humbelina) and titles joined to them (Pope Eugene),
- b. Proper names (Abbey of Cîteaux),
- c. Specific geographical areas (the North, Provence),
- d. The Church (as the Body of Christ),
- e. Nouns denoting religious systems or adherents to those systems (the Christians, a Moslem, Iranian Shi'ites),
- f. Names of monastic and religious orders,
- g. Names for God; some, not all of the mysteries of the life of Christ: Incarnation, Passion, Resurrection, Ascension, Cross,
- h. Names for the Bible (Scripture[s], Old Testament, Gospel[s]), Hebrew Scriptures, and derivative adjectives (Biblical, Scriptural), but "a scripture,"
- i. Names denoting historical periods (the Middle Ages, the Renaissance, the Golden Age of Cîteaux),
- j. Names of sacraments *qua* sacrament (Baptism, Eucharist, Matrimony),
- k. the Rule, the Order,
- l. The first word of and references to proper names in titles of Latin treatises (*De institutione inclusarum*, *De diligendo Deo*), and
- m. Adjectives derived from proper nouns (Christian monks, Irish bishops, Biblical scholarship, Jewish ritual, Cistercian spirituality).

2. Capitalize only titles that are followed by personal names (King Henry II, Pope Eugenius, Abbess Hilda; **but** the king; Eugenius III, the pope; Geoffrey, bishop of Langres).

3. Follow established convention in capitalization of proper names, titles of published works, and titles of foreign-language treatises. For works in a foreign language, obey the usage of that language for names and titles, usually as shown on the title page of the published text.

4. Do not capitalize pronouns referring to God except to avoid ambiguity and at the beginning of sentences.

5. The correct form is: Sermon 5 (not sermon 5 or five). But chapter 5 is lower case.

6. Capitalize Preface, Introduction, Bibliography.

7. Initials abbreviating religious orders (OCSO, OSB) are in SMALL CAPS.

## B. Punctuation

Punctuation is used in modern English writing as a syntactic signal for greater clarity of argument. CSQ follows the punctuation conventions summarized below.

### 1. Apostrophes

a. Indicate contractions and possessives:

(1) Singular nouns, whatever their final consonant, are made possessive by the addition of 's (the anchoress's cell; Bernard of Clairvaux's sermons) in all cases except in proper names such as *Jesus* and *Moses*, in which the possessive s is not pronounced. Such names need only an apostrophe for the possessive (Jesus' teaching).

(2) Plural nouns ending in s are made possessive by the addition of only an apostrophe; plural nouns ending in other consonants require 's (the disciples' failure to understand, but the women's hospitality to Jesus).

b. Form the plurals of letters (A's, B's, C's) but not the plurals of abbreviations, numbers, dates, or names (Ph.D.s, 1160s, 1940s, Poor Clares).

### 2. Brackets

a. Enclose words or phrases inserted by the author of a work into material quoted in that work (within quotations, parentheses indicate that the word or words they enclose are original with the quoted material): "Abbot Gilbert [of Hoyland] died in 1172" (Braceland 5);

b. Replace parentheses within a quoted parenthesis: "(For the guidance of Pope Eugene III [1145–1153] Bernard wrote *De consideratione*)."

c. Angle brackets enclose websites: <<http://cistercian-studies-quarterly.org>>.

### 3. Colons

a. Introduce quotations. Generally avoid preceding a quotation with a period: ("Ælred insists on Christ's humanity and divinity: 'Worship God in the man and the man in God'");

b. Introduce examples, explanations, or elaborations of what has gone before. A colon, like an equal sign, means that what follows essentially restates, summarizes, or is in some way equivalent to what precedes ("Cistercian spirituality is centered in intimacy with God: its language is insistently that of the Song of Songs, of the bride's search for her beloved");

c. Separate titles from subtitles (*Athirst for God: Spiritual Desire in Bernard of Clairvaux's Sermons on the Song of Songs*);

d. Precede the phrase or clause that ends the sentence. Divide chapter and verse in Biblical citations, and volume and page numbers in citations from editions and their translations, with no intervening space (Gen 1:1; PL 184:23B; CF 2:146).

f. A colon is followed by one space, not two, and by a lower-case letter.

### 4. Commas

- a. Always go inside quotation marks, whether double or single ("Augustine's youthful search for love, his longing 'amare et amari,' echoes through the early books of his *Confessiones*"),
- b. Precede the conjunction joining independent clauses: ("I sleep, but my heart wakes. All my desire is before you, and my groans are not hidden from you"),
- c. Separate items in a series and precede the conjunction before the last such item: ("The first four daughters of Cîteaux are La Ferté, Pontigny, Clairvaux, and Morimond"),
- d. Separate non-restrictive clauses from the main clause: ("Bernard, who was to become the first abbot of Clairvaux, entered Cîteaux in 1113"; "The dwelling-place, which is our body, is not a citizen's residence")" (as *which* begins only non-restrictive clauses, it is generally preceded by a comma).
- e. Often operate as pairs, like parentheses, as seen here,
- f. Follow a long phrase or clause before the main clause of a sentence: ("Because of his pain and growing disability in the last ten years of his life at Rievaulx, Ælred was allowed a dispensation to live in a small separate building"),
- g. Divide elements in names, dates, and addresses (Fr. Chrysogonus Waddell, OCSO; March 22, 1992; CSQ, Mount St. Mary's Abbey, 300 Arnold St., Wrentham, MA 02093),
- h. May not divide subject from verb or verb from complement; nor should they divide syntactically parallel elements such as compound verbs or objects: ("The great early abbots of the Order between 1098 and 1185 wrote a series of sermon-commentaries on the Canticle and thus widely influenced western Christianity"),
- i. Never appear with a dash; where both dash and comma are needed—as at the end of this phrase—omit the comma,
- j. Do not precede parentheses or brackets but may follow the closing parenthesis or bracket: ("When the English deputation went to Rome to protest William's election [Ælred among them], they probably stopped at Clairvaux to meet with Bernard"),
- k. Do not precede restrictive clauses, including those beginning with *that*.
- l. A comma is used before the last word or phrase in a series of words or phrases separated by commas.

## **5. Dashes**

- a. Are to be used sparingly,
- b. Are used in pairs, like parentheses, to enclose parenthetical remarks. They supersede and replace all other medial punctuation: ("Many Cistercian monasteries were founded in the North of England—Rievaulx, in Yorkshire, and Revesby, in Lincolnshire—during the twelfth century"),
- c. Are em-dashes, with no space on either side. If you can't produce an em-dash on your computer, use two hyphens, without spaces (--).

## **6. Ellipses**

Indicate the omission of material from a quoted passage. Three dots, each with a space before, between, and after, indicate an omission within a sentence; four dots indicate omitted material at the end of a sentence or between two sentences (the fourth dot is the period and is placed so as to show where the period falls with relationship to the first sentence): (“Stephen Harding . . . is credited with writing the *Carta Caritatis*”; “The most famous sermons were those of Bernard and Gilbert. . . . John of Forde completed the sermon-commentary” *but* “The most famous sermons were those of Bernard . . . . Some fifty years later John of Forde completed the sermon-commentary”).

## 7. Exclamation marks

Are generally undesirable in formal writing except when used in a direct quotation.

## 8. Hyphens

- a. Join compounds used as adjectives: ("twelfth-century reform movements and daughter-house visitations," *but* "monastic reform in the twelfth century and visitation of daughter houses"),
- b. Are not used for similar phrases begun with adverbs in *-ly*: (a widely acknowledged concern of the Fathers),
- c. Are replaced by en-dashes between numerals. If you can't produce an en-dash on your computer, just use a hyphen.

## 9. Italics

- a. Are used for foreign words and short phrases within English texts: ("Jerome's concern for *horror cruoris*"; "Ælred points out that *amicitia* comes from *amor*"). Foreign language quotations of a sentence or longer but included in a block quotation or enclosed by quotation marks are not italicized
- b. Indicate words used as words or mark special emphasis: ("Her favorite word is *quotidian*"; "Note the reminder of divine maternity in the verse 'His eyes are like two doves *bathed in milk*'"),
- c. Identify titles of books, plays, long treatises, long poems, pamphlets, etc. (see examples in sample citations below),
- d. Are not used for standard abbreviations for works, journals, reference works, etc.: (*Cistercian Studies Quarterly* but CSQ; *New Catholic Encyclopedia* but NCE),
- e. Are not used in the short titles replacing a title in citations.

## 10. Question marks

- a. Are placed inside quotation marks if the quoted words ask a question: (Here Gilbert asks “Cur dicat in lectulo et non in lecto?”),
- b. Are placed outside quotation marks if the quotation appears within a sentence asking a question: (Why does Gilbert insist on the phrase “In lectulo meo?”).

## 11. Periods (full stops)

- a. Indicate the end of a sentence, followed by a single space,
- b. Always go inside quotation marks, double or single
- c. Follow parentheses at the end of a sentence (as in this case).
- d. Divide portions of a treatise (Dil 3.13.7).

## 12. Quotation marks

- a. Enclose quoted material,
- b. Indicate titles of articles, essays, short stories or poems, chapters of books, and unpublished works (lectures, papers, dissertations),
- c. Appear normally in doubled pairs (“ ”), with pairs of single marks (‘ ’) used only for quotations within quotations and for glosses (*amicitia* ‘friendship’). In a series of embedded quotations, alternate between double and single quotation marks: ("Daniel M. La Corte also notes Ælred's wit: 'When warning against gluttony he advises them to consider those who "beneath their habits worship their bellies" (Spec Car 1.30.86) [La Corte 73]"),
- d. Go outside periods and commas and inside semicolons, colons, and dashes; question marks and exclamation marks go inside parentheses if they belong to the quoted material, outside if to the writer's own sentence: ("The bridegroom cries out: 'You are without spot, my beloved.' In the first moment of love he exults, 'My secret is my own! My secret is my own!'"),
- e. Are not used to redefine or give emphasis to a word or phrase or to indicate that a word or phrase is a cliché.
- f. Single quotation marks are used for glosses, with all sentence punctuation (including, in this one instance, periods and commas) placed *outside*: ("The word *speculator* means ‘gaze upon’, ‘watch intently’, or ‘inspect’.”).

## 13. Semicolons

- a. Are weak periods; generally use them only to replace a period or a comma plus conjunction, that is, between independent clauses: ("Let your eyes be upon me; let your ears be open to my cry"),
- b. May be used to separate items in phrasal series *if and only if* some or all of the individual phrases contain commas: ("The other three works concern contemporary events: *The Battle of the Standard*, about an 1138 battle; *Lament for King David of Scotland*, eulogizing David after his death in 1153, and *A Certain Wonderful Miracle*, describing violent events from the 1160s") (a comma precedes the last item in the series),
- c. Separate multiple citations in a footnote (Bernard, Dil 3.25; Aelred, Spir amic 2.15).

## 14. Diacritics/Accents

When quoting foreign languages, retain the original diacritics or accents: (“Curaçao, Søren, Cîteaux, née”.

### **C. Numbers**

1. Use Arabic numerals rather than Roman numerals except in titles (CCCM 2D, PL 184, *but* Pope Adrian IV; *Studies in Medieval Cistercian History, III*) and citations from works using Roman-numeral pagination: ("Later the author contradicts his words on page v"). Use Arabic numerals in volume numbers of periodicals, even if the original publications use Roman numerals, and for volumes of published series, for example the *Patrologia Latina*, *Patrologia Græca*, *Corpus Christianorum*, *Acta Sanctorum*, etc.
2. Usually write out all numbers that require no more than two words and represent all others, except at the beginning of a sentence, by numerals: (thirteen, fifty-three, one thousand, *but* 111, 902). Between numbers, use an en-dash or, if you can't produce one, a hyphen.
3. BUT in cases that require both two- and three-word numbers, treat all the same: (35 of the 257 early houses, thirteen of the one hundred fifteen monks).
4. In indicating a range of inclusive numbers, use all digits in the case of two-digit numbers (23–25) and two digits (or more if needed) in the case of numbers with three or more digits (125–28, 209–13, 600–525, 1119–265). Omit unneeded zeros (702–5).
5. Separate the numerals in such a range of inclusive numbers (if you can) with an en-dash rather than a hyphen.
6. In a range of dates, write both in full unless they are within the same century: (1098–1175, *but* 1175–78).
7. Within the text of an article write dates with the month preceding the day and a comma both before and after the year (On December 25, 1066, Duke William was crowned king of England).
8. Do not abbreviate decades (1940s, not '40s).

## **D. Quotations**

1. Enclose quotations of *fewer* than five lines within the text in double quotation marks (“ ”). Always place periods and commas that immediately follow quoted material *inside* the quotation marks: (“most sermons end with the words *sæcula sæculorum*.”).
2. Treat quotations of five lines or more as block quotations, indented on both right and left, double spaced, and with no enclosing quotation marks. A block quotation of only one paragraph has no paragraph indentation in the first line. (Use double quotation marks rather than single when quoting within block quotations.)
3. Translate Scriptural passages directly from your source rather than citing a published English translation so that you do not misrepresent your author’s Biblical familiarity and usage.

## **E. Abbreviations**

1. Follow all abbreviations for whole words (e.g., Doctor, Father) with periods: (Dr., Fr., Cist.). Note that *Saint* is written out: Saint Gregory.
2. Use periods in the abbreviations of academic degrees: (Ph.D., J.D.).
3. Do not use periods for abbreviations of religious orders that use only initials: (OCSO, OSB, OP) *but* (S.)O.CIST, O PRÆM.
4. Do not use Latin abbreviations within the text or within citations; instead of *ibid.* and *op. cit.*, for example, restate the name of the author and, if appropriate, a short form of the title of the work. (It is normally not necessary to specify the short title in the first citation.) See examples below.
5. Do not abbreviate saint or saints, with or without a name following.
6. Abbreviate the names of cities, counties, states, geographical provinces, or countries in footnotes but not in the text.
7. For standard abbreviations of books of the Bible, works by patristic and Cistercian authors, and titles of journals, series, and reference works, see *Commonly Used Abbreviations*, on the CSQ website.
8. “RB” is used for citations whether in the text or in the notes, but not in the text as a substitute for *Rule of Saint Benedict*.

## CITATIONS

**Please follow these rules carefully; do not count on the editors or proofreaders to fill in gaps or correct obvious errors in citation form. Your article will move to print more quickly if the editor does not have to return it to you for clarification or correction.**

### A. Footnote Placement

Place footnotes at the bottom of the appropriate page.

### B. Parenthetical Documentation

After providing a footnote containing full documentation for any source except those with standard abbreviations (e.g., Mk, SBOp), subsequently cite that source within your article inside parentheses, before sentence punctuation: ("Sit in silence then, my sister, and if the needs of the body and the good of your soul compel you to speak, do so briefly, with humility and restraint [Ælred, Inst incl 5]."). In the case of block quotations—for which quotation marks are not used—place the reference *after* the final period, before the citation. Parenthetical references will normally require only the author's last name and a reference to page or section location within the text, with no commas (Leclercq 82–83). If within the article you cite more than one work by the same author, add short titles within the parenthetical citation, placing a comma only between the author and title (Leclercq, Monks 82–83). Short titles are neither italicized nor placed in quotation marks. When referring to a work that has a standard abbreviation, such as an edition or a translation, use the abbreviation and a numeration that give sufficiently precise identification (PL 195:73C). If your text clearly identifies the author or the work you need not place that information in parentheses: ("As Leclercq writes in *Monks on Marriage*, 'The church herself is the communion between souls' [82–83].").

### C. Biblical Citations

1. Follow the form of the Revised Standard version or New Revised Standard version of the Bible for personal and place names as well as Biblical books (see *Commonly Used Abbreviations* for abbreviations). For the enumeration of the Psalms, use the Vulgate numbering for all references to medieval texts, especially liturgical works. In citing variants, enclose them within parentheses and clearly identify the text in the first citation.
2. Books of the Bible may always be abbreviated (see *Commonly Used Abbreviations* for complete listing).
3. Separate chapter and verse with a colon (Ex 2:20; Jn 6:52–99; 1 Cor 5:10–13).

## D. Footnote Form

1. Unless otherwise noted, CSQ follows the citation style of the Modern Language Association (see *MLA Style Manual and Guide to Scholarly Publishing*, 3<sup>rd</sup> ed., 2008).
2. Give authors' names as they appear in the publication you cite, whether with initials or proper names. Do not include authors' academic degrees or religious orders.
3. Abbreviate publishers' names so as to provide only the minimum necessary information: (Oxford UP, Paulist, U of California P, Norton, Cistercian).
4. *Commonly Used Abbreviations* (on the CSQ website) gives standard abbreviations used by CSQ. Use an abbreviated version of the title in citations after the first, usually the first noun in the title, without italics or quotation marks (e.g., the short form for Henri Nouwen's *Genesee Diary* could be either Genesee or Diary). In such cases it is not necessary to specify the short title.
5. When a work, journal, or reference work lacks a standard abbreviation or an obvious short title form, use "hereafter" to specify an abbreviated form of the title in its first citation: ("Gregory the Great, *Homiliae in Hiezechihelam prophetam*, 2.7.11 [hereafter Hiez]").
6. Cities of publication appear in their English spelling (Munich, Cologne, Turnhout, Lyons). (The English form of Latin city names may be found at <http://net.lib.byu.edu/~catalog/people/rlm/latin/>>.)
7. If it is necessary to identify the state within which the city of publication is located, use the United States Postal Service abbreviations (CA, IN, MI).
8. Publication information for books is enclosed within parentheses; no punctuation precedes the following page numbers.
9. Do not precede page numbers by *p.* or *pp.* except to avoid ambiguity.
10. If citing by chapter or chapters rather than page numbers, precede the numbers with *chap(s)*.
11. Manuscript or incunabula references begin with the name of the city, university, or library, followed by *MS.* or *Inc.* and the shelf-mark, ending, if appropriate, with the folio or page number or numbers (Oxford MS. Bod. 328, f. 23; Laon MS. 59, ff. 34<sup>r</sup>–36<sup>v</sup>; Laur. Inc. 3.53, e.iii).

12. Footnotes should include the following information, as applicable: full name of author or authors (not inverted); title of book or article, full name of editor, compiler, and/or translator; edition other than the first; number of volumes; volume number cited; title of individual volume; series title and volume number within series; facts of publication (city, publisher, and date); and page number(s) or volume and page number(s), e.g., 3:25.

13. Keep Internet citations as simple as possible; give just enough information to allow readers to locate the sites. You need not give your date of access. (Instead of <http://www.cistercian-studies-quarterly.org>, just [cistercian-studies-quarterly.org](http://www.cistercian-studies-quarterly.org).)

#### 10. Sample first-note references: Books

a. A book by a single author

<sup>1</sup>Jean Leclercq, *The Love of Learning and the Desire for God: A Study of Monastic Culture*, trans. Catharine Misrahi (New York: Fordham UP, 1961) 345.

b. A book by two or more persons

<sup>2</sup>Raymond E. Brown and John P. Meier, *Antioch and Rome: New Testament Cradles of Catholic Christianity* (New York: Paulist, 1983) 139–58.

c. A book by a corporate author

<sup>3</sup>Catholic Church, Congregation for Divine Worship, *Graduale Triplex, seu Graduale Romanum Pauli Pp VI cura recognitum et rhythmicis signis a Solesmensibus Monachi Ornatum*, 3 vols. (Solesmes: Abbaye Saint-Pierre-de-Solesmes, 1979) 2.15.

d. An anonymous book

<sup>4</sup>Henry Suso, *Saint and Poet* (Oxford: Blackfriars, 1947) 50.

e. An anthology or compilation

<sup>5</sup>E. Rozanne Elder, ed., *Heaven on Earth: Studies in Medieval Cistercian History X*, CS 68 (Kalamazoo: Cistercian, 1983) v–vii.

f. An article or chapter in a book

<sup>6</sup>Marsha L. Dutton, “‘When I Was a Child’: Spiritual Infancy and God’s Maternity in Augustine’s *Confessiones*,” *Collectanea Augustiniana: Augustine, “Second Founder of the Faith,”* ed. Joseph C. Schnaubelt and Frederick Van Fleteren (New York: Lang, 1990) 113–40.

g. An introduction, preface, foreword, or afterword

<sup>7</sup>A. M. Allchin, Preface, *The Country Parson and The Temple*, George Herbert (New York: Paulist, 1981) ii–xvi.

h. A multivolume work

<sup>8</sup>Jean Leclercq, *Recueil d’études sur Saint Bernard et ses écrits*, 4 vols. (Rome: Storia e letteratura, 1962–87) 2:183–85.

<sup>9</sup>Louis Bouyer, Jean Leclercq, François Vandenbroucke, and Louis Cognet, *History of Christian Spirituality*, 3 vols. (New York: Seabury, 1960–65) 2:259.

i. A single-volume edition

<sup>10</sup>Baldwin of Forde, *Opera*, ed. David N. Bell, CCCM 49 (Turnhout: Brepols, 1991) 35.

j. A multivolume edition

<sup>11</sup>Bernard of Clairvaux, *Sancti Bernardi opera*, ed. Jean Leclercq, C. H. Talbot, H. M. Rochais, 9 vols. (Rome: Cistercienses, 1957–77) 2:53.

k. A work in the Patrologia Latina or Patrologia Graeca

<sup>12</sup>Henry of Huntingdon, *Historia Anglorum*, PL 195:813–16.

l. A translation

<sup>13</sup>*The Life of Saint Mary Magdalene and of Her Sister Saint Martha*, trans. David Mycoff, CS 108 (Kalamazoo: Cistercian, 1989) 55.

m. A work cited with reference to its edition and/or its translation. In a first reference to an edition and/or a translation of the passage cited, follow this order: citation of text, reference to edition, reference to translation:

<sup>14</sup>Gregory the Great, *Homiliae in Hiezechihalem prophetam*, 2.7.11 (hereafter Hiez); Gregorii Magni Opera, *Homiliae in Hiezechihalem prophetam*, ed. M. Adriaen, CCSL 142 (Turnhout: Brepols, 1971) 152; *The Homilies of Saint Gregory the Great on the Book of the Prophet Ezekiel*, trans. Theodosia Gray (Etna, CA: Center for Traditional Orthodox Studies, 1990) 24.

n. A reprinted book

<sup>15</sup>Étienne Gilson, *The Mystical Theology of Saint Bernard*, Intro. Jean Leclercq, CS 120 (1940; Kalamazoo: Cistercian, 1990) 205–22. OR

<sup>16</sup>Neil Harris, *The Artist in American Society: The Formative Years, 1790–1860* (New York: Braziller, 1966; Chicago: U of Chicago P, Phoenix, 1862).

o. An article in a reference book

<sup>17</sup>M. D. Knowles, "Cistercians," *Encyclopædia Britannica*, 1967 ed.

<sup>18</sup>DSp, 1932 ed., s.v. "otium et quies."

p. A pamphlet

<sup>19</sup>Mother Mary Clare, *Learning to Pray*, FP 12 (Oxford: SLG, 1970) 33.

q. A book in a series, with or without a standard abbreviation

<sup>20</sup>Aelred of Rievaulx, *Homelieae de Oneribus Prophetis Isaiiae*, ed. Gaetano Raciti, CCCM 2D (Turnhout: Brepols, 2005) XI.

<sup>21</sup>Carole Straw, *Gregory the Great*, Authors of the Middle Ages 12. Historical and Religious Writers of the Latin West (Aldershot: Variorum, 1996).

r. A book within a series within a series

<sup>22</sup>Gilbert of Hoyland, *Treatises, Epistles, and Sermons*, trans. Lawrence S. Braceland, The Works of Gilbert of Hoyland, 4, CF 34 (Kalamazoo: Cistercian, 1981) 235.

s. A publisher's imprint

<sup>23</sup> Leo Tolstoy, *The Kingdom of God Is within You*, trans. Constance Garnett (Lincoln, NB: Bison-U of Nebraska P, 1984) 206.

t. A book with multiple publishers

<sup>24</sup> *The Sayings of the Desert Fathers: The Alphabetical Collection*, ed. Benedicta Ward, 2d ed., CS 59 (London: Mowbray; Kalamazoo: Cistercian, 1993) 205.

u. Published proceedings of a conference

<sup>25</sup> E. Rozanne Elder, “Christologie de Guillaume de Saint-Thierry et vie spirituelle,” *Signy l’abbaye et Guillaume de Saint-Thierry, actes du colloque international d’études cisterciennes 9, 10, 11 septembre 1998, Les Vieilles Forges (Ardennes)*, ed. Nicole Boucher (Signy: Association des Amis de l’Abbaye de Signy, 2000) 575–87.

v. A book in a language other than English

<sup>26</sup> Aelred of Rievaulx, *Regola delle Recluse*, trans. Domenico Pezzini (Milan: Paoline, 2003) 14.

w. A book with a title within its title

<sup>27</sup> Rose Marie Hauber, *The Late Latin Vocabulary of the Moralia in Job of Saint Gregory the Great* (Washington, DC: Catholic U of America P, 1958) 117–19.

x. A book published before 1900

<sup>28</sup> Saint Macarius the Egyptian, *Primitive Morality or the Spiritual Homilies* (London, 1721) 109.

y. A book with a known but unstated publication information or pagination

<sup>29</sup> Zvi Malachi, ed., *Proceedings of the International Conference on Literary and Linguistic Computing* ([Tel Aviv]: [Tel Aviv U Fac. of Humanities], n.d.) [3–4].

z. A book with unknown publication information or pagination

<sup>30</sup> Donald Eulert, *90 Haiku and 10 Senryu* (n.p., [Romania]: n.p., 1973), n. p.

aa. An unpublished dissertation

<sup>31</sup> George Louis Scheper, “The Spiritual Marriage: The Exegetic History and Literary Impact of the Song of Songs in the Middle Ages” (Ph.D. diss., Princeton Univ., 1971) 56–65.

bb. A published dissertation

<sup>32</sup> Kathleen Bruggel, *The Clausulae in the Works of St. Gregory the Great* (Ph.D. diss., Catholic University of America, 1939), *Studies in Medieval and Renaissance Latin Language and Literature* 9 (Washington, DC: Catholic U of America P, 1939) 26.

## 11. Sample first-note references: Articles, Editorials, and Reviews

a. An article in a journal with continuous pagination

<sup>1</sup>Lewis White, “*Bifarie itaque potest legi: Ambivalent Exegesis in Aelred of Rievaulx's De Oneribus*,” *CSQ* 42.3 (2007): 299–327.

b. An article in a journal that pages each issue separately or that uses only issue numbers

<sup>2</sup> Barbara Geller Nathanson, "Jews, Christians, and the Gallus Revolt in Fourth-Century Palestine," *Biblical Archaeologist* 49.1 (1986): 29.

<sup>3</sup> Guillermo Arboleda, "Monastic Hospitality in Today's World," *A. I. M. Monastic Bulletin* No. 50 (1991): 25–30.

c. An article whose title contains a quotation or a title within quotation marks

<sup>4</sup> André Cabassaut, "A Medieval Devotion to 'Jesus Our Mother,'" trans. Br. Gerard Arsenault, *CSQ* 21 (1986): 345–55.

d. A serialized article

<sup>5</sup> Katherine M. TePas, "Spiritual Friendship in Ælred of Rievaulx and Mutual Sanctification in Marriage," *CSQ* 27 (1992): 63–76, 157–80; 28 (1993): 91–102.

e. An article for a journal with more than one series

<sup>6</sup> Michael Lafon, "Friendship," *Jesus Caritas* ns 84 (1991): 7–12.

<sup>7</sup> J. Gwyn Griffiths, "Egypt and the Rise of the Synagogue," *Journal of Theological Studies* ns 38 (1987): 7–10.

f. An article from a weekly or biweekly periodical

<sup>8</sup> Michael Richards, "Dialogue with Methodists," *The Tablet* 21/28 Dec. 1991: 1607.

g. An article from a monthly or a bimonthly periodical

<sup>9</sup> Dale Launderville, "Divine Encounter and Obedient Response," *Bible Today* March 1992:75.

h. An article from a daily newspaper

<sup>10</sup> Annie Dillard, "Write Till You Drop," *New York Times* 28 May 1989, late ed.: B3.

i. An editorial

<sup>11</sup> M. John-Baptist Porter, "A Roof Over My Head," editorial, *CSQ* 27 (1992): i.

j. A review

<sup>12</sup> Gary Macy, rev. of *Early and Medieval Rituals and Theology of Baptism*, by Bryan D. Spinks, *Speculum* 82 (2007): 1039–40.

<sup>13</sup> Casimir Bernas, rev. of *The One Who is to Come*, by Joseph A. Fitzmyer, *CSQ* 42 (2007): 469–70.

<sup>14</sup> Rev. of *Anthology of Danish Literature*, ed. F. J. Billeskov Jansen and P. M. Mitchell, *Times Literary Supplement* 7 July 1972: 785.

For other examples of first references from other sources, such as computer software, recordings, etc., see *The MLA Style Manual*.

## 12. Subsequent references

a. Once the documentation of a work has been fully given, subsequent references may be inserted parenthetically into the text of the article, giving only enough information to identify the work and to allow the reader to return easily to the first citation (see B above).

b. If the short form of the title is not likely to be immediately evident to the reader, identify it in the footnote for the first reference, following the word "Hereafter": Elizabeth Freeman, "Aelred of Rievaulx's *De Bello Standardii*: Cistercian Historiography and the Creation of Community Memories," *Cîteaux* 49 (1998): 5–27 (hereafter *Historiography*).

c. If the author and/or the work in question is clearly identified within the text of the article the citation may be limited to the page numbers: "In *Seven Storey Mountain*, Merton warmly recalled those early days in France" (17–30).

### 13. Subsequent compound references

Once the documentation of a work has been fully cited for the first time, all following citations of that work always follow the same order: the text itself; the edition; the translation:

<sup>1</sup>Bernard, SC 85.3.8; SBOp 2:312; CF 40:203.

<sup>2</sup>Gregory the Great, Hiez 2.7.11; CCSL 142:152; Homilies 24.

## BOOK REVIEWS

The header for a book review contains the following items (as appropriate), separated by commas, in this order: name of author(s) (or editor if there is no author), book title (italicized), name of editor(s), name of translator(s, name of author of Foreword or Preface, series name and number, place of publication, publisher, date of publication, number of pages, binding (paper or cloth), price, ISBN, and ISBN-13. If pages numbered in Roman numerals precede those in Arabic numerals, list both (e.g., vi + 230).

<sup>1</sup> Kerrie Hide, *Gifted Origins to Graced Fulfillment: The Soteriology of Julian of Norwich* (Collegeville: Liturgical, 2001), pp. 233, \$24.95, paper, ISBN 0-8146-5093-7.

<sup>2</sup> Anthony D. Rich, *Discernment in the Desert Fathers: Diakresis in the Life and Thought of Early Egyptian Monasticism*, Foreword Benedicta Ward, *Studies in Christian History and Thought* (Waynesboro, GA, and Bletchley, Milton Keynes [UK]: Paternoster, 2007), pp. xxv + 332, paper, \$24.99, ISBN-13 978-1-84227-431-6.

<sup>3</sup> Barsanuphius and John, *Letters*, vol. 1, trans. John Cryssavgis, *The Fathers of the Church* vol. 113 (Washington, DC: Catholic U of America P, 2006), pp. xv + 344, cloth, \$39.95, ISBN-13 978-0-8132-0114-6.

<sup>4</sup> Aelred of Rievaulx, *Sermones XLVII–LXXXIV*, ed. Gaetano Raciti, CCCM 2B (Turnhout: Brepols Publishers, 2001), pp. xiv + 424, cloth, Euro 93.50, ISBN 2-503-03025-4.

Reviewers should provide their names and addresses at the end of the review, in this format:

Name / Address, City [Country] / telephone number and/or email address.