

**MISSION STUDIES
AND
INTERRELIGIOUS DIALOGUE**

**CERTIFICATES
BACHELOR OF ARTS WITH HONOURS**

**STUDENT GUIDE
2007-2008**

Faculty of Human Sciences / Saint Paul University
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**ACADEMIC CALENDAR
2007 – 2008**

SEPTEMBER 2007

6	Beginning of classes
13	End of registration and payment of tuition fees.
20	Last day for withdrawal with full refund (minus adm. fees)

OCTOBER 2007

8	Thanksgiving holiday
19	University day/holiday at the University of Ottawa. Undergraduate day classes are suspended.

NOVEMBER 2007

5	Deadline for withdrawal from a course without academic penalty. Last day for withdrawal with partial refund (50%).
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DECEMBER 2007

5	End of courses
7-21	Exam period

JANUARY 2008

7	Beginning of classes
14	End of registration and payment of tuition fees.
18	Last day for withdrawal with full refund (minus adm. fees)

FEBRUARY 2008

18-22	Study break
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MARCH 2008

3	Deadline for withdrawal from a course without academic penalty. Last day for withdrawal with partial refund (50%)
21-24	Easter break

APRIL 2008

11	End of courses
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15-30

Exam period

ADMINISTRATION OF THE PROGRAM

Address

Faculty of Human Sciences
Mission Studies and Interreligious Dialogue
Saint Paul University
223 Main St, Ottawa ON K1S 1C4

Office : 161A
Telephone: (613) 236-1393 ext. 2202
Fax: (613) 751-4028

Director of the Program

Prof. Peter G. Pandimakil
Office: LAF- 327 (Laframboise Hall)

Telephone: (613) 236-1393 ext. 2215
Fax: (613) 751-4028

Academic Assistant

Hughette Landry
Office: 161 A

Telephone: (613) 236-1393 ext. 2202
Fax: (613) 751-4028

TEACHING PERSONNEL

Full-Time Professors

MOOREN, Thomas

Office LAF-313
☎ (613) 236-1393 ext. 2291
tmooren@ustpaul.ca

PANDIMAKIL, Peter G.

Office LAF-327
☎ (613) 236-1393 ext. 2215
ppandimakil@ustpaul.ca

YOUNG, Ron

Office LAF-311
☎ (613) 236-1393 ext. 2221
ryoung@ustpaul.ca

Part-Time Professors

KIBWENGE, François

LAPOINTE, Jean

WONG, Bosco

FOR:

- Admission to the program
- Official transcript
- To obtain your diploma («Registration for Degree and Request for Diploma» form)

➤ **Francine Forgues**
Registrar
Office: 167
(613) 236-1393 ext. 2237

- Program follow-up
- Retained credits/ Advanced standings
- Course Registration
- Change in course registration
- Course withdrawal
- Schedules

➤ **Hughette Landry**
Academic Assistant
Office 161 A
(613) 236-1393 ext. 2202

- Tuition fees
- Payment or reimbursement

➤ **Danielle Desjardins**
Financial Service
Office 162
(613) 236-1393 ext. 2217

- Government Loans

➤ **Josée Lajoie**
Office 150
(613) 236-1393 ext. 2295

- Bursaries and Scholarships

➤ **Christine Brunet**
Office 150A
(613) 236-1393 ext. 2325

- Reservation of audio and video equipment for educational purposes only.
- Technical Assistance

➤ **Guy Poirier**
Multi-tech Center
Office 20
(613) 236-1393 ext. 2299

CERTIFICATE IN MISSION STUDIES (24 credits)

<i>FONDAMENTAL COURSES - 15 credits or 5 courses</i>		Courses offered in 2007-2008
MIS 2100	Socio-cultural Anthropology	Winter
MIS 2101	Religious Anthropology	Fall
MIS 2103	Introduction to World Religions	Fall
MIS 2108	Theology and Praxis of Interreligious Dialogue	Winter
MIS 3106	Theology of Mission	Fall
<i>ELECTIVES COURSES - 9 credits (one course from each of the three groups)</i>		
A. Courses from Mission Studies and Interreligious Dialogue		
MIS 2104	History of Evangelization	Not offered
MIS 2307	Mission Spirituality	Not offered
MIS 2360	Theology of World Religions	Not offered
MIS 3102	Faith, Religions and Culture	Winter
B. Courses from Theology		
THO 1307	Understanding the Bible	Fall
THO 2167	Selected Topics in Ecumenism	Not offered
THO 2315	Ethics and the Human Person	Winter
THO 3162	Christian Revelation and Faith	Winter
C. Courses from other programs		
HUM 1101	Introduction to sociology of Religion	Fall
FEM 1100	Introduction to Women's Studies (UO)	Fall & Winter
ISC 3304	Religion and Media	Not offered
PHI 3184	Philosophy of Religion	Winter

MINOR IN MISSION STUDIES (30 credits)

<i>COMPULSORY COURSES - 18 credits or 6 courses</i>		Courses offered in 2007-2008
MIS 2100	Socio-cultural Anthropology	Winter
MIS 2103	Introduction to World Religions	Fall
MIS 2104	History of Evangelization	Not offered
MIS 2108	Theory and Praxis of Interreligious Dialogue	Winter
MIS 3102	Faith, Religion and Culture	Winter
MIS 3106	Theology of Mission	Fall
<i>ELECTIVE COURSES - 12 credits or 4 courses</i>		
FEM 1100	Introduction to Women's Studies (UO)	Fall & Winter
MIS 2105	Sociology and Mission	Not offered
MIS 2307	Mission Spirituality	Not offered
MIS 2360	Theology of World Religions	Not offered
MIS 2361	Dialogue with Indigenous Religions	Not offered
MIS 2362	Dialogue with one of the World Religions	Not offered
THO 2315	Ethics and the Human Person	Winter
THO 3162	Christian Revelation and Faith	Winter

OR ANOTHER ELECTIVE COURSE APPROVED BY THE DIRECTION

CERTIFICATE IN INTERRELIGIOUS DIALOGUE (24 credits)

<i>COMPULSORY COURSES - 12 credits or 4 courses</i>	Courses offered in 2007-2008
MIS 2100 Socio-cultural Anthropology	Winter
MIS 2101 Religious Anthropology	Fall
MIS 2103 Introduction to World Religions	Fall
MIS 2108 Theology and Praxis of Interreligious Dialogue	Winter
<i>ELECTIVE COURSES - 12 credits (1 course from each of the 4 groups)</i>	
A. Interreligious Encounter	
MIS 2361 Dialogue with Indigenous Religions	Not offered
MIS 2362 Dialogue with one of the World Religions	Not offered
B. Human Sciences	
HUM 1101 Introduction to Sociology of Religion	Fall
HUM 1103 Introduction to Group Dynamics	Fall
HUM 2101 Psychology of Spiritual Experience	Not offered
ISC 3304 Religion and Media	Not offered
MIS 3301 Selected Topics in Religious Anthropology (prerequisite MIS 2101)	Not offered
C. Theology	
THO 1307 Understanding the Bible	Fall
THO 2167 Selected Topics in Ecumenism	Not offered
THO 2189 Introduction to Theology	Winter
THO 3175 Anglicans and Unity	Not offered
MIS 3102 Faith, Religion and Culture (prerequisite MIS 2100)	Winter
D. Current Issues	
FEM 1100 Introduction to Women's Studies (UO)	Fall & Winter
PHI 1101 Reasoning and Critical Thinking (UO)	Fall & Winter
SRS 1191 Religion and Culture in Canada (UO)	Not offered
PHI 3184 Philosophy of Religion	Winter

MINOR IN INTERRELIGIOUS DIALOGUE (30 credits)

<i>COMPULSORY COURSES - 18 credits or 6 courses</i>		Courses offered in 2007-2008
MIS 2100	Socio-cultural Anthropology	Winter
MIS 2103	Introduction to World Religions	Fall
MIS 2108	Theory and Praxis of Interreligious Dialogue	Winter
MIS 2361	Dialogue with Indigenous Religions	Not offered
MIS 2362	Dialogue with one of the World Religions: Islam, Buddhism or Hinduism	Not offered
MIS 3102	Faith, Religion and Culture	Winter
<i>ELECTIVE COURSES - 12 credits or 4 courses</i>		
FEM 1100	Introduction to Women`s Studies (UO)	Fall & Winter
HUM 2101	Psychology of Spiritual Experience	Not offered
ISC 3304	Religion and Media	Not offered
MIS 2105	Sociology and Mission	Not offered
MIS 2360	Theology of World Religions	Not offered
PHI 3184	Philosophy of Religion	Winter
THO 2167	Selected Topics in Ecumenism	Not offered
THO 3162	Christian Revelation and Faith	Winter

**B.A. WITH HONOURS IN MISSION STUDIES
AND INTERRELIGIOUS DIALOGUE (120 CR.)**

A. COMPULSORY COURSES (24 cr.)	Courses offered in 2007-2008
ENG 1100 Workshop in Essay Writing	Fall & Winter
ENG 1120 Literature and Composition I (UO)	Fall & Winter
PHI 1105 Introduction to Philosophical Reasoning	Fall
PHI 1110 Elementary Logic	Winter
HUM 1107 Religious Anthropology	Fall
HUM 1102 Epistemology in Human Sciences	Fall
HUM 2102 Introduction to the Foremost Traditions in the Study of Society	Winter
THREE credits among:	
HUM 1103 Introduction to group Dynamics	Fall
THO 2315 Ethics and the Human Person	Winter
B. SPECIALIZATION COURSES IN MISSION STUDIES AND INTERRELIGIOUS DIALOGUE (60 cr.)	
1. Compulsory Courses (36 cr.)	
MIS 2100 Socio-cultural Anthropology	Winter
MIS 2104 History of Evangelization	Not offered
MIS 2105 Sociology and Mission	Not offered
MIS 3102 Faith, religion and Culture	Winter
MIS 3106 Theology of Mission	Fall
MIS 3107 Praxis of mission	Winter
MIS 4100 Synthesis and Evaluation	Not offered
THO 3160 Pentateuch and Historical Books	Fall
THO 3161 Gospel Interpretation - Mark	Fall
THO 3162 Christian Revelation and Faith	Winter
THO 3164 Jesus the Christ	Winter
THO 3165 The Church	Fall

2. TWELVE CREDITS

among : **Profil A** and/or **Profil B** and/or **Profil C**:

Profil A : Intracultural and Transcultural Orientations

MIS 2305 Missionary Themes of the Bible Not offered

MIS 2306 Mission and Unity Not offered

MIS 2307 Missionary Spirituality Not offered

MIS 3300 Selected Topics in Sociocultural Anthropology

MIS 3301 Selected Topics in Religious Anthropology

AND/OR *Profil B* : Intracultural Mission

MIS 2330 Search for Transcendence in the Western World Not offered

MIS 2331 Atheism, Agnosticism and Secularization Not offered

MIS 2332 Urbanization and Religion Not offered

MIS 2334 Mystical Movements and Sects Not offered

MIS 2335 Modern Means of Communication and the Gospel Message Not offered

AND/OR *Profil C* : *Transcultural Mission*

MIS 2361 Dialogue with Native American Religions Not offered

MIS 2362 Dialogue with one of the World Religions Not offered

MIS 2363 General Ethnography Not offered

MIS 2364 Regional Ethnography: Asia, Africa or Latin America Not offered

MIS 2365 Regional Ethnography: Aboriginal Peoples of North America Not offered

3. *THREE CREDITS (3 cr.) among :*

MIS 4102 Christian Spirituality Not offered

MIS 4103 Selected Topics: Asian Theologies Winter

4. *NINE credits (9 cr.) among the courses offered at the Faculty of Theology*

C. 36 OPTIONAL CREDITS (36 cr.) (24 credits can be taken at the University of Ottawa)

COURSE OUTLINES

USEFUL INFORMATION

APPEAL OF FAILING FINAL MARKS

In the case of an appeal of a failing final mark, only the written components (written assignments, exams) of the final mark can be the object of an appeal. Thus, students who opt for an oral examination forfeit their right to appeal. For the procedures, please consult the Faculty of Human Sciences guide.

ATTENDANCE

Students must attend all lectures and complete all assignments given throughout the semester. The student must notify the Professor of any absence, by email.

The course attendance policy at Saint Paul University, stipulates that a student who has been absent for more than **20%** of the classes or lectures in a course, will not be allowed to take the final examination.

For the courses offered on weekends, the policy is applied in such a way that:

- full attendance is mandatory for the first weekend
- an absence of one day only is tolerated during the period in which the course is given
- if a second absence occurs, the student will have to withdraw from the course.

BOOKSTORE (SAINT PAUL UNIVERSITY AND CANTERBURY HOUSE)

The bookstore is located in Laframboise Hall and offers all services related to the purchasing of academic material. The Faculty orders all compulsory books required for the courses.

BURSARIES

Recipients are selected by the Student Awards Committee after consultation with the Faculties. For more information or to get a Form, see Office 150A.

CAFETERIA – and other eating areas

The cafeteria, located in the Laframboise Hall, offers a variety of meals.

Café Paulo is a small café located on the lower level of Guigues Hall. Pizzas, sandwiches, soup of the day, muffins, cookies and coffees are available. Microwaves, fridges and vending machines are installed nearby for your convenience.

CHANGE OF ADDRESS

All changes in your address and/or phone number should be sent to the Faculty (office 161A) as soon as possible.

CHANGE IN COURSES SELECTION

In order to change a course you have to meet with the Academic Assistant and complete the appropriate form.

Students who fail to withdraw formally from a course before the deadline will receive an F(INC) grade in that particular course.

CHAPELS

At Saint Paul University, there are three chapels:

1. The mass is celebrated almost everyday in the small Chapel situated in room 100, Guigues Hall.
2. More spacious, the Laframboise Hall Chapel accommodates celebrations for greater groups, such as the Annual Welcoming Celebration.
3. The unique Sheptysky Institute Orthodox Chapel, located in room 226 in Laframboise Hall.

COMPLAINTS

Process and involved persons

The following articulates the complaint process:

1- Concerning a professor:

A- The student must first meet the professor and try to find a solution. If unsuccessful, the following steps may be taken:

- i Any complaint relative to a professor must first be sent to the Office of the Academic Assistant of the Program.
- ii The complaint must be submitted in writing and in duplicate.
- iii The complaint must contain the following information:
 - the title of the course
 - the name of the professor
 - a detailed statement that explains the reasons of the complaint
- iv Once the complaint has been received, the Director will meet with the professor concerned for his or her perspective.
- v After examining the complaint and meeting with the involved persons, a written decision will be sent to the involved persons.

2- Concerning a grade deemed insufficient:

- A. Students may appeal only the written part of an exam and written papers.
- B. If a grade appears incorrect, the student must first address the professor in order to obtain supplementary information or to ask for a grade revision.
- C. If a grade revision is necessary, the following steps are in order:

- i Within two weeks upon reception of a grade, a demand for a revision must be sent in writing to the Director of Programs.
- ii The demand must include:
 - the title of the course
 - a copy of the paper, the test or the exam in question
 - the grade obtained
 - the name of the professor which attributed the grade
 - a statement detailing the reasons for demanding a revision
- iii The demand must be submitted, in duplicate, to the Office of the Academic Assistant of the Programs. One copy is sent to the professor concerned, the other one is kept on file.
- iv The professor must respond, in writing, within one week of receiving the demand. The Director will send a written statement to the student and to the professor.

Please note that a revised grade may be lower, identical or higher than the original grade.

A revised grade is final and cannot be appealed.

COMPUTERS

Saint Paul University has a computer room located in room 1144a. This room is reserved primarily for students in the social communications programs. Note that computers are also available at the Library.

COURSE LOAD AND ASSIGNMENTS

Each undergraduate course offered at the Faculty of Human Sciences is of three credits which represents 126 to 135 hours of work by the student with a minimum of 42 hours attributed to participation in classroom activities.

Papers should be given to the Professor or, in specific cases, at the office of the Faculty on the date when the assignment is due. Students may be penalized if papers are submitted at later date.

Marked papers are returned to the office of the Faculty by the Professors and may be recuperated during normal office hours. **PAPERS WILL BE DESTROYED AFTER 3 MONTHS.**

Marked papers will not be returned by mail to the students. A student wishing to have his paper returned by mail will have to submit an addressed and sufficiently pre-paid stamped envelope when submitting the paper to the Professor.

DEADLINES

Students are requested to complete all the requirements of a course within the established timeframe. In some cases, and only after the approval of the Academic Assistant, a deferred evaluation (DFR) may be determined by the professor at the end of the session.

Unless otherwise specified, if the requirements of the course have not been fulfilled within a period of 40 days following the end of the session, the deferred evaluation will be replaced by an **F(INC)** mark.

DEFERMENT

Students who, for a valid reason, are unable to complete all the requirements of a course within the established time-frame, must present a written request for a deferment to the Faculty of Human Sciences. The reason and duration (ex: 2 weeks) has to be specified in the written request. **A trip is not considered as valid reason for a deferment.**

COURSE REGISTRATION

Students must register for courses at the beginning of each session by completing the adequate form. Modification of registration will not be authorized after the dates indicated in the Academic Calendar.

EVALUATION – course evaluation by students

At the end of each semester, students are invited to evaluate the course and the Professor. A student will be identified to distribute and recuperate the completed questionnaires; the Professor will leave the class for 10 to 15 minutes. The evaluations will be returned to the Faculty (161A) in a sealed envelope. Results will be given to the Professor once all final grades have been submitted.

FINAL EXAMS

Each course includes a final examination covering the material learnt throughout the entire course. The final examination may be oral or written, as determined by the Professor. However, in light of the appeal procedure of the University, students must always be given the opportunity to take a written final examination. Only those students who have successfully fulfilled the requirements of the various learning activities may take the final examination.

A written examination will be of a 2 or 3 hours duration and an oral examination will last from 10 to 15 minutes.

The Exam Schedule will be posted several weeks prior to the examination week. A student will not be authorized to write an exam prior to the official date. Students who have a valid reason to take the exam at a prior or delayed date must submit a written request to the Academic Assistant. Any conflict regarding the schedule should be reported to the Academic Assistant before the fixed date of the examination.

FRAUD and PLAGIARISM

See document at the end of this Guide.

HOURS OF OPERATION

General office hours are from 8:00 a.m. to 4:00 p.m. A few departments are open until 4:30 p.m. See Faculties for information.

HOUSING

Student housing is available at Saint Paul University Residence and Conference Centre. Please contact the Housing Coordinator D. Burkitt, (613) 236-3131, ext. 8004, for more information.

LIBRARY - Jean-Léon Allie Library

Hours of operation are:

Fall and Winter Semesters *

Monday – Thursday : 8:00 am to 9:30 pm

Friday : 8:00 am to 4:30 pm

Saturday : 9:00 am to 5:00 pm

Sunday : 1:00 pm to 5:00 pm

Summer Semester*:

Monday – Thursday : 8:00 am to 9:30 pm

Friday : 8:00 am to 4:30 pm

Saturday : 9:00 am to 5:00 pm

Sunday : the Library is closed

August *:

Monday – Friday : 8:00 am to 4:30 pm

Saturday and Sunday : the Library is closed

* Kindly see the Schedule in the Library Entrance for exceptions.

Visits can be arranged for students. Please enquire at the Library's Reception Desk.

MULTI-TECH CENTER

(room 20 – ext. 2299)

The Multi-tech Centre is located in room 20, near the bridge to Laframboise Hall. A variety of services are available including photocopies (see below), parking needs and postal services. US, International and Canadian stamps can be purchased at the Centre. Express and Priority Post are also available.

We provide the tools and technical know-how needed to successfully complete your academic projects.

- Students can borrow 35mm or digital cameras, slide projectors, overhead projectors, VHS video cameras, cassette players, TV/VCR units, etc...

Due to the nature of their curriculum, students registered in the various communications courses have priority on the equipment.

PARKING

See the Multi-tech Centre, room 20, to purchase or renew your parking permit.

PHOTOCOPIES

At Saint Paul University:

It is possible to make photocopies at the Multi-tech Centre, room 20, at the Library Jean-Léon Allie, along with other various locations throughout the University. Copy-cards are needed and can be purchased at the Multi-tech Centre or the Library. Cards are not personalized. Saint Paul University's copy-cards are not recognized by the photocopy system at the University of Ottawa.

At the University of Ottawa:

Copy-cards are also required to make photocopies at the University of Ottawa. Copy-cards can be purchased at the Library's information desk. The University of Ottawa's copy-cards are not recognized by the photocopy system at Saint Paul University.

SHUTTLE

There is a shuttle service between Saint Paul University and the University of Ottawa. This service, restricted to the students and staff, is **FREE** of charge with presentation of your student card and is available during the Fall and Winter semesters. The shuttle schedule is available at the University's reception desk.

STUDENT SERVICES

The office is located in room 150, Guigues Hall. Josée Lajoie is available for Government Loans information and assistance. She can be reached at 236-1393, ext. 2295 or at jlajoie@ustpaul.ca.

STUDENT ASSOCIATION

Saint Paul University Students' Association plays an important role in student affairs, serving the student population. The Association's office is located in room 52, Guigues Hall.

STUDENT CARD

The student card is the property of Saint Paul University and the proof that you are one of its students. The card is required for the shuttle between Saint Paul University and the University of Ottawa. It is also required in the different libraries.

New students can get the student card free of charge between August 27 and September 21 2007. See Guy Poirier, room 20 at the Multi Tech Centre, between 8:30 - 11:30 am and 1:30 - 3:30 pm.

Student cards have an expiry date. To renew an expired card, the procedure is the same as for new students. A free of charge student card can also be obtained when there is a change in the student's status. Stolen or lost cards can be replaced at a \$20 charge.

STUDENT STATUS

Full time Studies:

A student who follows a minimum of 4 courses during a semester. A student normally registers for 15 credits or 5 courses per session. Any student who wishes to carry more than 15 credits must request the authorization from the Faculty (4 or 5 courses: same fees).

Part time Studies :

A student who follows 1 to 3 courses per session. Fees will be determined according to the number of courses taken.

Special students:

Those who are registered in courses for credits, but who are not candidates for a degree or certificate at Saint Paul University, are not bound by the special requirements of a program. However, they must submit to the regulations concerning the courses: attendance, written assignments, examinations and pass mark.

WITHDRAWAL

A student may withdraw from a course before September 20, 2007 for the Fall 2007 session and before January 18, 2008 for the Winter 2008. The following procedures must be followed:

- Complete, sign and return the *Modification/Cancellation of Registration Form* to the Faculty before the deadline specified. Withdrawals will not appear on the transcripts. Note that only this form can be used for a cancellation of registration.

Not attending class or discontinuing payments will not be considered as a cancellation of registration.

WORKSHOPS

Being federated with the University of Ottawa, all students from Saint Paul University can attend workshops offered at a low cost (app. \$10). Workshops are offered by the University of Ottawa Counselling Service, 100 Marie Curie, 4th Floor, 562-5101. We recommend these workshops: Note-taking, Exam and test preparation, Managing your time, Motivation, etc.

GUIDELINES- Style Sheets
(FOR STUDENT ESSAYS OR RESEARCH PAPERS)

1. Essays must be typed, double-spaced, on one side of unlined white paper, 8 1/2 x 11 inches in size.
1. The size of print used should be 12 points for main body, 12-10 point for footnotes. The use of variable fonts for headings is not recommended.
2. Leave a margin of 1 inch or 2.5 cm on both sides and on the top and bottom of your paper. Make any corrections above the line, not in the margins.
3. Indent 5 spaces (or 1/2 in. Or 1.25 cm) from the left-hand margin at the beginning of each paragraph.
4. Number pages consecutively.

TITLE PAGE

Include a title page containing the following information:

- title of paper,
- your name,
- course number,
- instructor's name,
- the name of the university
- date submitted.

TITLE IN THE TEXT

Underline or italicize the titles of any published books or periodicals. Place in quotation marks the titles of any published articles or chapters of books.

WORKS IN FOREIGN OR ANCIENT LANGUAGE

Underline or italicize all words in foreign or ancient languages. Quotation marks are used only around directly quoted words, not around indirect quotations, that is, words that are paraphrased or summarized. Direct quotations should be copied accurately, reproducing the exact wording, punctuation, and spelling of the original, including any mistakes.

Short quotations (4 lines or less) should be enclosed in quotation marks and integrated smoothly and grammatically into the structure of your sentence.

Example: Each individual is "a sacrament of God."

Block quotations (more than 4 lines) are typed in separate paragraph(s). The block is created by indenting 5 spaces (or 1/2 in. or 1.25 cm) and single spacing for the entire quote. The first lead-in sentence should ordinarily end with a colon. Block quotes are not enclosed in quotation marks.

Example:

Georges Duby notes that in the thirteenth century: Churchmen became aware that the region won over to Christianity was but a small section of the universe and that it was no longer legitimate to believe in the near triumph of Christianity.

ELLIPSIS (omission of words from a quotation)

An ellipsis within a sentence is indicated by the use of three periods (...) with a space before and after each period. At the end of a sentence, use four periods. Four periods may also be used to indicate the omission of an entire sentence or more, even several paragraphs. But you must not misrepresent by your omissions the author you are quoting.

Your own words inserted in a quotation. Use square brackets when you need to add your own words to make the quoted passage grammatically correct or clear:

Example: Hubert Doucet states, “ The DNR [Do Not Resuscitate] order has become the lightning rod for all the discomfort and confusion people feel about the care given to patients in their terminal phase.

Error in quoted material.

Indicate an error in the original material from which you are copying by inserting the Latin word **sic** (means, “so”, “thus”) in square brackets after the error. The work may be underlined or italicized.

Example: Graham writes, “The impeachment [sic] process was a long and painful ordeal for Stuart’s family.”

**GUIDELINES
(REFERENCE FOOTNOTES / ENDNOTES)**

Indent the first line of each footnote / endnote the same number of spaces as the paragraph indentation in the text. Type the notes single-spaced, but use double spacing between individual notes. Number all the notes consecutively, and place a corresponding number raised slightly above the line (superscript) at the end of the sentence to which you are making reference. (If the use of superscript is not possible [due, e.g. to the printer used] the note reference numbers may be placed in parentheses.) The following are examples of the kinds of notes you will commonly make; be sure to follow the form and punctuation of the sample notes.

BOOK BY A SINGLE AUTHOR

Example:

Robert Wennberg, *Terminal Choices* (Grand Rapids:Eerdman, 1989), 79.

BOOK WITH A TRANSLATOR

Example:

Carl Jung, *Aspects of the Feminine*, trans, R.F.C. Hull (London: Routledge & Kegan Paul, 1986), 113

TEXT IN A COLLECTION

Example:

Claudia Camp, "What's So Strange About the Strange Women?" in *The Bible and the Politics of Exegesis*, David Jobling, et al (eds.) (Cleveland: Pilgrim, 1991), 27

ARTICLE IN A SCHOLARLY JOURNAL

Citations for articles contain the following information - author, title (in quotation marks), title of periodical (italics or underlined), Volume number, year of publication, page number.

Example:

Robert Stein, "The Matthew-Luke Agreements Against Mark: Insight from John", *Catholic Biblical Quarterly* 54 (1992), 489.

SUBSEQUENT REFERENCES TO A PREVIOUSLY NOTED WORK

When you have used just one work by an author, give the name and page number only.

Example:

Wennberg, 65.

When you have used more than one work by an author, give the name, a short form of the title, and the page number.

Example:

Jung, Aspects, 102. - for a book

Camp "What's So Strange," 35. - for an article

The notes may be placed at the bottom of the page to which they correspond (footnotes) or on a separate page(s) at the end of your essay (endnotes).

CONTENT FOOTNOTES / ENDNOTES

Are used to comment upon, to amplify or to qualify textual discussion. They provide a place for information which the writer thinks is worthwhile to include but which would disrupt the flow of thought if introduced into the text.

GUIDELINES**(LIST OR WORKS CITED AND BIBLIOGRAPHY)**

The list of Works Cited will appear at the end of your essay in alphabetical order according to the author's last name. The form of the entries follows the traditional format of bibliographies author, title, and publication information. Follow the punctuation as it is given in the following examples. Use single spacing between the lines of each entry and double spacing between entries. Indent the second and subsequent lines of each entry five spaces. If you have consulted materials not cited in your essay, these can be included in your list, but the list should then properly be titled, **Bibliography and Works Cited**.

BOOK BY A SINGLE AUTHOR**Example:**

Trible, Phyllis. *God and the Rhetoric of Sexuality*. Overtures to Biblical Theology 2. Philadelphia: Fortress, 1978.

BOOK BY MORE THAN A SINGLE AUTHOR**Example:**

Belenky, Mary, Blythe Clinchy, et al. *Women's Ways of Knowing*. New York: Basic Books, 1986.

COLLECTION OF ESSAYS**Example:**

Llewelyn, Robert, ed. Julian. *Woman of Our Day*. London: Darton, Longman and Todd, 1985.

ARTICLE IN A PERIODICAL

Example:

Hardy, Richard. "Persons Living with AIDS: Elements of Spirituality." *Église et Théologie* 23 (1992): 339-360.

WHEN MORE THAN ONE WORK IS BY A SINGLE AUTHOR

The titles should be listed in chronological order by date of publication. The author's name is given only for the first work. For the other works the author's name is replaced by a line of five spaces (or 1/2 in. or 1.25 cm).