

***Communio: International Catholic Review* Manuscript Submission Guidelines**

In addition to referring to *The Chicago Manual of Style* (Humanities) for all formatting questions, and Christopher Lasch's *Plain Style* for stylistic guidelines, please use the following parameters in preparing a final copy of your manuscript for *Communio*:

General:

1. Please save your file as follows: "LastName_TitleOfPaper" (for ex: "Smith_ReflectionOnPeguy.docx")
2. Please include an abstract of no more than 100 words with your manuscript.
3. Submit your manuscript in MS word or Rich Text Format.
4. Double-space all copy except block quotations and footnotes.
5. Block quotations should be indented one-half inch from both left and right margins. Quotations set apart in this way should be at least four full lines on the printed page. Omit quotation marks at the beginning and end of block quotations.
6. Use footnotes, not endnotes.
7. All bibliographic information should be included in footnotes.
8. Use one-inch margins all around.
9. Use Times New Roman 12-point type for all text, excluding footnotes. Use 10-point type for footnotes.
10. Use proper italicization, bold, and underscoring. *Italicize titles of books and journals.* Do not bold titles or headings. Never use italics, bold, or underscoring to emphasize the text; achieve clarity and emphasis by sentence structure and word order. Use italics for foreign words, but do not italicize foreign expressions familiar in theological English (e.g, a priori, esse, per se).
11. Do not use single quotes to emphasize a word. Single quotes should only be used for a quotation within a quotation.
12. Use the Oxford comma for series and lists.
13. A recent issue of *Communio* will provide an idea of how to format your bibliographic references.

Examples and Miscellany:

Translated book:

Joseph Cardinal Ratzinger, *Introduction to Christianity*, trans. J.R. Foster (New York: Herder and Herder, 1970), 243–44.

John Paul II, *Man and Woman He Created Them: A Theology of the Body*, trans. Michael Waldstein (Boston: Pauline Books and Media, 2006), 620–21.

- No need to cite the original text, date, language, page number
- Do not cite the translator if he is not acknowledged (e.g., Sheed & Ward's Balthasar *Theology of History*, 1963)
- Shorten page numbers when in triple digits and beyond (ex: 243–44)
- For JPII's *Theology of the Body*, reference the book page number, not date of address
- Everything else should follow *The Chicago Manual of Style* (Humanities)

Encyclicals, Apostolic letters, Conciliar Documents, etc.:

Veritatis splendor, 48.

Dominum et vivificantem, 50.

Caritas in veritate (hereafter *CV*), 69.

- Do not use “no.” (ex: no. 48)
- Do not include the date
- Do not include pope's name
- Continue to italicize document even when abbreviated
- When full title, as follows: *Lumen gentium*, 25. Alternative: *LG*, 25. Do not capitalize the second word, unless it is a proper noun capitalized in the Latin, e.g., *Redemptoris Mater*
- When in doubt, refer to the *Catechism of the Catholic Church*

Address:

Benedict XVI, “Religious Freedom, the Path to Peace,” Message for the Celebration of the World Day of Peace (Vatican City, 1 January 2011), 3.

Benedict XVI, Homily at the Holy Mass with Dedication of the Church of the Sagrada Familia and of the Altar (Barcelona, 7 November 2010),
http://www.vatican.va/holy_father/benedict_xvi/homilies/2010/documents/hf_ben-xvi_hom_20101107_barcelona_en.html.

Benedict XVI, “The Only Valid Bulwark Against Arbitrary Power,” Address to the Participants of the International Congress on Natural Law (Vatican City, 22 February 2007),
<http://www.zenit.org/article-18989?|=english>.

- Do not include “of His Holiness...”
- No need to put brackets or parentheses around the web address, per *The Chicago Manual of Style*

Communio articles:

D.C. Schindler, “Freedom Beyond Our Choosing: Augustine on the Will and Its Objects,” *Communio: International Catholic Review* 29 (Winter 2002): 618-53.

Abbreviations:

- Use shorter Scripture abbreviations (ex: Mt 28 instead of Matt. 28)
- Unfamiliar city: use state postal code with no punctuation (ex: Grand Rapids, MI or Washington, DC)

Sections in articles:

- Put periods after each digit/character (e.g., 1.a. or 1.1.) in the section title, but not if the author references it within the article (e.g., See section 4.a)
- Use sentence capitalization

Miscellaneous:

- Title of cardinals within an article: “Cardinal Joseph Ratzinger” but as the author or part of article title: “Joseph Cardinal Ratzinger”
- (translation mine).
- Emphasis original. –or– Emphasis added.
- Use semi-colon when citing a title with 2 sub-headings (ex: You Only Die Once: Why Brain Death is Not the Death of a Human Being; A Reply to Nicholas Tonti-Filippini)
- Spell out fourteenth, twentieth, etc., not 14th, 20th ... between 1-100
- vol. 1 vs. vol. I (Arabic numbers, not Roman)
- The expression “always already” should include neither hyphen, m-dash, nor n-dash