

# EX FONTE

Journal of Ecumenical Studies in Liturgy

## Citation and Footnotes in *Ex Fonte*

These guidelines cover only the most important examples. The complete and detailed guidelines are available [here](#). Tables for transcription and transliteration are available [here](#). If you use “Citavi” for reference management, you can use the citation style called “Ex Fonte – Journal of Ecumenical Studies in Liturgy (English)”, which is compatible to the present guidelines.

If you have any questions, please contact the editorial office: [office@exfonte.org](mailto:office@exfonte.org).

### General Notes

- A [complete bibliography](#) is included at the end of the article, divided into primary sources and secondary literature.
- The first reference is complete in the footnotes as in the bibliography. For each subsequent mention of the same reference, a [short citation](#) in the form “SURNAME, City title, pages” is sufficient. The short title should be shorter than the full title, grammatically correct, and clearly assignable.
- Footnotes are elliptical sentences, meaning they should begin with a capital letter and end with a period.
- Surnames or institutions are written in [SMALL CAPS](#), not in CAPITAL LETTERS. The first given name is written out, other given names are abbreviated.
- Journals or series are [abbreviated](#) according to the *International Glossary of Abbreviations for Theology and Related Subjects*<sup>1</sup> or according to standard abbreviations of the subject.
- [Multiple authors, editors or cities](#) are separated from each other by an *en dash* (–) instead of hypens (·) or em dashes (—). The key combination for *en dash* is <Alt> + 0150 (Windows) or <option>+hyphen (Mac). If there are more than two authors or editors of a work, only the first one is named, and the others are indicated with “et al.” The same rule accounts for cities of publication. Citavi: include all names and cities of publication; Citavi takes care of the rest.
- For [page numbers, year numbers etc.](#) use also an *en dash*; e. g. 120–138 (“pages 120 to 138”) or 1939–1945, not 120-138 or 1939-1945. Two consecutive pages are abbreviated with a space between the page number and “f.”: 120 f. (not: 120f. or 120–21). From three pages on, all pages given precisely: 5–8, never with the imprecise “ff.” (also not 120–38). Also refrain from using the imprecise “op. cit.”.
- When the city or year of publication is not given, this should be indicated with the abbreviations “[n. p.](#)” (no place/city) or “[n. d.](#)” (no date). When the missing information is known from other sources, it can be provided in brackets. States in the U.S. may be added with a slash to the city of publication only if it is not clear: Springfield/IL.
- Names of months are written out: November 12, 2019 or 12 November 2019. The numbers from 1 to 9 are to be written out, i. e. one to nine. From 10 onward, numbers are written as numerals, except for reference to chapters, articles or paragraphs: Sacrosanctum Concilium art. 7 or SC 7.
- For indirect quotations use “cf.”, for further reference “see”.
- For direct quotations the “cf.” is omitted. When the same reference is found repeated in immediately subsequent footnotes, only the first footnote should be given, while all the others should be indicated with “ibid.” or “cf. ibid.” (ibidem, “at the same place”) when the citation matches the preceding one exactly. For example:

<sup>1</sup> Siegfried SCHWERTNER, IATG<sup>3</sup> – Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete, Berlin – Boston<sup>3</sup>2014.

Instead of:

<sup>15</sup> Cf. Michels, Bischofsweihetag, 123–125.

<sup>16</sup> Cf. Michels, Bischofsweihetag, 123–125.

<sup>17</sup> Michels, Bischofsweihetag, 128.

use:

<sup>15</sup> Cf. Michels, Bischofsweihetag, 123–125.

<sup>16</sup> Cf. *ibid.*

<sup>17</sup> *Ibid.*, 128.

## Monograph – Citavi: Book

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### Bibliography

SURNAME, Name(s), Title. Subtitle, City <sup>Edition</sup>Year.

SURNAME 1, Name(s) 1 – SURNAME 2, Name(s) 2, Title. Subtitle, City Year.

CUMING, Geoffrey, The Godly Order. Texts and Studies Relating to the Book of Common Prayer, London 1982.

ADAM, Adolf – HAUNERLAND, Winfried, Grundriss Liturgie, Freiburg i. B. u. a. <sup>10</sup>2014.

FOLEY, Edward u. a., A Commentary on the Order of Mass of „The Roman Missal“. A New English Translation. Developed under the Auspices of the Catholic Academy of Liturgy, Collegeville/MN 2011.

### Footnote

As a rule, the only difference to the bibliography is that the given name is placed before the surname:

Name(s) SURNAME, Title. Subtitle, City <sup>Edition</sup>Year, Pages from–to.

Helmut HOPING, My Body Given For You. History and Theology of the Eucharist, San Francisco 2019.

## Edited Book – Citavi: Book, edited

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### Bibliography

SURNAME, Vorname (ed.), Title. Subtitle, City <sup>Edition</sup>Year.

SURNAME 1, Vorname 1 – SURNAME 2, Vorname 2 (eds.), Title. Subtitle, City <sup>Edition</sup>Year.

BRIGHTMAN, Frank E. (ed.), Liturgies Eastern and Western Being the Texts Original or Translated of the Principal Liturgies of the Church, vol. 1: Eastern Liturgies, Oxford 1896.

KER, IAN – MERRIGAN, Terrence (eds.), The Cambridge Companion to John Henry Newman, Cambridge 2009.

## Monograph / Edited Book in a Series

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Citavi: Give the full series title in the appropriate field. To insert an abbreviation of the series title, right-click on the series title and fill out Abbreviation 3.

### Bibliography

SURNAME, Name(s) (Hg.), Title. Subtitle (Series Name or Abbreviation Number), City <sup>Edition</sup>Year.

POTT, Thomas, Byzantine Liturgical Reform. A Study of Liturgical Change in the Byzantine Tradition (Orthodox Liturgy Series 2), Crestwood/NY 2010.

FEULNER, Hans-Jürgen (ed.), Liturgies in East and West. Ecumenical Relevance of Early Liturgical Development (ÖSLS 6), Vienna 2013.

**Bibliography**

SURNAME, Name(s), Title of the Article. Subtitle, in: Name(s) SURNAME (ed.), Title. Subtitle (Series Number), City Year, Pages from–to.

BERGER, TERESA, @ Worship in the Epicenter of a Pandemic. Catholic Liturgical Life in the United States in 2020, in: Hans-Jürgen FEULNER – Elias HASLWANTER (eds.), Gottesdienst auf eigene Gefahr? Die Feier der Liturgie in der Zeit von Covid-19, Münster 2020, 115–122.

**Footnote**

If you refer to (a) specific page(s), indicate this by “here: page”. This rule accounts for articles in edited books, in lexica or journals.

Bryan D. SPINKS, Evaluating Liturgies of the Reformation. The Limitations of the Comparative Methods of Baumstark, in: Robert F. TAFT – Gabriele WINKLER (eds.), Acts of the International Congress Comparative Liturgy Fifty Years After Anton Baumstark (1872–1948), Rome, 25–29 September 1998 (OCA 265), Rome 2001, 283–303, here: 299.

*Journal Article*

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In modern publications, it is common for articles to have a Digital Object Identifier (DOI), which is added only in the bibliography in brackets.

If there is no continuous pagination in a year’s volume, indicate also the issue number of the journal, i.e. not: Antiphon 24/3 (2020) pages from–to, but only: Antiphon 24 (2020) pages from–to.

**Bibliography**

SURNAME, Name(s), Title. Subtitle, in: Journal Name or Abbreviation Volume/Issue (Year) Pages from–to [DOI].

ERICKSON, John H., The Temporal Dimension of Discernment. History and Memory, in: SVTQ 63 (2019) 7–26.

MOGA, Ioan, Zwischen Vätern und Moderne. Hans Urs von Balthasar und sein „ressourcement“, in: IkaZ 47 (2019) 373–386 [DOI: 10.14623/com.2019.4.373–386].

**Footnote**

Clinton A. BRAND, Very Members Incorporate. Reflections on the Sacral Language of Divine Worship, in: Antiphon. A Journal for Liturgical Renewal 19 (2015) 132–154.

*Lexicon Article*

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If possible, use abbreviations for lexica. If a lexicon has appeared in several editions, the edition number has to be included as well. Pay attention, if lexica have pages or columns.

Citavi: Add the lexicon as Edited Book. In “Field 1” write “Lexicon”. As “short title” define the abbreviation of the lexicon. The article itself is added as “contribution in”, where the volume number is also specified. If necessary, change from “pages” to “columns”.

**Bibliography**

SURNAME, Name(s), Article Title, in: Name(s) SURNAME, Title des Lexikons, Bandnummer, City Year, pages / columns from–to.

SURNAME, Name(s), Title des Artikels, in: Abkürzung<sup>Edition</sup> Bandnummer, pages / columns from–to.

KNEFF, Hildegard, Gesang, in: Christian NEFF – Christian HEGE (eds.), Mennonitisches Lexikon 2, Frankfurt a. M. – Weierhof 1913, 133.

DOHMEN, Christoph, Hermeneutik. II. Altes Testament, in: RGG<sup>4</sup> 3, 1649–1651.

## Footnote

Name(s) SURNAME, Title des Artikels, in: Abkürzung<sup>Edition</sup> Bandzählung, Seiten / Spalten von–bis, here: Seite.

Hans-Jürgen FEULNER, Liturgien, in: LThK<sup>3</sup> 6, col. 972–980, here: 979.

## Festschrift / Commemorative Study

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Citavi: Note that eventually you have to correct this reference manually afterwards.

### Bibliography

HAUNERLAND, Winfried u. a. (Hgg.), Manifestatio Ecclesiae. Studien zu Pontifikale und bischöflicher Liturgie [Festschrift for Reiner KACZYNSKI] (StPaLi 17), Regensburg 2004.

BIRDSALL, J. Neville – THOMSON, Robert W. (eds.), Biblical and Patristic Studies [Commemorative Study for Robert P. CASEY], Freiburg im Breisgau et al. 1963.

## Reprint

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### Bibliography

BRIGHTMAN, Frank E., English Rite. Being a Synopsis of the Sources and Revisions of the Book of Common Prayer, vol. 2, London 1915 [Reprint: Farnborough <sup>2</sup>1970].

## Translation

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If a work originally appeared in another language, the translator's name should be indicated only when this is relevant to the work.

Citavi: Add the translator in the appropriate field.

### Bibliography

RATZINGER, Joseph, The Spirit of the Liturgy [trans. by John SAWARD], San Francisco 2000.

## Collected Works

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### Bibliography

SURNAME, Name(s) [Author], Title. Subtitle, ed. by Name(s) SURNAME [Editor], City<sup>Edition</sup>Year.

RATZINGER, Joseph, On the Structure of the Liturgical Celebration, in: Joseph RATZINGER, Collected Works, vol. 11: Theology of the Liturgy. The Sacramental Foundation of Christian Existence, ed. by Michael J. MILLER [trans. by John SAWARD et al.], San Francisco 2014, 319–329.

## Dissertation

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### Bibliography

SURNAME, Name(s), Title. Subtitle [unpubl.dissertation University, City], Year.

WESTERFIELD TUCKER, Karen B., "Till Death Do Us Part". The Rites of Marriage and Burial Prepared by John Wesley and their Development in Methodist Episcopal Church 1784–1939 [unpubl. dissertation University of Notre Dame, South Bend/IN], 1992.

## Internet

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The access date indicates the time of the last access to the cited web page. In the case of online PDF files, the corresponding page numbers must also be indicated ("p").

If the author and/or title of an online work are missing, the name of the homepage may be given in square brackets.

## Bibliography

SURNAME, Name(s), Title der Seite (Datum). URL: <http://...> [Abruf: Tag Monat Year].

BRUMMOND, Michael, An "Unwelcome" Change? Reflections on the New Translation of the Order of Baptism of Children (November 9, 2021), in: Adoremus. URL: <https://adoremus.org/2021/11/an-unwelcome-change-reflections-on-the-new-translation-of-the-order-of-baptism-of-children> [accessed: 6 December 2021].

## Footnote

Name(s) SURNAME, Title der Seite (Datum), S. Seite von – bis. URL: <http://...> [Abruf: Tag. Monat. Year].

UNITED STATES CONFERENCE OF CATHOLIC BISHOPS, The Mystery of the Eucharist in the Life of the Church (2021), p. 6. URL: <https://www.usccb.org/resources/7-703%20The%20Mystery%20of%20Eucharist,%20for%20RE-UPLOAD,%20JANUARY%202022.pdf> [accessed: 6 December 2021].

## Liturgical Sources

Liturgical source texts, including newer books, which have a division into books, chapters and/or smaller text sections (e.g., forms, individual texts, articles, etc.), are generally assigned the relevant numbers of the smallest continuously counted text unit in the text and in the annotations and, if necessary, also page numbers. Citavi: Add the liturgical book as "Collected Works". The field "author" remains empty in most cases. If there is an editor, provide the relevant information. In footnotes, insert the liturgical book with "Option 2", copying all relevant information in the field "pages from-to" via the Citavi-AddIn, or simply write the source manually. Liturgical sources which are edited in a series, should be handled like other edition of antique works (s. below).

## Bibliography

Title. Subtitle, ed. by Name(s) SURNAME/INSTITUTION (Series Name or Abbreviation Number), City Year.

Ordo Exsequiarum Romani Pontificis, ed. by OFFICIUM DE LITURGICIS CELEBRATIONIBUS SUMMI PONTIFICIS, Vatican City 2000, 126–130.

Missale Romanum ex decreto Sacrosancti Oecumenici Concilii Vaticani II instauratum auctoritate Pauli PP. VI promulgatum Ionnis Pauli PP. II cura recognitum. Editio typica tertia, Vatican City 2002.

## Footnote

Abbreviated Title Publication Year, Pages/Text Units (Edition Series Number, Seite; SURNAME of Editor).

BrevRom 1568, 3110 (MLCT 3, 483; SODI – TRIACCA).

Explanation: Breviarium Romanum 1568, text unit no. 3100, in edition cited: Breviarium Romanum. Editio Princeps (1568), ed. by Manlio SODI – Achille M. TRIACCA (Monumenta Liturgica Concilii Tridentini 3), Vatican City 1999, 483.

MRom 1962, 3286 (BEL.SLS 2, 616; JOHNSON – WARD).

Explanation: Missale Romanum 1962, text unit no. 3286, in edition cited: Missale Romanum. Anno 1962 promulgatum, ed. by Cuthbert JOHNSON – Anthony WARD (Bibliotheca „Ephemerides Liturgicae“. Subsidia. Instrumenta Liturgica Quarreriensia. Supplementa 2), Rome 1994, 616.

## *Edited sources*

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If an edition or translation has appeared in a series, this must be indicated with the abbreviation of the series, including the volume and page numbers. It is also sufficient to list the page and the name of the publisher or translator. The bibliography, however, must be complete in all cases, that is, all the data—without abbreviations—must be indicated.

If texts of this genre are referred to often, it is recommended to use standardized abbreviations. In principle, no abbreviations of authors or abbreviations should be reinvented, but established abbreviations, as in the *Lexikon der antiken christlichen Literatur* (LACL), must be used. English edition: *Dictionary of Early Christian Literature*, ed. by Siegmund DÖPP – Wilhelm GEERLINGS [trans. by Matthew CONNELL], New York 2000.

In the passages for ancient and medieval texts, which always follow internal citations, only Arabic numerals are to be used. Abbreviations such as “cap.” for “capitulum” or chapter are omitted. For certain authors, such as Plato or Aristotle, customary numeration exists, which is retained.

## *Bibliography*

**AUTHOR, Title, ed. by Name(s) SURNAME of the Editor (Abbreviated Title of the Critical Edition Volume Number) City Year.**

CYPRIAN, *De ecclesiae catholicae unitate*, ed. by Maurice BÉVENOT (CChr.SL 3/1), Turnhout 1972, 243–268.

AUGUSTINUS, *Confessiones*, ed. by Luc VERHEIJEN (CChr.SL 27), Turnhout 1981.

## *Footnote*

**AUTHOR, Abbreviated Title of Work Book, Chapter, Excerpt (Abbreviated Title of the Critical Edition Volume Number, Pages from–to, Lines from–to; SURNAME of the Editor).**

CYPRIAN, *unit. eccl.* 4 f. (CChr.SL 3/1, 136, Z. 19; BÉVENOT).

AUGUSTINUS, *conf.* 8, 7, 17 (CChr.SL 27, 58; VERHEIJEN).

In individual editions, there is no series to be added:

JUSTIN MARTYR, 1 *apol.* 64, 1–4 (MARCOVICH 188).