



GUIDELINES FOR SCHOLARLY CITATIONS

A. General Information

1. The following guidelines are offered as a recommendation for scholarly writing, with particular attention to scholarly citations. The following rule applies for all deviations from these guidelines: a specific citation or formatting should be reasonably justified, coherent, and applied uniformly throughout the whole work. The original version of this text is the German version, “Richtlinien für wissenschaftliche Arbeiten.” For questions of style and format that are not covered in this document, either the *Chicago Manual of Style*¹ or the *New Oxford Style Manual*² should be consulted and considered as authoritative.
2. Use as few abbreviations as possible.
The following abbreviations are common in footnotes: cf. for “compare with” followed by full stop, ed./eds. for “editor” (sg.)/“editors” (pl.), f. for “and the following” page or column. Do not use ff. for multiple pages and do not use the abbreviation op. cit. (*opera citato*, “in the work already cited”). For all other questions regarding style and orthography, use either the *Chicago Manual of Style* or the *New Oxford Style Manual*. Abbreviations for scholarly theological journals or series can be found in the third edition of the *Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete* (IATG, also known as “Schwertner”).³ When including a list of abbreviations, use those found in IATG or in other scholarly journals.
3. When citing German or other foreign language works, use the English forms ed./eds. instead of Hg./Hgg./hg. von and cf. instead of vgl.
4. Replace quotation marks of foreign languages for standard quotation marks used in English (i.e. “ ” and ‘ ’ instead of „ “ and ‚ ‚’).
5. Place names should be indicated in their standard English form, as found in the *Chicago Manual of Style* or the *New Oxford Style Manual*.

B. Research

1. Research for literature can begin with the so-called “snowball principle,” by examining articles in a specialized lexica (e.g. LThK³, TRE, RGG⁴, LACL², KLCO, ...), journals, monographs, and handbooks, looking specifically for further bibliographical information.
2. Searchengines of the University of Vienna Library, such as u:search,⁴ the catalogue of Universität Tübingen,⁵ Online-Verbundkataloge,⁶ general bibliogies (e.g. Deutsche Nationalbiographie,⁷ Österreichische Nationalbibliothek⁸), and bibliographies of specialized disciplines can be useful.

¹ The Chicago Manual of Style, Chicago – London (University of Chicago Press) ¹⁶2010.

² New Oxford Style Manual, Oxford – New York (Oxford University Press) ³2016.

³ Siegfried SCHWERTNER, IATG³ – Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete, Berlin – Boston ³2014. URL [accessible from University of Vienna]: <http://www.degruyter.com/viewbooktoc/product/38642>. [Accessed: 15 December 2016].

⁴ UNIVERSITÄTSBIBLIOTHEK DER UNIVERSITÄT WIEN. URL: <http://bibliothek.univie.ac.at> [Accessed: 11 May 2016].

⁵ UNIVERSITÄTSBIBLIOTHEK DER UNIVERSITÄT TÜBINGEN. URL: <http://www.ub.uni-tuebingen.de> [Accessed: 11 May 2016].

⁶ KARLSRUHER VIRTUELLER KATALOG. URL: <http://www.ubka.uni-karlsruhe.de/kvk.html> [Accessed: 11 May 2016]; BIBLIOTHEKSVERBUND BAYERN. URL: <http://www.bib-bvb.de> [Accessed: 11 May 2016]; ÖSTERREICHISCHER BIB-

3. The *Index Theologicus*⁹ database is particularly useful for Catholic Theology, where articles from journals, lexica, and collected editions.
4. Key words for subjects and titles can be found in library catalogues. When searching for literature, one should be aware of the fact that the holdings of each library are limited. Therefore it is worth consulting the catalogues of other libraries as well.
5. Books that are not found in Vienna can be ordered via interlibrary loan for a fee.

C. Citation

1. All quotations must be clearly identified and must be documented in the footnotes.
2. Direct quotations, especially longer ones, should be used sparingly and only if not the content of the statement, as well as its formulation, is particularly important. Literally, one should only mention important passages such as definitions, specialist term or theses to be discussed. Otherwise, a meaningful reproduction in the form of an indirect quotation is preferable.
3. Direct quotations are meaningfully introduced in the text, are enclosed in double quotation marks (“ ”), and are taken literally, without any formal and substantive change from the original, i.e., with accentuation, spelling mistakes, and punctuation. In the case of errors, these should be noted in square brackets [sic]. For example:

But the assembly reaffirmed its intention, and in the same wording, as in 1943, stating: “For *many* in the Church, the time is ripe for a revision of the liturgy, and many—both priests and lays [sic]—demanded that they be adapted to the present conditions.”¹²⁵

4. In two exceptional cases, the direct quotation may be changed, namely in quotations themselves containing a direct quotation, which are then placed in single quotation marks (‘ ’); and in the case of accentuation through italics, in which case accentuation through italics not found in the original quotation should be explained in a footnote.

“Eine *legitime* ortskirchliche Anpassung der römischen Liturgiebücher kann es ‘unter Wahrung der substantiellen Einheit des römischen Ritus’ geben. Allen ‘rechtlich anerkannten Riten’ in der katholischen Kirche wird ‘gleiches Recht und gleiche Ehre’ zuerkannt. Damit bekräftigt das 2. Vatikanische Konzil die vom Trienter Konzil ausgesprochene Anerkennung der *alten Riten*.”

5. In the case of short quotations, i.e., a word or a sentence, it must be ensured that the quoted text passage is used meaningfully or supplemented by the sentence context:

Adam states that, “first through it [the Incarnation] does God’s desire to save us take on substantial and existential form”.⁴⁷

6. Irrelevant passages of several words or whole phrases can be excluded. However, such omissions are indicated by an ellipsis in square brackets. The key combination <Alt> +0133 results in In using an ellipsis, care must be taken that the omissions do not distort the sense of the original sentence. Supplementary explanations within citations are also written in square brackets and should be explained in a footnote.

“Noch im November/Dezember 1917 [nach dem Gregorianischen Kalender], unmittelbar nach dem bolschewistischen Umsturz, begann die Verfolgung der bürgerlichen Parteien und ihrer Presseorgane. Die sozialistischen Parteien [...] waren weiterhin *geduldet* [...]. Die Verschärfung der innenpolitischen Lage nahmen die Bolschewiki Mitte Juni 1918 zum Anlaß, um Menschewiki und rechte Sozialrevolutionäre [aus dem ZK] und den Lokalsowjets auszuschließen.”⁴⁸

⁴⁸ Helmut ALTRICHTER, *Kleine Geschichte der Sowjetunion 1917–1991*, Munich ⁴2013, 46. Emphasis and additions in the text are my own.

LIOTHEKENVERBUND. URL: http://search.obvsg.at/primo_library/libweb/action/search.do?vid=ACC [Accessed: 11 May 2016].

⁷ DEUTSCHE NATIONALBIBLIOTHEK. URL: <http://www.dnb.de> [Accessed: 11 May 2016].

⁸ ÖSTERREICHISCHE NATIONALBIBLIOTHEK. URL: <http://www.onb.ac.at> [Accessed: 11 May 2016].

⁹ INDEX THEOLOGICUS. URL: www.ixtheo.de [Accessed: 11 May 2016]. The databank contains ca. 200,000 articles from ca. 600 theological journals, Festschrifts, and conference proceedings.

7. In order to make one's own emphasis of words or phrases clearly recognizable as such, they should be set in italics. For example:

„Infolgedessen ist jede liturgische Feier als Werk Christi, des Priesters, und *seines Leibes, der die Kirche ist*, in vorzüglichem Sinn heilige Handlung, deren Wirksamkeit kein anderes Tun der Kirche an Rang und Maß erreicht.“⁴⁴

⁴⁴ EDIL/DEL 1:7. My own emphasis.

8. If you translate a quotation from the original language into English, this must be stated explicitly in a footnote or by an explicit statement eg in the preface. In addition, the original quotation should be given in the original language in the footnote. For example:

Quotation in the text:

Depending on the needs, various changes are made gradually and moderately, involving the further consideration of the mother tongue in the liturgy, as well as the correction of many rites, so that they are returned to the earlier, older form, or they receive a more intelligible sound.⁵⁶

Footnote with the text of the quotation in the original language:

“Będą wprowadzone w miarę potrzeby, stopniowo i z umiarem różne zmiany, dotyczące szerszego uwzględnienia języka ojczystego w liturgii, jak również korektury niektórych obrzędów przez przywrócenie im dawnej, starej formy, lub nadanie im nowego, bardziej zrozumiałego brzmienia.”
Biskupi polscy do duchowieństwa w związku z wejściem w życie Konstytucji soborowej o Świętej Liturgii (2 April 1964), in: *Listy Pastorskie Episkopatu Polski 1945–1974*, Paris 1975, 346. My own English translation from the original Polish.

9. At the end of every direct quotation there is always a superscript number that points to a footnote with the same number in which the corresponding source is indicated. Only in the case of indirect quotations is the footnote preceded by the reference “Cf.”. For example:

„Als wörtliches (direktes) Zitat wird die unmittelbare und genaue Übernahme einer fremden Aussage bezeichnet.“⁵⁶

⁵⁶ DISTERER, *Zitierweisen*, 112.

Indirect quotations reproduce foreign statements meaningfully.⁵⁷

⁵⁷ Cf. DOSTERER, *Wissenschaftliches Arbeiten*, 12.

10. In the case of scriptural citations, sources are indicated in parentheses directly in the main text. In doing so, the *Chicago Manual of Style* or the *New Oxford Style Manual* guidelines must be observed and German citation styles must be avoided at all costs (for example “Mt. 3:12” but not “Mt 3,12”). For example:

“In the beginning God created the heavens and the earth. The earth was without form and void, and darkness was upon the face of the deep; and the Spirit of God was moving over the face of the waters.” (Gen. 1:1–2)

“Bless the Lord, O my soul! O Lord my God, thou art very great! [...] Thou didst set the earth on its foundations, so that it should never be shaken. [...] By them the birds of the air have their habitation; they sing among the branches.” (Ps. 103:1,5,12 LXX)

11. Concerning the New Testament it is recommended to refer to synoptic parallel verses with „par.“ and to synoptic parallel passages with „parr.“, for example Mt 6,9 par. Lk 11,2 or Mt 6,9–13 parr. Lk 11,1–4.
12. For Old Testament citations, it should be made clear if quotations are from a non-Masoretic version. For example, for Num. 23:3 from the Septuagint: Num. 23:3, LXX, or Num. 23:3 [LXX].
13. Original sources should not be quoted from secondary literature, at least in dissertations. When quoted second hand, the original source is to be mentioned in the footnote, with the note “... cited from: ...”. For example:
Gustave WEIGEL, cited from: John HENNESEY, *American Catholics. A History*, New York 1981, 307.

14. An indirect quotation is the meaningful appropriation of a thought from another source. This exact reproduction must also be indicated by exact sources. Indirect quotations, which are based only on the wording of the source, i.e., a comprehensive description or paraphrase, do not require quotation marks, but are regularly in reported speech.¹⁰
15. At the end of each indirect quotation, there is also a superscript number that refers to a footnote with the same number, in which the corresponding source is indicated with the reference “Cf.”. Example:
Similarly, Georg Braulik and Norbert Lohfink see a primacy of the Pentateuch within Old Testament writings.⁹⁹

⁹⁹ Cf. Georg BRAULIK – Norbert LOHFINK, *Liturgie und Bibel. Gesammelte Aufsätze* (Österreichische Biblische Studien 28), Frankfurt am Main 2005, 125–266.

16. The meaningful rendering of a text often extends over longer passages. In this case, it is sufficient to make a footnote with the source indication at the end of the respective paragraph or meaning section.
17. Regarding the position of the footnote number:
If the annotation refers to a whole sentence or text section, the reference number is always after the closing punctuation mark and for direct quotations always after the quotation mark:

xxxx.¹²
xxxx.”¹²

If the annotation refers to a word or to a part of the sentence, then it stands before the punctuation; in the case of direct quotations, between quotation marks and punctuation:

xxxx¹²,
xxxx”¹².

D. Form and Style

1. The standard word processing programs offer the possibility for the professional layout of scholarly work. In order to avoid time-consuming formal improvements, the following recommendations should be considered from the outset.¹¹ Again, for all deviations from the guidelines listed here, the rule of uniformity and consistency is of primary importance.
2. There are special requirements for the title page at the University of Vienna, which must be observed at all times.¹²
3. The main text should be set in Times New Roman or a similar font with a font size of 12 pt, full justification, and a line spacing of 1.5. The page margins should be selected as follows: left 2.5 cm, right 2.5 cm, upper 2.5 cm, and lower 2.5 cm, with an additional 0.5 cm for the inside margin, so that the binding does not cover any text.
4. The selected font should be identical throughout the work: in the main text, footnotes, and citations.
5. Longer direct quotations in the main text that are more than three lines should be indented 0.5 cm on the left and right with a font size of 11 pt, full justification, and single line spacing. The line spacing before the quotation should in no case be greater than the distance thereafter. Quotation marks can be omitted for longer direct quotations. Example:
... This is already apparent in the first publication, the Constitution on the Liturgy, right from the beginning, where it is stated:

This sacred Council has several aims in view: it desires to [...] foster whatever can promote union among all who believe in Christ; to strengthen whatever can help to call the whole of mankind into the household

¹⁰ For example: Peter: „I work in the garden.“ → reported speech: Peter said he works in the garden.
Peter: „I worked in the garden.“ → reported speech: Peter said he worked in the garden.

Please consider also the adaption of the local and time datas (this evening → that evening)

¹¹ For the series *Österreichische Studien zur Liturgiewissenschaft und Sakramententheologie* there are separate guidelines which can be requested from the Chair of Liturgical Studies and Sacramental Theology.

¹² Cf. the title pages for Diploma Master Theses at the STUDIENSERVICECENTER KATHOLISCHE THEOLOGIE. URL: <http://ssc-kaththeologie.univie.ac.at/services-studienadministration/diplom-masterarbeit> [Accessed: 9 June 2016] and for Doctoral Dissertations at the DOKTORANDINNENZENTRUM. URL: <http://doktorat.univie.ac.at/formulare-und-downloads/formulare> [Accessed: 9 June 2016].

of the Church. The Council therefore sees particularly cogent reasons for undertaking the reform and promotion of the liturgy. (SC 1)

Where the Council now refers to the context of liturgy and ecumenism, ...

6. For footnotes, select font size 10 pt, full justification, and single line spacing.
7. Footnotes may include a distance from 3 pt to 6 pt from the preceding footnote for better legibility.
8. In order to ensure better legibility, especially for three- and four-digit footnote numbers, you can set the tabs of the footnote text to be larger, while the setting “Paragraph/Indentation: Special/Hanging” should be adjusted accordingly. This means that the tab stop after the footnote number should be set to 0.6, as well as 0.6 for “Paragraph/Indentation: Special/Hanging,” so the sequence of the same footnote text follows the same settings.
9. Always set the main text and footnotes to full justification and enable automatic hyphenation to avoid unsightly word spacing in the lines, requiring additional manual hyphenation.
10. Be sure to avoid unsightly single lines of a paragraph at the beginning and end of the page.
11. Use non-breaking spaces (shortcut: <Ctrl> + <Shift> + Space) if you want to prevent sentences or phrases that belong together from being separated by a line break. When you enable nonprinting characters, the non-breaking space is displayed as “°”. This is useful, for example, with abbreviations and other formatting that require words to appear together, such as “Benedict ° XVI” or “† ° 1978”.
12. Include page numbers either at the bottom or at the top of the page.
13. Use typographic dashes (–) instead of hyphens (-) for number ranges of pages (14–18) or years (1994–1998). The key combination for this is <Alt> + 0150.
14. For such “from–to” information, use a dash (–) for numerals only; otherwise write out “from” and “to”, e.g. “from 3 September to 10 October”.
15. Headers are placed at a greater distance from the preceding text and slightly less distance from the following text. In the case of headings, it is proposed to choose font size 16 pt bold for the first level, 14 pt bold for the second level, 12 pt bold for the third level, and 12 pt italics for the fourth level. A heading can never be placed at the end of a page, without text following it, but must then be transferred to the next page.
16. There are two standard systems for classification and organization of a work: with numbers (i.e. 1, 1.1, 1.1.1, etc.) or with uppercase letters, Roman and Arabic numbers, and lowercase letters, but only in that order (i.e. A, I, 1, a). An heading level must consist of at least two subpoints, otherwise such a heading level is unnecessary and must be eliminated. For example: 1.2.1 cannot be followed by 1.3, since there must also be a 1.2.2.
17. At the end of numeration there may be a dot: 1. 1.1. 1.1.1. (or without 1 1.1 1.1.1).
18. Do not subdivide your work into too many sections and assign a maximum of four levels.
19. In the table of contents, the main chapters of the first level should be optically differentiated, for example by boldface and additional line spacing.
20. Provide an overview at the beginning and a summary at the end of each chapter.
21. In the alphabetically ordered bibliography, the author’s surname should be more noticeable at the beginning of each entry by writing it in SMALL CAPS (<Ctrl> + <Shift> + Q) and by indenting the following lines (i.e., “Format/Paragraph/Indentation: Hanging”).
22. If publications are missing an author, order the work alphabetically by title. For example:
Aus Gottes Frieden leben – für gerechten Frieden sorgen. Eine Denkschrift, Gütersloh 2007.
23. If you include figures, number them and provide them with captions. For a larger number of figures, create a list of figures in the table of contents. Of course, the source of figures must also be given in full.
24. The declaration at the end of scholarly dissertations and the signed (tabular) curriculum vitae are not part of the work. They should, therefore, not appear in the table of contents and also not receive a page number.

25. Names of months are always written out. For numbers with more than three-digits, insert a comma before the third digit as a reading aid, for example 1,000.
26. The word “century” is to be written out, e.g. in the fourth century.
27. The numbers from 1 to 9 are to be written out, i.e. one to nine. From 10 onward, numbers are written as numerals.
28. In principle, each work should meet the following criteria: no spelling, grammar, and punctuation errors; no unnecessary foreign words; complete sentences; generally no more than one fact per sentence, although possibly extended in a subordinate clause; no text in parentheses; no expressions of opinion or feelings, except in the preface or afterword; no expressions or metaphors in quotation marks to imply another meaning; balanced length of sentences.
29. Observe a consistent style of either American or British English, following authoritative style guides. Exceptions are citations of texts written in another English usage, in which case the text must be cited exactly as it is found, regardless of whether there are differences of spelling conventions between the cited work and the work of the author.
30. Only use quotation marks for direct quotations. Words or phrases that are intended to be highlighted can be italicized. This should, however, be done only very sparingly.
31. Use *italcs* for:
 - foreign words and terms, i.e. *ex opere operato*; *accomodatio*
 - titles of Church documents, i.e. *Sacrosanctum Concilium*; *Dei Verbum*; *Liturgiam Authenticam*;
 - works and liturgical books, i.e. ... “in his work *Ein säkulares Zeitalter...*”; “the author’s monograph *Das Wesen des Katholizismus...*”; “the *Missale Romanum...*”;
 - emphasis, i.e. “... in a small *comparative* liturgical study...”; “...also in *ecumenically* oriented liturgical studies...”
32. Use only Unicode fonts, both for Latin and other alphabets. This excludes certain fonts, such as Greek and Hebrew fonts from Bibleworks.
33. For greater clarity, tables can be created and, where necessary, texts divided into meaningfully numbered units. Use left (or, if necessary, right) justification and a line spacing of exactly 13 pt (“Paragraph/Line Spacing: “Exactly 13 pt”) on both sides to avoid unsightly shifting, using also “Paragraph/Indentation/Special: Hanging 0.5 cm”). Corresponding units and texts should appear on the same line. For example:

[1] هناكم فقي حبذملا يبرغ اولاً ىلا ههجوو حبذملا يبرغ اولاً قرشلا.	[1] And when the priest has completed the aforementioned circuit, he stands in his original place west of the altar and his face to the east.
[2] فزابرقال يا لمحل اعضيو	[2] And he places the lamb, that is, the oblation bread, on his left hand,
[3] هسأر نماطيو ىرسىلا هدى ىلع	[3] and bows his head to his brethren the priests, and says „bless“,
[4] ىفو درفملا ...	[4] and in the ...

[1] Sic omnes primae et omnes apostolicae, dum una omnes.	[1] So sind alle Urgemeinden und so sind alle apostolisch, wenn alle nur eine Kirche sind.
[2] Probant unitatem communicatio pacis et appellatio fraternitatis et contesseratio hospitalitatis.	[2] Die Einheit erweist sich dadurch, dass man einander den ‚Frieden‘ gewährt, sich Bruder nennt und durch das Band der Gastfreundschaft verbunden ist.
[3] Quae iura non alia ratio regit quam eiusdem sacramenti una traditio. ²⁵	[3] Diese Rechte werden durch keinen anderen Grund bestimmt als durch die eine Überlieferung derselben heilsnotwendigen Lehre. ²⁶

[1] Κύριε ὁ θεὸς ἡμῶν,	[1] O Lord our God,
[2] ὁ προθεὶς ἑαυτὸν ἄμωμον ὑπὲρ τῆς τοῦ κόσμου ζωῆς,	[2] who offered yourself as a blameless lamb for the life of the world,
[3] ἔφριδε ἐφ' ἡμᾶς καὶ ἐπὶ τὸν ἄρτον τοῦτον καὶ ἐπὶ τὸ ποτήριον τοῦτο,	[3] look upon us, and upon this bread and upon this cup,
[4] καὶ ποιήσον αὐτὸ ἄχραντὸν σου σῶμα καὶ τίμιόν σου αἷμα	[4] and make it your pure body and honourable blood,
[5] εἰς μετάληψιν ψυχῶν καὶ σωμάτων.	[5] for the communion of souls and bodies.
[6] Ὅτι ἡγιασται καὶ δεδόξασται τὸ πάντιμον καὶ μεγαλοπρεπὲς ὄνομά σου. ⁴⁵	[6] For hallowed and glorified is your all-honoured and majestic name. ⁴⁶

⁴⁵ Euchologion, Vatican City, Biblioteca Apostolica Vaticana: MS. Cod. Barberini Gr. 336 [8th c.], fol. 23^r [PARENTI – VELKOVSKA, L'Eucologio Barberini gr. 336, 71 (Greek), 272 (Italian)].

⁴⁶ My own translation.

E. Footnotes and Bibliography

- Footnotes containing sources should be kept brief. Together with the bibliography, the source must be clearly identifiable.
- In footnotes, the author's given name precedes his or her SURNAME** (Name SURNAME, ...). SURNAMES are written in SMALL CAPS (key combination <Ctrl> + <Shift> + Q), never with simply capitals or majuscules.
- In the bibliographie, on the other hand, the author's SURNAME precedes his or her given name**, which are separated by a comma (SURNAME, Name, ...), because the bibliography is ordered alphabetically according to SURNAME.
- The bibliography comes at the end of a work. The documents are listed alphabetically in the bibliography. Furthermore, the SURNAME should be at the beginning of each entry and should be highlighted by SMALL CAPS (key combination <Ctrl> + <shift> + Q) and the following lines should be indented ("Format/Paragraph/Indentation: Hanging," 0.5 cm).
- The first names of the authors should always be written out. The publisher's name is not indicated.
- If a work has an editor in addition to the author, it is indicated before the place of publication.
- If there are more than three authors or editors of a work, only the first one is named, and the others are indicated with "et al." See the following fictional example:
 Instead of
 BECKER, Hansjakob – FUGGER, Dominik – PRITZKAT, Joachim – SÜß, Katja (eds.), Liturgie im Angesicht des Todes. Reformatorische und katholische Traditionen der Neuzeit, vol. 1 (Pietas Liturgica 13), Tübingen 2004.

 Indicate the volume as follows:
 BECKER, Hansjakob et al. (eds.), Liturgie im Angesicht des Todes. Reformatorische und katholische Traditionen der Neuzeit, vol. 1 (Pietas Liturgica 13), Tübingen 2004.
- Titles and subtitles are separated from each other by a full stop, followed by a space, if the title does not contain other characters (i.e., ? or !). In such a case, the special punctuation mark replaces the point between the title and the subtitle but not the comma after the subtitle. For example:
 BACKHAUS, Kurt, Alter Bund in neuem Licht! Hat Jesus vom Gottesbund gesprochen?, in: BiWi 86 (1996) 342–355.
- The number of the edition is only indicated from the second edition and is then indicated by a superscript number before the publication year: Leipzig ³1978, Vienna ⁹⁹1999, but not Rome ¹2016.
- If an article is cited from another edition, i.e. not its first publication, it is useful to indicate the year of the first edition in square brackets. For example:
 BARTH, Karl, Das Wort Gottes als Aufgabe der Theologie [1922], in: Jürgen MOLTMANN (ed.), Anfänge der dialektischen Theologie, part 1: Karl Barth – Heinrich Barth – Emil Brunner (Theologische Bücherei 17/1), Munich 1966, 197–218.

10. In general, it is sufficient to specify the page numbers, so that “page” or “p.” is not necessary. Exceptions are PDF files from the Internet (see III.1) and archival materials (see III.5). If a source is not numbered in pages, but rather in folios, columns, or some other form, the indication of this unit in abbreviated form (“fol.” for folio, “col.” for column, “art.” for article, etc.) is useful.
11. The first reference of a source is to be cited in full in the footnotes, as in the bibliography, and with the additional reference to the corresponding page, as well as, in the case of articles, including the page numbers of the entire article (see also E.17). For any further reference to the same work, a short citation in the form of SURNAME, Abbreviated Title, Pages, is sufficient. The short form of the title should be shorter than the full title, grammatically correct, and unambiguous. Examples:
- First reference to a work:
⁵ Thaddaeus A. SCHNITKER, *The Church’s Worship. The 1979 American Book of Common Prayer in a Historical Perspective*, Eugene/OR 2009, 150.
 Then abbreviated:
³⁷ Cf. SCHNITKER, *Church’s Worship* (see fn. 5), 102.
- ² Cf. Hans-Josef KLAUCK, *About the rhetoric analysis of the Letter of John*, in: ZNW 81 (1990) 205–224, here: 212 f.
 Then abbreviated: ¹⁷ Cf. KLAUCK, *Analysis* (see fn. 4), 212 f.
 Or: ¹⁷ Cf. KLAUCK, *About the rhetoric Analysis* (see fn. 4), 212 f.
 But not: ¹⁷ Cf. KLAUCK, *Rhetoric* (see fn. 4), 212 f.
12. Only in the case of individual articles in anthologies, where not every article has its own bibliography, a reference to the annotation with the first complete reference is necessary for each reference in the short form. For example: “(see fn. 56)”.
13. Several consecutive bibliographic references are separated by semicolons, followed by a space. Example:
⁷⁸ Cf. GNILKA, *Paulus*, 123; KLAUCK, *Analyse*, 212.
14. For references to other footnotes and annotations, use the abbreviation “fn.” or subscripted number. For example:
³⁴ Cf. DOHMEN, *Vom Umgang*, 43 fn. 67
 Or: ³⁴ Cf. DOHMEN, *Vom Umgang*, 43₆₇.
15. Footnotes are elliptical sentences, meaning they should begin with a capital letter and end with a period. For example:
 Direct quotation: ¹ DOHMEN, *Vom Umgang*, 43.
 Indirect quotation: ² Cf. DOHMEN, *Vom Umgang*, 63–73.
16. The abbreviation *op. cit.* (*opera citato*, “in the work already cited”) should always be avoided in footnotes. When the same reference is found repeated in immediately subsequent footnotes, only the first footnote should be given in abbreviated form, 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, and with *id.* (*idem*, “the same person or source mentioned above”) when . For example:
- | | |
|---|--|
| ¹⁵ Cf. MICHELS, <i>Bischofsweihetag</i> , 123–125. | Better:
¹⁵ Cf. MICHELS, <i>Bischofsweihetag</i> , 123–125. |
| ¹⁶ Cf. MICHELS, <i>Bischofsweihetag</i> , 123–125. | ¹⁶ Cf. <i>ibid.</i> |
| ¹⁷ MICHELS, <i>Bischofsweihetag</i> , 128. | ¹⁷ <i>Id.</i> , 128. |
| ¹⁸ Cf. MICHELS, <i>Bischofsweihetag</i> , 136–138. | ¹⁸ Cf. <i>id.</i> , 136–138. |
17. If the page information is only two consecutive pages, “f.” can be used after the first page referenced. For several pages, the extremely indeterminate “ff.” must be avoided. The page numbers are always to be written out. For example:
 “23 f.” for 23–24; “122–128”, but not: 122–28 or 122 ff.
18. For articles in an anthology, lexicon, or journal, the relevant place must be indicated in addition to the total pages of the article with “here”:
 BUCHINGER, Harald, *Zur Hermeneutik liturgischer Psalmenverwendung. Methodologische Überlegungen im Schnittpunkt von Bibelwissenschaft, Patristik und Liturgiewissenschaft*, in: *Heiliger Dienst* 54 (2000) 193–222, here 202.

19. When the place or year of publication is not given, this should be indicated with the abbreviations “n. p.” (no place) or “n.d.” (no date). When the missing information is known from other sources, it can be provided in brackets. For example:

- ..., n.p. 1926.
- ..., Munich n.d.
- ..., n.p. n.d.
- ..., [Munich] [1926].

20. Interviews, personal correspondence, archival material, official letters of bishops’ conferences or Roman congregations, and manuscripts must be listed as a separate category in the bibliography.

I. Books and Monographs

1. Book with Single Author

Bibliography

SURNAME [Small caps, not All-caps], Name [written out], Title.
Subtitle [not italics], Place of Publication [no comma] ^{Edition}Year.

SURNAME, Name(s), Title. Subtitle, vol. Number [always Arabic numeral]: Volume title,
Place ^{Edition}Year.

RATZINGER, Joseph, Einführung in das Christentum. Vorlesungen über das Apostolische Glaubensbekenntnis, Munich 1985.

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RAHNER, Karl – VORGRIMLER, Herbert (eds.), Kleines Konzilskompodium. Sämtliche Texte des Zweiten Vatikanischen Konzils, Freiburg im Breisgau³⁵2002.

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4. Book in a Series

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- PODERTSCHNIG, Daniel, Liebe bis zum Kreuz, in: *miteinander* 86/3 (2014) 7.

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¹⁴ SCHWERTNER, IATG³ (see fn. 2).

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1. Internet Source

The access date reflects the time of the last access to the cited web page and is important since online publications that are on a homepage one day may have disappeared the next day. In the case of online PDF files, the corresponding page numbers must also be indicated (“p.”). Long Internet Addresses can use the vertical stroke | in order to be divided for the purposes of layout. If the author and/or title of an online work are missing, the name of the homepage may be given in square brackets.

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Identification, Place, Institution: MS. Cod. Number [Date], fol. from–to.

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- a. Ancient and medieval texts are cited differently from secondary literature. If source texts are used in a work, a separate source list is to be created. The editions or translations are sorted alphabetically by author name and are described in the same manner as secondary literature.
- b. 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.
- c. If texts of this genre are often used in a work, 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.¹⁵
- d. 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.
- e. In addition to page numbers, the beginning of the author’s foreword, for example in the *Didache*, and the footnotes can also be cited according to page and line.

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¹⁵ The names and works of ancient and medieval authors are to be abbreviated according to the following lexicons: Siegmund DÖPP – Wilhelm GEERLINGS (eds.), *Lexikon der antiken christlichen Literatur*, Freiburg im Breisgau et. al. ³2002; Henry George LIDDELL – Robert SCOTT – Henry Stuart JONES, *A Greek-English Lexicon*, Oxford ⁹1996; Geoffrey W. H. LAMPE, *A Patristic Greek Lexicon*, Oxford ¹⁶2001; *Thesaurus Linguae Latinae. Index librorum, scriptorum, inscriptionum, ex quibus exempla adferuntur*, Leipzig ⁵1990; Albert BLAISE – Henri CHIRAT, *Dictionnaire latin-français des auteurs chrétiens*, Turnhout ³1993; *Mittellateinisches Wörterbuch. Abkürzungs- und Quellenverzeichnisse*, Munich ²1996.

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2, 23, 24–25 (GCS 9/1, 174; Eduard SCHWARTZ – Theodor MOMMSEN).

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1, 42, 5 (SC 31, 115; Gustave BARDY – Pierre PÉRICHON).

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¹⁶ In this example, p. 118 refers to the Greek text and p. 119 refers to the German translation.

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IGNATIUS, Magn. 6, 1 (SUC 1, 164).

THEODORE OF MOPSUESTIA, hom. cat.14, 8 (StT 145, 419; Raymond TONNEAU – Robert DEVREESSE).

THEODORE OF MOPSUESTIA, comm. Mt. fr. 106 (TU 61, 133; Joseph REUSS).

JOHN CHRYSOSTOM, hom. 11 in 1 Tim 1 (PG 62, 553).

EPHREM THE SYRIAN, comm. diat. 15, 20 (FC 54, 453; Christian LANGE).

THOMAS AQUINUS, S. Th. II, q. 46, a. 2, c.¹⁷

Individual Edition

Individual editions are, in principle, cited with complete bibliographical references. In clear cases, the name of the publisher is sufficient, following the page number.

AUTHOR, Title of Work, Chapter, Excerpt (Title of the Critical Edition, ed. Name SURNAME, Place of Publication Year, Pages from–to).

AUTHOR, Title of Work, Chapter, Excerpt (SURNAME of the Editor Pages from–to).

Didascalia apostolorum 14 (Didascalia apostolorum syriace, ed. Paul DE LAGARDE, Leipzig 1854, 61 f.).

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

Testamentum Domini nostri Jesu Christi, ed. Ignatius Ephraem RAHMANI, Mainz 1899 [Reprint: Hildesheim 1968].

9. Liturgical Source

Liturgical sources, including newer books, which are divided into books, chapters, and/or smaller text sections, i.e. formularies, individual texts, articles, etc., are usually referenced in the text and in the notes with the respective numbers of the smallest unit and, if necessary, additionally with page numbers.

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Die Beauftragung der Lektoren und der Akolythen. Die Aufnahme unter die Kandidaten für das Weihesakrament. Pontifikale 3: Handausgabe mit pastoralliturgischen Hinweisen, Freiburg – Basel – Vienna 1994.

Missale Ambrosianum iuxta ritum Sanctae Ecclesiae Mediolanensis. Editio quinta post typicam, Milan 1946.

¹⁷ Thomas Aquinus is cited according to the *Editio Leonina*, for which internal citations are sufficient: Sancti Thomae Aquinatis doctoris angelici Opera omnia iussu Leonis XIII. P.M. edita, cura et studio fratrum praedicatorum, Rome 1882–1896 [Editio Leonina].

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

Pontificale Romanum ex decreto Sacrosancti Oecumenici Concilii Vaticani II instauratum auctoritate Pauli PP. II promulgatum. De institutione lectorum et acolythorum. De admissione inter candidatos ad diaconatum et presbyteratum. De sacro caelibatu amplectendo. Editio typica, Vatican City 1972.

REFORMED CHURCH IN THE UNITED STATES (ed.), Worship the Lord. The Liturgy of the Reformed Church in America, New York 2015.

Footnote

Abbreviated Title Publication Year, Pages/Text Units (Edition Series Number, Page).

BrevRom 1568, 3110 (MLCT 3, 483) = Breviarum Romanum 1568, text unit no. 3110.

[= zitierte Ausgabe: Breviarium Romanum. Editio Princeps (1568) (Monumenta Liturgica Concilii Tridentini 3), eds. Manlio SODI – Achille M. TRIACCA, Vatikanstadt 1999, 483].

MRom 1962, 3286 (BEL.SLS 2, 616) = Missale Romanum 1962, text unit no. 3286.

[= zitierte Ausgabe: Missale Romanum. Anno 1962 promulgatum (Bibliotheca „Ephemerides Liturgicae“. Subsidia. Instrumenta Liturgica Quarreriensia. Supplementa 2, ed. Cuthbert JOHNSON – Anthony WARD, Rome 1994, 616].

OR 36, 16 (ANDRIEU 4, 195 f.) = Ordo Romanus 36, text unit no. 16.

[= edition cited: Michel ANDRIEU (ed.), Les Ordines Romani du Haut Moyen-Âge, vol. 4 (SSL 28), Leuven 1953, 195 f.].

PRG 68, 28 (StT 226, 215) = Pontificale Romano-Germanicum, Book LXIII, text unit no. 28.

[= edition cited: VOGEL, Cyrille – ELZE, Reinhard (eds.), Le Pontifical Romano-Germanique du Dixième Siècle, vol. 1 (Studi e Testi 226), Rome 1963, 215].

Ve 733 (MOHLBERG 93) = Sacramentarium Veronense, text unit no. 733.

[= edition cited: Sacramentarium Veronense (Cod. Bibl. Capit. Veron. LXXXV [80]) (RED.F 1), ed. Leo C. MOHLBERG together with Leo EIZENHÖFER and Petrus SIFFRIN, Rome ³1978 [Reprint: 1994], 93].

Gotteslob

Gotteslob “alt”: GL

Gotteslob. Katholisches Gebet- und Gesangbuch. Erzdiözese Wien, eds. den BISCHÖFEN DEUTSCHLANDS UND ÖSTERREICHS UND DER BISTÜMER BOZEN-BRIXEN, LÜTTICH UND LUXEMBURG, Stuttgart et al. 1975.

Gotteslob “neu”: GL²

Gotteslob. Katholisches Gebet- und Gesangbuch. Ausgabe für die (Erz-)Diözesen Österreichs, ed. (ERZ-)BISCHÖFEN DEUTSCHLANDS UND ÖSTERREICHS UND DEM BISCHOF VON BOZEN-BRIXEN, Stuttgart – Vienna 2013.

„Fest soll mein Taufbund immer stehn, ich will dem Herrn gehören“(GL² 924, 1–3).

[= „Fest soll mein Taufbund immer stehn, ich will dem Herrn gehören“ (Song), in: Gotteslob. Katholisches Gebet- und Gesangbuch. Ausgabe für die (Erz-)Diözesen Österreichs, ed. (ERZ-)BISCHÖFEN DEUTSCHLANDS UND ÖSTERREICHS UND DEM BISCHOF VON BOZEN-BRIXEN, Stuttgart – Vienna 2013, 1164 (no. 924, verses 1–3)].

10. Church Document

Church documents relevant to liturgy can be found in German translation in the *Dokumenten zur Erneuerung der Liturgie*¹⁸ and are quoted exclusively from this source. After the first mention, they are abbreviated as “DEL”. The counterpart with the Latin texts is the *Enchiridion Documentorum Instaurationis Liturgicae* (EDIL).¹⁹ In citations, the abbreviated title is followed by the volume number, followed by a comma and a space, and then the article number. In the case of abbreviations, the usual form is to be used.²⁰

For example, the first five articles of *Sacrosanctum Concilium* are cited as follows: SC 1–5 (EDIL/DEL 1, 1–5).

Full Citation – Bibliography:

Instruction *Musica Sacram* – Sacred Music from 5 March 1967, no. 6. (Latin edition: *Enchiridion Documentorum Instaurationis Liturgicae*, vol. 1, ed. Reiner KACZYNSKI, Turin 1976, 277 [no. 6]; German edition: *Dokumente zur Erneuerung der Liturgie*, vol. 1: *Dokumente des Apostolischen Stuhls 1963–1973*, eds. Heinrich RENNINGS with Martin KLÖCKENER, Kevelaer 1983, 406 [no. 6].

Short Citation after (!) the first reference:

Musica Sacram, no. 6 (Latin: EDIL 1, 738; German: DEL 1, 738).

Or:

Musica Sacram, no. 6 (EDIL/DEL 1, 738).

INSTITUTION, Titel, Datum (Reihe Nummer), Place Year
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KONGREGATION FÜR DIE GLAUBENSLEHRE, Lehrmäßige Note zu einigen Aspekten der Evangelisierung, 3. Dezember 2007 (VApS 180), Bonn ²2011.

KONGREGATION FÜR DEN GOTTESDIENST UND DIE SAKRAMENTENORDNUNG, Der Gebrauch der Volkssprache bei der Herausgabe der Bücher der römischen Liturgie *Liturgiam authenticam*, 28. März 2001 (VApS 154), Bonn 2001.

F. Transcription and Transliteration

¹⁸ *Dokumente zur Erneuerung der Liturgie*, 3 vols., eds. Heinrich RENNINGS – Martin KLÖCKENER, Kevelaer 1983–2001.

¹⁹ *Enchiridion Documentorum Instaurationis Liturgicae*, 3 vols., ed. Reiner KACZYNSKI, Turin – Rome 1976–1997.

²⁰ For liturgical books and their abbreviations, cf. *Vorläufiges Abkürzungsverzeichnis* (GdK), eds. Hans B. MEYER et al., Regensburg 1992.

For the transcription and transliteration of non-Latin alphabets, relevant scholarly systems should be used and these should be explicitly identified and explained at the beginning of the work. Transliteration tables and examples for Arabic, Armenian, Coptic, Georgian, Greek, Old Church Slavonic, and Syriac, as well as later Ethiopian languages, can be consulted at <http://lit-ktf.univie.ac.at/forschung/transkription-und-transliteration>.

If you have any questions, please contact the staff of the Chair of Liturgy and Sacramentology.

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