

# METHODOLOGY - CHICAGO MANUAL OF STYLE

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## 1. BOOKS

### 1.1 BOOKS WITH ONE AUTHOR

Marjorie Keenan, *From Stockholm to Johannesburg: An Historical Overview of the Concern of the Holy See for the Environment 1972-2002* (Rome: Vatican Press, 2002), 23.

- i. Name and surname of author in full
- ii. Comma and space
- iii. title of book in italics – Nouns in Capital letters  
(if the title is divided into two, insert a colon in between)
- iv. space
- vi. opening bracket
- vii. place of publication + colon + space
- viii. House of Publication + comma + space
- ix. date of publication
- x. closing bracket + comma + space
- xi. page number/s (if any) + full stop.

### 1.2 BOOK WITH MORE THAN ONE AUTHOR

Ernest M. Conradie, Sigurd Bergmann, Celica Deane-Drummond, Denis Edwards, *Christians Faith and the Earth: Current Paths and Emerging Horizons in Ecotheology* (London: T&T Clark, 2014), 34.

- i. Name and surname of authors in full with a comma in between
- ii. comma
- iii. space
- iv. title of book in italics – Nouns in Capital letters
- v. space (no comma)
- vi. opening bracket
- vii. place of publication + colon + space
- viii. House of Publication + comma + space
- ix. date of publication
- x. closing bracket
- xi. comma + space
- xii. page number/s (if any) + full stop.

### 1.3 ARTICLE IN AN EDITED BOOK

Roger Aubert, "On the Origins of Catholic Social Doctrine 1966," in *Catholic Social Teaching: An Historical Perspective*, ed. David A. Boileau (Milwaukee, Wisconsin: Marquette University Press, 2003), 75.

- i. Name and surname of author of article in full
- ii. comma + space
- iii. opening double inverted commas
- iv. title of article (not in italics) – Nouns in Capital letters
- v. comma + closing double inverted commas + space
- vi. insert the word – in + space
- vii. name of book in italics - Nouns in Capital letters
- viii. comma + space
- ix. insert the word – ed. (with a full-stop)
- x. name of editor in full (not in italics)
- xi. space (no comma)
- xii. opening bracket
- xiii. place of publication + colon + space
- xiv. house of Publication + comma + space
- xv. date of publication + closing bracket
- xvi. comma + space
- xvii. page number/s + full-stop.

### 1.4 ARTICLE IN AN EDITED BOOK BY TWO AUTHORS

Sandor Fulop, "The Institutional Representation of Future Generations," in *Human Rights and Sustainability: Moral Responsibilities for the Future*, eds., Gerhard Bos and Marcus Duwell (Abingdon: Routledge, 2016), 195-211.

- i. Name and surname of author of article in full (not in italics)
- ii. comma + space
- iii. opening double inverted commas
- iv. title of article (not in italics) – Nouns in Capital letters
- v. comma + closing double inverted commas + space
- vi. insert the word – in
- vii. space
- viii. name of book in italics - Nouns in Capital letters
- ix. comma + space
- x. insert the word – eds., (with a full-stop and comma)
- xi. name of the two editors (insert – and – in between the names)
- xii. space + opening bracket
- xiii. place of publication + colon + space
- xiv. house of publication + comma + space
- xv. date of publication
- xvi. closing bracket + comma + space
- xvii. page number/s + full-stop.

### 1.5 ARTICLE IN AN EDITED BOOK BY MORE THAN THREE AUTHORS

Emmanuel Agius, "Environmental Responsibility and Business Styles: Ethical and Theological Perspectives," in *Business Styles and Sustainable Developments*, eds., L. Mariani et al., (Roma: Gregoriana Libreria Editrice, 2008), 19-42.

- i. Name and surname of author of article in full (not in italics)
- ii. comma + space
- iii. opening double inverted commas
- iv. title of article (not in italics) – Nouns in Capital letters
- v. comma + closing double inverted commas + space
- vi. insert the word – in
- vii. space
- viii. name of book in italics - Nouns in Capital letters – (except in italian)
- ix. comma + space
- x. insert the word – eds., (with a full-stop and comma) + space
- xi. name of the first editor + space
- xii. followed by "et al.," (with a full stop and comma)
- xiii. space + opening bracket
- xiv. place of publication + colon + space
- xv. house of publication + comma + space
- xvi. date of publication
- xvii. closing bracket + comma +space
- xviii. page number/s + full stop.

### 1.6 ARTICLE IN AN EDITED BOOK IN DIFFERENT EDITIONS

In this case the edition of the books should be inserted after the name of the editor/s.

Roger Aubert, "On the Origins of Catholic Social Doctrine 1966," in *Catholic Social Teaching: An Historical Perspective*, ed. David A. Boileau, 1st ed. (Milwaukee, Wisconsin: Marquette University Press, 2003), 75.

- i. Name and surname of author of article in full (not in italics)
- ii. comma + space
- iii. opening double inverted commas
- iv. name of article - (not in italics) – Nouns in Capital letters
- v. comma + closing double inverted commas + space
- vi. insert the word – in + space
- vii. name of book in italics - Nouns in Capital letters
- viii. comma + space
- ix. insert the word – ed. (including a full stop)
- x. space
- xi. name of editor + comma + space
- xii. state the edition (eg. - 1st ed.)
- xiii. space + opening bracket

- xiv. place of publication + colon + space
- xv. house of publication + comma + space
- xvi. Date of publication + closing bracket
- xvii. Comma + space
- xviii. Page number/s + full stop.

### 1.7 A MULTI-VOLUME BOOK

In case of more than one volume, the volume number must be quoted before the page number with a colon in between.

*Raymond E. Brown, The Death of the Messiah, From Gethsemane to the Grave: A Commentary on the Passion Narratives in the Four Gospels (New Haven: Yale University Press, 1994), 1:40.*

- i. Name and surname of author in full (not in italics)
- ii. comma + space
- iii. title of book in italics - Nouns in Capital letters
- iv. space + opening brackets
- v. place of publication + colon + space
- vi. house of publication + comma + space
- vii. date of publication + closing brackets
- viii. comma + space
- ix. volume number + colon + page number + full-stop.

### 1.8 A BOOK IN A SERIES

The series name should be inserted after the title of the book (not in italics).

*Speculum Vitae: A Reading Text. Early English Text Society Original Series, ed. Ralph Hanna (Oxford: Oxford University Press, 2008), 2:24.*

- i. Title of book in italics + full stop.
- ii. Series name not in italics + comma + space
- iii. Insert - ed. + space
- iv. name and surname of editor – not in italics
- v. opening brackets
- vi. place of Publication + colon + space
- vii. house of publication + comma + space
- viii. date of publication
- ix. closing brackets + comma
- x. volume number (if any) + colon + page number + full stop.

### 1.9 A BOOK THAT HAS BEEN TRANSLATED

The term “trans.” should be inserted after the title of the book (not in italics).

Pavel Florensky, *The Pillar and Ground of the Truth: An Essay in Orthodox Theodicy in Twelve Letters*, trans. Boris Jakim (Princeton: Princeton University Press, 1997), 210.

- i. Name and surname of author in full (not in italics)
- ii. Comma + space
- iii. title of book in italics
- iv. comma
- v. insert – trans. (with a full stop) + space
- vi. name of translator (not in italics)
- vii. space + opening brackets
- viii. place of publication + colon + space
- ix. publishing house + comma + space
- x. date of publication + closing brackets + comma
- xi. page number + full stop.

### 1.10 A BOOK THAT HAS BEEN TRANSLATED AND EDITED

Pavel Florensky, *At the Crossroads of Science and Mysticism: On the Cultural-Historical Place and Premises of the Christian World-Understanding*, trans. and ed. Boris Jakim (Kettering: Semantron, 2014), 114.

- i. Name and surname of author in full (not in italics)
- ii. Comma + space
- iii. title of book in italics + comma
- iv. insert – trans. and ed. (with a full stop after trans and after ed) + space
- v. name of translator/editor + space
- vi. opening brackets
- vii. place of Publication + colon + space
- viii. house of publication + comma + space
- ix. date of publication + closing brackets + comma
- x. page number + full stop.

## 2. JOURNALS

### 2.1 ARTICLE IN A JOURNAL

Lynn Townsend White, "The Historical Roots of our Ecological Crises," *Science* 155 (1967): 1203-1207.

- i. name and Surname of author in full - not in italics
- ii. comma + space
- iii. opening double inverted commas
- iv. name of article – Nouns in Capital letters – not in italics
- v. comma + closing double inverted commas + space
- vi. name of journal in italics + space
- vii. year number of the journal + space
- viii. opening bracket + date of journal + closing bracket
- ix. semi-colon + space
- x. page numbers + full stop.

### 2.2 ARTICLE IN A JOURNAL WITH VARIOUS NUMBERS

Richard W. Miller, "Deep Responsibility for the Deep Future," *Theological Studies* 77, no.2 (2016): 443-444.

- i. name and Surname of author in full - not in italics
- ii. comma + space
- iii. opening double inverted commas
- iv. name of article – Nouns in Capital letters – not in italics
- v. comma + closing double inverted commas + space
- vi. name of journal in italics + space
- vii. issue number of the journal + comma + space
- viii. the year number (no.1 or no.2) – *write* no. (with a full stop and no space in between) + the number
- ix. space + opening bracket
- x. year of issue + closing bracket
- xi. semi-colon + space
- xii. page numbers + full stop.



## 2.3 ARTICLE IN A NEWSPAPER

Raner Fsadni, "Pope's New Middle Ages," *Times of Malta* (25 June 2015), 6.

- i. name and surname of author in full – not in italics
- ii. comma + space
- iii. opening double inverted commas
- iv. name of article
- v. comma + closing double inverted commas + space
- vi. title of newspaper in italics + space
- vii. opening bracket + date of publication
- viii. closing bracket + comma + space
- ix. Page number + full stop.

## 3. CHURCH DOCUMENTS

### 3.1 VATICAN II

Vatican II, Pastoral Constitution, *The Church in the Modern World (Gaudium et Spes)*, par. 1.

- i. Name of Council
- ii. Comma + space
- iii. the identity of the document (eg. Pastoral Constitution) – not in italics
- iv. comma + space
- v. the name of the Constitution in italics / in English
- vi. space + opening bracket
- vii. name of Constitution in italics / in Latin
- viii. closing bracket + comma + space
- ix. number or paragraph + full-stop.

### 3.2 ENCYCLICALS / APOSTOLIC LETTERS

John Paul II, Apostolic Letter, *Inter sanctos* (1979).

- i. Name of Pope (not in italics)
- ii. comma + space
- iii. state whether it is an Apostolic Letter / Encyclical
- iv. comma + space (no comma)
- v. name of Apostolic Letter / Encyclical in Latin and in italics
- vi. space + opening bracket
- vii. date of publication + closing bracket + full-stop.

### 3.3 HOMILIES OF POPES

Benedict XVI, *Homily during the Mass for the Beginning of the Petrine Ministry*, Rome 24 April 2005.

- i. Name of Pope (not in italics)
- ii. Comma + space
- iii. title of the homily in italics
- iv. coma + space
- v. place + space + date + full-stop.

### 3.4 QUOTING FROM THE *ACTA APOSTOLICAE SEDIS* (AAS)

*Message for the 1990 World Day of Peace*, AAS 82, no.9 (1990): 152.

- i. Name of article in italics
- ii. Comma + space
- iii. AAS in italics + space + number of issue + comma + space
- iv. number of issue for that particular year
- v. space + opening bracket
- vi. date of publication + closing bracket
- vii. colon + space
- viii. page number + full stop.

## 4. QUOTING FROM THE FATHERS OF THE CHURCH

Quoting from individual texts:

- For Doctorate degree students:
  - titles of the cited texts should be in an abridged form in Latin following intructions by the supervisor.
  - in biographies the critical edition of original versions are to be cited.
    - e.g. Gregory of Nyssa, *De Anima et Resurrectione*, edited by Andreas Spira. Gregorii Nysseni Opera 3.3. Leiden: Brill, 2014.
- For Masters and lower degrees:
  - titles of the cited texts should be in English in full in italics.
    - for the first time
    - e.g. Gregory of Nyssa, *Homilies on the Beatitudes*
    - using an abridged form in italics. They are to be followed by a period (.)
    - e.g. *Hom. Beat.* when titles are long.

- when texts are divided in books, chapters, paragraphs and verses, these are to be separated by a comma without spaces and not in italics; the first number should be separated from the title with a space  
e.g. Clement of Alexandria, *Strom.* 5,94,6,1.

- when texts are divided only in books and/or chapters, or none at all, the pages from the version being used (in plain text) are to be cited  
  
e.g. Gregory of Nyssa, "On Perfection," in *Ascetical Works*, The Fathers of the Church 58, 65 – subsequently *On Perfection*, 65

- when the version used is found in a collection of texts, for the first time the individual titles are to be quoted within inverted commas, followed by "in" and the title of the collection in italics  
  
e.g. Gregory of Nyssa, "On Perfection," in *Ascetical Works*, The Fathers of the Church 58, 65.

Subsequently the titles of the individual texts are to be cited in italics  
e.g. *On Perfection*, 65.

- when a translated is taken from a book series, the name of the series and the volume number are to be included in the first citation  
  
e.g. Gregory of Nyssa, "On Perfection," in *Ascetical Works*, The Fathers of the Church 58, 65.

- in bibliographies the full details are to be given.  
e.g. Gregory of Nyssa, "On Perfection." In *Ascetical Works*, translated by Virginia Woods Callahan. The Fathers of the Church 58. Washington D.C.: The Catholic University of America Press, 1999.

- when a translated version is a stand alone publication, the citation is as follows:  
  
Augustine, *Confessions*, translated by Sarah Ruden (New York: The Modern Library, 2017), 56.  
Subsequently: Augustine, *Confessions*, 56.

- In bibliographies: Augustine, *Confessions*. Translated by Sarah Ruden. New York: The Modern Library, 2017.

## 5. THE *SUMMA THEOLOGICA* OF ST THOMAS AQUINAS

### 5.1 QUOTES FROM THE *SUMMA THEOLOGICA*

*STh I, Questio 96, art. 1 and 4*: “First, from the order observed by name, for just as in the generation of things we perceive a certain order of procession of the perfect from the imperfect.”

- i. Quote the Summa in abbreviated form – STh (not in italics)
- ii. Quote the number + comma + space
- iii. State the Questio + comma + space
- iv. The number of the article (art. 1)
- v. In case of quoting directly – insert a colon + space + opening inverted commas + the quote + full stop + closing inverted commas.

## 6. MANUSCRIPTS

*ACM, Misc. 54, Notizie di Monasteri e Case Religiosi, 1775, f.59r.*

*NLM, Libr. MS 145, Il Gozo antico-moderno e sacro-profano, f.319.*

*NLM, Libr. MS 13, Giornale Maltese del S. Mifsud, f.13.*

- i. Name of Archive in abbreviated form  
eg. Archives of the Cathedral of Malta (ACM)  
National Library of Malta (NLM)
- ii. comma + space
- iii. The number of the manuscript (add the identity of the ms, eg. Misc. r Libr.)
- iv. comma + space
- v. name of the manuscript - in italics
- vi. comma + space
- vii. foglio (f.)  
R = rectio (the front foglio)  
V = verso (the back page of the foglio)

## 7. BIBLICAL QUOTATIONS

*Gen. 1:1-31; 17:7-8.*

*Lk 16:19-31.*

*Matt 25:31-46.*

- i. Name of Book/Letter in Abbreviated form
- ii. Full stop + space
- iii. Chapter of book
- iv. Colon (no space)

- v. Verses + full-stop
- vi. (if there are more quotes insert a semi-colon).

For a list of Biblical Books in abbreviated form, see:  
<https://hbl.gcc.libguides.com/c.php?g=339715&p=2284900>

## 8. THE USE OF INTERNET

### 8.1 QUOTING FROM A URL

<http://church.mt/archdiocese/interdiocan-commissions/interdiocesan-environment-commission/> (accessed on 10 July 2021).

- i. quote the url
- ii. space
- iii. opening bracket
- iv. write – accessed on + date in full
- v. closing bracket + full-stop

### 8.2 QUOTING AN ARTICLE FROM URL

Hector Scerri, “Hearing the Cry of the Earth: We are All Responsible for It,” *Times of Malta* (21 June 2015), <http://timesofmalta.com/articles/view/hearing-the-cry-of-the-earth-we-are-all-responsible-for-it> (accessed on 30 March 2021).

- i. Name and surname of author
- ii. Comma + space
- iii. opening double inverted commas
- iv. name of article (not in italics)
- v. comma + closing double inverted commas + space
- vi. name of newspaper/journal (in italics) + space
- vii. opening bracket + date of publication + closing bracket
- viii. comma + space
- ix. url
- x. space
- xi. opening bracket + date of access (write: accessed on ...) + closing bracket
- xii. full stop

## 9. REPETITIVE REFERENCES

### 9.1 THE USE OF "IBID."

When the same book or article is being quoted in the next footnote there is no need to provide the full information of the same book/article. In this case just write "ibid." + the page number.

Eg. [Ibid., 34.](#)

- i. [Ibid.,](#) (followed by a full stop + coma)
- ii. [Space](#)
- iii. [Page number + full stop.](#)

When even the page number is the same as in the previous footnote, then Just write (Ibid.)

- i. [Ibid.](#) (followed by only a full stop)

### 9.2 WHEN THE SAME BOOK HAD ALREADY BEEN QUOTED

In subsequent references use the short title format.

INSTEAD OF

[Marjorie Keenan, \*From Stockholm to Johannesburg: An Historical Overview of the Concern of the Holy See for the Environment 1972-2002\* \(Rome: Vatican Press, 2002\), 23.](#)

Write:

[Keenan, \*From Stockholm to Johannesburg\*, 23.](#)

- i. [Surname + comma + space](#)
- ii. [Name of book in short in italics](#)
- iii. [Comma + space](#)
- iv. [Page number + full stop.](#)
- v. [.](#)

### 9.3 WHEN THE SAME ARTICLE HAD ALREADY BEEN QUOTED

In subsequent references use the short title format.

INSTEAD OF

[Lynn Townsend White, "The Historical Roots of our Ecological Crises," \*Science\* 155 \(1967\): 1203-1207.](#)

**WRITE:**

White, "The Historical Roots of our Ecological Crises," 1204.

- i. Surname + comma + space
- ii. open double inverted commas
- iii. name of article (not in italics)
- iv. Comma + close double inverted commas + space
- v. page number + full stop.

**9.4 SEE ALSO**

After quoting a book/article one may add further reading.

In such write: "See also,"

Tim Diacono, "Farrugia asks Archbishop to retract ODZ Church School Applications," *Malta Today* (30 May 2015), 3. See also, Herman Grech, "Church to draw up Land Protection Policy," *Times of Malta* (31 May 2015), 5.

- i. After quoted the book/article, insert full stop.
- ii. Write - See also + comma + space
- iii. The article/book in full (if it had already been quoted, then quote the shorter version)

**9.5 SEE FOR EXAMPLE**

One's arguments may be strengthened by adding a bibliographical note stating: "see also."

See for example, Roger Aubert, "On the Origins of Catholic Social Doctrine 1966," in *Catholic Social Teaching: An Historical Perspective*, ed. David A. Boileau (Milwaukee, Wisconsin: Marquette University Press, 2003), 75.

- i. At the beginning of the footnote write: See for example + comma + space
- ii. the article/book in full (if it had already been quoted, then quote the shorter version)

**9.6 SEE IBID.,**

When referring to previous footnote, then insert "See *ibid.*,"

See *ibid.*, 443-444  
(in this case "*ibid.*," starts with a small "i")

If referring to same pages from the previous quote  
then just write:

See *ibid.* (with a small "i" – without a comma at the end)

## 9.7 SUBSEQUENT USE OF THE SAME ENCYCLICALS / APOSTOLIC LETTERS

*Benedict XVI, Deus caritas est, 6.*

- i. Name of Pope
- ii. Comma + space
- iii. Title of encyclical/ apostolic letter – in italics
- iv. Comma + space
- v. Number of paragraph + full stop.

## 9.8 FREQUENT USE OF THE SAME AN ENCYCLICAL / APOSTOLIC LETTER

When quoting the same encyclical: the first use should be given in full. The following uses should be abbreviated and given in the text itself.

*Laudato Si'*  
(LA, 173)

Abbreviated Form

- i. (opening brackets)
- ii. first Letters of the encyclical title – in italics
- iii. comma + space
- iv. number of paragraph + closing bracket

## 10. BIBLIOGRAPHY

At the end of the dissertation, the candidate is expected to include the bibliography used throughout the dissertation.

### 10.1 A BOOK

*Brubaker, Leslie. Inventing Byzantine Iconoclasm. London: Bristol Classical Press, 2012.*

The order of words here should be as follows:

- i. Surname + comma + space
- ii. name + full-stop + space
- iii. title of book in italics + full-stop
- iv. place of publication + colon + space
- v. house of Publication + comma + space
- vi. date of publication + full-stop



## 10.2 A MULTI-VOLUME BOOK

In case of a multi-volume work, the volumes + respective date should be quoted at the end with the date of publication.

*Ciantar, Giovanni Antonio. Malta illustrata ovvero descrizione di Malta isola del mare siciliano e adriatico con le sue antichità, ed altre notizie. Malta: Stamperia del palazzo, vol. 1, 1772 and vol. 2, 1780.*

- i. Surname + comma + space
- ii. name + full-stop + space
- iii. title of book in italics + full-stop
- iv. place of publication + colon + space
- v. house of Publication + comma + space
- vi. volume number (vol. 1) + comma + space
- vii. date of publication + full-stop

## 10.3 QUOTING ONE VOLUME IN A MULTI-VOLUME WORK

If only one volume – from a series of multi-volume work – is quoted, the volume number should be quoted after the name of the book.

*D'Alatri, Mariano ed. Santi e Santità nell'Ordine Cappuccino, vol. 1. Roma: Postulazione Generale dei Cappuccini, 1980.*

- i. Surname + comma + space
- ii. name + full-stop + space
- iii. title of book in italics + comma + space
- iv. volume number in abbreviated form (eg vol. 2)
- v. space
- vi. place of publication + colon + space
- vii. publishing house + comma + space
- viii. date of publication + full-stop

## 10.4 AN EDITED BOOK

*Dizionario Teologico sul Sangue di Cristo, ed. Tullio Veglianti. Vaticano: Libreria Editrice Vaticana, 2007.*

- i. Title of book in italics + comma + space
- ii. Insert "ed." + space
- iii. name and surname of the editor (not in italics)  
(in case that more than one editor – insert - eds., + the names and surnames of editors)
- iv. full-stop + space

- v. place of publication + colon + space
- vi. publishing house + comma + space
- vii. date of publication + full-stop.

## 10.5 A BOOK IN A SERIES

Dupont-Roc, Roselyne. "Le lettere di Paolo e 'la Parola della Croce'." in *Il mistero della Croce: Temi Biblici, no.4*, eds., Jean-François Baudoz et al., trad. Alfio Filippi. Bologna: Dehoniane, 2015, 17-45.

- i. Surname of author + comma + space
- ii. name of author + full-stop + space
- iii. opening double inverted commas
- iv. title of book (not in italics) + full stop
- v. closing double inverted commas + space
- vi. Insert "in" + space
- vii. Title of the book in italics + Colon + space
- viii. The name of the series (not in italics) + comma + space
- ix. number of series (no.4) + comma + space
- x. Insert "ed." (in case that more than one editor – insert - eds.,
- xi. the name and surname of the editor (if any) full-stop + space  
(if more than three editors write the first one + et al.,  
If there is a translator – trad. + name and surname + full stop + space
- xii. Place of publication + colon + space
- xiii. Publishing house + comma + space
- xiv. Date of publication + comma
- xv. Page numbers + full-stop

## 9.6 AN ARTICLE IN AN EDITED BOOK

De Lucca, Denis. "The Built Environment in Gozo: A Historical Review." in *Gozo the Roots of an Island*, ed. Charles Cini. Bergamo: Said International, 1990, 121-159.

- i. Surname + comma + space
- ii. name + full-stop + space
- iii. open double inverted commas
- iv. title of book (not in italics) + full stop + close double inverted commas + space
- v. insert the word "in" + space
- vi. name of book in italics + comma + space
- vii. insert the word "ed." (eds., - in case of more than one editor) + space
- viii. the name of the editor/s
- ix. full stop
- x. place of publication + colon + space
- xi. house of Publication + comma + space
- xii. date of publication + comma + space
- xiii. page numbers + full stop.

## 10.7 AN ARTICLE IN A JOURNAL

Muscat, Joseph. "Ship Graffiti in Malta." *Treasures of Malta* 7, no.2 (Easter 2001): 53-56.

The order of words here should be as follows:

- i. Surname + comma + space
- ii. name + full-stop + space
- iii. open double inverted commas
- iv. title of book (not in italics)
- v. full stop + closing double inverted commas + space
- vi. name of Journal (in italics) + space
- vii. issue number + comma + space
- viii. number per year + space
- ix. open brackets + Date of publication + closing brackets)
- x. colon + space
- xi. page numbers + full stop

## 10.8 MATERIAL THAT HAS NOT BEEN PUBLISHED

Attard, Christian. "An Italian Artistic Presence in 19th and 20th Century Malta, 1850-1960." B.A. [Hons.] History of Art diss., University of Malta, 1991.

Borg Millo, Daniela. "Mid-17th Century Painting in Malta: A Critical Analysis; The Vernacular Idiom." M.A. [Hons.] History of Art diss., University of Malta, 2003.

Vella, Olvin. "Il-kodifikazzjoni tal-ilsien Malti fis-seklu 18 fl-isfond kulturali." Ph.D. diss., University of Malta, 2015.

- i. Surname of author + comma + space
- ii. name of author + full-stop + space
- iii. open double inverted commas + Title of work + full-stop + closing double inverted commas) + space
- iv. in case of a thesis/dissertation – state the degree - eg. Ph.D. diss., + space
- v. the name of the university + comma + space
- vi. date of work + full stop.

## 10.9 MORE THAN ONE BOOK/ARTICLE WRITTEN BY THE SAME AUTHOR

In case that more than one book/article is written by the same author, in the second, third etc., instance do not write the name and surname of the author. Instead insert a long dash followed by a full stop.

Agius de Soldanis, Gio. Pietro Francesco. *Della lingua punica presentemente usata da Maltesi*. Roma: Generoso Salomoni, 1750.

\_\_\_\_. *Mustafà Bassà di Rodi schiavo in Malta ossia la di lui congiura all'occupazione di Malta, descritta da Michele Acciard, col ritratto del Bassà*. Napoli: 1751.

\_\_\_\_. *Annone Cartaginese: cioè vera spiegazione della prima scena dell'atto v della commedia di M. A. Plauto in Poenulo, fatta portata colla lingua moderna Maltese o sia l'antica Cartaginese*. Roma: Generoso Solomoni, 1757.

## 11 LONG QUOTES IN THE TEXT

Quotes longer than 40 words should be inserted as a separate paragraph in the text. In such case:

- i. Use a smaller font
- ii. indent the paragraph.
- iii. no opening and closing inverted commas.

## 12 THE USE OF FULL-STOPS AND COMMAS WHEN QUOTING

When quoting directly from a book/article the final full-stop or comma at the end should be inserted before the closing inverted commas.

Eg.

In the words of Dave Egan *et alii*, "Humans are an integral part of nature and they play a key role in determining, either consciously or otherwise, the condition of the environment in which they live."<sup>64</sup>

## 13 THE USE OF QUOTATION MARKS FOR QUOTATIONS

Use double quote marks for quotations; single for quotations within quotations.

#### 14 REFERENCE AFTER A QUOTATION

Within a footnote, if you are quoting or referring to a source, give your reference or comment first, and then, at the end of the sentence, within parentheses, cite the source of the quote or reference.

“Faith is not so much an act or a series of acts as a basic and total attitude of the person, giving life a new, definitive direction.” Juan Alfaro, “Faith,” in *Sacramentum Mundi*, ed. Karl Rahner (London: Burns & Oates, 1968), 2:319.

#### 13 THE WRITING OF NUMBERS

Numbers lower than ten must always be spelt as words, while those over and above are to be written as figures.

Eg.        eight  
             12

