Citation Guide for Authors
Vitae Scholasticae: The Journal of Educational Biography

     Vitae Scholasticae (VS) uses *Chicago Manual of Style* (CMOS) guidelines for both style and citations. While consulting a copy of the manual can be useful, there are some excellent online resources available, including the Purdue Online Writing Laboratory [CMOS webpage](#). In this brief guide, we offer a quick reference to the citation questions most commonly encountered by our authors.

Citation Tips

- VS uses CMOS "Notes" citation formatting. We do not use CMOS bibliographic citations. It is not necessary to include a separate reference list.
- Rather than citing in text as APA requires (such as: Patton, 2018, p. 45), use Chicago endnotes for all citations and explanatory references. Please do not include a separate reference list. Place explanatory references, such as author comments or recollections, first, then citations. Separate items within a reference with semicolons. For example:

  1. I first encountered Ellis' work during my PhD program and later incorporated her ideas into my dissertation; Carolyn Ellis, *The Ethnographic I: A Methodological Novel About Autoethnography* (Walnut Creek, CA: Alta Mira Press, 2003), 151.

- Citations are denoted by superscript numerals placed in text, with full citations following in a numbered list at the end of the article. These superscript numerals should follow most punctuation marks, including periods and quotation marks. For example:

  Audre Lorde writes, "All our children are outriders for a queendom not yet assured."[1]

- Authors using Microsoft Word can insert notes using the "Endnotes" Word function. Depending upon your Word program settings, It might be necessary to change the endnote format to Arabic numerals.
- In the notes, provide a specific page number from which each citation is drawn (examples below), rather than a page range for a given article or other written work.
- When citing a work for the second time in the notes section, use a shortened form of the citation. If the work that you are citing is the only work by that author that you are citing in your article, use the author's last name and a page number, like this:

  Atwood, 12

If you are citing other works by that author, use the author's last name, a shortened version of the title, and a page number, like this:

Atwood, *Handmaid's Tale*, 12

Citation Examples for Endnotes
This list addresses a few, commonly-used formats for citations. Consult online references noted above or CMOS for additional examples:

Book, Edited or Translated

General Format:
1. Author First Name and Last Name, *Book Title*, ed. [or trans.] First Name and Last Name (Publisher Location: Publisher Name, Year of Publication), specific page number from which citation is drawn.
Example:
1. Simone de Beauvoir, *The Second Sex*, trans. Constance Borde and Sheila Malovany-Chevalier (New York: Vintage Books, 2011), 316.

Book, Single Author

General Format:
1. Author First Name and Last Name, *Book Title* (Publisher Location: Publisher Name, Year of Publication), specific page number from which citation is drawn.

Example:
Craig Kridel, *Writing Educational Biography* (New York: Routledge, 2013), 101.

Book Reviews

General Format:
1. Reviewer's Name, "Title of Review," Review of *Title of Book*, by Name of Author, *Journal Title* Volume Number, Issue Number [when available, and written as "no. X"] (Date of Publication): Page Numbers.

Example:

Chapter in Edited Collection
General Format:
1. Author First Name and Last Name, "Chapter or Essay Title," in *Book Title*, ed. Editor First Name Editor Last Name (Publisher Location: Publisher Name, Year of Publication), specific page number from which citation is drawn.
Example:
1. Rosario Morales, "I Am What I Am," in *This Bridge Called My Back*, 4th ed., eds. Cherrie Moraga and Gloria Andaluza (Albany, NY: State University of New York Press, 2015), 12.

Journal Articles

General Format:
    1. Author First Name and Last Name, "Article Title," *Journal Title* volume (number only), issue number [when available, and written as "no. X"] (Year of Publication): specific page number from which citation is drawn.

Example:
    1. Kimberle Crenshaw, Mapping the Margins: Intersectionality, Identity Politics, and Violence against Women of Color. *Stanford Law Review* 43, no. 6 (1991): 1245.

Web Sources
Internet resources come in many forms governed by an ever-changing set of rules about how best to cite them. This state of affairs makes it impossible to provide a comprehensive guide in a brief document such as this. However, the Purdue OWL CMOS webpage provides an excellent overview of many forms of Web sources [here]. We encourage you to consult this guide if questions arise while preparing your manuscript. Below is a general format for webpages or articles.

General Format (Webpage):
    1. Author First Name and Last Name [if available; if not, omit and begin citation with title], "Title of Webpage or Article," Name of Publishing Organization or Website Title, publication date and/or access date if available, URL.

Example.:
    1. Ronnie Ritchie, "On Non-Binary Issues: Conversations Inside vs. Outside the Trans Community," Everyday Feminism, March 4, 2015, https://everydayfeminism.com/2015/03/talking-about-nonbinary-issues/.

Style Tips
- Submit articles in Microsoft word using standard, 12-point serif type (Times New Roman, Garamond, Palatino, or similar). Double-space (with the exception of block quotes, which should be single-spaced) with one-inch margins on all sides.
- Use single spaces after periods and other closing punctuation.
- If a sentence closes with an endnote superscript numeral, omit the space after closing punctuation, but insert a single space between the superscript numeral and the next sentence. For example:

  Hawkesworth writes that, "Interrogating accepted beliefs, challenging shared assumptions, and reframing research questions are characteristic of feminist inquiry regardless of specialization."[1] Fonow and Cook add additional criteria for feminist research projects, including . . . .

- Indent the first line of each paragraph by one-half inch using your word processing program's "Format" function.
- Quotations of five lines or longer or more than 100 words should be formatted as "block" quotes. Indent the entire quotation and use single spacing. No quotation marks are necessary.
- *VS* uses double quotation marks for everything except quotations within quotations, for which we use single quotation marks.

- Place commas or periods inside quotation marks. Place other types of punctuation (question marks, for example) within the quotation marks only if the punctuation applies to the quote itself.

  Example (punctuation applies to quote itself):

  In *A Square Meal*, Ziegelman and Coe write of a Depression-era family's reaction to their inadequate emergency relief check: "'$5.90? For four people?'"[1]

  Example (punctuation added by author):

  I was surprised to learn that the family received just "$14.20 to cover food, gas, and electricity"!