

**The International Journal of Volunteer Administration**  
**Guidelines for Submitting Manuscripts**  
(Revised and Adopted by the Board on November 19, 2009)

## Overview

*The International Journal Of Volunteer Administration (IJOVA)* seeks to publish original manuscripts that provide for an exchange of ideas and sharing of knowledge and insights about volunteerism and volunteer management and administration. Manuscripts may focus on volunteering in any setting, both in North America and internationally. *The Journal* is a Web-based refereed publication of the Department of 4-H Youth Development and Family and Consumer Science at North Carolina State University, to whom it was legally transferred on April 18, 2006, by The International Association for Volunteer Administration (AVA.)

*The Journal* expands and updates the research and knowledge base for professional volunteer resource managers (VRMs), volunteer program administrators, and other not-for-profit managers to improve their effectiveness. In addition, *The Journal* serves as a forum for emerging and contemporary issues affecting volunteerism and volunteer administration. *The Journal* is written, peer-reviewed, edited, and published by professional volunteer resource managers and administrators, researchers, and consultants, sharing with their colleagues successful applications, original and applied research findings, scholarly opinions, educational resources, and challenges on issues of critical importance to volunteerism and the field of volunteer administration.

Manuscripts may be submitted at any time during the year, although published volumes focus upon a unified theme. *The Journal* is published electronically only, with three annual issues in March, July, and November. Authors submitting manuscripts to *The Journal* must follow the guidelines in this document.

**Submissions that deviate from these guidelines will not be accepted for review  
and will be returned to the corresponding author  
for required edits that adhere to the published guidelines.**

## Types of Manuscripts

Manuscripts must be submitted for one of four focus areas. The author(s) should identify to which focus area the manuscript is being submitted.

**Feature Article** (reviewed by three external reviewers): Discusses applied concepts and research findings of particular interest and significance to volunteerism and volunteer administration both in North America and worldwide. Connects theory and ideas to practice and emphasizes implications for the profession. (Maximum length: 3,500 words including references, but not including abstract, key words, tables, and graphics.)

**Ideas That Work** (reviewed by one reviewer): Describes novel ideas, training formats, innovative programs, and new methods of interest to volunteer administrators. (Maximum length: 2,000 words including references, but not including abstract, key words, tables, and graphics.)

**Tools of the Trade** (reviewed by the Editor): Reports on specific materials, books, and technologies useful to volunteer administrators. (Maximum length: 1,500 words including references, not including abstract, key words tables, and graphics.)

**Commentary** (reviewed by the Editor): Offers a challenge or presents a thought-provoking opinion on an issue of concern to volunteer administrators. Initiates discussion or debate by responding to a previously published article in *The IJOVA*. (Maximum length: 1,500 words including references, but not including abstract and key words.)

## Manuscript Preparation

The following guidelines are **followed strictly**. Manuscripts received that do not meet all style and preparation guidelines will be returned immediately to the author(s) for resubmission before the peer review process will be initiated.

- *The IJOVA* uses the contemporary terms, “volunteer resource manager (VRM)” and “volunteer program administrator” so as to distinguish accurately between professionals working with volunteers, and volunteers managing other volunteers and/or programs.
- All manuscripts should be prepared double-spaced using Times New Roman 12 pt. font, with 1” margins all around. Do **not** double space between sections.
- Left-justify the entire manuscript text, with a ragged right-hand margin (no full justification).
- Please insert page numbers in the lower right corner.
- The title page must contain the following information for **each author** double-spaced:
  - Full name and professional credentials (NOTE: As of November 19, 2009, The IJOVA publishes terminal degrees only for author credentials, e.g., Ph.D., Ed.D., J.D., M.D., etc. However, non-terminal degrees and professional accreditations may be described in the About the Author section.)
  - Professional title and organizational affiliation
  - Complete postal/ mailing address
  - Telephone and FAX contact numbers
  - E-mail address
- The title page should contain an Abstract of no more than 250 words that is double-spaced and italicized.
- The title page should include 3-5 Key Words descriptive of the manuscript, which may be used to index and retrieve the manuscript electronically. If appropriate, include only one of the following three words: “volunteers”, “volunteerism”, or “volunteering.” Hyphenated words included in Merriam-Webster may be considered a single word. Do not use acronyms nor jargon as key word. NOTE: the correct term is “Key Words” (not “Keywords”).
- Begin the actual manuscript text immediately following the Key Words with the first section heading of the body text (NOTE: do not begin on a new page nor repeat the title).
- The manuscript’s body must not contain any information or language identifying the author(s) by name.
- All in-text citations are included in the reference list; all references have in-text citations.
- Tables should be placed at the end of the total manuscript; indicate the suggested placement of a table in the actual manuscript by inserting the phrase in brackets, “[INSERT TABLE 1 ABOUT HERE]”, in the manuscript text.
- Figures should be placed at the end of the total manuscript and should be camera ready and sent as electronic files attached to the e-mail message; they appear exactly as they should in the finished article, except for sizing. Indicate the suggested placement of a figure in the actual

manuscript by inserting the phrase in brackets, “[INSERT FIGURE 1 ABOUT HERE]”, in the manuscript text.

- Following the Reference section and any tables/figures, include a short About the Author section describing each author’s professional background (3-5 sentences per author).
- Any direct quote requires a page/paragraph reference or a reference to the name of the person and the date of the interview. Any quotes without permissions must be paraphrased or deleted if the manuscript is accepted for publication
- In all other aspects, follow the *Publication Manual of the American Psychological Association* (APA) (Sixth Edition, 2010).
- Authors are advised to use inclusive language. Use plural pronouns or “s/he.”
- Written, signed permission must be obtained by the manuscript author(s) in advance of submission for (a) all quotations from copyrighted publications and (b) all tables or figures taken directly from other sources. The written, signed permission must be submitted to the Editor along with the manuscript. Permission is required to reprint: 1) more than 300 words from a single copyrighted journal article; 2) more than 500 words from a full-length copyrighted book; 3) anything, even a few words or a phrase, quoted directly from a copyrighted newspaper article, magazine, poem or song; 4) anything quoted directly from a news broadcast; or 5) any table or figure reproduced or adapted from another copyrighted work.

## Manuscript Submission

- Submit manuscripts as Microsoft Word 5.0 for Windows or higher as an electronic file attachment attached to an e-mail of submission to the Editor at [schmiesing.3@osu.edu](mailto:schmiesing.3@osu.edu)
- In the text of your e-mail message of submission, please (1) identify what type of article you are submitting (i.e., Feature, Ideas That Work, Commentary, Tools of the Trade), (2) verify that the manuscript being submitted is not under review for another journal, and (3) indicate how you first learned about The IJOVA as a venue for publication.
- *The Journal* will not accept submissions that are under consideration by another journal/publisher.
- Please submit manuscripts electronically to:  
Ryan Schmiesing, Ph.D.  
Editor-In-Chief, The IJOVA  
E-mail: [schmiesing.3@osu.edu](mailto:schmiesing.3@osu.edu)  
Tel. 614-688-4278

## Review Process

Manuscripts submitted to The Journal follow the fundamental masked review process as outlined in the *Publication Manual of the American Psychological Association* (APA) (Sixth Edition, 2010, pp. 225-228).

Depending on the type, manuscripts will normally be reviewed by editor and/or editorial reviewers within six months of receipt. For Feature Articles, Ideas That Work, and Tools of the Trade, the manuscript’s title page is removed for the masked review process.

All authors will be notified in writing of the outcome of the review process. *The Journal* retains the right to edit all manuscripts for mechanics and consistency prior to final publication.

If a manuscript is returned for major revisions and the author(s) rewrite(s) the manuscript, the second submission will be entered into the regular review process as a new manuscript. A manuscript may only be resubmitted once, and will only be reviewed twice.

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