

## Quick Guide to APA Style

- In all situations, *The IJOVA* follows explicitly the style guidelines of the American Psychological Association (AP) as defined in the *Publication Manual of the APA (Fifth Edition)* (American Psychological Association, 2001, Washington, D.C., ISBN 1-55798-790-4). Basic information may also be found at [www.apa.org/journals/authors/guide.html](http://www.apa.org/journals/authors/guide.html)
- Please follow **explicitly** all capitalization and punctuation requirements in reference citations.
- Use figures to express all numbers 10 and above (e.g., 10, 232, etc.); that are grouped for comparison with numbers 10 and above (e.g., 3 of 21 volunteers, the 6<sup>th</sup> group of 30 volunteers, etc.); and numbers that represent time, dates, ages, sample numbers, units of measurement, a specific place in a numbered series, etc. (e.g., a 5-mg dose, multiplied by 5, in 3 years, were paid \$5 each, page 3, etc.)
- Use words to express all numbers below ten 10 that do not represent precise measurements; that are grouped for comparison with numbers below 10; begin a sentence or title; and are common fractions (e.g., eight respondents, zero-based budgeting, one-line sentence, two-thirds majority, three out of eight volunteers, etc.)
- Samples of the most common APA citation formats include:

### **Book**

Boone, E.J., Safrit, R.D., & Jones, J.M. (2002). *Developing programs in adult education (Second edition)*. Prospect Heights, IL: Waveland Press, Inc.

### **Chapter in an Edited Book**

Steinbach, J. (1992). Involving youth as volunteer leaders. In S. Vineyard & S. McCurley (Eds.), *Managing volunteer diversity* (pp. 121-156). Downers Grove, IL: Heritage Arts.

### **Article in Print Journal**

Safrit, R.D. (2002). Developing effective teen-adult partnerships through volunteerism: Strengthening empathy, engagement, empowerment and enrichment. *The Journal of Volunteer Administration*, 20(4), 21-26.

### **Article in Electronic Journal**

Safrit, R.D. (2008). Volunteerism in youth development: A means to an end, and the end itself. *The International Journal of Volunteer Administration*, XXV(1). Retrieved April 24, 2008, from [http://ijova.org/PDF/VOL25\\_NO1/IJOVA\\_march08inthisissue.pdf](http://ijova.org/PDF/VOL25_NO1/IJOVA_march08inthisissue.pdf)

### **Unpublished Paper Presented at a Professional Conference**

Safrit, R.D. (2008, April). Developing human capital through “seasons of service”. Paper presented at the XXth World Volunteer Conference of the International Association for Volunteer Efforts (IAVE), Panama City, Panama.

### **Organizational Document of Limited Circulation**

Department of 4-H Youth Development. (2008, March). *2007-2008 summary of statewide 4-H membership in North Carolina*. Raleigh, NC: Author.