

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
- 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 6th 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

Unpublished Paper Presented at a Professional Conference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.