



The International Journal of Volunteer Administration

Manuscript Preparation Checklist

(Revised March 2018)

Before submitting your manuscript to the Editor, please use the following checklist to ensure that you have met all submission guidelines:

- The entire manuscript is prepared in Microsoft Word using Times New Roman 12-point font.
- The entire manuscript is double spaced. (note: tables may be single-spacing to conserve space in the manuscript.)
- Page numbers are inserted in the lower right corner of each page.
- The following should be included for each author:
 - Name and credentials (include terminal degrees only)
 - Professional title and organizational affiliation
 - Complete mailing/postal address
 - Telephone number
 - Email address
 - Identify (with an *) the corresponding author
- For the manuscript, the following must be included:
 - 3-5 key words
 - 250-word abstract (maximum, double-spaced, italicized)
- Begin the actual text immediately following the key words with the heading of the first section (i.e., not on a separate page nor by repeating the title).
- Citations/References – APA Style 6th Edition for:
 - All in-text citations or references
 - List full citations in the Reference section

- ___ Confirm that all references cited in the text are included in the References section.
- ___ No references are included in the Reference section that are not cited in the text.

- ___ Tables and Figures:
 - ___ Include at the very end of the manuscript, following the Reference section and immediately before the About the Author section.

- ___ In your cover email of the manuscript submission:
 - ___ Indicate the type of manuscript you are submitting
 - ___ Verify that the manuscript being submitted is not under review with another journal.