

# Format in APA Style Using Academic Writer



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Technology  
Center*



*presented by*  
**Charlene Cain**  
**Winter 2021**

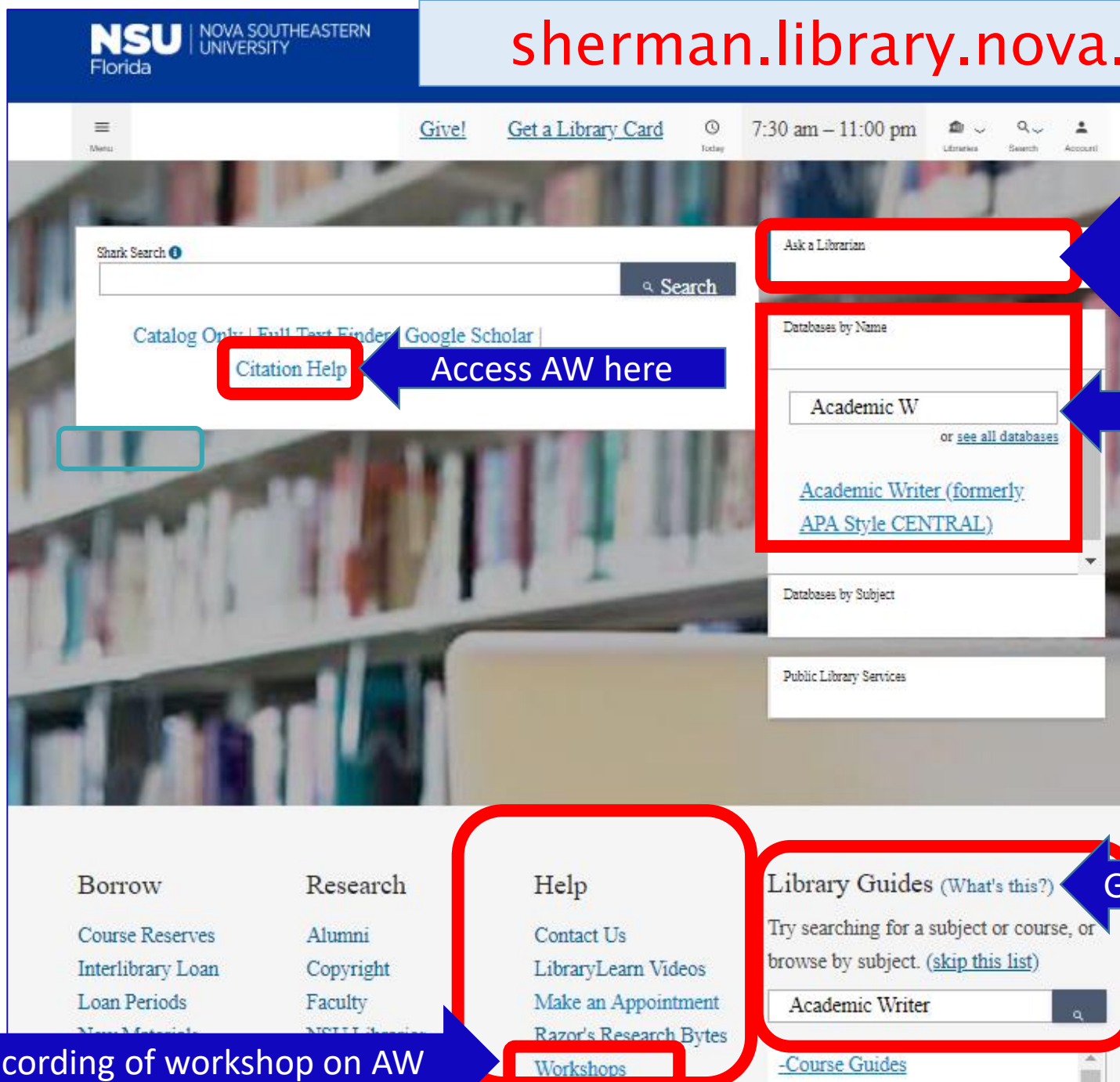
# Learning Objectives

- Overview of Academic Writer
- Three “centers” of Academic Writer
  - Access content from APA Publication Manual in Academic Writer
  - Advanced functions, such as creation of section headings and creating tables

Free to use as long as you are affiliated with NSU

Accessing Academic Writer via the Alvin Sherman Library webpage

Also accessible via Sharkwrites at <https://nsufl.libguides.com/sharkwrites>



Call/email/chat for help

Access AW here

Access AW here

Guides on using AW

Recording of workshop on AW

Create an account

**Do Not USE Internet Explorer!**

**Go through the Alvin Sherman  
Library webpage,  
Sherman.library.nova.edu**

**Use your NSU email to register**

If you are an APA member, you already have an account. Do not re-register.  
[Retrieve Your Password](#)

### Create an Academic Writer Account or [Log In](#)

*\*Fields marked with an asterisk are required.*

First Name\*

Last Name\*

Email\*

You can also use Email to log in.

Retype Email\*

Choose a Username\*

You can use Username to log in.

Enter your Username

Choose a Password\*

Choose a Password

Case-sensitive, min 8 characters, use both letters and numbers, and cannot be your name, username, or email

Retype Password\*

In order to create an Academic Writer account, you must acknowledge that you have read and understood the following:

I have read and agree to the [APA Terms and Conditions](#)

# Academic Writer Centers: Learn / Reference / Write

## LEARN

Learn to write with grace and precision. Consult [quick guides](#), [tutorials](#), [self-quizzes](#), [sample papers](#), [sample references](#), [sample tables](#), and [sample figures](#) to master the art of scholarly writing.

## REFERENCE

Manage your reference library and add new references. Create your own APA Style references with forms in the reference generator. Add existing references by importing files or searching more than 4 million preformatted references.

## WRITE

Select one of our paper templates to begin writing. Use integrated research tools to plan your work. Enjoy the ease of comprehensive paper formatting and checking for common APA Style errors.

Tip: Ideal to start your paper from scratch in AW, although you can copy and paste in what has already been composed, but formatting must be checked after downloading in Word.



**Academic Writer**

APA's tool for teaching and learning effective writing

# The Learning Center



[HOME](#) [LEARN](#) [REFERENCE](#) [WRITE](#)

## Welcome to the Learning Center

Search the Learning Center

### Quick Guides

Short videos—most just 2 to 5 minutes—help you learn featured APA Style rules quickly.

[Go to Quick Guides](#)

### Tutorials

Longer videos—most lasting 10 to 30 minutes—provide in-depth tutorials on writing and publishing.

[Go to Tutorials](#)

### Self-Quizzes

Self-quizzes assess your knowledge of APA Style rules.

[Go to Self-Quizzes](#)

### Samples

Sample papers, references, tables, and figures illustrate how APA Style rules are applied.

[Go to Sample Papers](#)

[Go to Sample References](#)

[Go to Sample Tables](#)

[Go to Sample Figures](#)



**Quick guides**  
brief videos on specific rules of APA style

**Tutorials**  
videos with in-depth information on concepts--avoiding plagiarism, experimental research, etc.

The screenshot shows the 'Learning Center' interface with a navigation bar (HOME, LEARN, REFERENCE, WRITE) and a search bar. The 'LEARN' tab is active, and the 'Browse' page is displayed. A list of resources is shown, with 'Abbreviations' selected. The right-hand panel displays the 'DETAILS: Abbreviations' page, which includes a description, a thumbnail image, and a descriptive text transcript.

**DETAILS: Abbreviations**

**DESCRIPTION**  
Learn how to use abbreviations, including how to introduce them and how to use Latin and scientific abbreviations.

**THUMBNAIL**  
Select the quick guide thumbnail to view this quick guide.

**DESCRIPTIVE TEXT TRANSCRIPT**  
Read transcript  
Download transcript (Word)

**LEARN MORE**  
Read the related section(s) below.  
[Publication Manual §§ 4.22-4.30](#)

[+ More like this](#)







Self-quizzes allow students to assess knowledge

The screenshot shows the 'Learning Center' interface with a navigation bar (HOME, LEARN, REFERENCE, WRITE) and a search bar. The 'Self-Quizzes (10)' category is selected in the breadcrumb trail. A list of topics is shown on the left, with 'APA Style Basics' selected. The right panel displays the details for 'APA Style Basics', including a description, a thumbnail of a quiz question, and a 'LEARN MORE' section with links to 'Publication Manual Figures 2.1, 2.2, and 2.3'.

**LEARN**



## Samples

Browse samples of tables, figures, full papers and references

**LEARN**

HOME
LEARN
REFERENCE
WRITE

Home > Learning Center > Browse Search the Learning Center

Quick Guides (66)
Tutorials (18)
Self-Quizzes (10)
Sample Papers (17)
Sample References (152)
Sample Tables (8)
Sample Figures (7)
My Favorites (0)

Browse by topic
  Browse by title

Previous
1
2
Next

<div style="background-color: #f2f2f2; padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Bagozzi: "Customer-Organization Relationships: Development and Test of a Theory of Extended Identities"</span> <span style="float: right;">Showing Details →</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Benton: "Multicultural Office Design: A Case Example"</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Binder: Book Review of Brief Dynamic Interpersonal Therapy: A Clinician's Guide</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Bryan: "You Owe It to Yourself: Boosting Retirement Saving With a Responsibility-Based Appeal"</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Buss: "Which Fearful Toddlers Should We Worry About? Context, Fear Regulation, and Anxiety Risk"</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Davis: "What Are the Benefits of Mindfulness? A Practice Review of Psychotherapy-Related Research"</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Fabricius: "True or False: Do 5-Year-Olds Understand Belief?"</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Gianoli: "Treatment for Comorbid Borderline Personality Disorder and Alcohol Use Disorders: A Review of the Evidence and Future Recommendations"</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Goldman: "Toward a Cognitive-Scientific Research Program for Improvisation: Theory and an Experiment"</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Kern: "From "Sooo Excited!!!" to "So Proud": Using Language to Study Development"</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Merenda: "To Medicate or Not to Medicate: A Response to Novotney (2015)"</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Prendergast: "The Overlooked Aspects of Childhood Obesity Interventions: A Response to Weir (2012)"</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px; border-bottom: 1px solid #ccc;"> <span style="font-size: 1.2em;">Rodgers: "The Epistemology of Mathematical and Statistical Modeling: A Quiet Methodological Revolution"</span> <span style="float: right;">Show Details</span> </div> <div style="padding: 5px;"> <span style="font-size: 1.2em;">Snyder: "Treating Infidelity and Comorbid Depression: A Case Study Involving Military Deployment"</span> <span style="float: right;">Show Details</span> </div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p><b>DETAILS: Bagozzi: "Customer-Organization...</b> <span style="float: right;">☆</span></p> </div> <div style="padding: 5px;"> <p><b>DESCRIPTION</b></p> <p>This sample theoretical paper develops and then empirically tests a theory about the identities that link organizations and consumers. The title page demonstrates the format for multiple authors, one of whom is affiliated with one university and the remaining who are affiliated with the same university. The paper features a three-level heading structure, tables, and figures.</p> </div> <div style="padding: 5px;"> <p><b>THUMBNAIL</b></p> <p>Select the sample paper thumbnail to view this sample paper.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="font-size: 0.8em; margin: 0;">Runninghead: CUSTOMER-ORGANIZATION RELATIONSHIPS <span style="float: right;">1</span></p> <p style="margin: 10px 0 0 40px;">Customer-Organization Relationships: Development and Test of a Theory of Extended Identities</p> <p style="margin: 0 0 0 80px;">Richard P. Bagozzi University of Michigan</p> <p style="margin: 0 0 0 80px;">Massimo Bergami, Gian Luca Mazzeochi, and Gabriele Morandini University of Bologna</p> <p style="margin: 10px 0 0 80px;">Author Note</p> <p style="margin: 0 0 0 80px;">Richard P. Bagozzi, Ross School of Business, University of Michigan, Massimo Bergami, Gian Luca Mazzeochi, and Gabriele Morandini, Department of Management, University of Bologna.</p> <p style="margin: 0 0 0 80px; font-size: 0.7em;">Correspondence concerning this article should be addressed to Richard P. Bagozzi, Ross</p> </div> </div>
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**Academic Writer**

APA's tool for teaching and learning effective writing

# The “Reference” Center

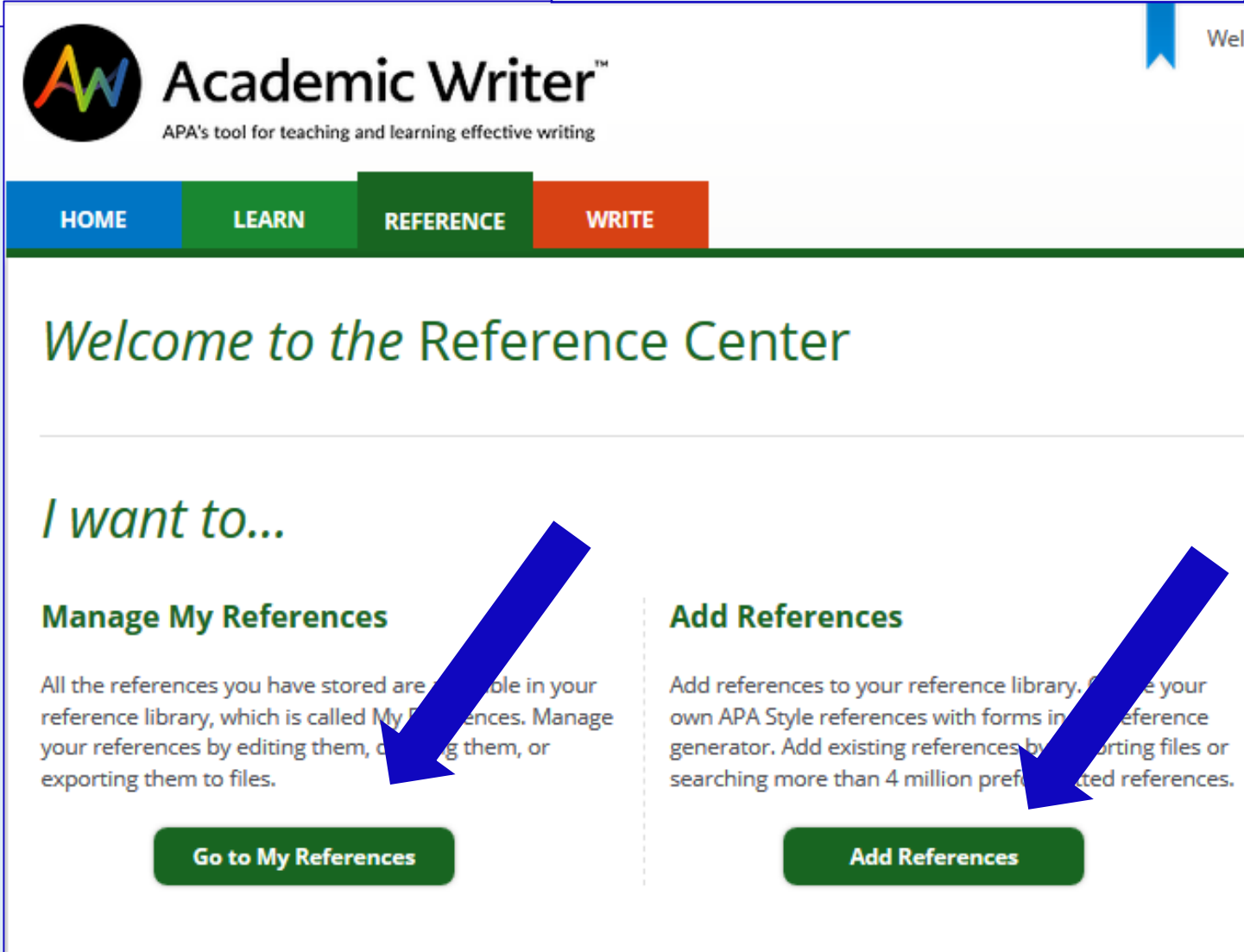
Creates APA-formatted reference citations

- Import references from PsycINFO and non-APA databases
- Create using template

System loads citation into paper to create reference list

Access reference list to create in-text cites

System flags if not done correctly



The screenshot shows the Academic Writer Reference Center interface. At the top, there is a navigation bar with four tabs: HOME (blue), LEARN (green), REFERENCE (dark green), and WRITE (red). The REFERENCE tab is currently selected. Below the navigation bar, the page title reads "Welcome to the Reference Center". Underneath, there is a section titled "I want to..." with two main options: "Manage My References" and "Add References". The "Manage My References" section includes a description: "All the references you have stored are available in your reference library, which is called My References. Manage your references by editing them, deleting them, or exporting them to files." Below this description is a green button labeled "Go to My References". The "Add References" section includes a description: "Add references to your reference library. Create your own APA Style references with forms in the reference generator. Add existing references by importing files or searching more than 4 million preformatted references." Below this description is a green button labeled "Add References". Two large blue arrows point from the text in the left sidebar to the "Go to My References" and "Add References" buttons respectively. At the bottom of the page, there is a dark green bar with the word "REFERENCE" in white capital letters.



## CREATE A REFERENCE LIBRARY IN AW

Pull reference citations from databases and your reading to create a pool of good articles you can cite in your paper

REFERENCE

### Add References

Add new references by creating them with forms in the reference generator, importing them, or searching preformatted references from PsycINFO.

References you have already added are in [My References](#).

[Create](#)
[Import](#)
[Search](#)

Select a reference type *to get started*

<b>Periodicals</b> <ul style="list-style-type: none"> <li>Journal article</li> <li>Whole special issue of a journal</li> <li>Whole special section of a journal</li> <li>Newsletter article</li> <li>Newspaper article</li> <li>Magazine article</li> </ul>	<b>Books, Reference Works, and Book Chapters</b> <ul style="list-style-type: none"> <li>Authored book</li> <li>Edited book</li> <li>Chapter in an edited book</li> <li>Reference work</li> <li>Entry in a reference work</li> <li>Entry in Wikipedia</li> </ul>	<b>Meetings and Symposia</b> <ul style="list-style-type: none"> <li>Paper presentation or poster session</li> <li>Conference paper abstract</li> <li>Proceedings published in a periodical</li> <li>Proceedings published as a book</li> <li>Proceedings published as a book chapter</li> <li>Symposium contribution</li> </ul>	<b>Technical and Research Reports and Gray Literature</b> <ul style="list-style-type: none"> <li>Report by a government, agency, or other group</li> <li>Report with individual author(s)</li> <li>Annual report</li> <li>Press release</li> <li>White paper</li> <li>Fact sheet</li> <li>Brochure</li> <li>Policy brief</li> <li>Issue brief</li> </ul>
<b>Dissertations and Theses</b> <ul style="list-style-type: none"> <li>Dissertation or thesis, unpublished</li> <li>Dissertation or thesis, published in ProQuest database</li> <li>Dissertation or thesis, abstract in Dissertation Abstracts International</li> <li>Dissertation or thesis, published in an institutional database or online</li> </ul>	<b>Reviews</b> <ul style="list-style-type: none"> <li>Book review</li> <li>Audiovisual media review</li> </ul>	<b>Audiovisual Media</b> <ul style="list-style-type: none"> <li>Video, DVD, or motion picture</li> <li>Streaming and other online video (YouTube, Vimeo, etc.)</li> <li>Work of art</li> <li>Podcast</li> <li>Speech recording</li> <li>Interview recording</li> <li>Transcript of an audio or video file (podcast, interview, speech, etc.)</li> <li>Music album</li> <li>Music recording (single track)</li> <li>Television series (entire)</li> <li>Television series episode or webisode</li> <li>Map</li> </ul>	<b>Software</b> <ul style="list-style-type: none"> <li>Computer software</li> <li>Mobile application software ("apps")</li> <li>Entry in a mobile application reference work</li> <li>Apparatus</li> </ul>
<b>Tests and Measures</b> <ul style="list-style-type: none"> <li>PsycTESTS record or other record of a test or inventory</li> <li>Test, scale, questionnaire, or inventory</li> <li>Test or inventory manual</li> <li>Data set</li> </ul>	<b>Unpublished and Informally Published Works</b> <ul style="list-style-type: none"> <li>Unpublished manuscript</li> <li>Manuscript published informally online</li> <li>Manuscript in preparation</li> <li>Manuscript submitted for publication</li> <li>Report published in ERIC database</li> <li>PowerPoint slides or lecture notes</li> <li>Unpublished raw data from study</li> </ul>	<b>Websites, Social Media, and Other Online Materials</b> <ul style="list-style-type: none"> <li>Web page</li> <li>Blog post</li> <li>Blog comment</li> <li>Twitter (tweets or pages)</li> <li>Facebook (status updates, pages, videos, photos, notes, etc.)</li> <li>Google+ (posts, pages, videos, photos, etc.)</li> <li>YouTube (video or channel)</li> <li>Other online forum content</li> </ul>	



## CREATE A REFERENCE LIBRARY IN AW

Can paste in abstract or direct quotations, or type in notes

### Create a Reference

Use the following form to edit all the elements of your reference. When you select the **UPDATE REFERENCE** button, we will apply your changes to this reference in any papers that contain it and in your My References library. You will be able to see the reference and continue to make edits, if necessary.

\* Fields marked with an asterisk are required.

Reference Type Journal article  Collapse all

▶ Authorship

▶ Date

▶ Title

▶ Source

▶ Abstract

▶ Notes

▼ Quotations

Enter the quotation from this source exactly as it appears in the original work.

Enter a summary or your own commentary about this quotation (optional).

Indicate the location of the quotation within the source document.

Page  Paragraph

This quotation spans multiple pages.

#### Saved Quotations

You haven't saved any quotations from this source yet.

CREATE A  
REFERENCE  
LIBRARY IN AW

Add notes

Sort references  
by author, date,  
title, reference  
type or date  
added

**My References**

All

Search My References

Sort by:   Results per page

<input type="checkbox"/>	American Library Association. (1996). <i>Intellectual Freedom Manual</i> . Chicago, Illinois: American Library Association.	Add Notes <input type="button" value=""/>
<input type="checkbox"/>	Asheim, L. (1953). Not censorship b...lection. <i>Wilson Library Bulletin</i> , 28, 63-67.	Add Notes <input type="button" value=""/>
<input type="checkbox"/>	Brahimi, T., & Sarirete, A. (2015). Learning outside the classroom through MOOCs. <i>Computers in Human Behavior</i> , 51, 604-609. <a href="http://dx.doi.org.ezproxyloc...rary.nova.edu/10.1016/j.chb.2015.03.013">http://dx.doi.org.ezproxyloc...rary.nova.edu/10.1016/j.chb.2015.03.013</a>	Abstract <input type="button" value=""/> Add Notes <input type="button" value=""/>

**Notes**

This will be good support for my points about social media.

# Use the Reference Center to Search or Create or Import References

Academic Writer™  
APA's tool for teaching and learning effective writing

HOME LEARN REFERENCE WRITE

Home > Reference Center > Add References

### Add References

Add new references by creating them with forms in the reference generator, or by searching preformatted references from PsycINFO.

References you have already added are in [My References](#).

Create Import **Search**

Search PsycINFO for references to add to your My References collection.

Basic Search

Advanced Search

Author Name: e.g., Piaget or American Psychological Association  Search first author only

Title: e.g., The Stroop Effect

DOI: e.g., 10.1037/rmh0000008

Abstract: e.g., "Social interaction is a cornerstone of human life"

Search

Search and retrieve citation from PsycINFO

Search

Academic Writer™  
APA's tool for teaching and learning effective writing

HOME LEARN REFERENCE WRITE

Home > Reference Center > Add References

### Add References

Add new references by creating them with forms in the reference generator, or by searching preformatted references from PsycINFO.

References you have already added are in [My References](#).

Create Import Search

### Create a Reference

Use the following form to add all the elements of your reference. When you select the **ADD TO MY REFERENCES** button, we will create your reference in APA Style and add it to your My References library. You will be able to see the reference and continue to make edits, if necessary.

\* Fields marked with an asterisk are required.

Reference Type: Journal article (Default)

Authorship: This section is required. Author name(s) available

Add Name to Author List: Author type: Individual (selected) or Group (research group, organization, government agency, etc.)

Date: Year of publication (selected) or No date or In press

Title: Article title\*

Source: Journal Name\*

Import RIS file of citation from database

Create

Import



# Use the Reference Center to Import References

Import RIS files of citations from database—

Select RIS file origin (Proquest, EBSCO, etc.), then upload the file

Always check formatting!

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HOME LEARN REFERENCE WRITE

Home > Reference Center > Add References

### Add References

Add new references by creating them with forms in the reference generator, importing them, or searching preformatted references from PsycINFO.  
References you have already added are in [My References](#).

Create Import Search

Choose RIS file origin: Select file origin

Please indicate which reference manager you used to create this RIS file.

Upload RIS file:  
Choose File No file chosen

Submit

When you select the **Submit** button, Academic Writer will match each reference to an APA Style reference type. Some reference types are not compatible with our forms and will not import. The message that follows will indicate how many of your references imported.

Please note that Academic Writer does not alter the information in the RIS file. Therefore, before using imported references in a paper, we strongly encourage you to review and edit them as needed in [My References](#).

When reviewing an imported reference, look for the following:

- **Missing information:** If any required information is missing, the reference will be marked as **Verification Needed (!)**. If a reference is missing information, select **Edit Reference** (✎) for that reference. Academic Writer will notify you which fields are missing information. When you are finished adding the information, select **UPDATE REFERENCE**.
- **First and/or middle names:** If your original file included full first and/or middle names, they will be included in your reference. For correct APA Style, change these first names to initials only.
- **Incorrect capitalization:** If a reference in your original file included titles with incorrect capitalization, these titles will be imported without changes. When editing a reference, use the **Format in Sentence Case** and **Format in Title Case** buttons to correct these errors.

# Use the Reference Center to Search for and Retrieve References in APA PsycInfo

Academic Writer™  
APA's tool for teaching and learning effective writing

HOME LEARN REFERENCE WRITE

Home > Reference Center > Add References

### Add References

Add new references by creating them with forms in the reference guide, importing them, or searching preformatted references from PsycINFO. References you have already added are in [My References](#).

Create Import **Search**

Search PsycINFO for references to add to your My References collection.

Basic Search

Advanced Search

Author Name   Search first author only

Title

DOI

Abstract

**Search**

Academic Writer™  
APA's tool for teaching and learning effective writing

HOME LEARN REFERENCE WRITE

Home > Reference Center > Add References

### Add References

Add new references by creating them with forms in the reference guide, importing them, or searching preformatted references from PsycINFO. References you have already added are in [My References](#).

Create Import **Search**

Search PsycINFO for references to add to your My References collection.

Basic Search

Advanced Search

Author Name   Search first author only

Title

DOI

Abstract

**Search**

PsycINFO (1)

All  Sort by:  |  Results per page

**Brahimi, T., & Sarirete, A. (2015). Learning outside the classroom through MOOCs. Computers in Human Behavior, 51, 604-609. Abstract**  
<http://dx.doi.org.ezproxylocal.library.nova.edu/10.1016/j.chb.2015.03.013>

# Use the Reference Center Templates to Create References

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Welcome, Charlene | My File Cabinet | My Alerts 6

HOME LEARN REFERENCE WRITE

Home > Reference Center > Add References > Journals

### Add References

Add new references by creating them in the reference generator, importing them, or searching preformatted references from PsycINFO. References you have already added are in [My References](#).

Create Import Search

### Create a Reference

Use the following form to add all the elements of your reference. When you select the **ADD TO MY REFERENCES** button, we will create your reference in APA Style and add it to your My References library. You will be able to see the reference and continue to make edits, if necessary.

\* Fields marked with an asterisk are required.

Reference Type: Journal article (Default) [Collapse all]

Authorship: This section is required. Author name(s) available [v] **Author List** No authors have been added.

Add Name to Author List: Author type: Individual (selected) Group (research group, organization, government agency, etc.)  
Last name [ ] Initials (e.g., N. W. or T.-P.) [ ] Suffix [v] [Ω] [+ Save and Format]

Date: Year of publication (selected) No date In press  
Year of publication\* [ ]

Title: [I Ω x² x₂] [Format in Sentence Case]  
Article title\* [ ]  
[ ] The title is not in English  
Special cases: Select notation [v]

Academic Writer™  
APA's tool for teaching and learning effective writing

My File Cabinet | My Alerts 6

HOME LEARN REFERENCE WRITE

Home > Reference Center > Add References > Journals

### Add References

Add new references by creating them in the reference generator, importing them, or searching preformatted references from PsycINFO. References you have already added are in [My References](#).

Create Import Search

### Create a Reference

Use the following form to add all the elements of your reference. When you select the **ADD TO MY REFERENCES** button, we will create your reference in APA Style and add it to your My References library. You will be able to see the reference and continue to make edits, if necessary.

\* Fields marked with an asterisk are required.

Reference Type: Journal article (Default) [Collapse all]

Authorship: This section is required. Author name(s) available [v] **Author List** No authors have been added.

Add Name to Author List: Author type: Individual (selected) Group (research group, organization, government agency, etc.)  
Last name [ ] Initials (e.g., N. W. or T.-P.) [ ] Suffix [v] [Ω] [+ Save and Format]

Date: Year of publication (selected) No date In press  
Year of publication\* [ ]

Title: [I Ω x² x₂] [Format in Sentence Case]  
Article title\* [ ]  
[ ] The title is not in English  
Special cases: Select notation [v]

Source: Journal Name\* [Format in Title Case] [Journal Finder]




**Academic Writer**

APA's tool for teaching and learning effective writing

# The **Writing** Center

# The Writing Center: Developing an Idea



The screenshot shows the Academic Writer homepage. At the top left is the logo with the text "Academic Writer™" and "APA's tool for teaching and learning effective writing". Below the logo is a navigation bar with four tabs: HOME (blue), LEARN (green), REFERENCE (green), and WRITE (orange). The main heading reads "Welcome to the Writing Center". Below this is the text "I want to...". There are two main options: "Start a New Paper" and "Work on a Saved Paper". Each option includes a brief description and a corresponding button.

**Academic Writer™**  
APA's tool for teaching and learning effective writing

HOME LEARN REFERENCE WRITE

## Welcome to the Writing Center

I want to...

**Start a New Paper**

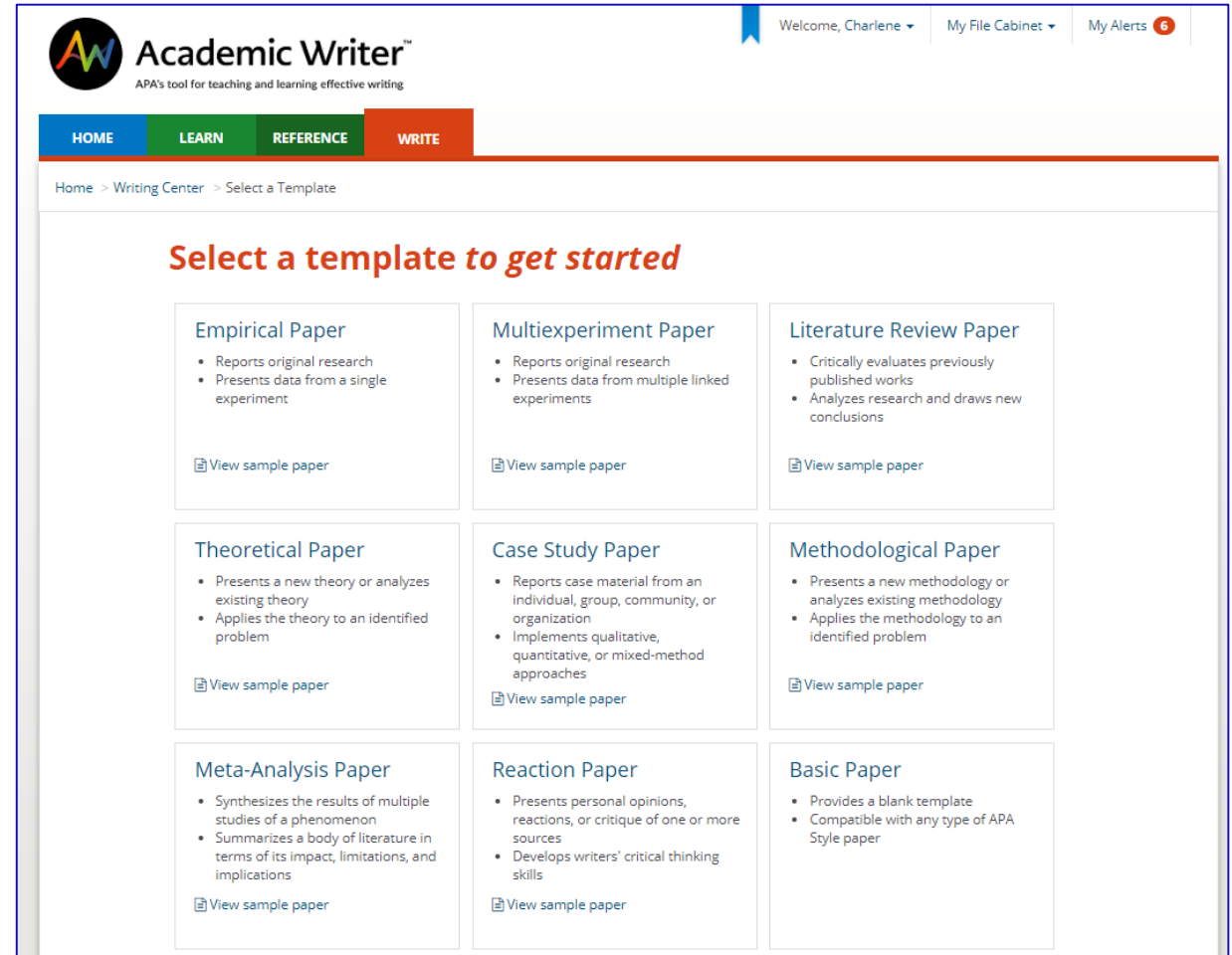
Use our templates to write papers from scratch with step-by-step instructions on APA Style. Even if you are not yet ready to begin writing, start a new paper to use our research planning and tracking tools.

**Write a New Paper**

**Work on a Saved Paper**

Continue writing, editing, or formatting a paper. Continue working with research tools saved on a paper.

**Go to My Papers**



The screenshot shows the "Select a Template" page in the Academic Writer interface. The user is logged in as "Charlene". The navigation bar is the same as in the previous screenshot. The page title is "Select a template to get started". There is a grid of nine paper templates, each with a title, a list of bullet points describing the template, and a "View sample paper" link.

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Welcome, Charlene My File Cabinet My Alerts 6

HOME LEARN REFERENCE WRITE

Home > Writing Center > Select a Template

## Select a template to get started

<b>Empirical Paper</b> <ul style="list-style-type: none"><li>• Reports original research</li><li>• Presents data from a single experiment</li></ul> <a href="#">View sample paper</a>	<b>Multiexperiment Paper</b> <ul style="list-style-type: none"><li>• Reports original research</li><li>• Presents data from multiple linked experiments</li></ul> <a href="#">View sample paper</a>	<b>Literature Review Paper</b> <ul style="list-style-type: none"><li>• Critically evaluates previously published works</li><li>• Analyzes research and draws new conclusions</li></ul> <a href="#">View sample paper</a>
<b>Theoretical Paper</b> <ul style="list-style-type: none"><li>• Presents a new theory or analyzes existing theory</li><li>• Applies the theory to an identified problem</li></ul> <a href="#">View sample paper</a>	<b>Case Study Paper</b> <ul style="list-style-type: none"><li>• Reports case material from an individual, group, community, or organization</li><li>• Implements qualitative, quantitative, or mixed-method approaches</li></ul> <a href="#">View sample paper</a>	<b>Methodological Paper</b> <ul style="list-style-type: none"><li>• Presents a new methodology or analyzes existing methodology</li><li>• Applies the methodology to an identified problem</li></ul> <a href="#">View sample paper</a>
<b>Meta-Analysis Paper</b> <ul style="list-style-type: none"><li>• Synthesizes the results of multiple studies of a phenomenon</li><li>• Summarizes a body of literature in terms of its impact, limitations, and implications</li></ul> <a href="#">View sample paper</a>	<b>Reaction Paper</b> <ul style="list-style-type: none"><li>• Presents personal opinions, reactions, or critique of one or more sources</li><li>• Develops writers' critical thinking skills</li></ul> <a href="#">View sample paper</a>	<b>Basic Paper</b> <ul style="list-style-type: none"><li>• Provides a blank template</li><li>• Compatible with any type of APA Style paper</li></ul>

Note sample papers under each type

# The **Writing** Center: Develop My Research Idea

The screenshot shows the Academic Writer website interface. At the top left is the logo for Academic Writer, described as 'APA's tool for teaching and learning effective writing'. A navigation bar contains four tabs: HOME (blue), LEARN (green), REFERENCE (green), and WRITE (orange). Below the navigation bar is a breadcrumb trail: Home > Writing Center > My Papers > Annotated Bibliography. On the left side, there is a 'Main Menu' sidebar with a close button (x). The sidebar lists several options: 'RESEARCH LAB BOOK' (highlighted in orange with a dropdown arrow), 'Develop My Research Idea' (highlighted in orange), 'Plan and Track My Research', 'Create an Annotated Bibliography', 'Describe My Tests and Measures', and 'Track the Flow of Participants'. A large blue arrow points from the left towards the 'Develop My Research Idea' option in the sidebar. The main content area features an 'Edit' button and a window titled 'Develop My Research Idea'. The window contains the following text: 'This tool will guide you through the process of developing a research idea. You will brainstorm about what interests you, identify a topic, develop a research question, elaborate on the details of that question, and think through your expectations of what will happen when you study your topic of interest.' Below this text is a search input field with the placeholder text 'you begin searching for'. In the bottom right corner of the window, there is a close button (x).

- Generate Ideas
- Identify Topic
- Develop Research Question
- Elaborate Research Question (Who, What, Where, When)

# The **Writing** Center: Annotated Bibliographies

HOME LEARN REFERENCE WRITE

Home > Writing Center > My Papers > Annotated Bibliography

Main Menu

RESEARCH LAB BOOK

Develop My Research Idea

Plan and Track My Research

Create an Annotated Bibliography

Describe My Tests and Measures

Track the Flow of Participants

WRITE

CHECK

SETTINGS

EXPORT

Edit Preview

## Annotated Bibliography

Add annotations to your references on the **Annotations** tab.

On the **Add References to Annotated Bibliography** tab you can search for references in APA PsycInfo or your My References library and add them to the annotated bibliography. You can also create a reference using one of our customized reference-making forms and add it to the annotated bibliography.

Note that all references in your Paper Reference List will be automatically added to your annotated bibliography. References you add to the annotated bibliography will not be added to your Paper Reference List. References cannot be deleted from your annotated bibliography.

Select **Preview** to see your annotated bibliography.

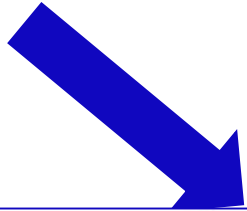
Choose Formatting Options for Preview




Annotations Add Reference





No references have been added yet.

- Note tabs for Edit and Preview
- Add references from you My References Library or APA PsycInfo
- Choose formatting options for Preview and Export

# The **Writing** Center: Annotated Bibliographies



✎ Edit Preview   

    Page:  / 1

1

**Annotated Bibliography**

Asheim, L. (1953). Not censorship but selection. *Wilson Library Bulletin*, 28, 63–67.

Influential article arguing that the main difference between a selector and a censor is in their approach: the selector's is positive, the censor's is negative.





- Start a paper—choose a template (ex: reaction paper)
- Formats papers in APA Style
- Create tables and figures
- Save papers
- Collaborate on papers

**WRITE**

# Writing Center: Starting a Paper

HOME LEARN REFERENCE WRITE

Home > Writing Center > Select a Template

## Select a template to get started

<h3>Empirical Paper</h3> <ul style="list-style-type: none"><li>• Reports original research</li><li>• Presents data from a single experiment</li></ul> <p><a href="#">View sample paper</a></p>	<h3>Multiexperiment Paper</h3> <ul style="list-style-type: none"><li>• Reports original research</li><li>• Presents data from multiple linked experiments</li></ul> <p><a href="#">View sample paper</a></p>	<h3>Literature Review Paper</h3> <ul style="list-style-type: none"><li>• Critically evaluates previously published works</li><li>• Analyzes research and draws new conclusions</li></ul> <p><a href="#">View sample paper</a></p>
<h3>Theoretical Paper</h3> <ul style="list-style-type: none"><li>• Presents a new theory or analyzes existing theory</li><li>• Applies the theory to an identified problem</li></ul> <p><a href="#">View sample paper</a></p>	<h3>Case Study Paper</h3> <ul style="list-style-type: none"><li>• Reports case material from an individual, group, community, or organization</li><li>• Implements qualitative, quantitative, or mixed-method approaches</li></ul> <p><a href="#">View sample paper</a></p>	<h3>Methodological Paper</h3> <ul style="list-style-type: none"><li>• Presents a new methodology or analyzes existing methodology</li><li>• Applies the methodology to an identified problem</li></ul> <p><a href="#">View sample paper</a></p>
<h3>Meta-Analysis Paper</h3> <ul style="list-style-type: none"><li>• Synthesizes the results of multiple studies of a phenomenon</li><li>• Summarizes a body of literature in terms of its impact, limitations, and implications</li></ul> <p><a href="#">View sample paper</a></p>	<h3>Reaction Paper</h3> <ul style="list-style-type: none"><li>• Presents personal opinions, reactions, or critique of one or more sources</li><li>• Develops writers' critical thinking skills</li></ul> <p><a href="#">View sample paper</a></p>	<h3>Basic Paper</h3> <ul style="list-style-type: none"><li>• Provides a blank template</li><li>• Compatible with any type of APA Style paper</li></ul>

# Writing Center: Start a Paper

The screenshot shows the Academic Writer website interface. At the top left is the logo for Academic Writer, featuring a stylized 'AW' in a circle, with the text 'Academic Writer™' and 'APA's tool for teaching and learning effective writing' below it. To the right of the logo are three user-related items: 'Welcome, Charlene' with a dropdown arrow, 'My File Cabinet' with a dropdown arrow, and 'My Alerts' with a red circle containing the number '6'. Below the header is a navigation bar with four tabs: 'HOME' (blue), 'LEARN' (green), 'REFERENCE' (dark green), and 'WRITE' (orange, which is currently selected). The main content area has a heading 'Welcome to the Writing Center' in orange. Below this is a sub-heading 'I want to...' in orange. There are two columns of content. The left column is titled 'Start a New Paper' in bold orange. It contains the text: 'Use our templates to write papers from scratch with step-by-step instructions on APA Style. Even if you are not yet ready to begin writing, start a new paper to use our research planning and tracking tools.' Below this text is an orange button labeled 'Write a New Paper'. The right column is titled 'Work on a Saved Paper' in bold orange. It contains the text: 'Continue writing, editing, or formatting a paper, or continue working with research tools saved as part of a paper.' Below this text is an orange button labeled 'Go to My Papers'.

Academic Writer™  
APA's tool for teaching and learning effective writing

Welcome, Charlene ▾ My File Cabinet ▾ My Alerts 6

HOME LEARN REFERENCE WRITE

## Welcome to the Writing Center

*I want to...*

### Start a New Paper

Use our templates to write papers from scratch with step-by-step instructions on APA Style. Even if you are not yet ready to begin writing, start a new paper to use our research planning and tracking tools.

[Write a New Paper](#)

### Work on a Saved Paper

Continue writing, editing, or formatting a paper, or continue working with research tools saved as part of a paper.

[Go to My Papers](#)

# Writing Center: Select a Template

The screenshot shows a web page with a navigation bar at the top containing 'HOME', 'LEARN', 'REFERENCE', and 'WRITE'. Below the navigation bar is a breadcrumb trail: 'Home > Writing Center > Select a Template'. The main heading is 'Select a template to get started'. The page features a grid of nine template cards, each with a title, a list of bullet points, and a 'View sample paper' link.

HOME LEARN REFERENCE WRITE

Home > Writing Center > Select a Template

## Select a template to get started

- Empirical Paper**
  - Reports original research
  - Presents data from a single experiment[View sample paper](#)
- Multiexperiment Paper**
  - Reports original research
  - Presents data from multiple linked experiments[View sample paper](#)
- Literature Review Paper**
  - Critically evaluates previously published works
  - Analyzes research and draws new conclusions[View sample paper](#)
- Theoretical Paper**
  - Presents a new theory or analyzes existing theory
  - Applies the theory to an identified problem[View sample paper](#)
- Case Study Paper**
  - Reports case material from an individual, group, community, or organization
  - Implements qualitative, quantitative, or mixed-method approaches[View sample paper](#)
- Methodological Paper**
  - Presents a new methodology or analyzes existing methodology
  - Applies the methodology to an identified problem[View sample paper](#)
- Meta-Analysis Paper**
  - Synthesizes the results of multiple studies of a phenomenon
  - Summarizes a body of literature in terms of its impact, limitations, and implications[View sample paper](#)
- Reaction Paper**
  - Presents personal opinions, reactions, or critique of one or more sources
  - Develops writers' critical thinking skills[View sample paper](#)
- Basic Paper**
  - Provides a blank template
  - Compatible with any type of APA Style paper

# Writing Center: Format Headings

The screenshot displays a web-based writing center interface. At the top, there is a navigation bar with four tabs: HOME (blue), LEARN (green), REFERENCE (grey), and WRITE (orange, currently selected). Below the navigation bar is a breadcrumb trail: Home > Writing Center > My Papers > Multicultural Office Design: A Case Example JaM.s M. Benton and Christop... On the left side, there is a 'Main Menu' sidebar with a close button (x). The sidebar contains several sections: 'RESEARCH LAB BOOK' with a right-pointing arrow, 'WRITE' with a downward arrow, 'Title Page', 'Abstract', and 'Keywords'. Under 'Keywords', there is a 'Body' section with a '+ New Section' button. Below this, a list of sections is shown: 'Multicultural Off...', 'The Design Process' (expanded), 'Step 1: Identify ...', 'Step 2: Identify ...', 'Step 3: Identify ...', 'Step 4: Prioritiz...', 'Step 5: User Feed...', and 'Discussion'. The main editing area on the right features a toolbar with 'Edit' and 'Preview' buttons. Below the toolbar is a 'Collaborate:' section with a 'Select section' dropdown and a 'RETURN SECTION' button. The editing area includes a menu bar (File, Edit, Insert, Format, View, Navigation) and a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent) and other functions (undo, redo, link, unlink, spell check). The 'Headings' dropdown menu is highlighted with a blue box. The document content shows a title 'Multicultural Office Design: A Case Example' followed by a paragraph of text: 'The psychology and counseling literature contains numerous discussions of the need for psychotherapists to be culturally sensitive. For instance, Sue et al. (2007) talked about the need for psychotherapists to avoid microaggressions so as to maintain an effective therapeutic relationship; Hansen (2010) talked about diversity as being the guiding value for the counseling profession in the 21st century; Cardemil and Battle (2003) discussed the need for psychotherapists to address issues of race and ethnicity in psychotherapy; Lee (2005) described a process for discussing racism in psychotherapy; and Richards and Bergin (2000) discussed ways to address religious diversity in psychotherapy.' Below this is another paragraph starting with 'One can argue that after the ability of the psychotherapist to act in a culturally sensitive manner, the second most critical'.

# Writing Center: Create a Title Page

HOME LEARN REFERENCE WRITE

Home > Writing Center > My Papers > Multicultural Office Design: A Case Example JaM.s M. Benton and Christop...

Main Menu ×

- RESEARCH LAB BOOK ▶
- WRITE ▼
- Title Page
- Title
- Authors
- Author Note
- Abstract
- Keywords
- Body
- References
- Tables
- Figures
- Appendices

Edit Preview

### Title

\* Fields marked with an asterisk are required.

Title \*

Running Head \*

Date

Professor

Course Number

Course Name

# Writing Center: Add Citations— Reference and In-text

The screenshot displays a writing software interface. On the left is a sidebar with a 'Body' section containing a table of contents with items like 'Multicultural Off...', 'The Design Process', and 'Step 1: Identify ...'. Below this are sections for 'References', 'Tables', 'Figures', and 'Appendices'. Further down are 'CHECK', 'SETTINGS', and 'EXPORT' options. The main editor area shows two paragraphs of text. The first paragraph discusses the lack of specific guidelines in culture audits. The second paragraph describes the development of a design process and guidelines. A word count of 1980 words is visible at the bottom right of the editor. Below the editor is a toolbar with buttons for 'Cite References', 'Call Out Tables', 'Call Out Figures', 'Add Footnotes', and 'Call Out Appendices'. Below the toolbar is a 'Show Paper Reference List' section with a search box. A paragraph of instructions explains how to use the 'Cite', 'Add New Reference', and 'Delete' buttons. The 'Cite' and 'Add New Reference' buttons are circled in blue. Below the instructions is a list of two references, each with a checkbox, the citation text, and an 'Abstract' link with an eye icon.

Body + New Section

- Multicultural Off...
- ▼ The Design Process
  - Step 1: Identify ...
  - Step 2: Identify ...
  - Step 3: Identify ...
  - Step 4: Prioritiz...
  - Step 5: User Feed...
- Discussion

References

Tables

Figures

Appendices

CHECK ▶

SETTINGS ▶

EXPORT ▶

assessing the broad range of values, policies, and behaviors in our clinic. However, the culture audits did not provide specific, detailed guidelines for evaluating our physical environment.

For example, the Cultural Competence Self-Assessment protocol for health care organizations and systems (Andrulis, Delbanco, Avakian, & Shaw-Taylor, n.d., p. 10) provides a single, open-ended question asking respondents to identify any characteristics of their organization that may inhibit cultural understanding among staff, patients, and providers. Another tool, the Cultural Competence Self-Assessment Questionnaire (Mason, 1995), provides only a few general questions regarding physical design. For example, there is one question about the extent to which input on physical design is solicited from “groups of color” (Mason, 1995, p. 38). Another question assesses whether “agency materials” have been translated into languages spoken in the local community (Mason, 1995, p. 38).

In an effort to address what we saw as a shortcoming, we developed a design process and guidelines to identify and implement changes in the PSC. We based this on a combination of suggestions from the multicultural literature (e.g., pay attention

1980 words

Cite References Call Out Tables Call Out Figures AB<sup>1</sup> Add Footnotes Call Out Appendices

Show Paper Reference List Search Paper Reference List

Below is the list of references that have been added to this paper. To cite a reference in the text, choose the reference and then select **Cite**. To search for or create new references, select **Add New Reference**. To delete a reference from your paper, choose the reference and then select **Delete**. To edit a reference, select **Edit Reference** (✎) for that reference.

Cite + Add New Reference Delete

Sort by: Author A-Z

- Cardemil, E. V., & Battle, C. L. (2003). Guess who's coming to therapy? Getting comfortable with conversations about race and ethnicity in psychotherapy. *Professional Psychology: Research and Practice*, 34, 278–286. <http://dx.doi.org.ezproxylocal.library.nova.edu/10.1037/0735-7028.34.3.278> Abstract
- Hansen, J. T. (2010). Consequences of the postmodernist vision: Diversity as the guiding value for the counseling profession. *Journal of Counseling & Development*, 88, 101–

# Writing

## Center: Add In-Text Citations

Place cursor  
in text.  
Select  
relevant cite  
in My  
References

The screenshot shows the 'Find and Cite' interface. At the top, there is a search bar labeled 'Search for references' with a 'Search' button. Below the search bar, there are three checked options: 'PsycINFO', 'My References', and 'Paper Reference List'. There is also an 'Advanced Search' link. Below the search section, there is a 'My References (13)' tab and a 'Create Reference' button. The main area displays a list of references. The first reference is selected, and a 'Cite' button is highlighted. The reference text is: 'American Library Association. (1996). *Intellectual Freedom Manual*. Chicago, Illinois: American Library Association.' The second reference is: 'Asheim, L. (1953). Not censorship but selection. *Wilson Library Bulletin*, 28, 63-67.' The third reference is: 'Brahimi, T., & Sarirete, A. (2015). Learning outside the classroom through MOOCs. *Computers in Human Behavior*, 51, 604-609. <http://dx.doi.org.ezproxylocal.library.nova.edu/10.1016/j.chb.2015.03.013>'

# Writing Center: Add In-Text Citations Using Insert function

The screenshot displays the Academic Writer web application interface. At the top, the logo for Academic Writer is shown with the tagline "APA's tool for teaching and learning effective writing". The user is logged in as "Charlene". The navigation bar includes "HOME", "LEARN", "REFERENCE", and "WRITE". The current page is titled "Multicultural Office Design: A Case Example".

The left sidebar contains a "Main Menu" with sections for "RESEARCH LAB BOOK", "WRITE", "Title Page", "Abstract", "Keywords", "Body" (with a "+ New Section" button), "References", "Tables", "Figures", "Appendices", "CHECK", "SETTINGS", and "EXPORT".

The main editing area shows a document titled "Multicultural Office Design: A Case Example". The "Insert" menu is open, and the "Find and Cite Reference" option is highlighted with a red box. Other options in the menu include "Add Comment", "Add New Footnote", "Add New Appendix", "Cite Personal Communication", "Find and Call Out Table", "Find and Call Out Figure", "Insert Symbol", "Page Break", "Insert/Edit Link", "Unlink", "Image", and "Horizontal Line".

At the bottom of the interface, there are buttons for "Cite References", "Call Out Tables", "Call Out Figures", "Add Footnotes", and "Call Out Appendices". A search bar for the "Paper Reference List" is also visible.



# Writing Center: Add In-Text Citations

## Parenthetical *versus* Narrative

### Reference Citation

Is your citation parenthetical or narrative?

Parenthetical  
 Narrative

Is this a quotation?

No  
 Yes

Location of the quoted text within the document:

Page  Paragraph

This quotation spans multiple pages.

Provide the page number(s) for the quotation. If the source has no page numbers, select "Paragraph" from the options above.

Quotation: (optional)

Enter the quotation from this source exactly as it appears in the original work.

A quotation reproduces material from a source word for word. Provide the page number or page range for a quotation from material with page numbers or the section name and/or paragraph number for a quotation from material without page numbers. Examples: p. 802; pp. 12-15; para. 4; "Health Objectives," para. 2

# Writing Center: Create Tables & Figures

From the Learning Center:

**Tables** are numerical values or text displayed in rows and columns

**Figures** are other illustrations such as graphs, charts, maps, drawings, photographs etc.

## APA Style Tables and Figures: Table Components

Components of a table include the

- number and title,
- headings,
- body, and
- notes (if needed).

Make sure that

- table titles are brief, clear, and explanatory of the content;
- all columns have headings; and
- any abbreviations, permissions, asterisks, or other explanations of the data are presented in a table note.

Use lines, or rules, in tables only to clarify the data.

Single-space, one-and-a-half space, or double-space tables in the manuscript, depending on which presentation is most readable.

Table 1

*Demographic Characteristics of the Original Total Sample*

Variable	BPD	SoD	BPD + SoD	PC	Total sample
<i>N</i>	120	159	129	64	472
Gender					
Male	40	47	30	28	145
Female	80	112	99	36	327
Age, <i>M</i> ( <i>SD</i> )	29.9 (8.8)	38.3 (10.5)	33.6 (9.1)	36.8 (9.9)	34.7 (10.1)
Social, %					
None	30.8	45.3	40.3	28.1	37.9
T	60.8	41.5	47.3	56.3	50.0
S	8.3	13.2	12.4	15.6	12.1
Education, %					
L	24.2	22.6	27.1	23.4	24.4
M	35.8	45.9	37.2	46.9	41.1
H	40.0	31.4	35.7	29.7	34.5

*Note.* Age is given in years. BPD = borderline personality disorder; SoD = somatoform disorder; PC = psychiatric comparison group; Social = primary relationship status; T = living together; S = separated by death or divorce; L = primary and low-level secondary education; M = middle-level secondary education; H = high-level secondary education.

# Writing Center: Create Tables & Figures

See **Sample Tables** and **Figures** in the **Learning Center**

The screenshot shows the 'Correlation Table' page in the Learning Center. The navigation bar includes HOME, LEARN, REFERENCE, and WRITE. The breadcrumb trail is Home > Learning Center > Browse > Correlation Table. A search bar is located in the top right. Below the navigation, there are tabs for Quick Guides (66), Tutorials (18), Self-Quizzes (10), Sample Papers (17), Sample References (152), Sample Tables (8), Sample Figures (7), and My Favorites (0). The 'Sample Tables (8)' tab is active. Below the tabs, there is a 'Back to Results' link and a 'Correlation Table' heading. To the right of the heading are buttons for Details, More Like This, Embed Link, and Add to Favorites. Below these buttons is a prompt: 'Select the table to access a PDF of the full sample table.' The main content area displays 'Table 5' with the caption 'Intercorrelations for Dimensions of Achievement Scale and Five Other Need-for-Achievement Measures'. The table is a lower triangular matrix with measures listed on the left and correlation coefficients in the cells. A note below the table states: 'Note. All coefficients are significant at  $p < .01$ .'

Measure	1	2	3	4	5	6
1. Dimensions of Achievement Scale	—					
2. Brunswick Achievement Measure	.76	—				
3. Need for Achievement Inventory	.70	.88	—			
4. Achievement Perception Test	.56	.65	.61	—		
5. Peer rating of need for achievement	.45	.55	.52	.67	—	
6. Self-rating of need for achievement	.53	.56	.43	.37	.87	—

Note. All coefficients are significant at  $p < .01$ .

# Writing Center: Create Tables

The screenshot displays the Academic Writer web application interface. At the top, the logo for Academic Writer is shown with the tagline "APA's tool for teaching and learning effective writing". The user is logged in as "Charlene". The navigation menu includes "HOME", "LEARN", "REFERENCE", and "WRITE". The current page is "Intellectual Freedom: The Ethical Imperative". A "Main Menu" sidebar is open, listing various document sections: "RESEARCH LAB BOOK", "WRITE", "Title Page", "Abstract", "Keywords", "Body", "References", "Tables", "Figures", and "Appendices". The "Tables" option is highlighted with a red box. A dialog box titled "Add a Table" is open, showing options to "Create Table" or "Import Tables From Word". The dialog box also includes "Edit", "Preview", and "Collaborate" tabs. The "Create Table" and "Import Tables From Word" buttons are highlighted with a red box.

Academic Writer™  
APA's tool for teaching and learning effective writing

Welcome, Charlene ▾ My File Cabinet ▾ My Alerts 6

HOME LEARN REFERENCE WRITE

Home > Writing Center > My Papers > Intellectual Freedom: The Ethical Imperative

Main Menu ×

RESEARCH LAB BOOK ▶

WRITE ▾

Title Page

Abstract

Keywords

Body

References

Tables

Figures

Appendices

Edit Preview Collaborate

**Add a Table**

Select **Create Table** to build a new table using our online table editor. Or, select **Import Tables From Word** if the tables you want to import are in a Word document.

Create Table

Import Tables From Word

# Writing Center: Create Tables— Checklist

RESEARCH LAB BOOK

WRITE

Title Page

Abstract

Keywords

Body

References

Tables

Figures

Appendices

CHECK

SETTINGS

EXPORT

### Table Checklist

- Is the title meaningful? If read out loud, does it make sense?
- Are any column or row heads repeated unnecessarily? Is it clear to what column or row the various heads refer?
- Are row and column heads presented in a logical order?
- Do heads use as few words as possible?
- Would a table spanner assist in simplifying the table?
- Will two or fewer decimal places suffice for presenting data values (to avoid clutter)?
- Are abbreviations and acronyms spelled out or explained and other basic information provided either in the table itself or in a table note?
- Do tables presenting the result of the same type of analysis have a similar layout and presentation style?
- Do tables within the same manuscript have a common presentation style, even if they are of different types?
- Are tables referenced in the body of the manuscript and numbered in the order in which they appear?
- Is the table or table callout placed immediately after discussion of that table within the text?
- Is the same terminology used in both the text and table, and do all table elements mentioned in the text match those found in the table?
- Have you reviewed the contents of the table to ensure accuracy?

Format in Title Case

Navigation

Add Citation to Table Body

Table Note

General Note

B I U  $x^2$   $x_z$   $\Omega$

# Writing Center: Check Feature

- Headings order
- Orphan headings
- References
- Match reference citations
- Match table callouts
- Match figure callouts

**Match Reference Citations**

APA Style requires that all references in a paper's reference list be cited in the text.

This tool will check for any references in your Paper Reference List that are not cited. You will be able to return to your paper to cite or delete these references. The system will not automatically remove these references when you export your paper.

Cancel Run Now

Academic Writer  
APA's tool for teaching and learning

HOME LEARN REFER

Home > Writing Center > My Papers >

Main Menu x

RESEARCH LAB BOOK ▶

WRITE ▶

CHECK ▼

- Check Headings Order
- Check Orphan Headings
- Check References
- Match Reference Citations
- Match Table Callouts
- Match Figure Callouts

SETTINGS ▶

EXPORT ▶

File Edit Insert Format View Navigation

Times New Roman 12pt

Headings Personal Communication SPELL

### What Is Intellectual Freedom?

Intellectual freedom is the right of individuals to express freely ideas and beliefs without restriction from government or other authorities. (Zoeller, 2011). It includes the corresponding right of individuals to have unrestricted access to information and ideas regardless of the communication medium used, the content of the work, (American Library Association, 1996) or the viewpoints of either the author or his audience—for the right to speak freely has no value if your audience has no right to hear what you have to say. (American Library Association, 1996)

Freedom of speech, which is enunciated in the First Amendment to the Constitution of the United States and guaranteed for all citizens under the "equal protection" clause of the Fourteenth Amendment, is the cornerstone of American democracy. (American Library Association, 1996) Commitment to the preservation of intellectual freedom (Asheim, 1953) is the ethical cornerstone of the library profession in the United States. (American Library Association, 1996)

### What Kind of Speech Is Not Protected by the Constitution?

# Writing Center: Collaborate

Collaborate with colleagues anywhere who have AW accounts

The screenshot shows the Writing Center interface. At the top, there are navigation tabs: HOME (blue), LEARN (green), REFERENCE (dark green), and WRITE (orange). Below the tabs is a breadcrumb trail: Home > Writing Center > My Papers > Intellectual Freedom: The Ethical Imperative.

On the left is a sidebar menu with the following items: Main Menu (with a close icon), RESEARCH LAB BOOK (with a right arrow), WRITE (highlighted in orange with a dropdown arrow), Title Page, Abstract, Keywords, and Body. Under the Body section, there is a list of document titles with green circular icons: What Is Intellect..., What Kind of Spe..., What Is Censorship, Why Do People Cen..., and Are Librarians Gu...

The main content area has three tabs: Edit (with a pencil icon), Preview (with a document icon), and Collaborate (highlighted in blue with a group icon). The Collaborate modal is open, showing a close icon in the top right corner. The modal contains the following text: "Collaborate on this paper with colleagues by assigning entire sections for writing and editing or allowing others to read and add comments on the paper. Use the **Manage Users** tab to add new users or remove users and designate users' roles. Use the **Assign Sections** tab to assign paper sections to collaborators for writing and editing. Use the **Complete & Distribute** tab to finalize the paper and distribute copies."

Below the text are three tabs: Manage Users (active), Assign Sections, and Complete & Distribute. Under the Manage Users tab, there is a "+ Add New User" button and a table of users:

Charlene Cain	You	Owner
Melissa Johnson		Collaborator
Laura Ramirez		Reviewer

# Writing Center: Collaborate

The screenshot displays the 'Collaborate' interface for a document titled 'What Is Intellectual Freedom?'. The interface is divided into three main sections:

- Left Sidebar:** Contains a 'Main Menu' with options like 'RESEARCH LAB BOOK', 'WRITE', 'Title Page', 'Abstract', 'Keywords', 'Body' (with a '+ New Section' button), 'References', 'Tables', 'Figures', 'Appendices', 'CHECK', 'SETTINGS', and 'EXPORT'.
- Main Editor:** Features a top navigation bar with 'Edit', 'Preview', and 'Collaborate' tabs. Below is a rich text editor toolbar with various formatting options (bold, italic, underline, link, etc.) and a menu with 'File', 'Edit', 'Insert', 'Format', 'View', and 'Navigation'. The main text area contains the document content, and a word count of '1362 words' is shown at the bottom right. A bottom toolbar includes 'Cite References', 'Call Out Tables', 'Call Out Figures', 'Add Footnotes', and 'Call Out Appendices'.
- Right Panel:** A 'Comments' panel is open, featuring a search bar, a 'Filter Comments' dropdown, a text input field labeled 'Type comments here', and a 'Save' button. A red arrow points to the top right corner of this panel, which contains icons for comments, notes, and help.

Comments / notes

Customize paper sections

Contextual Help



# Writing Center: Export

The screenshot displays the Writing Center interface. At the top, there is a navigation bar with tabs for HOME, LEARN, REFERENCE, and WRITE. Below this, a breadcrumb trail reads: Home > Writing Center > My Papers > Multicultural Office Design: A Case Example JaM.s M. Benton and Christop... A 'Main Menu' sidebar is open on the left, listing options: RESEARCH LAB BOOK, WRITE, CHECK, SETTINGS, EXPORT (highlighted in orange), Email, and Download. The main content area shows an 'Edit' tab and a 'Preview' tab. A 'Download' dialog box is open, titled 'Download Paper', with instructions: 'To download a copy of your paper, select Microsoft Word (.docx) format or PDF, and then select Download Paper.' Below the instructions are radio buttons for 'Word' (selected) and 'PDF'. A 'Download Paper' button is located at the bottom right of the dialog.

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- Tutorials on Youtube

Specific APA Style questions:

- APA Style blog at <https://apastyle.apa.org/blog>
- Email APA at [academicwriter@apa.org](mailto:academicwriter@apa.org)
- Call APA at (202) 336-5650 or (800) 374-2722



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*Thank  
you!*