

## APA Style CENTRAL® Writing Center: Collaboration Basics

You can invite colleagues and classmates to collaborate with you on a paper you are writing in APA Style CENTRAL. Your collaborators do not have to be affiliated with your college or university, but they must have access to APA Style CENTRAL through their institution.

### Collaborator Roles

Each paper in APA Style CENTRAL has an **owner**. The owner adds and removes collaborators, designates their roles, assigns sections to them for writing and editing, and distributes the completed paper.

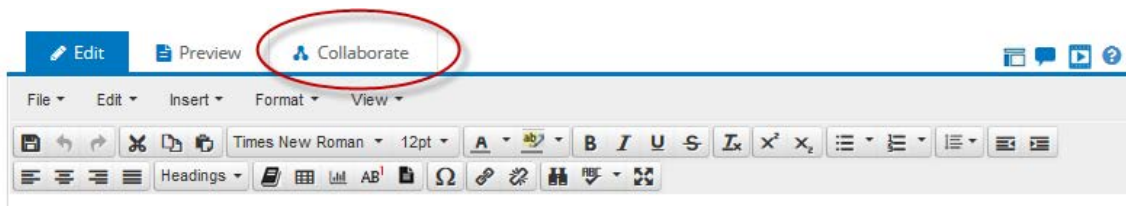
There are two collaborator roles in APA Style CENTRAL:

- A **Collaborator** can read and comment on the paper, and write and edit in their assigned sections.
- A **Reviewer** can read and comment on the paper, but cannot write or edit in any sections.

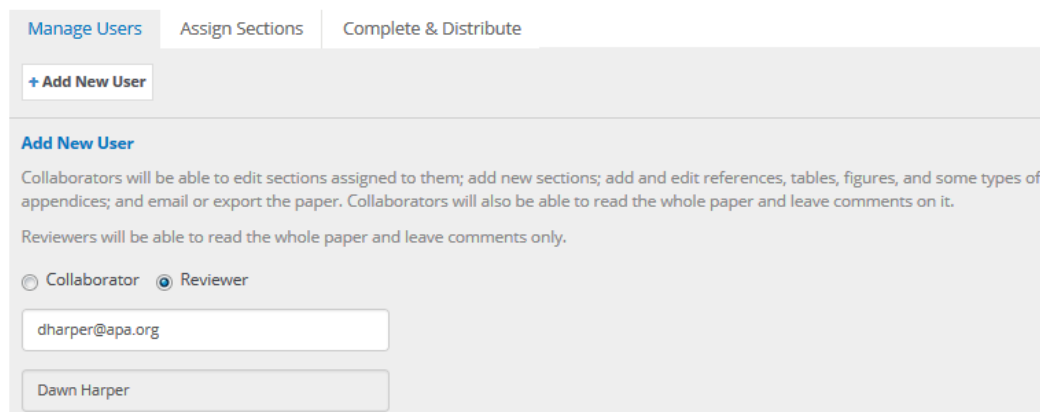
Each collaborator needs an APA Style CENTRAL account, and must provide the paper owner with the email address they use to log in.

### Add a Collaborator to a Paper

Create or open the paper. At the top of the writing pane, click **Collaborate** to open the collaboration settings.



Next, click **+ Add New User**. Select a role and enter the email address associated with your colleague's APA Style CENTRAL account. The system will search for their account and automatically fill in their name.



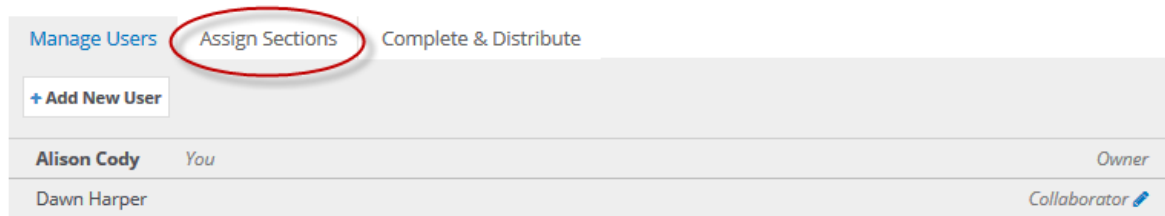
The image shows a screenshot of the 'Add New User' dialog box. At the top, there are three tabs: 'Manage Users', 'Assign Sections', and 'Complete & Distribute'. The 'Manage Users' tab is selected. Below the tabs is a button labeled '+ Add New User'. Underneath this button is the heading 'Add New User'. The text below the heading reads: 'Collaborators will be able to edit sections assigned to them; add new sections; add and edit references, tables, figures, and some types of appendices; and email or export the paper. Collaborators will also be able to read the whole paper and leave comments on it. Reviewers will be able to read the whole paper and leave comments only.' Below this text are two radio buttons: 'Collaborator' and 'Reviewer'. The 'Reviewer' radio button is selected. Below the radio buttons is a text input field containing the email address 'dharper@apa.org'. Below the email field is another text input field containing the name 'Dawn Harper'.

At the bottom of the page, click the orange **ADD REVIEWER** or **ADD COLLABORATOR** button.



## Assign Sections to Collaborators

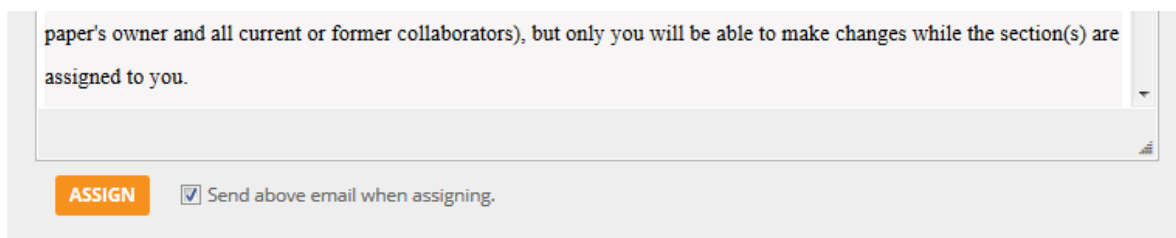
To assign sections to your collaborators, click **Assign Sections**.



Select the sections you would like to assign, and choose the collaborator's name from the **Select User** menu at right.

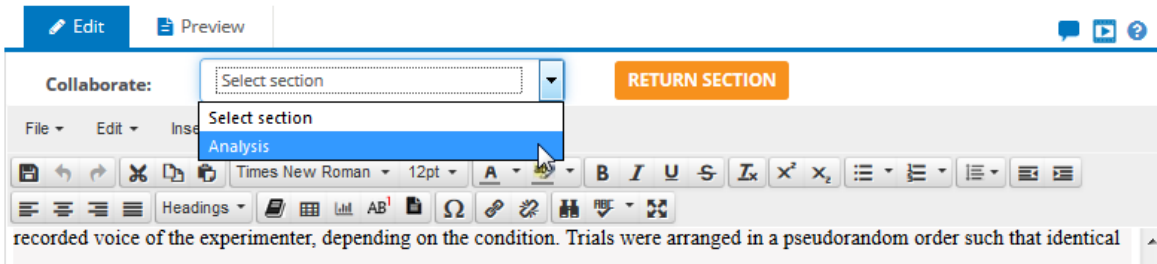


The Assign Sections panel will expand to display the email that APA Style CENTRAL® will send to your collaborator – you can opt not to send the email if you prefer. Click **ASSIGN** to assign the sections.



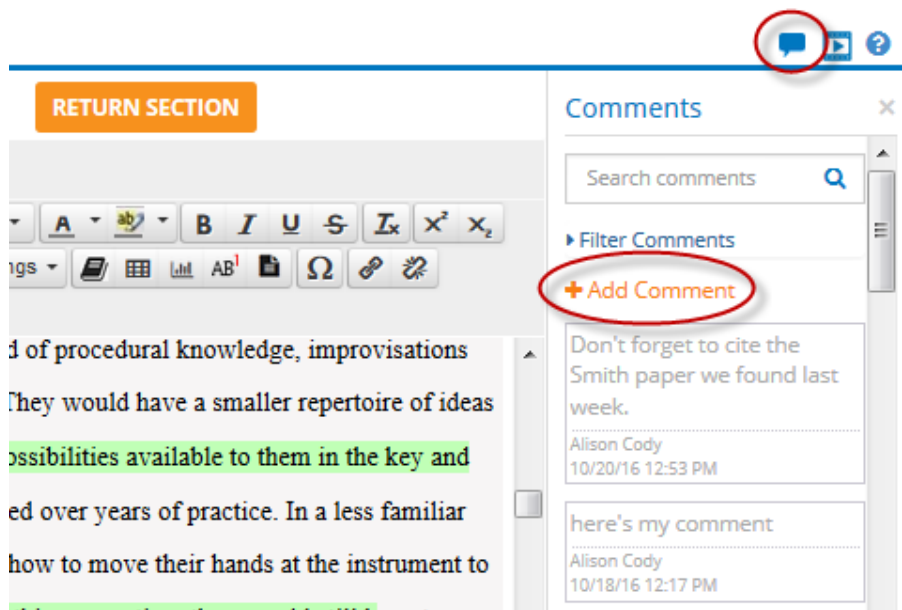
## A Collaborator's View of the Paper

When viewing the paper, a collaborator can return any of their sections to the paper owner using the **RETURN SECTION** menu at the top of the page.



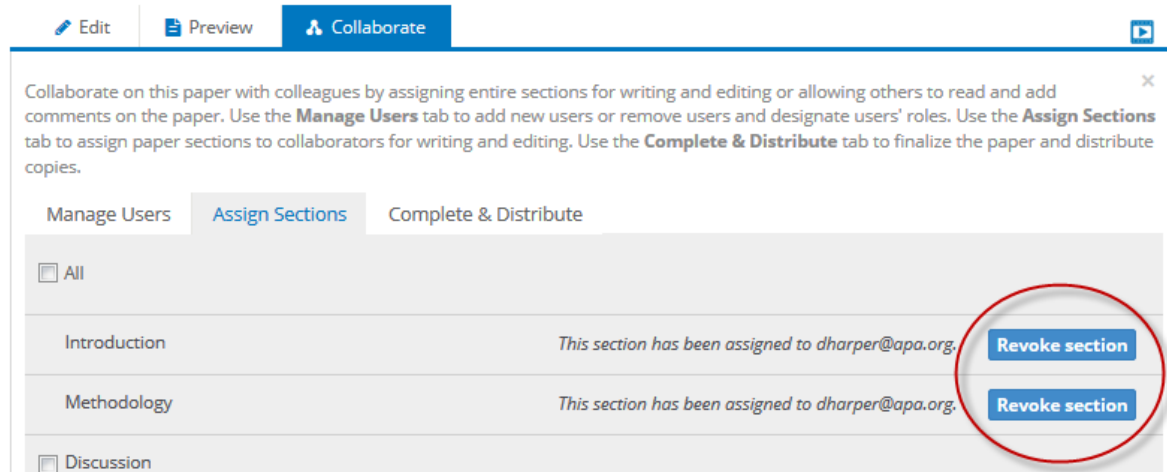
Green dots in the paper outline denote the sections in which the collaborator can write and edit. Sections that the collaborator cannot write in are marked with a red dot and have a gray background in the online editor.

Clicking the speech bubble icon at top right will display the comments pane. To comment on a specific part of the text, highlight it before clicking **+ Add Comment**.



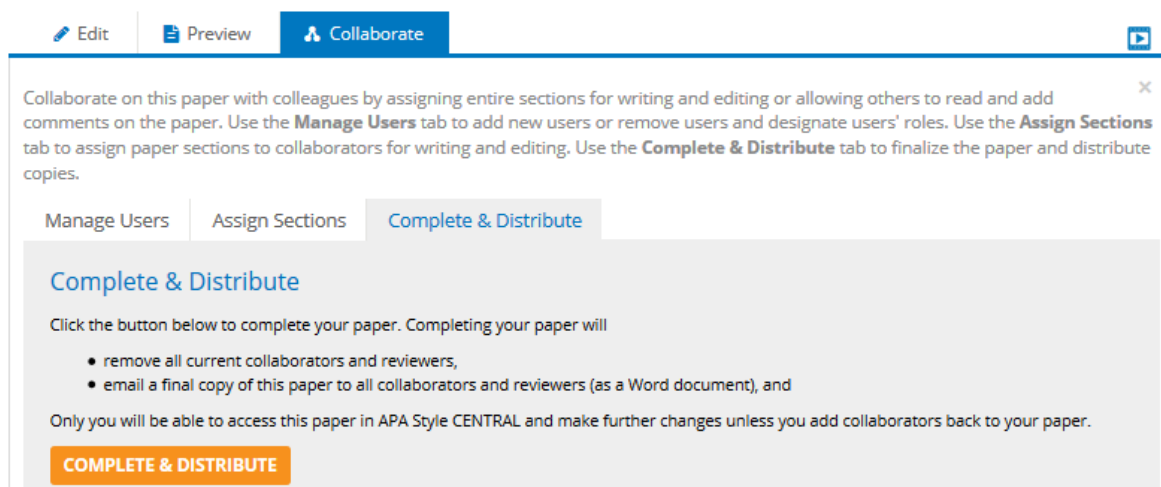
## Reassign Sections or Cancel a Collaborator's Access

The paper owner can reassign sections or remove a collaborator's access to their sections. Click **Collaborate** and then the **Assign Sections** tab. Click **Revoke section** next to each section you would like to remove from a collaborator.



## Complete and Distribute the Paper

To complete the paper and automatically distribute a copy to each collaborator or reviewer, click **Collaborate** and then the **Complete & Distribute** tab. Once you click the **COMPLETE & DISTRIBUTE** button, only you will be able to access the paper in APA Style CENTRAL®.



## Contact Us

For additional information or assistance with APA Style CENTRAL, contact [support@apastylecentral.org](mailto:support@apastylecentral.org) or call us at (202) 336-5650 or (800) 374-2722. TDD/TTY: (202) 336-6123.

Have a specific question about APA Style®? Write to [StyleExpert@apa.org](mailto:StyleExpert@apa.org).