

APA Style CENTRAL® Research Lab Book: Plan and Track My Research

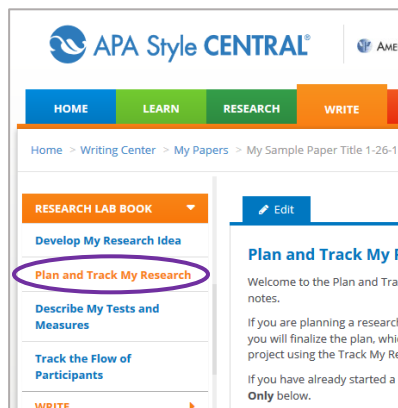
The Research Lab Book consists of four tools that will help you plan and document your research process: Develop My Research Idea, Plan and Track My Research, Describe My Tests and Measures, and Track the Flow of Participants. You can use any of these research tools individually or in conjunction with each other.

Plan and Track My Research

Plan and Track My Research helps you organize your research project and record the process as it unfolds. You can store all of your notes and organize them into sections, from study design to analysis of results and conclusions. Export these notes to create an electronic record detailing your research plan and its outcome.

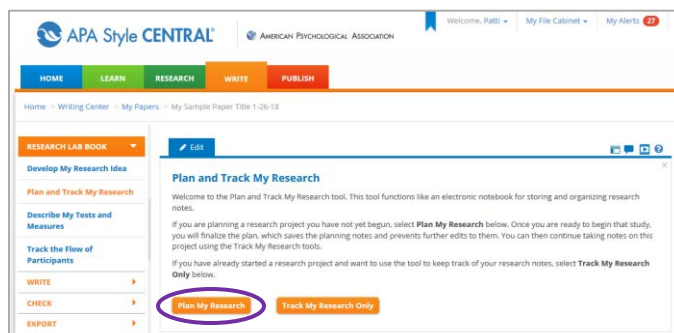
Getting Started

The Research Lab Book tools are associated with papers in the Writing Center. In the Writing Center, create a new paper or open an existing one. Next, in the left navigation bar, click **Research Lab Book** to display these tools. Select **Plan and Track My Research**:



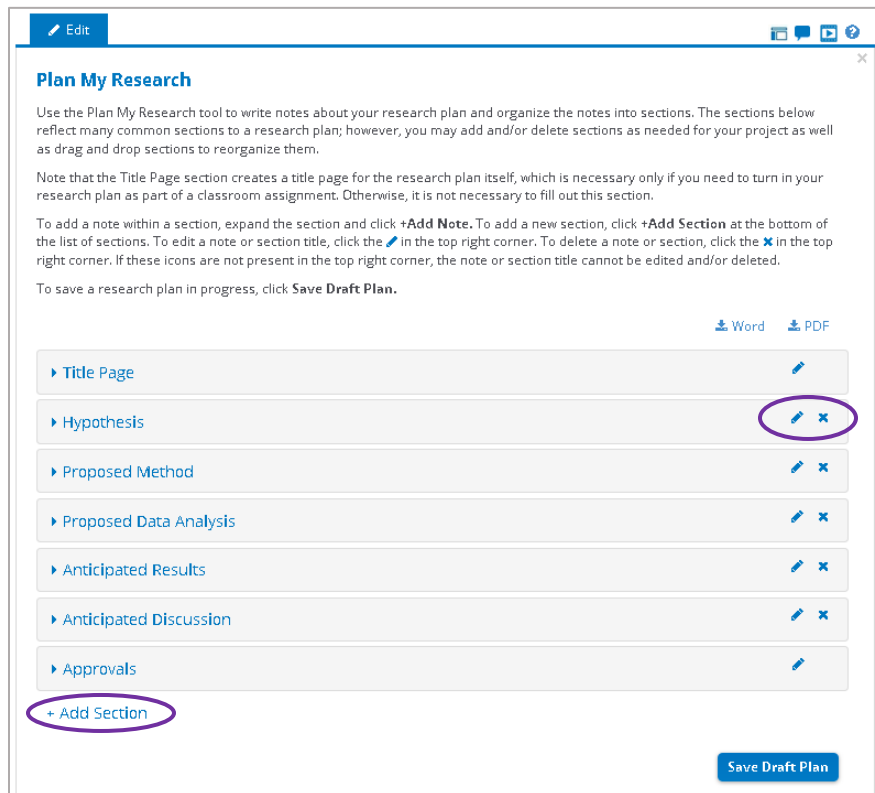
Plan My Research

To plan a new research project, click the **Plan My Research** button to begin recording your notes:

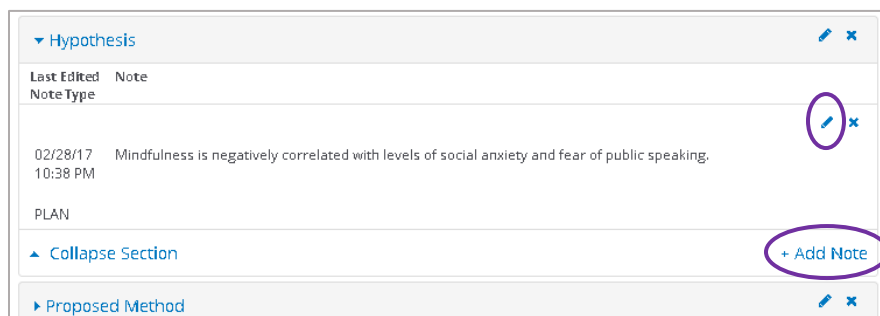


The default list of sections reflects the typical sections of a research plan. You can rename, edit, add, and delete sections as needed for your project, as well as drag and drop sections to reorder them.

Use **+ Add Section** to create a new notes section. Delete a section by clicking on the **X** icon. Edit the title by clicking the pencil icon on the right. Click the title of a section to expand it and add notes.

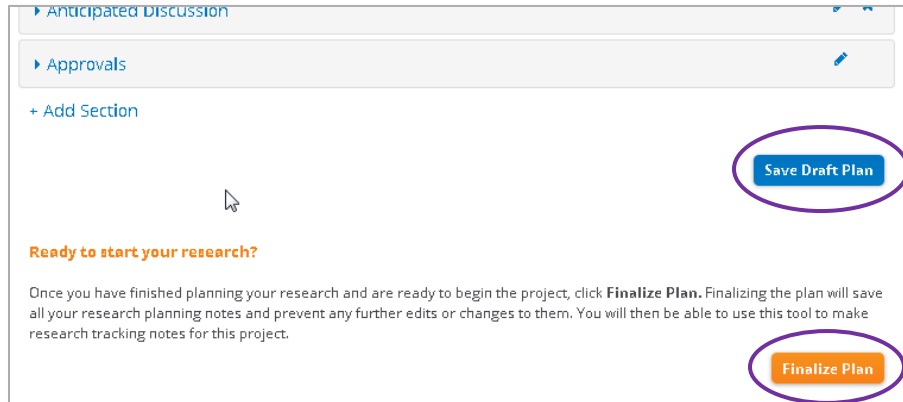


When you've expanded a section, click **+ Add Note** to create a note, and click **Save Note** when you are finished. Edit a note by clicking on the note's pencil icon. You can have as many notes as you like in each section. The time and date each note was added, or last edited, is displayed.



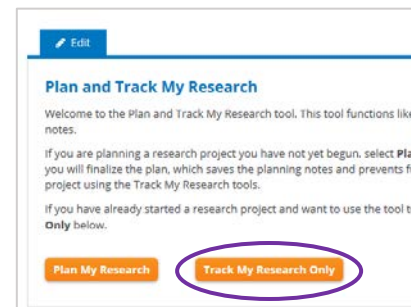
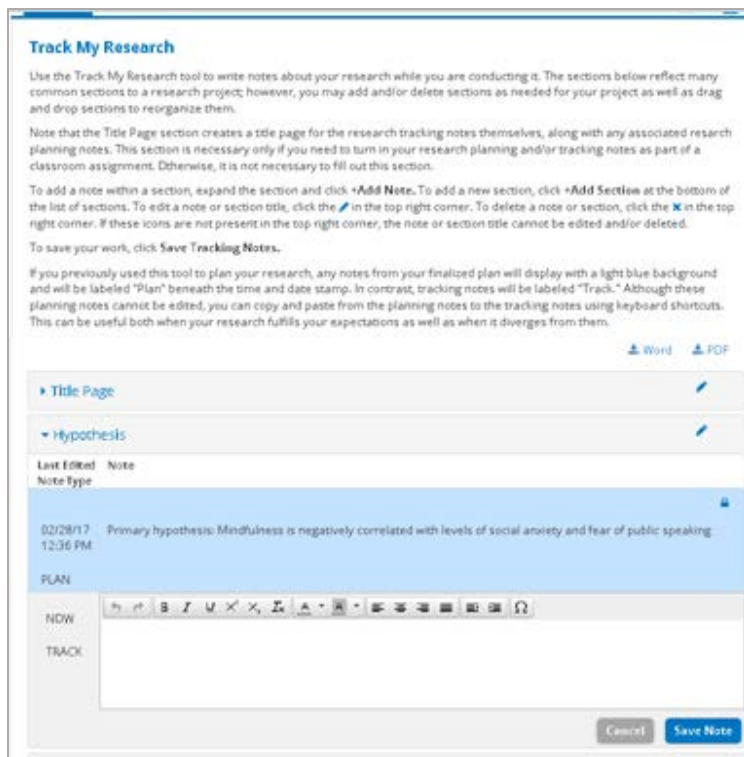
During the planning phase of your research, use the blue **Save Draft Plan** button near the bottom of the screen to save your work. When you have finished planning and are ready to begin your study, click the

orange **Finalize Plan** button. Although you will no longer be able to edit your plan within the tool after you finalize it, you can export it as a Word file for editing.



Track My Research

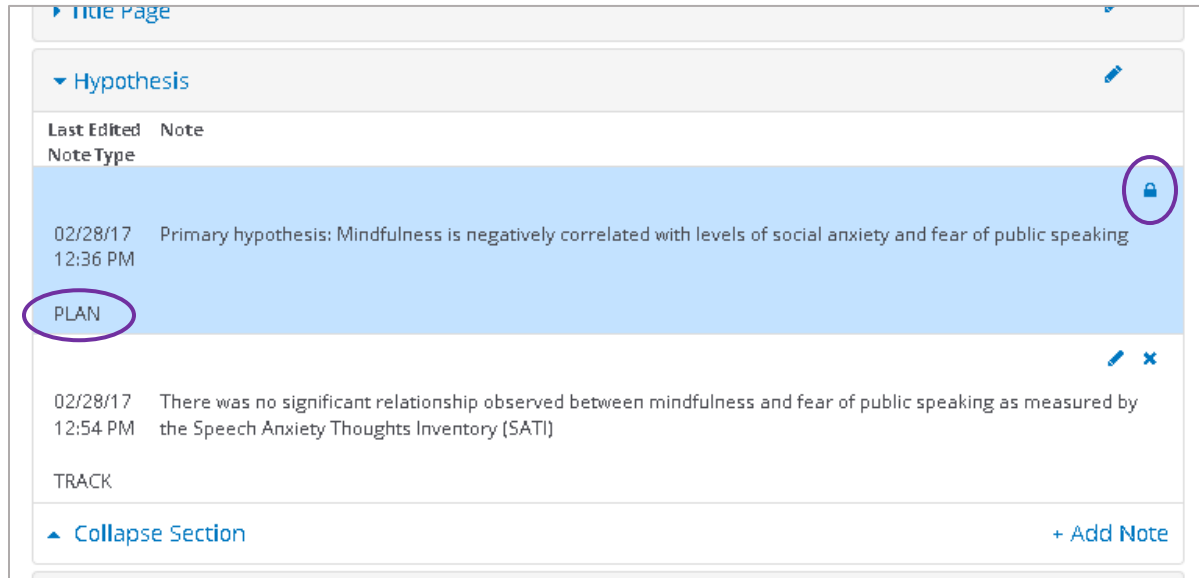
After you have finalized your research plan, you can use **Track My Research** to record your notes as you conduct your research project.



*If you want to track a research project already in progress, select the **Track My Research Only** option when you first open Plan and Track My Research.*

In Track My Research, you can add, reorder, or rename sections. Notes from your research plan are displayed with a light blue background, a timestamp, and the "PLAN" label. The lock icon is a reminder

than you can no longer edit the research planning notes within the tool. Enter tracking notes by clicking a section title, and then **+Add Note**. You can have as many notes as you like in each section.

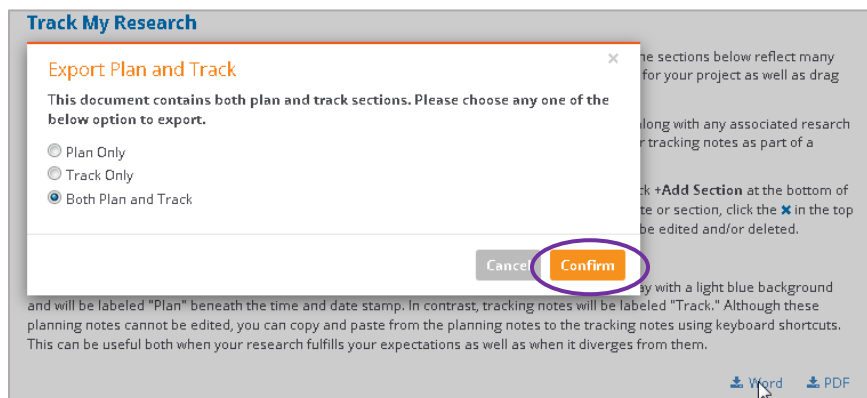


Use the **Save Tracking Notes** button near the bottom of the screen to save your progress:



Exporting Your Notes

You can export your notes at any point while using the Plan and Track My Research tool. Click the **Word** link to export a .docx file, or the link to export a **PDF** file. Choose to export Plan My Research sections, Track My Research sections, or both, and click **Confirm**.



In the exported document, notes within each section are labeled as **Plan** or **Track**, and include the timestamp for the last date they were edited. If you've exported a finalized plan, the document will include a line at the top indicating the date that the plan was finalized.

Plan and Track My Research

This planning sections of this document were finalized on 28/02/17

Hypothesis

Plan

28/02/17. Primary hypothesis: Mindfulness is negatively correlated with levels of social anxiety and fear of public speaking

Track

28/02/17. There was no significant relationship observed between mindfulness and fear of public speaking as measured by the Speech Anxiety Thoughts Inventory (SATI)

Secondary hypothesis

Plan

28/02/17. Post-event rumination can mediate the relationship between mindfulness, level of social anxiety, and fear of public speaking

Contact Us

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

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