



## Adding References

This handout explains how to add references to your account and to individual papers.

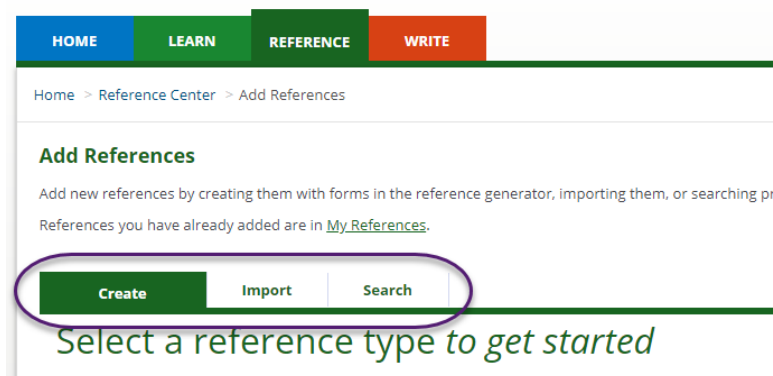
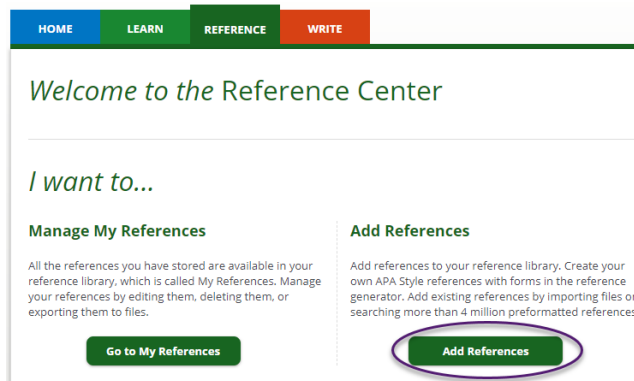
Go to the **Reference Center** to manage and add references. All the references you have saved in Academic Writer are available in your reference library, which is called **My References**. The reference library allows you to reuse references across different papers.

## Adding References to My References

There are three ways to add references to **My References**:

- **Create** references using reference-generating forms.
- **Import** references using RIS files from reference management software or databases.
- **Search** more than 4 million references adapted from PsycINFO that cover the major works of psychology and behavioral sciences. Search a word that is found in the reference, such as an author surname, publication title, or keyword in an article title.

Select **Add References** to view these options.



## Adding References to a Paper

Each paper in the Writing Center has its own **Paper Reference List**. Here you can add, delete, edit, and sort references for that paper.

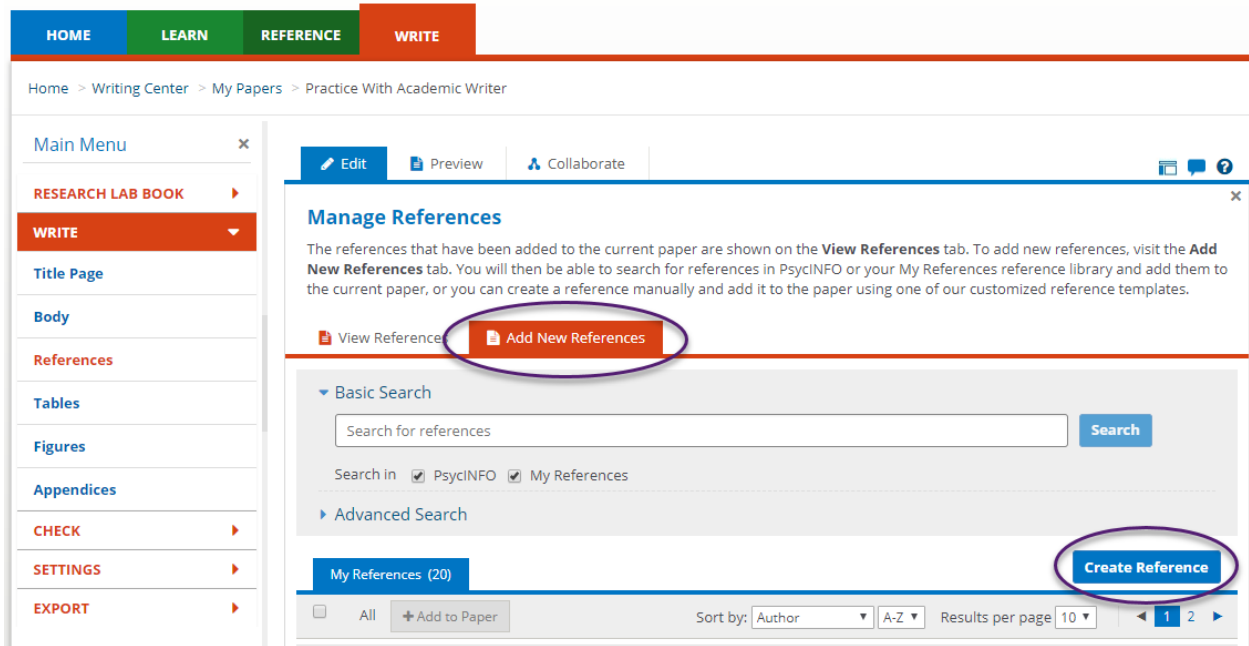
In the **Paper Reference List** select the drop-down menu to show **My References**. Check the box next to the reference you would like to add to your paper then select **Add to Paper**.

The screenshot shows the 'Cite References' section of the Academic Writer interface. At the top, there are navigation tabs: 'Cite References', 'Call Out Tables', 'Call Out Figures', 'Add Footnotes', and 'Call Out Appendices'. Below these is a search bar for 'My References' and a 'Show My References' dropdown menu, which is circled in purple. Below the search bar, there is a text block explaining how to use the reference library. Underneath, there are buttons for 'Cite', 'Add to Paper', and 'Add New Reference'. The 'Add to Paper' button is circled in purple. To the right, there are sorting options: 'Sort by: Author', 'A-Z', and page navigation '1 2'. The main area displays a list of references. The first reference is by Aanstoos, C. M. (1991), and the second is by Aaron, E., Blum, C., Seidman, D., Hoyt, M. J., Simone, J., Sullivan, M., & Smith, D. K. (2018). The second reference has a 'Cited' tag and a green checkmark in its selection box.

To view your newly-added reference, select the drop-down menu to show **Paper Reference List**. To search for or create new references, select **Add New Reference**.

This screenshot shows the same Academic Writer interface but with the 'Show Paper Reference List' dropdown menu selected, which is circled in purple. The 'Add New Reference' button is also circled in purple. The text block below the search bar explains how to manage references in the paper reference list, including the 'Delete' option. The reference list below shows the same two references as the previous screenshot, but the selection boxes are now unchecked.

To add new references that are not already in My References, select **Create Reference** to use the reference-generating forms or use the search function to find references in PsycINFO. References can be added as a first step when a new paper is created or at any point as you write.



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