



Collaboration Basics

Invite colleagues and classmates to collaborate with you on papers in Academic Writer.

Collaborators do not have to be affiliated with your college or university, but they must have access to Academic Writer through their institution.

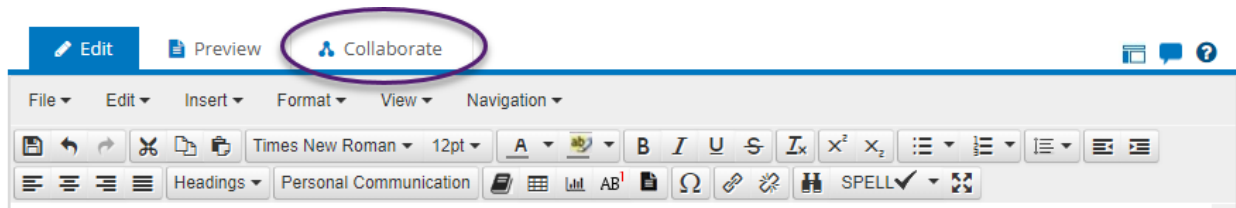
Collaboration Roles

The person who starts a paper in Academic Writer is the paper owner and will manage the collaboration. The paper owner can assign other users as collaborators or reviewers.

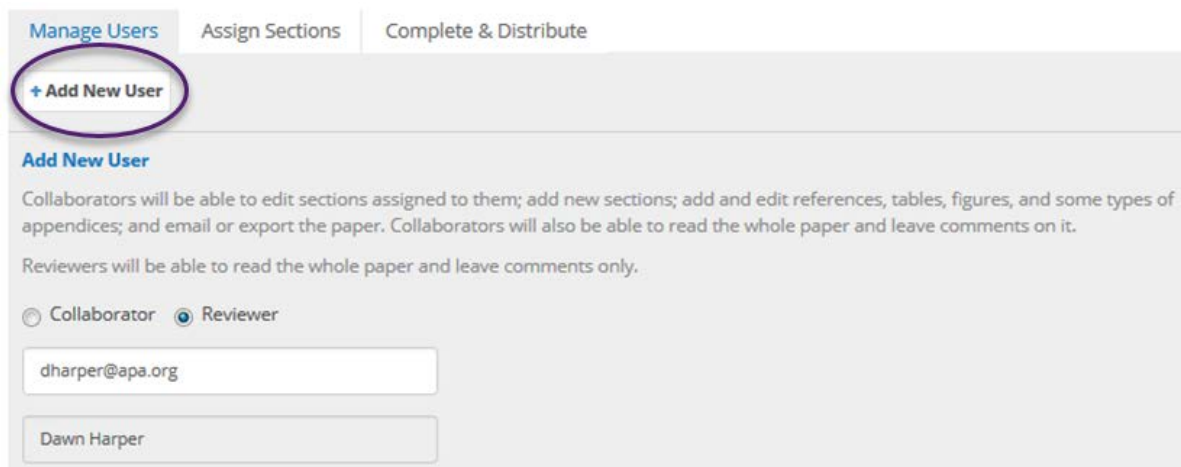
- **Collaborators** can view the full paper, add comments, and edit their assigned sections.
- **Reviewers** can view the full paper and add comments, but cannot edit any sections.

Add a Collaborator to a Paper

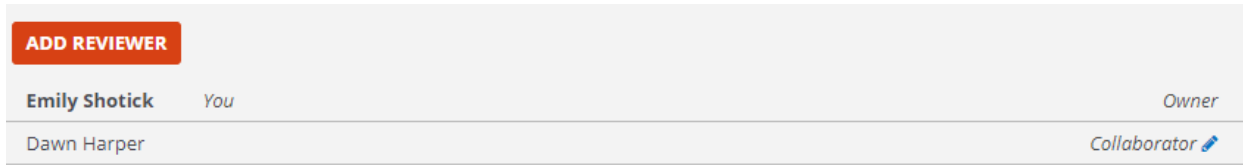
Create a new paper or open a saved paper. At the top of the writing pane, select the **Collaborate** tab to open the collaboration settings.



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

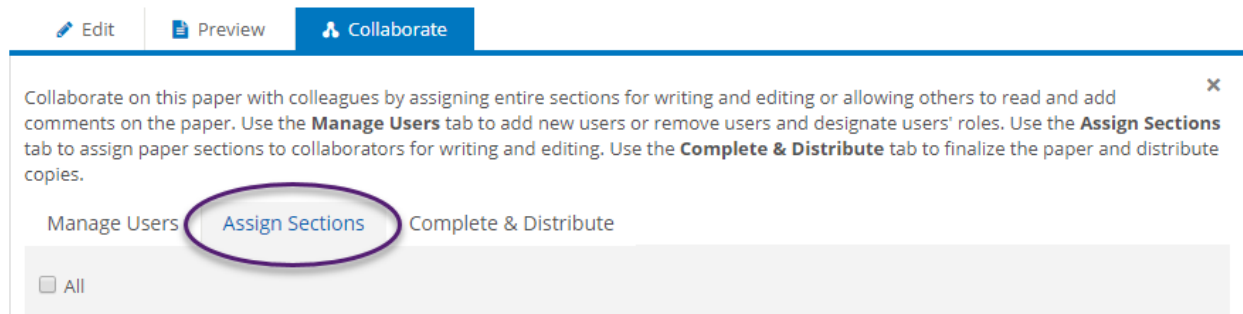


At the bottom of the page, select the orange **Add Reviewer** or **Add Collaborator** button.



Assign Sections to Collaborators

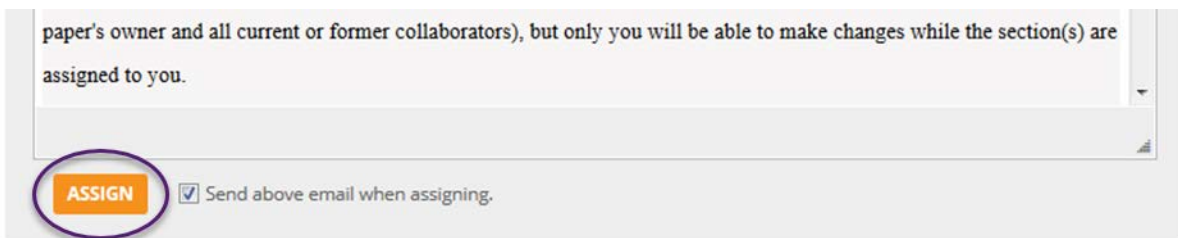
To assign sections to your collaborators, click the **Assign Sections** tab.



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

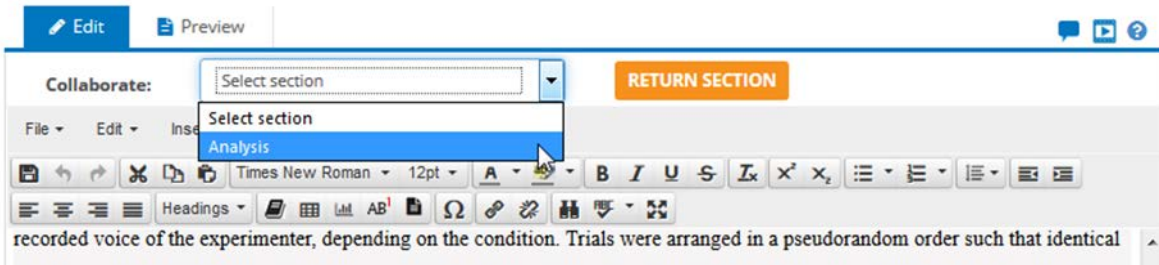


The Assign Sections panel will expand to display the email that Academic Writer will send to your collaborator. You can opt to not send the email if you prefer. Select **Assign** to assign the sections.

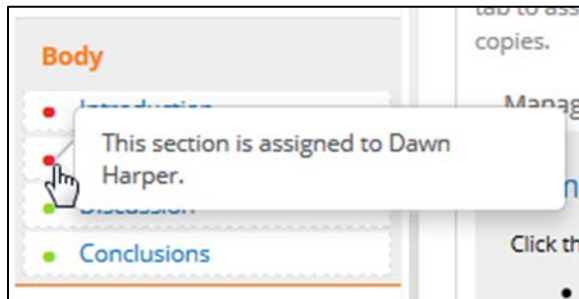


Collaborators' View of the Paper

When viewing the paper, collaborators can return any of their sections to the paper owner using the **Return Section** option 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 paper editor.

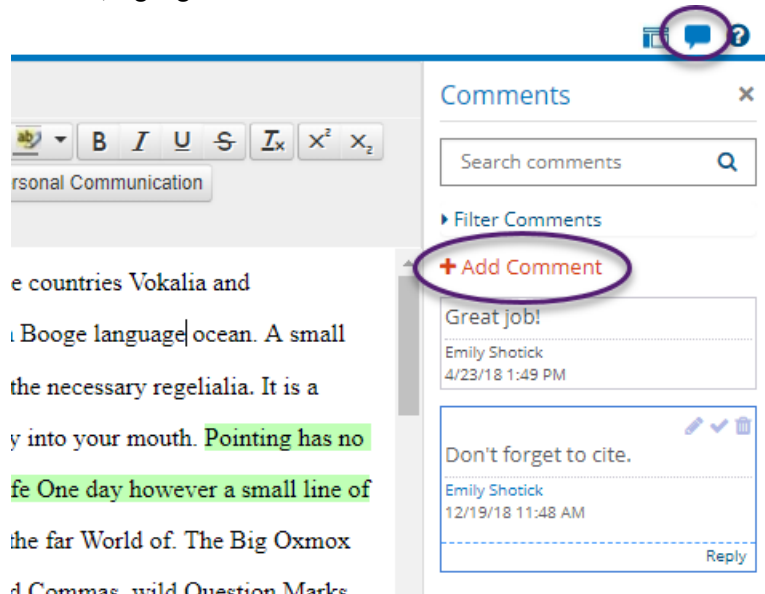


Collaborators and reviewers can see who is assigned a section by hovering the cursor over the red dot. A pop up will appear indicating which collaborator has control of that section.

Collaborators and reviewers can also determine who has added references to the paper. In the Paper Reference List, an eye icon to the right of a reference means it was added by a collaborator. Hover your cursor over the eye icon and a pop up will appear that will show who added the reference.

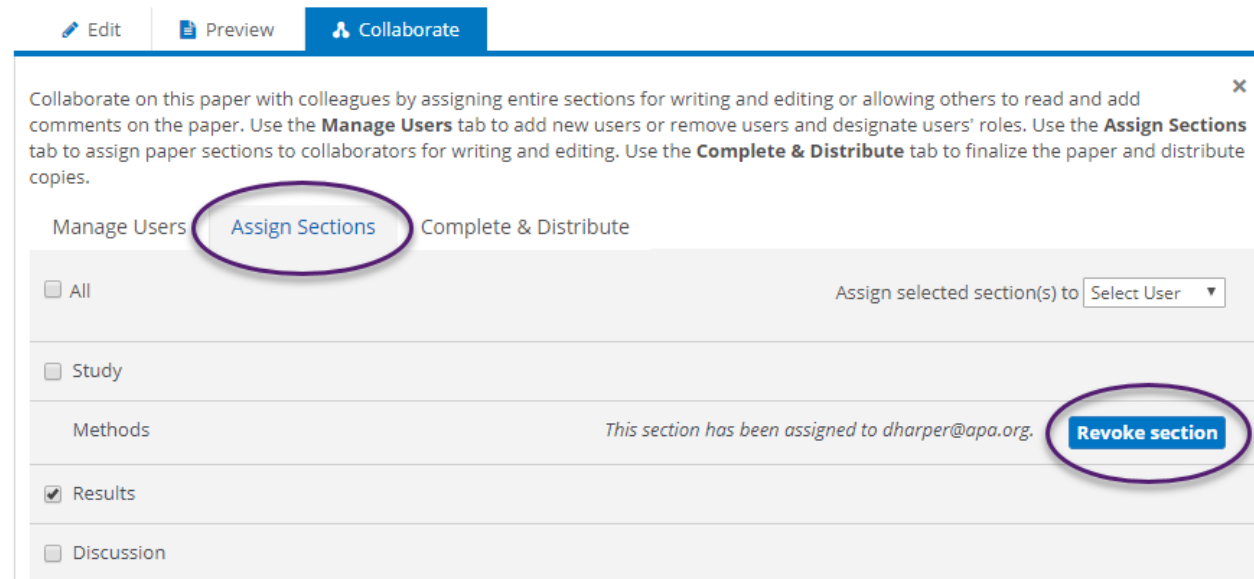


Select the speech bubble icon at top right to display the comments pane. To comment on a specific part of the text, highlight it then select **+Add Comment**.



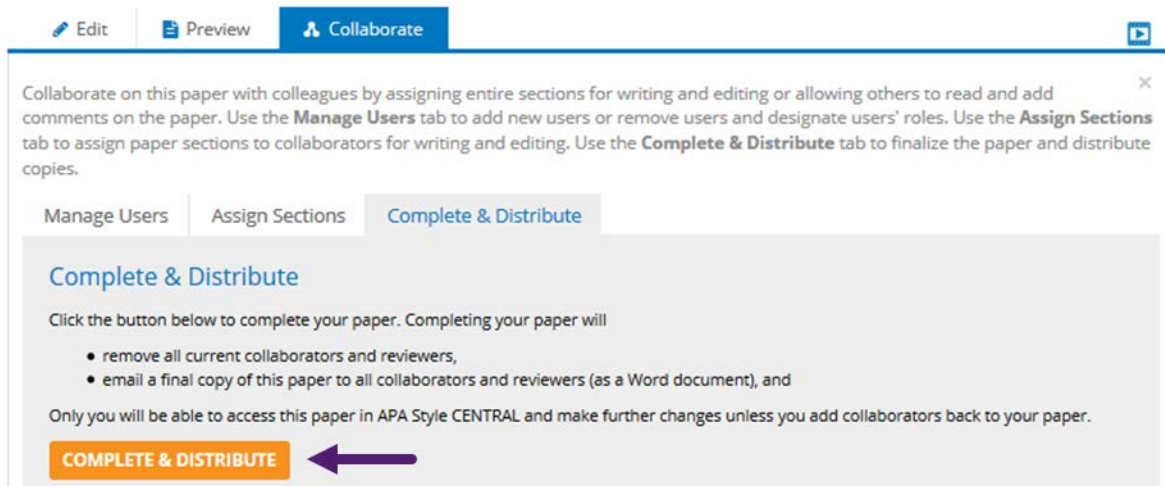
Reassign Sections or Cancel a Collaborator’s Access

The paper owner can reassign sections or remove collaborators’ access to their sections. Choose the **Collaborate** tab then select the **Assign Sections** tab. To remove a collaborator, check the box next to a section and select **Revoke section**.



Complete and Distribute the Paper

To end all collaboration, complete the paper, and distribute a copy to each collaborator or reviewer, choose the **Collaborate** tab and then the **Complete & Distribute** tab. Once you click the orange **Complete & Distribute** button, only you will have access to the paper in Academic Writer.



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