



Academic Writer—Accessing the *Publication Manual*

This handout shows how to view content from the *Publication Manual* in the Learning and Writing Centers in Academic Writer.

The *Publication Manual of the American Psychological Association* was first published in 1929 as a set of style guidelines for researchers submitting manuscripts for publication. Today, the *APA Publication Manual* has been widely adopted by students and professionals in the social and behavioral sciences.

Academic Writer currently incorporates APA Style® guidelines and content from the *APA Publication Manual* (6th ed.); the *APA Style Guide to Electronic References* (6th ed.); and the *APA Style Blog*.

Search the Learning Center

In the Learning Center, each of the quick guides is associated with one or more APA Style guidelines. You can search or browse the quick guides to access *Publication Manual* content. (Tutorials may also be rooted in *Publication Manual* content but go beyond APA Style guidelines to include broader research and writing topics.)

Use the search box to enter your search term; for example, **running head**.

The screenshot shows the Academic Writer Learning Center interface. At the top left is the Academic Writer logo and name. To the right are navigation links: Welcome, My File Cabinet, and My Alerts. Below this is a horizontal menu with four tabs: HOME (blue), LEARN (green), REFERENCE (grey), and WRITE (orange). The main heading reads "Welcome to the Learning Center". On the right side, there is a search bar containing the text "running head" and a magnifying glass icon. Below the heading, there are four columns of content:

- Quick Guides:** Short videos—most just 2 to 5 minutes—help you learn featured APA Style rules quickly. A green button labeled "Go to Quick Guides" is below.
- Tutorials:** Longer videos—most lasting 10 to 30 minutes—provide in-depth tutorials on writing and publishing. A green button labeled "Go to Tutorials" is below.
- Self-Quizzes:** Self-quizzes assess your knowledge of APA Style rules. A green button labeled "Go to Self-Quizzes" is below.
- Samples:** Sample papers, references, tables, and figures illustrate how APA Style rules are applied. Three green buttons are listed: "Go to Sample Papers", "Go to Sample References", and "Go to Sample Figures".

Select **Show Details** for a video quick guide or tutorial to see its description and thumbnail image for video playback. When the **Showing Details** pane is open, links to any related *Publication Manual* sections appear in the **Learn More** section.

The screenshot shows the APA website's navigation menu with 'Running Head' selected. The 'Showing Details' pane is open, showing a description of how to write a running head, a thumbnail image of a sample paper's running head, and a 'Learn More' section with links to 'Publication Manual § 2.01', 'Publication Manual Figure 2.1', and 'Publication Manual § 8.03'.

The selected link will open the *Publication Manual* section with related content in a new window or tab, depending on your browser settings.



LEARN

Publication Manual Figure 2.1

Section(s) Related to Running Head

The screenshot shows the 'Publication Manual' interface with 'Figure 2.1' selected. The interface displays a 'Table of Contents' on the left and a sample one-experiment paper on the right. The paper's running head is 'EFFECTS OF AGE ON DETECTION OF EMOTION'. Callouts point to specific parts of the paper: 'Establishing a title, 2.01; Preparing the manuscript for submission, 8.03' pointing to the title; 'Formatting the author name (byline) and institutional affiliation, 2.02, Table 2.1' pointing to the author information; and 'Elements of an author note, 2.00' pointing to the author note.

Browse the Learning Center

From the Learning Center’s main page, use the **Go to Quick Guides** button to browse all quick guides.

The screenshot shows the top navigation bar with four tabs: HOME (blue), LEARN (green), REFERENCE (green), and WRITE (orange). Below the navigation bar is a green header with the text "Welcome to the Learning Center" and a search box on the right. The main content area is divided into four columns: Quick Guides, Tutorials, Self-Quizzes, and Samples. Each column has a brief description and a green button to navigate to that section. The "Go to Quick Guides" button is highlighted with a purple rounded rectangle.

To see all results on one page and the details for each result, use the icons below the **Quick Guides** tab to change the display from the default **List View** to the **Grid View**.

This screenshot shows the search results page. At the top, there is a breadcrumb trail: Home > Learning Center > Browse. A search bar is on the right. Below the navigation bar, there are tabs for different content types: Quick Guides (66), Tutorials (18), Self-Quizzes (10), Sample Papers (17), Sample References (152), Sample Tables (8), Sample Figures (7), and My Favorites (0). A purple callout bubble highlights the view toggle icons: a list icon (selected) and a grid icon. The text "[List View] | Grid View" is displayed. Below the callout, there are three search results. Each result includes a thumbnail, a title, a brief description, a "Descriptive Text Transcript" link, a "Download transcript (Word)" link, and a "Learn More" link with a citation. The results are: "Abbreviations", "Abstract and Keywords", and "Age".

Each quick guide has a **Learn More** section that links to any related *Publication Manual* content.

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)

Abbreviations

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

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

Abstract and Keywords

Learn how to write an abstract and how to select keywords, including how to achieve the appropriate length, content, and format.

Descriptive Text Transcript

Read transcript

Download transcript (Word)

Learn More

Read the related section(s) below.

[Publication Manual § 2.04](#)

+ More like this

Age

Learn how to write about age without bias, including how to describe age groups with specificity and what terms to use when writing about age.

Descriptive Text Transcript

Read transcript

Alphabetizing the Reference List

Learn how to arrange entries in the reference list, including how to alphabetize multiple works by the same author, the same author and date of publication, different authors with the same surname, group authors, or no author.

Descriptive Text Transcript

Related Help in the Writing Center

While working on a paper, the question-mark icon in the upper right of the Paper Editor links to related help, including content in the *Publication Manual*.

HOME | LEARN | REFERENCE | WRITE

Home > Writing Center > My Papers > Toward a Cognitive-Scientific Research Program for Improvisation

Main Menu

- RESEARCH LAB BOOK
- WRITE**
- Title Page
- Title
- Authors
- Body

Edit | Preview | Collaborate

Title

* Fields marked with an asterisk are required.

Title *

Running Head *

Related Help, including Publication Manual links

(Continued)

Select the heading of the topic to view more content. The **Learn More** section includes links to relevant *Publication Manual* sections and other related content in the Learning Center.

The screenshot displays the 'Title' form in the Academic Writer software. At the top, there are tabs for 'Edit', 'Preview', and 'Collaborate'. The form includes a title field with a rich text editor (containing 'Toward a Cognitive-Scientific Research Program'), a running head field ('IMPROVISATION'), a date field (January 1, 2018), a professor field ('Dr. Raymond Bice'), a course number field ('PSYC 500'), and a course name field ('Research Methods'). Below the form are 'Cancel' and 'Save' buttons, and a link to 'Save and Continue to Author(s) >>'. On the right, a 'Related Help' sidebar is open, featuring a search bar and a list of help topics. The 'Title' topic is expanded, showing a description: 'The title should be fully explanatory when standing alone. Avoid words that serve no useful purpose (e.g., "A Study of", "An Experimental Investigation of") and abbreviations. The title appears in title case.' Below this, a 'Learn More' section is visible, with 'Publication Manual § 2.01' circled in purple. Dashed purple arrows point from the sidebar to the title field and the 'Learn More' section.

Contact Us

APA Customer Engagement provides training and support for Academic Writer and other products from APA Publishing.

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