

APA Style CENTRAL: Frequently Asked Questions

Can faculty share links to APA Style CENTRAL Quick Guides and Tutorials, or do students need an account to view the tutorials?

Yes! When you have a Quick Guide or Tutorial open, use the URL that is showing in your browser. The resource must be full screen, however, not just the thumbnail view. Sample Papers can be downloaded and we are free to upload them as examples.

Do papers have to be typed from scratch, or can you add a paper you wrote in Google Docs or Microsoft Word?

Papers do need to be typed from “scratch” in APA Style CENTRAL so that in text citations and references entries can be added. Users can copy and paste an existing paper into the APA Style CENTRAL interface, but then they will need to manually enter all their references and use the “Cite” function to connect each reference to an in text citation.

Is there a way to add the IWU cheating [plagiarism] statement on the title page?

OCLS has found a way to do this. Using the APA Style CENTRAL interface, when you are on the Body editing screen, look for 4 small icons on the right hand side, above the editing space. The first one (farthest from the right) lets users Customize Paper Sections. One of the options there is add an Author Note. Click on Add an Author Note. When you click on Title page on the left hand side, you will see three options: Title, Authors, or Author Note. Click on Author Note. Copy the required plagiarism statement into the box labeled Changes of Affiliation. Click Save. To see how it will look, click on Preview at the top. APA Style CENTRAL does add the words, Author Note, but technically this is what it is. You can either choose to leave it (since it is your author note), or you can Export the paper, save it to your computer, open it in Word, delete the words Author Note, and resave.

We use templates for some assignments. Can course templates or other papers be uploaded into APA Central?

No, we have to use the templates APA Style CENTRAL provides. However, some things like adding in an Abstract, using specific headings, etc. can be customized.

There is a way to create a template if that template involved using specific headings. The instructor would have to create the skeleton of the paper and then

share it with their students through the Collaborate tab (which OCLS does not cover in the Introduction to APA Style CENTRAL webinar).

Is there a way for students to take quizzes and faculty to see students' grades?

Students could take a screenshot of the last question. However, since it is a Self-Quiz, students get two opportunities at each question and can view the right answer. There is no way for a professor to see the quizzes since it is connected to your personal account in APA Style CENTRAL.

Is there a way to identify if a student wrote their paper in APA Style CENTRAL?

OCLS has not found an obvious way to do that other than to ask students to take a screenshot of their My Papers page. The instructor could see the titled paper in the list.

Will faculty "training" be designed so that faculty are not behind current APA rules compared to our students? I could see a student using APA Central and getting dinged for something the instructor didn't know properly.

OCLS librarians are willing to help faculty in any way they can to "get up to speed." If you would like to schedule training with your faculty, just let [OCLS](#) know!

Can you run the paper through Grammarly while still in APA Style CENTRAL?

Not while it is in APA Style CENTRAL. However, users can download their papers, save papers to their devices, and then run the paper through Grammarly just as they normally would do. An exception is if you have the browser plug in installed, e.g., for Chrome, then some things will be noted even when writing in APA Style CENTRAL. Those plug ins are downloaded from the Grammarly site.

Will APA Style CENTRAL let you know if you add a citation without quotation marks? Does it say something?

OCLS has tested this and, no, APA Style CENTRAL does not warn or alert users when a citation is needed and/or missing. The writer will have to know the rules of quoting and apply the correct format. APA's stance on in text citation placement and whether it should be shown as a quote or paraphrase is that it is the writer's responsibility to know the correct rule and when an in text citation will be used. APA Style CENTRAL is NOT a guard against plagiarism and the

software does not have a built-in plagiarism checker. However, when the writer decides what the format should be, based on the rules, then the system will help the writer create the correct format for the in text citation, based on the references entry that was created.

For example, when in the Edit mode for a paper, the writer can highlight the portion of text that should be an indented block quote; click on Format (top tool bar) and then Block Quote. The system will take care of creating the Block Quote.

Can APA Style CENTRAL be saved to my computer?

APA Style CENTRAL is a network, online-only tool. You will need internet access in order to get to Style CENTRAL. Once you have typed a paper in Style CENTRAL, you can download that paper as a Microsoft Word Document (.docx file format) and save it to your computer.

How long will I have access to APA Style CENTRAL as a student?

You will be able to use APA Style CENTRAL as long as you are a student at Indiana Wesleyan University. APA has told Off Campus Library Services (OCLS) that students will be able to access their papers for up to two years after their graduation. However, OCLS strongly recommends that students download all of their finished papers to their computers or other devices as a way to back up their work. They will not be able to get into the IWU interface as they did as a student, but they can go directly to, <http://apastylecentral.apa.org>, locate the login option, log in with their personal account information (not the IWU library log in option) and view their papers. There is an option to download as a Word or PDF document.

When I try to log in it asks for my Library Access Number. How do I get this?

Users can request their Library Access Number (LAN) by calling Off Campus Library Services toll-free at 1-800-521-1848 or by completing an [Online Request for Services form](#).

Which paper template should I use? I am a student in the MDIV program.

While APA Style CENTRAL has eight (8) templates to choose from, OCLS recommends that students use the Basic Paper Template or the Reaction Paper Template. For most assignments (including research papers) the Basic Paper

Template will be fine. Students working on Compare/Contrast or Personal Opinion assignments may want to think about using the Reaction Paper Template.

How do you add page numbers in the Running head?

APA Style CENTRAL adds page numbers in the Running head, Page 2 header, and on all of your paper's pages. You don't need to worry about this at all!

Are there any import reference options for sites like citethisforme or others?

APA Style CENTRAL can import an RIS file type. Currently RIS files can be uploaded from APA PsycNET, EBSCOHost, EndNote, Mendeley, OvidSP, ProQuest, RefWorks, and Zotero.

When we have already completed papers that are not formatted here, is there a way to upload them without taking everything apart and copy and pasting text?

Unfortunately, no. APA Style CENTRAL does not let users import already completed papers. You can copy and paste text into the interface, but you will need to use Style CENTRAL to put in text citations and references list entries into your paper.

If I delete a citation and that is the only citation for that reference, will I need to delete the reference from my paper or will it do that automatically?

Once a reference has been added to a paper's References list entry that reference will stay in the paper until it is manually removed.

If I have a reference listed but fail to cite it in my paper, will APA Style CENTRAL still list it as a reference on my paper?

In the Style CENTRAL tool, after a reference is added to the references list, users need to use the "Cite" function to format the in text citation and insert it into the paper.

Is there anything as too much citing in a paper?

[Missouri State University's Writing Center](#) recommends that no more than 25% of a student paper be quotations and that direct quotes that cite statistics or original

theories are preferred. An important part of the “art” of writing is to paraphrase another author’s words and ideas - re-stating them and putting them into your own words. The [OCLS APA 6e Guide](#) has some very helpful examples of direct quotations, paraphrases, how to format in text citations, and the types of information that need/do not need to be cited on pages 7-11.

Where do I go to get Grammarly access?

Indiana Wesleyan University’s IT Department handles Grammarly access questions. Contact IT by phone at 877-489-5678 or by emailing support@indwes.edu. IT support hours are: Monday-Friday 7:00 am to 12 midnight, Eastern Time. Email questions are monitored from 3:00 pm to 12 midnight, Eastern Time, on Saturdays. IT is closed on Sundays and all university holidays and holiday weekends.

I have an assignment due tomorrow regarding an annotated bibliography with summaries. Is there anything in the database here for that?

APA Style does not have a standard format for annotated bibliographies and, unfortunately, the APA Style CENTRAL tool does not have an Annotated Bibliography Template. Students will need to type annotated bibliographies using Microsoft Word. OCLS does have an example of [how to format an annotated bibliography](#) (PDF document) that you are welcome to use. Feel free to [contact OCLS](#) if you have any APA format, Style CENTRAL, or research questions.

After I email a paper to myself, can I send it back to APA Style CENTRAL after doing some editing?

Once you have either downloaded or emailed your paper from APA Style CENTRAL, you can edit or make changes to the paper in Microsoft Word. However, there is no way to re-upload papers with changes to the Style CENTRAL program.

How far do I need to indent the first sentence of a paragraph, or does APA Style CENTRAL do it for you?

APA Style CENTRAL indents the first sentence of each paragraph automatically for you. In case you were interested, the first line of each paragraph should be indented ½” (one half inch) from the left margin.

Is there a source to help with in text citations? I get confused with in text citations, such as if it’s a direct quote or a paraphrase. Also, I’m not sure how to tell the difference between an article and a web page, etc.? What are the differences and what sets them apart?

The [OCLS APA 6e Guide](#) is a great place to look to find basic information about APA Style. Often, the hardest part of APA format is figuring out what kind of source you are using. We also encourage you to call Off Campus Library Services at 1-800-521-1848 and a librarian will be happy to help you with your APA format questions. If you live near one of Indiana Wesleyan University’s [Regional Education Centers](#), you can schedule an in-person appointment with an OCLS Librarian for one-to-one APA format and APA Style CENTRAL help. There are also QuickGuides available and examples of References in APA Style CENTRAL for many different kind of sources.

As long as you cite the source you are using, it is not plagiarism, correct?

Correct. Think of APA format as your “insurance policy” against plagiarism. Remember, though, that you not only have to cite direct (word-for-word) quotations, you also need to cite ideas and concepts from other sources that you paraphrase or re-state and put into your own words. The [OCLS APA 6e Guide](#) has some very helpful examples of direct quotations, paraphrases, how to format in text citations, and the types of information that need/do not need to be cited on pages 7-11. There is also a Quick Guide available on [quoting and paraphrasing](#).

How does APA Style CENTRAL compare with PERRLA formatting software? I have never used either.

OCLS recommends that students use APA Style CENTRAL to write their papers. Style CENTRAL was created and is owned by the American Psychological Association, the organization that invented APA format. Style CENTRAL formats citations and references that follow APA rules and the information users are asked to type into the software is based on the correct format for the kind or type of source the user is citing and referencing. Most importantly, APA Style CENTRAL is **free** for all Indiana Wesleyan University students and faculty.