APA Style CENTRAL®

LEARN	RESEARCH	WRITE	PUBLISH

APA Style CENTRAL®: Getting Started with Your Trial

Please refer to the "APA Style CENTRAL Welcome Kit: Trial Customers" email from your account representative for complete information regarding setup and access information.

Overview:
- I. Making the Most of Your Trial
- II. User Accounts
- III. Admin Center
- IV. Learning Management System Integration
- V. Contact Us

I.   Making the Most of Your Trial

Make the most of your APA Style CENTRAL trial by having as many people as possible – librarians, faculty, students, and writing center staff – get involved. It's important that you hear from all of these groups during your trial.

We know that getting started with a product like APA Style CENTRAL can seem overwhelming, so here are a few simple orienting tasks you can suggest to your trial users:

- Learning Center: View the Quick Guide "Blog Post Reference" and follow the "Learn More" links to view the excerpt from the *Publication Manual of the American Psychological Association®* (6th ed.) and other related links
- Learning Center: Browse sample references, tables, and figures
- Research Center: Browse the reference books
- Writing Center: Start a new paper and browse the paper templates
- Publishing Center: Search the journals to find one that publishes articles of interest

The five tasks above do not require a login. However, users will need to log in to explore the majority of key functionality and the wide range of features in APA Style CENTRAL. Please see "User Accounts" (section II) below for more information. Once your trial users are logged in, here are a few more suggested tasks to get them started:

- Research Center: Add a reference
- Writing Center: Walk through the "Develop My Research Idea" or "Describe My Tests and Measures" tools (Note: Users must create a new paper to access these tools, though only a title is required to do so.)
- Writing Center: Start writing a paper – try formatting a title page including creating running heads, adding references to the paper, and citing those references in the text.

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As you and your colleagues around campus explore the tools and features of APA Style CENTRAL, we encourage you to consider how they could be used in classes and consultations. Here are a few potential use cases to get you started:

For Librarians:
- Provide help for APA Style® around the clock by embedding learning objects, such as Quick Guides and sample references, in LibGuides and the library website
- Utilize the "Develop My Research Idea" tool in instruction sessions to help students develop their research questions

For Writing Centers:
- Collaborate on student papers using the Comment function in the Writing Center to more easily make suggestions where there is room for improvement
- Save time in consultations by demonstrating how to use the reference forms to quickly and easily create properly formatted APA Style references

For Faculty:
- Take advantage of APA Style CENTRAL's bank of pre-formatted assessments and individual exam questions to create graded tests for students in your LMS. Using these resources requires LMS integration. (Please see "Learning Management Systems (LMS) Integration" [section IV] for more information.)
- Use collaboration features for group work or with students who may need extra help with their writing
- Collaborate with peers on your own research and writing

If you, or your users, have any questions about how to use APA Style CENTRAL during your trial, please don't hesitate to contact our support team directly at support@APAStyleCENTRAL.org.

II.   User Accounts
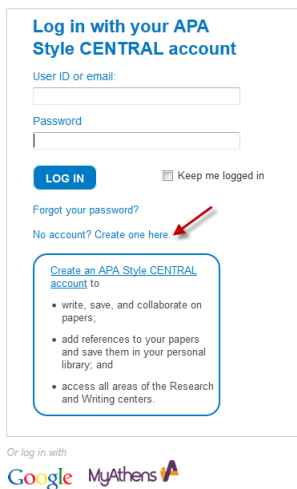
Individual user accounts are not needed to access the Learning Center (tutorials, self-quizzes, and samples), the Publishing Center, or certain parts of the Research Center (dictionaries and reference books), but they are required to create and save references and papers.

If you already have one of the following four accounts, you can use it to log in to APA Style CENTRAL and do NOT need to create a new account:

- **MyAPA** account (because you are an APA member or have previously created one)
- **My PsycNET** account (because you use an APA database through APA PsycNET)
- **Google account**
- **MyAthens account**

If you are not sure whether or not you have a My APA or My PsycNET account, click on "No account? Create one here," and enter the email address you would have used to

create it in the Sign Up form. If the email address is already in use, the system will alert you.

If you have difficulty creating an account, please contact support@APAStyleCENTRAL.org.

NOTE: Any individual user trial accounts (and references and documents saved in them) will be retained when your institution licenses APA Style CENTRAL.

III. Admin Center
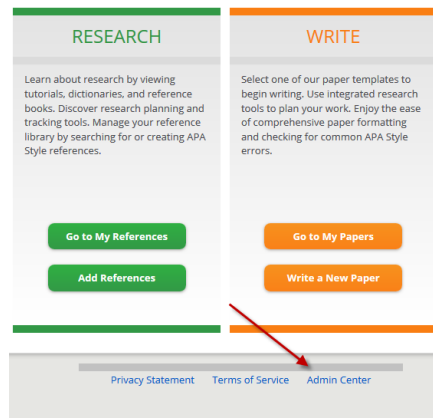
Access the APA Style CENTRAL Admin Center via the link in the footer of the product.

The Admin Center provides access to customization tools for branding the site and personalizing the "Contact Us" link; persistent URLs for each of the four Centers; MARC/RDA records for the 17 integrated reference books; and institutional analytics.

IV. Learning Management System (LMS) Integration

APA Style CENTRAL has more than 160 learning objects that can be integrated with the institutional Learning Management System using the LTI standard. These materials include 10 pre-formatted tests and a bank of test questions.

> **IMPORTANT NOTE:** Because LMS integration requires administrator privileges, access will only be granted to LMS Administrators. Requests from faculty cannot be honored.

To access these tools, the Learning Management System Administrator must submit a request to support@APAStyleCENTRAL.org. Please include "LMS Authentication Request" and the specific LMS you are using in the subject line of your message.

Once APA receives this request from the LMS Administrator, we will provide:
1) Instructions on how to log in to a secure content management system containing the learning objects and tests, and
2) The ID and Secret Key to access APA content in your LMS through the LTI integration.

V. Contact Us

Please don't hesitate to contact us with any questions that you or your end users have during the trial period. Most inquiries, including technical and administrative questions, and general support for using APA Style CENTRAL should be sent to support@APAStyleCENTRAL.org.

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For questions about pricing, the trial process, or product availability, please contact your Sales Manager or APAStyleCENTRAL@apa.org.

Have a specific question about the rules of APA Style®? Write to StyleExpert@apa.org.

For telephone inquiries:
202-336-5650 or 800-374-2722
TDD/TTY: 202-336-6123

Regular hours of support for email and phone inquiries:
Monday – Friday: 6:30 am – 11:00 pm, Eastern Standard Time (EST) (GMT: 11:30 am – 4:00 am)
Saturday – Sunday: 8:00 am – 11:00 pm, EST (GMT: 1:00 pm – 4:00 am)

Holiday hours of support for email and phone inquiries:
Thanksgiving, Christmas Day & New Year's Day: 8:00 am – 11:00 pm, EST (GMT: 1:00 pm – 4:00 am)
All other U.S. holidays: 6:30 am – 11:00 pm, EST (GMT: 11:30 am – 4:00 am)

Watch your inbox for an email from the Customer Relations Team for APA Databases and Electronic Resources! They will be contacting you soon to provide training and other helpful information like FAQs to enhance your trial experience.

As you advance through the trial period, we are confident that many users institution-wide will begin to recognize the inherent value of this unique new resource. We are pleased to have your institution involved with APA Style CENTRAL and look forward to serving you!

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