

## Documenting a Paper Using APA Format

Excerpt from

English Faculty, Algonquin College in the Ottawa Valley. (2004). *Guide to communication skills* (2004 ed.). Ottawa: Algonquin Publishing.

When you prepare a research paper, all secondary material must be carefully documented in order to avoid plagiarism. The purpose of this documentation is to credit the original author and to show to the reader the sources of your information. Most college research papers provide documentation in two parts: citations within the text of the essay, and references (sometimes called a bibliography) at the end of the paper.

There are various style formats available to follow, but, if possible, you should choose one format and use it consistently in all research papers for all courses. Always check with the professor to ensure that the style you want to use is acceptable. In this section, a guide for the APA format of documentation is provided. This style is from The Publication Manual of the American Psychological Association, 5th ed. (2001) and is widely used in many colleges and universities in North America.

### Citations Within the Text of The Paper

The following material requires documentation within the body of your paper:

- all important statements of fact (statistics, for example);
- all paraphrases of those facts not considered common knowledge;
- all opinions or theories that are not your own; and
- all quoted material of more than three consecutive words.

Some style formats use footnotes or endnotes to provide text documentation, but many stylists now recommend the use of parenthetical citation. There are different ways of providing parenthetical citation, and you should check with your professor for the style she or he wants you to use. Whatever style you use, be consistent.

The most popular and often recommended style of parenthetical citation is to provide the **name of the author, the year, and the page number**. This information is separated by commas, enclosed by parentheses and inserted into the essay directly after the source material has been used. This kind of parenthetical citation efficiently acknowledges the specific sources without disrupting the text of the essay, and the reader can then obtain further information about the source by consulting the references at the end of your paper.

## Procedures for Parenthetical Citations

APA format generally follows the author, date, page method with the following special notes.

1. Place the reference as close as possible to the material that it documents. If the source is quoted, place the citation directly after the quotation marks but before other punctuation.

**Sample:** "In 1998, food poisoning claimed the lives of two thousand people" (Kaiser, 1999, p. 14), so we should watch what we eat.

If the quotation is lengthy (more than 40 words) and set apart from the body of your essay, the citation is placed in parentheses after the final punctuation mark.

A source that is paraphrased is documented by placing the citation where a pause in the sentence would naturally occur, and the citation precedes the punctuation.

**Sample:** Because two thousand people died from food poisoning last year (Kaiser, 1999, p. 14), we should be careful about what we eat.

**Sample:** We should be careful about what we eat, because two thousand people died from food poisoning last year (Kaiser, 1999, p. 14).

2. Quoted material must correspond exactly to the original. Short prose quotations are usually incorporated into the text of the essay and enclosed by double quotation marks. Use square brackets [] to mark a minor change in quoted material so that it can be incorporated smoothly and correctly into the body of your essay.

When quoting long prose quotations (of more than forty words) begin on a new line, double space the quotation (if your essay is double spaced), indent all lines of the quotation five spaces from the left margin, and do not use quotation marks.

3. The citation should include the author's last name, the year of publication, and the page number. If the citation is from an electronic or non-text source, then the page number is omitted, although the paragraph number may be included.

**Sample:** (Jones, 2000, p.42)  
(Jones, 2000, paragraph 10)

If you are citing an idea or theory that is attributed to a specific author, but for which there is no specific page number, the citation would include only the author's last name and the year of publication.

**Sample:** (Hendricks, 1996)

Note, however, that you must always provide page numbers for direct quotations from

text sources.

4. Accepted formats for most types of references have been provided in the next few pages. It is impossible, however, to provide an example for every possible kind of reference you may encounter. If you cannot locate the exact format for a particular type of citation, use common sense to provide the appropriate information in your citation so that the reader will be able to locate the sources in your References.

### **Sample Formats for Parenthetical Citations**

#### **1. Published Material By One Author**

The citation should include the author's last name, the year of publication, and the page number. The information should be separated by commas and enclosed by parentheses. Leave one space after each period and comma.

(Evans, 1991, p. 43)

#### **2. More Than One Author**

When a work has two to six authors, provide the last names of all co-authors in the first citation, but then abbreviate with *et al.* (Latin for *and others*) for subsequent citations to the same work.

First Citation: (Pearsall, Cunningham, & Tovey, 1988, p. 73)

Subsequent Citations: (Pearsall et al., 1988, p. 98)

When a work has more than six authors, cite only the surname of the first author followed by *et al.*, the year, and page number.

(Peterson et al., 1995, p. 786)

#### **3. Department, Government Agency Or Organization As Author**

Use the title of the organization in the citation. If the name of the organization is well known to your reader, you should write the name out in full the first time, but you may then abbreviate it in subsequent citations.

First Citation: (Ministry of Natural Resources, 1999, p. 78)

Subsequent Citations: (MNR, 1999, p. 189)

#### **4. Information From More Than One Work By Different Authors**

Occasionally, two or more authors have relevant comments on the same point. When works by different authors are documented in the same citation, cite in alphabetical order by author's last name, and use a semicolon to separate the citations.

(Clark, 1987, p. 130; Martin, 1987, p. 32)  
(Davidson, 1985, 1991, p. 361; Johnson, 1995, p. 14)

#### **5. Quote Within A Quote - Citation Taken From A Secondary Source**

When citing the work of one author who has cited or quoted another, both authors are cited in whichever order best suits the purpose of the essay.

A Quotation:

(Freud, 1920, quoted in Evans, 1995, p. 59)

A Citation That Is Not A Direct Quote:

(Freud, 1920, cited by Evans, 1995, p. 59)

**OR**

A Quotation:

(Evans, 1995, p. 59, quoting Freud, 1920)

A Citation That Is Not A Direct Quote:

(Freud, 1920, cited by Evans, 1995, p. 59)

#### **6. No Author**

When providing a citation for a work that has no author, cite the first few words of the entry as it appears in the References (usually a shortened version of the title). Place double quotation marks around the title of an article and underline or italicize the title of a book, brochure, report, or periodical.

Newspaper article - ("Huge layoffs announced," 1996, p. A1)

Brochure - (*Woodlot management*, 1990)

Report - (*Royal Commission*, 1999, p. 114)

**Note:** When the author is named as "Anonymous", you should write *Anonymous*, followed by a comma, and the date.

(Anonymous, 1985)

#### **7. Interviews And Lectures**

When citing information obtained from an interview, lecture or other personal communication, quote the last name of the communicator and as precise a date as possible.

(Lemay, 2000, 3 May)

## **8. Audio Visual Material**

Provide the title and the year in the citation of a film, video, radio or television program.

*(Still killing us softly, 1990)*

## **9. Author's Name Already Acknowledged In Text**

If you have openly acknowledged and used the author's name in the text of your essay, place the date in parentheses after the name, and then provide the page number, in parentheses after the citation.

According to Hendrick and Chandler (1996), "teaching preschool children can be one of the best, most satisfying experiences in the world" (p. 4).

## **10. Material From Electronic Sources**

Cite as outlined above, following the author/date format. Do not include the URL in the citation, as your reader can obtain that information from your References. Provide page or paragraph numbers, if available. For example, a signed newspaper article by one author, appearing on the database Newsstand would be cited as follows:

(Li, 1996, paragraph 3)

If you wish to refer readers to an entire web site, provide the address in parentheses.

Sample: The Algonquin College Resource Centre Home page offers many resources, and it is an excellent place to start any research project (<http://www.algonquincollege.com/lrc> ).

## **11. Reference To An Author With More Than One Work Published In The Same Year**

Use a date plus letter system to direct the reader to the correct work in the References.

First Reference: (Gardiner, 2001a, p. 73)

Second Reference: (Gardiner, 2001b, p. 13)

## **References**

The References, sometimes called a Bibliography, are a list of all secondary material actually used in the preparation of your paper. These references may include books, journal or magazine articles, interviews, computer data bases, lectures, television programs, videos, web sites, pamphlets, kits, government documents, technical reports. All material that you have referred to in your paper must be included in the References.

### **How To Prepare References**

The APA format for preparing References generally follows the author, date, title, place of publication, and publisher order of presentation.

1. The References appear on a separate sheet of paper at the end of the paper.
2. Arrange all entries in alphabetical order. Do not number the entries.  
  
If citing more than one work by the same author, follow the chronological order of presentation by publication date (place the earlier date entry first).  
  
If the cited author has also co-authored another work, place the single author work first.
3. Double space each entry.
4. Use either a regular paragraph indent or a hanging indent for each entry, but be consistent.
5. Provide only the initials of first and middle names of all authors. Omit credentials and titles ( e.g. *M.D.* or *PhD.*).
6. Use p. (page) or pp. (pages) to designate page numbers.
7. When providing the place of publication, give the city and, if the city is not well known or could be confused with another city, provide the province or state (abbreviated), or the country if not in Canada or the United States (for example - London, ON or London, England). If two or more publishing locations are given in the work, it is usual to give either the location listed first, or the home office.
8. Provide the publisher's name in as brief a form as possible. Omit terms such as *Inc.*, *Publishers*, or *Ltd.*
9. When no author is given, the entry is alphabetized according to the first significant word of the title (do not count *a*, *an*, or *the*).
10. In books and articles, capitalize only the first word of the title and subtitle, plus proper nouns and words after colons. All major words in the title of a journal are capitalized.

11. Space only once after periods and colons that separate each part of a citation.
12. Underline or *italicize* the title of a book, magazine, or journal, but be consistent throughout your paper.

### **Sample Formats For References In APA Style**

If you cannot locate the exact precedent format for the reference you are using, use common sense to help you decide in which order to place the information. You may also wish to consult *The Publication Manual of the American Psychological Association* (4th ed.) or your professor. The American Psychological Association also provides a web site with answers to frequently asked questions (<http://www.apa.org/journals/faq.html>).

#### **I. BOOKS**

##### **1. One Author**

Green, B. (1995). *Paragraph essentials*. Toronto: Harcourt Brace.

##### **2. Books With More Than One Author**

Markmam, R., Markman, P., & Waddell, P. (1989). *10 Steps in writing the research paper*. New York: McGraw-Hill.

**Note:** All authors are listed in the order that they appear in the text.

##### **3. Editor Or Compiler Instead Of Author**

Scott, F., & Oliver, M..(Eds.). (1964). *Quebec states her case: Speeches and articles from Quebec in the years of unrest*. Toronto: Macmillan.

##### **4. Institution, Association As Author**

American Psychological Association. (1994). *Publication manual of the American Psychological Association* (4th ed.). Washington, DC: Author.

##### **5. Essay By One Author In A Work Edited By Another**

Drucker, P. (1969). The first technological revolution and its lessons. In K. Davis & W.G. Scott (Eds.), *Human relations and organizational behaviour: Readings and comments* (pp. 356-364). New York: Harper & Row.

**6. No Author Or Editor**

*The lottery.* (1972). London, ON: J.Watts.

**7. Edition Other Than The First**

Norton, S. & Green, B. (1996). *The bare essentials* (4<sup>th</sup> ed.). Toronto: Harcourt Brace.

**8. Book With A Subtitle**

VanAlstyne, J. S. (1999). *Professional and technical writing strategies:*

*Communicating in science and technology* (4<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice-Hall.

**II. ARTICLES, REPORTS, AND GOVERNMENT DOCUMENTS**

**1. Encyclopedia - Signed Article**

Panushka, J.A., & Vaux, K. (1995). Cyronics. In *Encyclopedia of bioethics* (Vol. 1, pp. 473-476). New York: Simon & Schuster.

**2. Encyclopedia - Unsigned Article**

Greenhouse effect. (1993). In *The Canadian encyclopedia* (Vol. 4, pp.550-557).  
Edmonton: Hurtig.

**3. Journal Article**

Pollio, D.E. (1995). Uses of humour in crisis intervention. *Families in Society*, 7(6),  
pp. 376-384.

**Note:** Bound journals show an italicized volume number which is placed after the journal title. It is sometimes followed by an issue number in parentheses.

**4. Magazine Article - Signed**

Monthly Magazine:

Smith, T. (1994, March). Upgrade your computer. *Bits and Bytes*, pp. 56-63.

Weekly Magazine:

Rosenberg, D. (1995, September 18). The new abortion pills - blood and tears.

*Newsweek*, pp. 66-68.



**5. Magazine Article - Unsigned**

Television and your child. (1993, January 21). *TV Guide*, pp.13-14.

**6. Newspaper Article - Signed**

Law, A. (1996, May 25). Ford sets up info line for ignition switch recall: Operators can verify whether vehicle may be affected. *Toronto Star*, p. J7.

**7. Newspaper Article - Unsigned**

Protecting our provincial parks. (1995, March 21). *Toronto Star*, pp. C1, C6.

**8. Book Review**

Caspar, P.(1992). [Review of *Providing nursing care for patients with AIDS*]. *Canadian Nurse*, 47, pp.112 - 114.

**9. Government Acts**

Day Nurseries Act, Chapter 111 Revised Statutes of Ontario (1990).

**10. Reports and Royal Commissions**

Ontario. (1994). *For the love of learning: Report of the Royal Commission on Learning*. Toronto: Queen's Printer.

Grassey, J. (1995). *Management of a black spruce plantation* (Report No. XT-456/95). Toronto: Ministry of Natural Resources.

National Advisory Council on Aging. (1991). Mental health and aging (Report No. 10) in *Writings in Gerontology*. Ottawa: Minister of Supply & Services.

**11. Symposia, Conferences And Meetings**

Best, C., Havel, O., & Gordon, B. (1993). How to avoid comma splice errors - the key to happiness. In M. Hudson (Ed.), *Proceedings of the 3rd National Symposium on Correct Grammar and Eternal Bliss* (pp. 74-89). Regina, SK: Prairie Press.

## **12. Abstracts**

Grafton, Y. (1989). Psychological impact of grief on pet owner. *American Journal of Pet Psychology*, 43, 12-16. (From *Psychological Abstracts*, 1989, 41, Abstract No. 4316).

## **13. Departmental Publication**

United States Department of Agriculture. (1975, May). Shipments of certain fruits and vegetables, 1918-1923. *Statistical Bulletin*, 7.

Von Wagner, C. (1984). *Forest fire research in the Canadian Forestry Service* (Inf. Rep. P1-x-44). Chalk River, ON: PNFI.

## **14. Pamphlet or Manual**

Kater, D. (1989). *Epson FX-80 printer user's manual*. [Manual]. Torrance, CA: Epson.

Canadian Public Health Association. (1991). *AIDS in the '90s - the new facts of life* [Pamphlet]. Ottawa, ON: Health & Welfare.

**Note:** *It is not unusual for items of information (e.g. date of publication, publisher) to be unavailable in pamphlets. Use common sense and provide as much information as you can.*

## **15. Unpublished Letter**

Gardener, M. (1995, 3 May). [Letter to author].

## **16. Published Letter**

Clark, J. (2001, January 15). [Letter to editor]. *Maclean's*, p. 6.

# **III. NON WRITTEN WORKS**

## **1. Film, Video**

James, I. (Producer). (1993). *Eat your way to happiness* [Videotape]. Ottawa: National Film Board.

## **2. Television / Radio Program**

Suzuki, D. (Producer). (1994, June 15). *The nature of things* [Television broadcast]. Toronto: CBC.

### 3. Tape / Compact Disk

McGrath, B., & Smithrim, K. (1985). Songs + games for toddlers [CD]. Toronto: Kids'

Records.

### 4. Interview

Hamston, T. (1995, May 4). [Interview with President of Hamston Forest Products].

**Note:** Interviews may be conducted in person or by telephone. The credentials of the person being interviewed are usually provided.

### 5. Lecture

Link, E. (2002, September 9). *Improving your listening skills*. [Lecture presented to College and Career Success class, Algonquin College, Pembroke, ON].

## IV. ELECTRONIC MEDIA

Several online resources are available to assist you with documenting electronic media. Many of these resources can be accessed directly from the Algonquin College Learning Resource Centre Homepage (<http://www.algonquincollege.com/lrc>). Note that even within the APA guidelines, some style variations exist. We recommend the format outlined at this web site:

Electronic Reference Formats Recommended by the American Psychological Association - <http://www.apa.org/journals/webref.html>

Guidelines from this web site state that you should organize electronic references following the same basic APA format already discussed, plus provide the following information:

- Provide information that identifies the retrieval date for online material (month, day, year), the source or database, and sufficient information so that the reader can retrieve the document (i.e. URL or database).
- If you retrieve a document directly from the Internet, provide the Internet address (URL) at the end of the retrieval statement. The address, or URL (Uniform Resource Locator) usually looks something like this: <http://www.address.com>.
- If you retrieve a document from an aggregated database, such as MasterFile Elite, or Canadian Newsstand, provide the name of the database but not the URL.
- Provide the "entry page" URL for documents where the URL leads to information on how to obtain the document rather than the document itself. Use the phrase

“Available from” rather than “Retrieved from” (e.g. Child and Family Canada, Canadian Forest Service).

- If the document has no publication date, write (n.d.), meaning no date.
- If your reference ends with an Internet address, do not add a period.

TIP: To avoid errors when typing a URL, copy it directly from the address window, by right clicking on your mouse and then choosing the “copy” option. Then, paste it into the reference page in your word processing program (by right clicking and choosing the “paste” option).

### **Sample Formats For Commonly Accessed Electronic Information**

#### **1. Sources From Databases Accessed via Resource Centre Homepage**

O'Brien, P. (1999, February 13). But is it art?: To mark her 50<sup>th</sup> author Alison Gordon got a moose tattoo. *National Post*, p.4. Retrieved May 1, 2003, from Canadian Newsstand.

Stuttaford, A. (1999, August 9). Illustrated men. *National Review*, 51 (15), pp.52-53.

Retrieved May 1, 2003, from MasterFile Elite.

Benitez, M. A. (2003, April 19). Beijing doctor alleges SARS cover-up in China. *The Lancet*, 361 (9366), pp. 1357-1358. Retrieved May 2, 2003, from ProQuest Nursing Journals.

#### **2. Newspaper Article Retrieved Directly from World Wide Web**

Rankin, J. (2001, February 4). Wary workers won't say the R-word. Toronto Star.

Retrieved February 5, 2001, from <http://www.thestar.ca>

#### **3. Articles Obtained Directly from Online Databases Accessed Directly from WWW**

Statistics Canada. (2004, March). *Latest release from the labour force survey*.

Retrieved May 6, 2004, from Statistics Canada:

<http://www.statcan.ca/english/Subjects/Labour/LFS/lfs-en.htm>

Office of Children's Services. (1998). A safety net for the internet: A parents' guide.

Retrieved February 5, 2001, from The New York Public Library:

<http://www.nypl.org/branch/safety.html>

**Note:** *In the above example, the article is part of an online database, but can be accessed directly from the provided URL; therefore, use "Retrieved".*

Natural Resources Canada, Canadian Forest Service. (n.d.). Eastern spruce budworm - choristoneura fumiferana. Available from Canadian Forest Service Web site,

<http://www.nrcan.gc.ca>

Tarr, P. (1995, Summer). Creating connections: Adding "art" to your art program. *Interaction*. Available from Child & Family Canada Web site, <http://www.cfc-efc.ca>

**Note:** *In the above two examples, the article is accessed from an entry level web site and does not have a separate URL; therefore, use "Available from" and the name of the parent web site plus its URL.*

#### **4. Website Of An Organization or an Independent Document**

National Safety Council. (2000). *Safety at home*. Retrieved May 1, 2003, from

<http://www.nsc.org>

*Rock climbing safety*. (n.d.). Retrieved May 2, 2003, from

[http://www.lifeessentialsbyzee.com/zee/safety/zLifeE\\_safety\\_sports\\_027.html](http://www.lifeessentialsbyzee.com/zee/safety/zLifeE_safety_sports_027.html)

**Note:** *If no author is provided, begin the reference with the title of the article, followed by the date.*

American Psychological Association. (2001, January 10). *Electronic references*.

Retrieved January 29, 2001, from <http://www.apastyle.org/elecref.html>

**5. Encyclopedia Article** (No Author Provided)

Greenhouse effect. (1999). In *Encyclopedia Britannica*. Retrieved January 29, 2000, from <http://www.eb.com>

**6. CD ROM Source** (No Author Provided)

Accelerator. (1994). In *Encarta*. [CD ROM, June 1, 1999 release]. Redmond, WA: Microsoft.

## SAMPLES OF ANNOTATED REFERENCES

**Note:** *The following samples are arranged by type of reference (journal article, film, etc.) for clarification. Please arrange your entries in alphabetical order by author's last name, and omit the reference type headings.*

### BOOK

Leopold, A. (1949). A Sand County almanac, and sketches here and there. New York: Oxford.

*This classic book introduces the land ethic, considers humanity's duty to preserve the natural world, takes the reader through the passage of the seasons in Sand County, Wisconsin, and provides numerous philosophical asides. Leopold's essay "Thinking Like A Mountain" is also included in this text.*

Bennett, S. (1991). *Ecopreneuring: The complete guide to small business opportunities from the environmental revolution*. New York: John Wiley & Sons.

*A 'how-to' book divided into two sections. Part One provides a crash course in ecopreneuring (for example cultivating customers), and Part Two discusses various business opportunities involved in taking care of the planet, such as recycling paper, glass or aluminum.*

### MAGAZINE ARTICLE

Long, J. (2001, November 1). Living large. *Climbing*, pp.61-63.

*Writer recounts the excitement of a climbing adventure when he returns to climb Suicide Rock near Idyllwild, California. He experiences many mixed and nostalgic emotions, as he had often climbed this rock in his youth.*

### JOURNAL ARTICLE

Brand, D., Kehoe, P., & Connors, M. (1986). Coniferous afforestation leads to soil acidification in Central Ontario. Canadian Journal of Forest Resources, 16 (6), pp.1389 - 1391.

*This article examines the test results in which soil acidity (pH) was measured on 20 coniferous plantations on abandoned farmland at the Petawawa National Forestry Institute, in 1938 and again in 1984. By 1984, white spruce plots had become significantly more acidic than red pine plots.*

## **FILM**

Froemke, S. (Producer). (1996). *Letting go: A hospice journey* [Videorecording].

Princeton, NJ: HBO - Films for the Humanities & Sciences.

*This 90 minute video shows how hospice care helps three terminally ill patients and their families come to terms with their fear and pain during the final stages of life.*

## **PAMPHLET**

Eastern Ontario Model Forest.(1996). *Walk this way: A directory of trails and outdoor education centres in Eastern Ontario*. [Pamphlet]. Kemptville, ON: author.

*This pamphlet provides information about Eastern Ontario wildlife trails and education centres, as well as a map which identifies the location of the sites.*

## **NEWSPAPER ARTICLE**

Chwialkowski, L. (2001, October 16). Police get vast power of arrest. *National Post*, p.1.

*The article provides details of proposed federal legislation tabled by Anne McLellan, Minister of Justice. The 171 page anti-terrorism bill is in response to the 11 September terrorist attacks in the USA, and proposes legislation to "deter, disable, and dismantle" terrorism activity in Canada. Police will have sweeping new powers to combat terrorism.*

## **ATLAS**

National Geographic. (1999). *Atlas of the world* (7th ed.). Washington, DC: Author.

*Large reference atlas is an excellent resource as it shows physical, political, and satellite maps of the world and countries. The atlas has a comprehensive index and also provides flags and facts of countries.*

## **ELECTRONIC REFERENCES**

### **ARTICLE FROM AN ONLINE DATABASE ACCESSED THROUGH THE COLLEGE RESOURCE CENTRE HOMEPAGE**

Liotard, P. (2001, July/August). The body jigsaw. *UNESCO Courier*. Retrieved October 16, 2002, from MasterFile Elite.

*This article discusses the popular practice of body-piercing and the views of the American artist Fakir Musafar on this practice. The author also summarizes views of supporters of body piercing and the role of the Internet and technology on this body art trend.*



Thomas, I. (2001, August 6). Slow, gentle Tai Chi relaxing and a stress reducer. *Halifax Daily News*. Retrieved October 17, 2001, from Canadian Newsstand.

*Article examines the many benefits of Tai Chi which involves gentle physical movements and was introduced to western society by Taoist monk Moy Lin-Shin in 1970. Tai Chi is a series of 108 movements which turn and stretch the spine and it promotes strengthening, flexibility, and co-ordination.*

**ARTICLE RETRIEVED FROM A DATABASE ACCESSED DIRECTLY FROM THE WWW -  
No separate URL for article**

Evans, S.G. (n.d.). *Landslides and snow avalanches in Canada*. Available from Natural Resources Canada Web site, <http://www.nrcan.gc.ca>

*Article provides general background about and classifications of various types of landslides and avalanches. Evans begins by defining both and then discusses types of landslides such as rock avalanches, debris flows, and slumps and slides. The author then looks at effects of landslides, and ends with a brief discussion of snow avalanches.*

Volunteer Canada. (2001). *Being a volunteer: How to get involved*, 3 pages. Retrieved October 16, 2001, from Child & Family Canada Web site, <http://www.cfc-efc.ca>

*This article promotes volunteering and provides information and statistics about volunteering in Canada. It was posted as an initiative of the International Year of Volunteers, 2001. It also provides links to additional information on how to become a volunteer.*

**ARTICLE RETRIEVED FROM A DATABASE ACCESSED DIRECTLY FROM THE WWW -  
Separate URL for article**

Office of Children's Services. (1998). A safety net for the internet: A parents' guide. Retrieved February 5, 2001, from The New York Public Library : <http://www.nypl.org/branch/safety.html>

*This article provides useful tips for parents and other caregivers to protect children from the safety risks of cyberspace. It promotes the idea of making computer time a family time.*

### **ARTICLE RETRIEVED DIRECTLY FROM WWW**

Smidt, M., & Blinn, C.R. (1998). *Logging for the 21<sup>st</sup> century: Forest ecology and regeneration*. Retrieved October 14, 1999, from

<http://www.mes.umn.edu/Documents/D/D/DD6517.html>

*This article provides foresters with information about forest productivity and regeneration. It examines alternative logging methods to maintain forest productivity and promote regeneration. The article also includes a useful glossary of key terms.*

### **ENCYCLOPEDIA ARTICLE**

Anthrax. (2001). In *Encyclopedia Britannica*. Retrieved October 16, 2001, from

<http://www.eb.com>

*This article defines the anthrax disease, provides information about when it was first recorded, which animals are most susceptible, how it is spread, and how it can be prevented.*

### **WEBSITE OF AN ORGANIZATION**

Algonquin College of Applied Arts & Technology. (2004). Retrieved May 2, 2004, from

<http://www.algonquincollege.com>

*Home page of Algonquin College with links to information about programs and services. The links provide information and access to electronic learning (Blackboard) and ACSIS which allows students to obtain their program timetables.*

**Sample Student Report**

**KEYCHAIN LASER POINTERS**

**By Olivia DeRoo**

**English I, ENL7611**

**15 May 2004**

**for Professor L. Reiche**

## **Keychain Laser Pointers**

### **Introduction**

Anyone who wants to deliver professional presentations in school or at work should consider investing in a laser pointer. Teachers, students, and business professionals use this handy visual aid to project a tiny beam of light onto a screen from virtually anywhere in the room. Different models possess various features, but the popular keychain laser pointer is a compact, pen-like tool comprised of an outer cylindrical casing with a changeable head at one end, a keychain attachment at the other end, a power switch, batteries, and a laser component (see Figure 1).



**Figure 1 Keychain Laser Pointer With Interchangeable Heads**

(Ask Jeeves, 2004)

### **Description**

The laser pointer is a presentation tool that closely resembles a ball-point pen. Although sizes vary, the keychain model is a durable, stainless steel cylinder-like device 6 centimetres long with a diameter of 1 centimetre. It weighs approximately 120 grams. This size and weight make the laser pointer easy for the user to hold and manipulate, and the compact size allows for convenient storage in pocket or briefcase. Most models are silver-coloured.

The largest component of a laser pointer is the cylindrical casing. This housing resembles an elongated bullet. As can be seen in Figure 1, a key-chain snap attachment is affixed to a screw top on one end, and an interchangeable head component screws into the

other end. The power switch, a small convex button, is located approximately half way down the length of the cylinder. All approved laser pointers also feature a danger warning on the cylinder reminding users not to shine the pointer into anyone's eyes. The key chain attachment allows the owner to snap the pointer onto a strap or belt loop or to attach it to a key chain. Users can change the head to vary the design of the projected dot. Head designs vary, but in addition to the standard red dot, many models include butterfly, flying saucer, happy face, and star heads. Users can easily change the projected laser image by simply unscrewing one head and screwing on another.

The real workings of the laser pointer are safely out of sight, inside the cylinder. The laser component is located directly behind the head of the pointer. The word laser is actually an acronym, standing for "Light Amplification by Stimulated Emission of Radiation" (Health Canada, 2003). Scientists developed this technology in the 1960's to produce the strongest source of light possible. A semi-conductor laser diode produces laser light. In a laser pointer, "a helium-neon laser with five milliwatts of power emits light in the red part of the spectrum" (Gregoire, 1998). The range, or brightness, of the projected light varies depending on wavelength, power output, reflectivity of the material that the beam hits, and the background light in the room (DeHarpporte Trading Company, n.d.). The inexpensive keychain laser pointer has a range of approximately 300 metres, but more expensive models can project a beam up to 1220 metres (De Harpporte Trading Company, n.d.). Most laser pointers project a red beam, but green and blue beam models, although more expensive, are also now available.

All laser pointers are powered by batteries, which are located adjacent to the laser component inside the cylinder. The keychain laser pointer, because of its compact size, uses three LR44 watch batteries. These small battery discs are shown in Figure 3, and they each measure approximately one-half centimetre in diameter and one-quarter centimetre in depth. All three batteries must be inserted in the cylinder to operate the pointer. Other models may use AAA or even AAAA batteries (DeHarpporte Trading Company, n.d.). Because these small batteries wear out quickly, owners should remove them when the pointer is not being used. The batteries can be removed or replaced easily by simply unscrewing the keychain

end of the pointer.

### **Use**

A laser pointer is extremely easy to operate. As shown in Figure 2, users hold the pointer comfortably in their hand and project the beam by simply pressing down on the power switch with their thumb. As soon as they move their thumb off the switch, the light turns off. Although these pointers are fun and easy to use, eye safety is an important issue to remember. Prolonged exposure to the laser beam can burn the retina and also damage central vision (Gregoire, 1998). Laser pointers are not children's toys.



Figure 2 **Using a Laser Pointer** (Ask Jeeves, 2004)

Laser pointers are popular because presenters can easily and effectively focus attention and “make a point” from anywhere in the room. During a slide show presentation, for example, the speaker can point to information on the screen without blocking the screen or moving from the podium.

### **Cost and Availability**

Laser pointers are sold in office supply, electronics, and novelty stores. Prices vary; an inexpensive keychain pointer often costs under \$10 (eBay, 2004), but more expensive models, such as green laser pointers, can cost up to \$250 (Perfect Present Picker, 2003). The keychain laser pointer is usually sold in a plastic storage case, as shown in Figure 3, and it comes with batteries and interchangeable heads.



**Figure 3** Keychain Laser Pointer in plastic storage case with 3 batteries and 5 interchangeable heads (eBay, 2004)

### **Conclusion**

If they wish, presenters can pay a lot of money for one of these handy gadgets, but they can also obtain one that is just as effective on most occasions, for less than \$10. Laser pointers are a great visual aid for anyone who wants to make a point during a presentation.

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