

# **Making Library Help Guides Accessible: Our Experiences at the UTM Library**

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# Agenda

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Evolution of Handouts

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Accessible Document Training and Tools

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Examples of Handouts

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# Evolution of Handouts

# 2013 – 2020

- Pilot project with a handful of handouts
- Creation of Reference & Research LibGuide
- Used reference statistics to determine need for new guides
- Handout statistics determined rota and whether to retire

# 2020-2022

- U of T moved to Alma and Primo (LibrarySearch) – all new guides needed
- Pandemic messaging changed many guides
- Approval from senior management to transfer & convert handouts to accessible format
- Staff accessibility training - “WebAIM Accessible Documents: Word, PowerPoint & Acrobat”
- Audit of Current Handouts

# Present

- Launch of the handouts at reference desk with QR code pilot project
- Consultations with Web Accessibility Specialist
- Living documentation guide on how to create future born accessible handouts (and shared with other departments in library)



# Accessible Training & Tools

# Training

- [“WebAIM Accessible Documents: Word, PowerPoint & Acrobat”](#)
- “Empowering Everyone: Best Practices for Creating Accessible Documents” - a workshop
  - U of T Division of People Strategy, Equity & Culture
  - Weekly drop in with AODA office
- “Creating Accessible Word Documents”
  - D.G. Ivey Library

# Tools Utilized

## Resources

- [WebAIM Resources](#)
  - [Word and PowerPoint Evaluation Checklist](#)
  - [Infographic: Web Accessibility for Designers](#)
  - [Web Accessibility Principles](#)
  - [Testing for Web Accessibility](#)
- [Centre for Teaching Excellence - Accessible Documents & Universal Design](#)

## Tools

- Microsoft Word & Adobe Acrobat
- WebAIM Tools
  - [Accessibility Evaluation Tools](#)
  - [Color Contrast Checker](#)
  - [Color-reliant Link Contrast Checker](#)
  - [CommonLook PDF Plug-in for Acrobat](#)
- [WAVE – Web Accessibility Evaluation Tools](#)
- [NVDA Screen Reader](#)
  - [Deque University – Shortcuts for NVDA](#)

# Examples

# Example 1

- Both accessible & visually pleasing
  - Applied accessible font, sizes, colour contrast, headings, alt text, etc.
- Used accessibility checkers & screen reader to review
- Format is not applicable to all handouts. Content dependent (i.e. citation style guides)

## FINDING SOURCES

Once you have one good article, you can use **citation mining** to locate more sources. This is one of many effective search strategies if you're struggling to find more about your topic.

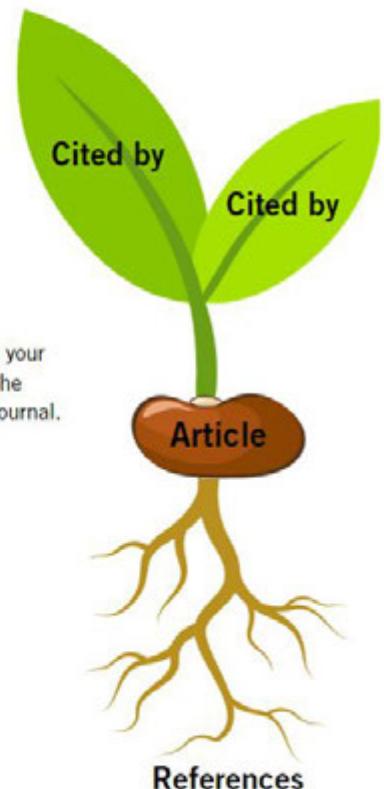
1. Imagine your article as a seed.
2. Your article requires roots for support i.e. bibliography, references, works cited.
3. Any works that cite your article are newly grown leaves.

When you find a relevant article, look at its roots and leaves to expand your research.  
*Recommended databases to start: Web of Science, Scopus, Google Scholar*

### Forward citation mining

Look at works sprouted from your article. This helps find newer research and relevant sources that cite and build upon your original article.

*Look for database options that say "cited by", "cited references", etc.*



### Related item mining

Compare similar articles. This helps find new information on your topic and counter-arguments. Search for articles written by the same author(s) and look at articles in the same publication/journal.

*Look for database options that say "related articles", "browse similar content", etc.*

### Backward citation mining

Look at the reference list (roots) of your article. This helps find other sources to include in your research and identify other experts/organizations.

*Take notes on authors & ideas that relate to your research to identify the most relevant sources in the reference list.*

# APA Citation Quick Guide

## Example 2

- All our citation guides looked like this (print & online)
- Not accessible & bad for screen readers
- Big challenge: many citation guides and content is text heavy

### Journal Article with DOI

Reference List Format	In-Text Citation
Author, A. A. (Year of Publication). Title of article. <i>Journal Title, Volume number</i> (Issue number), Page numbers. DOI	(Conboy, 2017)
Conboy, M. (2017). Journalism and the democratic market society. <i>Journalism Studies</i> , 18(10), 1263–1276. <a href="https://doi.org/10.1080/1461670X.2017.1336935">https://doi.org/10.1080/1461670X.2017.1336935</a>	OR Conboy (2017) emphasized that.....

### Journal Article, on a Website, without DOI

Reference List Format	In-Text Citation
Author, A. A., & Author, B. B. (Year of Publication). Title of article. <i>Journal Title, Volume number</i> (Issue number), Page numbers. URL	(Tamtik & Guenter, 2019)
Tamtik, M. & Guenter, M. (2019). Policy analysis of equity, diversity and inclusion strategies in Canadian universities – How far have we come? <i>Canadian Journal of Higher Education</i> , 49(3), 41-56. <a href="https://journals.sfu.ca/cjhe/index.php/cjhe/article/view/188529/186359">https://journals.sfu.ca/cjhe/index.php/cjhe/article/view/188529/186359</a>	OR Tamtik and Guenter (2019) demonstrated that.....

### Journal Article, in Print or in Library Databases, without DOI

Reference List Format	In-Text Citation
Author, A. A., & Author, B. B. (Year of Publication). Title of article. <i>Journal Title, Volume number</i> (Issue number), Page numbers.	(Dornstauder & Chorney, 2019)
Dornstauder, D., & Chorney, D. (2019). Shifting the focus for professional development in health and physical education. <i>Physical &amp; Health Education Journal</i> , 85(1), 1-14.	OR Dornstauder and Chorney (2019) demonstrated that.....

#### Tips for journal article format (see sec. 10.1 #1, APA Manual, 7<sup>th</sup> ed.):

- \* If the journal does not use volume, issue, and/or article or page numbers, omit the missing element(s) from the reference.
- \* If the journal article does not have a DOI and is from an academic research database, end the reference after the page range. Cite it as is the case for a print journal article.

# Example 2

- APA citation style help guides – pilot for creating accessible versions

**APA Citation (7th edition): Quick Guide**

**Book with more than one author**  
Author, A. A., & Author, A. A. (Year of Publication). Title of book. Name of Publisher.  
Ward, G. C. & Burns, K. (2007). *The war: an intimate history, 1941-1945*. University of Chicago Press.

**Chapter in an edited eBook with DOI**  
Author, A. A., & Author, A. A. (Year of Publication). Title of chapter. In Editor's name (Ed.), Title of book (pp. Chapter Page Numbers). Name of Publisher. doi:xxxxxxxxxxxxxx  
Zander, P. (2019). Governance for sustainability in European Cities. In P. Hamman (Ed.), *Sustainability Governance and Hierarchy* (1<sup>st</sup> ed., pp. 238-256). Routledge. <https://doi.org/10.4324/9780367187903>

**Online journal article with DOI**  
Author, A. A., & Author, A. A. (Year of Publication). Title of article. Journal Title, Volume(Issue number). Page numbers. doi:xxxxxxxxxxxxxx  
Mora, C., & Maya, M.F. (2006). Effect of the rate of temperature increase of the dynamic method on the heat tolerance of fishes. *Journal of Thermal Biology*, 31(4), 337-341. <https://doi.org/10.1016/j.therbio.2006.01.005>

**In-Text Citation Examples**  
(Ward & Burns, 2007)  
(Zander, 2019)  
(Mora & Maya, 2006)

**OR**  
Ward and Burns (2007) expressed concern...  
Zander (2019) mentions that...  
Mora and Maya (2006) demonstrated that the...

**Have more questions?**  
Visit us at the Reference & Research Desk!

 UNIVERSITY OF TORONTO LIBRARIES

**APA CITATION QUICK GUIDE**

**No tables:**

**Book, in Print or eBook without DOI, with Three or More Authors**  
Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). Title of book. Name of Publisher.  
Ahuja, H. N., Dozzi, S. P., & AbouRizk, S. M. (1994). *Project management: Techniques in planning and controlling construction projects*. John Wiley.

**In-Text:**  
(Ahuja et al., 1994)  
Ahuja et al. (1994) clarified that.....

**Table version 1:**

**Book, in Print or eBook without DOI, with Three or More Authors**  
Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). Title of book. Name of Publisher.  
Ahuja, H. N., Dozzi, S. P., & AbouRizk, S. M. (1994). *Project management: Techniques in planning and controlling construction projects*. John Wiley.

**In-Text:**  
(Ahuja et al., 1994)  
Ahuja et al. (1994) clarified that.....

**Table version 2:**

Source	Reference examples	In-text examples
Chapter in an edited eBook with DOI	Author, A. A., & Author, A. A. (Year of Publication). Title of chapter. In Editor's name (Ed.), Title of book (pp. chapter page numbers). Name of Publisher. doi:xxxxxxxxxxxxxx Zander, P. (2019). Governance for sustainability in European Cities. In P. Hamman (Ed.), <i>Sustainability Governance and Hierarchy</i> (1 <sup>st</sup> ed., pp. 238-256). Routledge. <a href="https://doi.org/10.4324/9780367187903">https://doi.org/10.4324/9780367187903</a>	(Ahuja et al., 1994) Ahuja et al. (1994) clarified that.....

# Example 2

- Final template for citation style guides

## APA Citation Quick Guide

### Book, in Print or eBook without DOI, with Three or More Authors

**Reference:**

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). Title of book. Name of Publisher.

Ahuja, H. N., Dozzi, S. P., & AbouRizk, S. M. (1994). *Project management: Techniques in planning and controlling construction projects*. John Wiley.

**In-Text:**

(Ahuja et al., 1994)

Ahuja et al. (1994) clarified that...

### Chapter in an edited eBook with DOI

**Reference:**

Author, A. A., & Author, A. A. (Year of Publication). Title of chapter. In Editor's name (Ed.), Title of book (pp. Chapter Page Numbers). Name of Publisher. doi:xxxxxxxxxxxx

Zander, P. (2019). Governance for sustainability in European Cities. In P. Hamman (Ed.), *Sustainability Governance and Hierarchy* (1st ed., pp. 238-256). Routledge.  
<https://doi.org/10.4324/9780367187903>

**In-Text:**

(Zander, 2019)

Zander (2019) mentions that..

### Online journal article with DOI

**Reference:**

Author, A. A., & Author, A. A. (Year of Publication). Title of article. Journal Title, Volume(Issue number), Page numbers. doi:xxxxxxxxxxxx

Mora, C., & Maya, M.F. (2006). Effect of the rate of temperature increase of the dynamic method on the heat tolerance of fishes. *Journal of Thermal Biology*, 31(4), 337-341.  
<https://doi.org/10.1016/j.jtherbio.2006.01.005>

**In-Text:**

(Mora & Maya, 2006)

Mora and Maya (2006) demonstrated that the...

# Example 3

- Special cases:  
**Journal of Forensic Sciences citation style**

## **Journal of Forensic Sciences Citation**

This guide provides examples on how to cite in-text and format references according to the *Journal of Forensic Sciences*. The complete rules can be found at the [Author Guidelines page](#) on the *Journal of Forensic Sciences* website. Below are some general rules to guide you:

- The heading of the reference list is labelled **References** in bold following the body of your paper
- References are assigned a number in parentheses in the order that they are used. So, your first reference is [1], your second is [2], and so forth. Whenever you want to cite a source that you have previously used, you will use the reference number that is assigned to it. You can combine multiple previously cited references to support a later point, so for instance [1, 2, 14, 19] would refer to the first, second, fourteenth and nineteenth items that you had already cited previously.
- Journal titles are abbreviated in your **References** section. For instance, *Journal of Forensic Sciences* is abbreviated as J Forensic Sci. To find the abbreviation for a particular journal that you are citing, use the tool provided by the National Library of Medicine from the link below, and simply type in the journal title (note that you may need to scroll through the results) and look for the “NLM Title Abbreviation” linked to the journal details: <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals/>
- List all authors up to six names for a reference you are citing; if there are more than six author names, list the first six followed by et al.
- If the author is an organization, then supply organization name as the author; if there is no author given at all, then use the title of the article as the author.
- Provide a DOI number if available for web only journals. Ideally, provide a plain DOI without permalink embedding. For instance, “DOI: 10.1111/1556-4029.14744” is preferable to <https://doi.org.myaccess.library.utoronto.ca/10.1111/1556-4029.14744>. You can usually find the plain DOI without the permalink embedding if you download and open the PDF of the article.

### **Journal Article with One to Six Authors (Print Journal without DOI)**

1. Author AA. Title of article. Abbreviated Journal Title Year;Volume(issue): pages of article.  
  
1. Kafadar K. The critical role of statistics in demonstrating the reliability of expert evidence. *Fordham L Rev* 2018;86(4):1617-37.

### **Journal Article with 7 or more authors (Print Journal without DOI)**

2. Author AA, Author BB, Author CC, Author DD, Author EE, Author FF et al. Title of article. Abbreviated Journal Title Year;Volume(issue): pages of article.  
  
2. Daux V, Lecuyer C, Heran MA, Amiot R, Simon L, Fourel F, et al. Oxygen isotope fractionation between human phosphate and water revisited. *J Hum Evol* 2008;55(6):1138-47.

# Example 3

## Journal of Forensic Sciences Citation

This guide provides examples on how to cite in-text and format references according to the *Journal of Forensic Sciences*. More rules can be found at the [Author Guidelines page](#). Below are general rules to guide you:

The heading of the reference list is labelled **References** in bold following the body of your paper.

References are assigned a number in parentheses in the order that they are used. So, your first reference is [1], your second is [2], and so forth. Whenever you want to cite a source that you have previously used, you will use the reference number that is assigned to it. You can combine multiple previously cited references to support a later point, so for instance [2, 14, 19] would refer to your second, fourteenth and nineteenth citations.

Journal titles are abbreviated in your References section. For instance, *Journal of Forensic Sciences* is abbreviated as *J Forensic Sci*. To find the abbreviation for a particular journal, use the [National Library of Medicine Journal Search](#). Simply type in the journal name. You may need to scroll to find the correct name.

List all authors up to six names for a reference you are citing; if there are more than six author names, list the first six followed by *et al.*

If the author is an organization, then supply organization name as the author; if there is no author given at all, then use the title of the article as the author.

Provide a DOI number if available for web only journals. Ideally, provide a plain DOI without permalink embedding. For instance, DOI: 10.1111/1556-4029.14744 is preferable to <https://doi.org.myaccess.library.utoronto.ca/10.1111/1556-4029.14744>. You can usually find the plain DOI without the permalink embedding if you download and open the PDF of the article.

### Journal Article with One to Six Authors (Print Journal without DOI)

Template Example

1. Author AA. Title of article. Abbreviated Journal Title Year;Volume(issue): pages of article.

Real Example

1. Kafadar K. The critical role of statistics in demonstrating the reliability of expert evidence. *Fordham L Rev* 2018;86(4):1617-37.

### Journal Article with Seven or More Authors (Print Journal without DOI)

Template Example

2. Author AA, Author BB, Author CC, Author DD, Author EE, Author FF et al. Title of article. Abbreviated Journal Title Year;Volume(issue):pages of article.

Real Example

2. Daux V, Lecuyer C, Heran MA, Amiot R, Simon L, Fourel F, et al. Oxygen isotope fractionation between human phosphate and water revisited. *J Hum Evol* 2008;55(6):1138-47.

### Journal Article with DOI

Template Example

3. Author AA, Author BB, Author CC, Author DD, Author EE, Author FF et al. Title of article. Abbreviated Journal Title Year;Volume(issue):pages of article. DOI#.

Real Example

3. Horbaly HE, Kenyhercz MW, Hubbe M, Steadman DW. The influence of body size on the expression of sexually dimorphic morphological traits. *J Forensic Sci* 2019;64(1):16-22. doi: 10.1111/1556-4029.13850.

### Book

Template Example

4. Author AA, Author BB, Author CC. Title of book. City of publication, State/Province: Publisher, Year; page numbers referenced

Real Example

4. Christensen AM, Passalacqua NV, Bartelink EJ. *Forensic anthropology: current methods and practice*. San Diego, CA: Academic Press, 2014; 62-71.

### Chapter in an Edited Book

Template Example

5. Author AA. Title of book chapter. In: Editor AA, Editor BB, Editor CC, editors. Title of book. City, Country: Publisher, Year;page numbers referenced.

Real Example

5. Dror IE. The paradox of human expertise: why experts get it wrong. In: Kapur N, Pascual-Leone A, Ramachandran VS, editors. *The paradoxical brain*. Cambridge, U.K.: Cambridge University Press, 2018;177-88.

### Conference Proceeding

Template Example

6. Author AA. Title of article. In: Title of proceedings; Year Month Dates [when the conference took place]; City, Province/State, Country [where the conference took place]. City, Province/State: Publisher, Year;page numbers referenced.

Real Example

6. Kohavi R. A study of cross-validation and bootstrap for accuracy estimation and model selection. In: *Proceedings of the 14th International Joint Conference on Artificial Intelligence*; 1995 Aug 20-25; Montreal, Quebec, Canada. San Francisco, CA: Morgan Kaufmann Publishers Inc, 1995;1137-45.

# Challenges

- Time consuming
- Required a lot of training as we are not accessibility specialists
- Requires a lot of coordination – internal & external

# Next Steps

- Continue to update all our handouts to have an accessible version
- Update our reference help website
- Goal: complete by September 2023



**Thank you for joining us!  
Any questions?**

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