Evaluating Sources Checklist

Check as many boxes as you can for the source in question!

# Authority / Credibility

* The work has an author.  Write the author’s or organization’s name here:
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The author is reputable or well-known.
* The author provides citations for where they found their information.
* On websites, sections like “About Us” or “Who We Are” give more detailed information about the organization or author.

# Accuracy

* Facts and statistics presented can be verified through another source.
* Based on previous knowledge, information in the source seems accurate and matches information found in other sources.
* The source is relatively free of spelling or grammatical errors.
* On websites, other reliable websites link back to this source.

# Scope / Relevance

* The source covers your topic comprehensively or goes into detail on a specific aspect of your topic.
* The source answers your research question adequately.
* The source is considered scholarly, rather than popular.
* Language and terminology in the source is easy to understand.

# Currency / Date

* The source discloses when it was published.  Write the date here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The information in the source has been recently updated.
* Currency is important in your research (for some topics, this might not be the case).

# Objectivity / Bias / Reliability

* What is the source trying to do?
  + Educate
  + Advertise a product or service
  + Entertain
  + Communicate within a profession
* The source has an intended audience.  Write the audience here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The author is truly objective, and is not trying to persuade, sell, or promote to the reader.

# Style / Functionality

* The source is well-written and organized.
* The source has a professional appearance.
* On websites, the navigation is easy and intuitive.
* On websites, there are no broken or dead links.