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| **Criteria** | **Assessment** |
| Timeliness |  |
| Publication date |  |
| Effect of publication date on information accuracy | None / Little / Major |
| Recent publications that support/refutes the source | Yes / No / Unsure |
| Embedded links work | Yes/ No |
| Relevance |  |
| Intended audience (scholars, general public etc.) |  |
| Have you looked at a variety of similar sources before selecting this one? | Yes/ No |
| Would you be comfortable citing this source? | Yes / No / Unsure |
| Authority |  |
| Where did the information come from? |  |
| Is the author / publisher / sponsor identified? | Yes/ No |
| Can their credentials be verified? | Yes/ No |
| Has the source been cited in other research? | Yes/ No |
| Do you trust the source? | Yes / No / Unsure |
| Accuracy |  |
| Can the information be verified in other reliable sources? | Yes/ No |
| Is the research evidence based? | Yes/ No |
| Has it been through a peer-review process? | Yes / No / Unsure |
| Are there spelling or grammatical errors? | Yes/ No |
| Purpose |  |
| Why was this information created? |  |
| What is the purpose of this information? (i.e. inform, provide facts, sell, or persuade you of something?) |  |
| Is there evidence of political, religious, institutional, or personal biases? | Yes / No / Unsure |
| Is the information objective and impartial? | Yes/ No |

**How to use this template:**

1. For each source of information, answer each of the above criteria.
2. If most of your answers are ‘No’ or ‘Unsure’, consider finding an alternative source of information.
3. If most of your answers are ‘Yes’ and you feel comfortable citing this information, do so.
4. When you feel you have enough experience to evaluate sources without looking to answer each set of criteria, you are ready to move away from using this template and evaluating sources as you go.
5. It is a good idea to check-in and use the template every now and then, to make sure you are still utilising the best sources of information available.