Worksheet 3.1. Evaluation Flowchart and Checklist (page 1)

1. Is an author listed?
   - Yes
   - What is the author(s)’ name?
   - If yes
     - Are the qualifications and/or experience related to the topic of the source? Yes/No
     - If no
     - Now go to box #2

   - No
   - 2. Is an organization responsible for the source?
     - e.g., Government? University? Company? Publishing company? Other?

3. Does the source contain a bibliography, in-text references, footnotes or endnotes? Yes/No

4. Does the source contain any bias?
   - Opinions?
   - Trying to sell?
   - Telling only one side?

   - Yes
     - Can you still use the source for an academic research paper? Yes/No
       - If yes, what will you do to balance the bias?
       - Done!

   - No
     - Can you find the author(s)’:
       - Qualifications?: _______________________________
       - Experience?: _______________________________
       - Who writes the information? What is the source of the information?

   - Done!
Your evaluation:

Having filled in the flowchart, what conclusion have you reached? Is this a good source for your research project?

- Does the author or organization have the proper experience and qualifications to provide this information?
- If written by an organization, is the organization well known and trusted?
- Does the organization have a positive (altruistic) purpose in providing this information?
- Does the source contain a bibliography or other references to show the source of the information?
- Has this source been through a formal publication process? Has it been edited or reviewed?
- Does the site contain any bias? If so, can you find a way to balance the bias with information from other sources?
- Finally, is it up to date? Is this important for your topic?

Summary (What is your overall evaluation, based on the checklist and your flowchart? Is this a suitable source for your academic research? What evidence supports your decision?)

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Source information:
Title: ________________________________________________________________

Author (if listed): ______________________________________________________

Organization (if provided): _____________________________________________

URL (if provided): _____________________________________________________

Other information useful for finding this source again or for citing it later: ____________________________________________________________

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