

Checklist: Evaluating Sources

Directions: Use this checklist to keep track of your activities as evaluate sources. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
<input type="checkbox"/>	1. <i>Determine whether the source is relevant.</i> Ask whether the source will help you accomplish your purposes and address your readers' needs and interests.
<input type="checkbox"/>	2. <i>Determine whether the source provides evidence and uses it appropriately.</i> Ask whether enough evidence of the right kind is offered? Ask whether evidence is used fairly, whether it is convincing, and whether its source is provided.
<input type="checkbox"/>	3. <i>Learn about the author of the source.</i> Ask whether the author is knowledgeable. Try to determine the author's affiliation and consider how the author's biases affect the arguments, ideas, and information in the source.
<input type="checkbox"/>	4. <i>Learn about the publisher of the source.</i> Try to locate information about the publisher and consider how the publisher's biases affect the arguments, ideas, and information in the source.
<input type="checkbox"/>	5. <i>Consider the timeliness of the source</i> and its impact on and relevance to your project.
<input type="checkbox"/>	6. <i>Consider the comprehensiveness of the source</i> and its impact on and relevance to your project.
Notes:	
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