**Source Evaluation**

**Before you start taking notes from a source, you must evaluate that source. For every source, ask yourself the following questions. After answering the questions, determine if the source is a good, credible source to use.**

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| **Source #** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **A: Authority** |  |  |  |  |  |  |  |  |
| Is there an author’s name?  |  |  |  |  |  |  |  |  |
| Can you locate author’s credentials?  |  |  |  |  |  |  |  |  |
| Evidence of author’s expertise in subject?  |  |  |  |  |  |  |  |  |
| Similar works by this author?  |  |  |  |  |  |  |  |  |
| Publisher’s credentials and reputation?  |  |  |  |  |  |  |  |  |
| **S: Sources** |  |  |  |  |  |  |  |  |
| Is information presented as fact? If yes…  |  |  |  |  |  |  |  |  |
| Does the author provide documentation? (Bibliography, Footnotes, etc.) |  |  |  |  |  |  |  |  |
| If documentation/sources are included, as they from credible sources? |  |  |  |  |  |  |  |  |
| **P: Purpose**  |  |  |  |  |  |  |  |  |
| Was this source written to inform and educate? |  |  |  |  |  |  |  |  |
| Does the source argue a perspective or specific opinion? |  |  |  |  |  |  |  |  |
| Is the source just right for your research needs? |  |  |  |  |  |  |  |  |
| **E: Evenness**  |  |  |  |  |  |  |  |  |
| Is the information presented objectively? |  |  |  |  |  |  |  |  |
| If the source is biased, does the author acknowledge the bias?  |  |  |  |  |  |  |  |  |
| **C: Coverage** |  |  |  |  |  |  |  |  |
| Is the information *new*? Does it *support* what you have found in other sources?  |  |  |  |  |  |  |  |  |
| Is the source *comprehensive* or inclusive enough for your needs? |  |  |  |  |  |  |  |  |
| Does this source provide information that is *relevant* to your needs?  |  |  |  |  |  |  |  |  |
| **T: Timeliness** |  |  |  |  |  |  |  |  |
| When was the source published?  |  |  |  |  |  |  |  |  |
| Is the date appropriate for your topic?  |  |  |  |  |  |  |  |  |
| Should you use this source? |  |  |  |  |  |  |  |  |