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
☐	1. *Determine whether the source is relevant*. Ask whether the source will help you accomplish your purposes and address your readers' needs and interests.
☐	2. *Determine whether the source provides evidence and uses it appropriately*. 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.
☐	3. *Learn about the author of the source*. 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.
☐	4. *Learn about the publisher of the source*. Try to locate information about the publisher and consider how the publisher's biases affect the arguments, ideas, and information in the source.
☐	5. *Consider the timeliness of the source* and its impact on and relevance to your project.
☐	6. *Consider the comprehensiveness of the source* and its impact on and relevance to your project.
Notes:	